

Area Agency on Aging Serving Napa and Solano

Mail: P.O. Box 3069, Vallejo, CA 94590, Office 400 Contra Costa St.
(707) 644-6612 – FAX 644-7905

Minutes of Board Meeting: Tuesday, December 6, 2016, 2:30 PM **Area Agency on Aging Serving Napa and Solano, Training/Conference Room** **400 Contra Costa Street, Vallejo, CA 94590**

Carolyn Wrage, Presiding

Solano County

Dist.1	Marty Kuehneman, Treasurer	Present
2	Marilyn Manfredi	Present
3	Robert Panush	Present
4	Richard Lundin	Present
5	Michael Donnellan	Present
At-Large	James McCully	Present
At-Large	Rev. Dr. Tony Ubalde, Secretary	Present
At-Large	Stephen Murphy, Vice Chair	Excused

Napa County

Dist. 1	Heather Stanton	Present
2	Betty Rhodes	Present
3	Charles Morse	Present
4	Beverly Saxon-Leonard	Excused
5	Vacant	
At-Large	Jo Ann Busenbark	Present
At-Large	Carolyn Wrage, Chair	Present
At-Large	Vacant	

The meeting was called to order at 2:40 PM by Chair Carolyn Wrage. A quorum was present.

Present: Leanne Martinsen – Executive Director, Jacquelin Bell, CFO, Steven Rozensky – Advisory Council Chair, Teri Ruggiero – Advisory Council member, Arnold Koenig – Advisory Council member.

Public Comment: None.

Regular Business

- 1. Motion by Heather Stanton to approve the agenda for the December 6, 2016 Board meeting as correcting the date of the next meeting to January 17, 2017, seconded by Rev. Ubalde, motion carried.**
- 2. Motion by Marilyn Manfredi, to approve the minutes for the October 18, 2016 meeting as presented, seconded by Rev. Ubalde, motion carried, with Heather Stanton abstaining.**
- Finance / Treasurer's Report:
 - Jacquelin Bell, CFO noted that the finance committee had met just prior to this meeting, and she had provided an update regarding the independent audit. She reviewed the October 2016, reflecting activity for the first four months of the fiscal year. Financial reports that had been distributed to the members before the meeting. She noted that the CDA audit, covering four fiscal years is scheduled to take place in January.
 - Jacquelin Bell, CFO presented the Area Plan Budget Amendment #1, which included additional - one-time-only funds, and has been submitted to CDA. Leanne Martinsen indicated that the Budget Display from CDA on pages 11 and 12 of the agenda packet shows the specific distribution and program categories, totaling \$159,088. The funds will be distributed to current providers in the same proportion as the original contracts. **Motion by Heather Stanton**

to accept the October 2016 finance report and Area Plan Budget Amendment #1, seconded by Marilyn Manfredi, motion carried.

- c) The Finance/Audit committee had met with the Audit team during their on-site visit on November 10. Jacquelin Bell provided a brief update and discussed the recommendation to acquire an additional module in the Blackbaud accounting system.
4. Correspondence: None
5. Advisory Council Report: Leanne Martinsen indicated that the minutes from the October 6 Advisory Council meeting were included in the meeting packet, and the minutes from the November 3 meeting, which were approved at the December 1 meeting were distributed at this Board meeting. Teri Ruggiero reported that the Advisory Council had received a report from Terry Ann Steffen about the progress that has been made with the AAoA Direct Services, and the Council was pleased to note that the service delivery report reflects improved performance. She distributed a written report and indicated that the Program Monitoring Committee had met on October 31 and November 29 to review the provider service delivery reports for the first quarter of the fiscal year, and the report reflected that all direct services were at or above service delivery goals for this point in the fiscal year, with the exception of Public Information and Family Caregiver Information, and two contracted providers – Collabria Care in Napa was slightly under on respite hours, and NorthBay was under in caregiver support group hours reported. Staff is providing technical assistance, and the recommendation of the Advisory Council is to watch these providers, but no action is recommended to be taken at this time. The Council also recommends that the one-time-only funds be distributed to providers as staff recommends. The Council recommends that the Board direct the Executive Director to communicate with Direct Service staff and Contracted Providers that the service delivery data must be submitted on time, as per the contract, so that staff can prepare the reports for the committee to review before the regularly scheduled Advisory Council meetings. Heather Stanton commented that the work of Jason Curletto in providing detailed analysis is much appreciated by the members, and suggested that he be invited to come to a Board meeting in the future to share the trend reports. The next committee meeting will be on January 30, when the second quarter service delivery reports will be reviewed.
- Motion by Heather Stanton to accept the Advisory Council Program Monitoring report, seconded by Charles Morse, motion carried.** The Council recommended that the Board consider signing on to a letter advocating for a change in the Mobilehome residency law to permit home sharing, and authorize the use of the AAoA logo. A copy of the draft was shared with the Board members, and there was some concern about whether this was consistent with the CSL proposal AP16, addressing Mobile Home Residency Rights and Leanne Martinsen will check into this. **Motion by Heather Stanton to direct the Executive Director to communicate this to the author of the letter, and if the concern was addressed, to authorize the support and use of the AAoA logo, seconded by James McCully, motion carried.** Arnold Koenig reported that the Advisory Council had voted to establish an ad hoc committee on Senior Safety and Elder

Abuse Prevention. He distributed a document that outlined his concept of the scope of activities for this committee, and discussed his vision, including working with the Napa Alliance for Senior Education and other organizations to host an event during June, Elder Abuse Awareness Month. In response to concerns stated that this committee should not duplicate the work that is already being done by other organizations in the community, Leanne Martinsen indicated that the scope of this committee was still being developed, and that staff would work with Mr. Koenig to develop a more concise plan, and that will be shared with the Board.

6. Board Committee and Work Group Reports:

- a) Executive Committee – Carolyn Wrage noted that the committee had not met, but it had been her pleasure to be involved in the interview process that resulted in the selection of Vincent Valenzuela to be the AAoA Planner.
- b) Membership Committee – Rev. Ubalde stated that the Napa County Board of Supervisors had made appointments and the remaining vacancy will be posted when the new District 5 Supervisor is installed in January. New members orientation is being scheduled with the new members.
- c) Housing Concerns – Leanne Martinsen indicated that the reports of the Napa County Housing summit meetings can be accessed on the Live Healthy Napa County (LHNC) website, and that Vincent Valenzuela has been in contact with the Community Action Partnership of Solano regarding their development of a Regional Strategic Plan to respond to homelessness.
- d) Legislative and Veterans Issues, Dr. Richard Lundin indicated that there have been reports of some National Guard bonuses that were made in error, but not all will be required to repay. He discussed the Freedom Flights, which arrange for WWII and Korean War era veterans to go to Washington DC. He reported that the VA is contracting out some health services, and that Veterans can be treated at David Grant Medical Center at Travis Air Force Base. He also noted that Habitat for Humanity is working with Solano NorthBay Housing to increase housing for veterans in the Vallejo Benicia area. He noted that there are Pearl Harbor observances, and that the Congressional Gold Medal is being given to Filipino Scouts who assisted in WWII.

7. Leanne Martinsen announced the recent passing of former Board member, Wendy Wallen, and shared the obituary from the Napa Valley Register. She also distributed a written report on recent AAoA Activity, highlighted the following.

- Vincent Valenzuela, Planner started full time in November and part-time clerical assistant position to support Fiscal operations started this week.
- Three staff members have become “Certified Information and Referral Specialist-Aging/Disability (CIRS-AD). Four additional staff members are scheduled to take the exam on line with the Alliance of Information and Referral Systems.
- Conducted two orientations for new Board and Advisory Council members in October, another scheduled on December 13.
- Bruce Wagstaff, Consultant, was engaged to conduct organizational assessment. Has begun key informant interviews and other processes.

- Received grant from Auction Napa Valley to support StopFalls Napa Valley and other programs in Napa Co..

Old Business:

Discussion regarding planning a social event for Board and Advisory Council members, as well as AAoA staff, and the following members volunteered to plan this event: Marilyn Manfredi, Tony Ubalde and Heather Stanton. They will bring information to the next meeting.

Tabled Business:

Discussion regarding Executive Director Performance Review. **Motion by James McCully, to defer this discussion pending the recommendation of an evaluation tool by the consultant, seconded by Marilyn Manfredi, motion carried.**

New Business:

1. Action Item: **Motion by Heather Stanton to authorize Leanne Martinsen, the Executive Director of the Agency, be authorized and directed to execute and sign the Grant Agreement with Auction Napa Valley for 2017, seconded by Marilyn Manfredi, motion carried.** This agreement provides \$80,000 to provide general operating funds in support of services to Napa County residents and also requires the signature of the Board Chair.
2. Discussion & Possible Action: Board may consider changing the time of regular meetings. It has been suggested that the 2:30 start time is difficult for members that are not retired, and possibly a barrier in recruiting new members. The conversation included concerns about the availability of the meeting rooms in Napa for a later hour, and traffic. There was also discussion regarding telephone access, and other electronic means such as Skype, and the capacity to use this technology at the various meeting locations. Leanne Martinsen indicated that she would ask Jason Curletto for advice and assistance on technology options that are available.

Information Items: The Schedule of Events was included in the meeting packet.

Roundtable Announcements: None

The meeting was adjourned at 3:45 PM, with wishes for a safe and happy holiday season.

The next meeting will be on at 2:30 on January 17, 2017 in Napa.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: January 17, 2017