

## Area Agency on Aging Serving Napa and Solano

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### **Minutes of Board Meeting: Tuesday, January 17, 2107, 2:30 PM** **Comprehensive Services for Older Adults (CSOA) Main Conference Room** **650 Imperial Way, Napa, CA 94559**

#### Carolyn Wrage, Presiding

#### Solano County

Dist.1	Marty Kuehneman, Treasurer	Present
2	Marilyn Manfredi	Excused
3	Robert Panush	Present
4	Richard Lundin	Present
5	Michael Donnellan	Excused
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	Excused
4	Beverly Saxon-Leonard	Excused
5	Vacant	
At-Large	Jo Ann Busenbark	Present
At-Large	Carolyn Wrage, Chair	Present
At-Large	Vacant	

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

There was not a quorum present at 2:30. The Chair indicated that until additional members arrived, reports that did not require action would be received.

Dr. Richard Lundin reported on Veterans issues. He noted that the investigation into bonuses issued to California National Guard members was still in process, but it appears that only 5-600 members may have been issued in error, and some of these will be recouped. He reported that the Honor Flight Bay Area Foundation that takes WWII veterans to Washington DC has been expanded to include Veterans from the Korean conflict era, and the number to call for more information and to refer veterans is (408) 839-8269. He also reported the Pathways program at the Yountville Veterans Home was now being managed by the VA and working with Napa Community College.

Steven Rozensky reported that the January Advisory Council met on January 5, and there were no specific recommendations for the Board of Directors, but he shared information from the December meeting of the Triple-A Council of California (TACC). There was concern expressed about new leadership at the State and Federal level, and an opportunity to advocate with elected officials for legislation and adequate funding and to support essential services for vulnerable elders. He also noted that he is working with Vincent Valenzuela to edit a pamphlet on recognizing schemes and scams.

A quorum was present at 2:55, and the meeting was called to order, by Chair Carolyn Wrage.

Public Comment: None.

## Regular Business

1. **Motion by James McCully to approve the agenda for the January 17, 2017 Board meeting as presented, seconded by Heather Stanton, motion carried.**
2. **Motion by Rev. Ubalde, to approve the minutes for the December 6, 2016 meeting as presented, seconded by Betty Rhodes, motion carried.**
3. Finance / Treasurer's Report:
  - a) Jacquelin Bell, CFO noted that the finance committee had met just prior to this meeting and she provided an update on the CPA audit, which was conducted in November, and the CDA audit, which was conducted last week. She discussed the November 2016 Finance Report, which was included in the meeting packet reflects activity for the five months of the fiscal year. She pointed out that the current cash flow position is good, and expenses are lower than budgeted, reflecting some slow payments to subcontractors. She indicated that in the third quarter there will be an increased emphasis to make sure that contractors submit requests for reimbursement on a more timely basis, which will ensure timely reimbursements. Heather Stanton requested that the report be expanded to include percentages. **Motion by Heather Stanton to accept the November 2016 Financial reports, seconded by James McCully, motion carried.**
4. Correspondence: None
5. Advisory Council Report: Steven Rozensky had given the Advisory Council report earlier in the meeting.
6. Committee Reports:
  - a) Executive Committee – Carolyn Wrage noted that the committee had met.
  - b) Membership Committee – Rev. Ubalde indicated that he had met with Belia Ramos, the recently installed Supervisor for District 5 in Napa County, and she is vetting potential candidates for appointment to the Board.
  - c) Legislative and Veterans Issues, Dr. Richard Lundin had given this report earlier in the meeting.
7. Leanne Martinsen distributed a written report on recent AAOA Activity, highlighted the following.
  - Responded to CDA's requests to update sections of the (2017-2020) Area Plan in December, awaiting approval.
  - Issued provider contract modifications for additional funds in Budget Revision #1.
  - Independent Audit for Fiscal Year ended June 30, 2016 started in November.
  - CDA Fiscal Audit for Fiscal Years 2011/12 through, 2014/15 on-site January 9-13 2017.
  - All payroll positions are currently filled. Engaged a new consultant OTR to replace Pam Marietti, who is leaving StopFalls Napa Valley to accept full time employment with the State of California. Paul Trette works part-time at Queen of the Valley Hospital and has been involved with SFNV as a volunteer for several years.

- Conducted an orientation for new Board and Advisory Council members on December 13, will schedule another in late January or early February for members who were not available on previous scheduled orientation dates.
  - In preparation for printing 2017 updated Senior Guides, requested support from hospitals for donations to support printing costs.
  - Preparing application this month for Kaiser sponsorship of Fall Prevention events in September 2017.
  - Planning to make application to Napa County for Master Settlement Account (MSA) funding to support StopFalls Napa Valley during 2017-2018. Application process begins this month.
  - Working with Napa County to update the space use agreement that clarifies the arrangements we have for two staff members to be co-located with Napa Co. HHS- Comprehensive Services for Older Adults (CSOA) at 650 Imperial Way in Napa.
  - Consultant engaged to conduct organizational assessment. May have report to share at February Board meeting.
  - Received \$15,000 from Gasser Foundation for pilot program to install two wheelchair lifts in Napa Co. This is a project with SFNV & the Center for Volunteer and Nonprofit Leadership (CVNL).
  - Represented AAoA at community forums.
    - Senior Coalition of Solano County – Poverty work group meeting
    - Healthy Aging Population Initiative (HAPI) Collaborative and committees (Napa)
    - Live Healthy Napa County Leadership group
    - Solano Fall Prevention Partnership meeting
8. Vincent Valenzuela distributed a copy of the draft timeline for the upcoming Request for Proposals (RFP), and answered questions from members. This will include all of the Older American's Act funded programs currently contracted in both counties, as well as the Solano Long-Term Care Ombudsman program, and in Napa County Information and Assistance with Case Management and Outreach. This is a four year process, to result in contracts issued in June for FY 2017-18, and options to renew for three additional years. He also reported that he will be scheduling site visits to monitor providers with Jason Curletto, MIS coordinator, and Advisory Council members will be encouraged to participate.

Old Business:

1. Information/Action Item: Heather Stanton indicated that Marilyn Manfredi, who was unable to attend today's meeting, has suggested that the Board host a social event with wine and cheese for Board and Advisory Council members, AAoA Staff, and providers on a Thursday at 5:30 at La Strada (a restaurant located between American Canyon and Napa). There was discussion in favor of inviting local elected officials, and whether there would be adequate space at this location. It was also suggested that June would be a better time, with school out for the summer, and longer days for those who prefer not to drive after dark. The committee will proceed to identify a specific date and report back at the next meeting.

Tabled Business: None.

New Business:

1. Action Item: **Motion by JoAnn Busenbark to authorize Executive Director, Leanne Martinsen to sign the space agreement with Napa County, seconded by Hether Stanton, motion carried.** This is a MOU that covers the arrangements for two AAoA staff (Title IIIB and MSSP Case Managers) that are co-located at Comprehensive Services for Older Adults. As the draft agreement was not available before the meeting, Leanne Martinsen will send a copy to members via e-mail.

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

Roundtable Announcements: JoAnn Busenbark reported that the League of Women Voters is doing a study on housing this year, and the Governor's office is focusing on housing for vulnerable populations, and there may be more information on line about this.

The meeting was adjourned at 4:15 PM.

The next meeting will be on at 2:30 on February 21, 2017 in Vallejo.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by \_\_\_\_\_, Secretary to the Board

Date: February 21, 2017