

## Area Agency on Aging Serving Napa and Solano

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### **Minutes of Board Meeting: Tuesday, February 21 2017, 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	Excused
5	Michael Donnellan	Present
At-Large	James McCully	Present
At-Large	Rev. Dr. Tony Ubalde, Secretary	Present
At-Large	Stephen Murphy, Vice Chair	Present

##### Napa County

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

The meeting was called to order at 2:30 PM by Chair Carolyn Wrage. A quorum was present.

Present: Leanne Martinsen – Executive Director, Vincent Valenzuela -- Planner, Teri Ruggiero – Advisory Council member, Arnold Koenig – Advisory Council member, Bruce Wagstaff, consultant, Sabine G.Shrode and Catherine Cook, Aides to Solano County Supervisor Jim Spring.

Public Comment: None.

#### Regular Business

- 1. Motion by Marilyn Manfredi to approve the agenda for the February 21, 2017 Board meeting as presented, seconded by Robert Panush, motion carried, with Beverly Saxon-Leonard abstaining.**
- 2. Motion by Heather Stanton, to approve the minutes for the January 17, 2017 meeting correcting the typographical error/duplicate statement on page 1, seconded by Robert Panush, motion carried, with Beverly Saxon-Leonard and Marilyn Manfredi abstaining.**
- Finance / Treasurer's Report:
  - Jacquelin Bell, CFO, was not present. Leanne Martinsen reported that the Finance Committee met on February 13, and the fiscal notes and December finance reports were reviewed and are also included in the meeting packet. Heather Stanton requested that a discussion of the fiscal workload be placed on the agenda for the next meeting.
- Correspondence: None

5. Advisory Council Report: Teri Ruggiero referred to the program monitoring committee report that was included in the meeting packet and stated that all AAoA Direct Services and contractors are in compliance with the established goals at this time, and commended the staff and contractors for their hard work and dedication to meet the goals established to ensure these valuable services are provided to seniors in our communities. The Advisory Council does not have any recommendations on program monitoring for the Board at this time and the next committee meeting will be before the May Advisory Council meeting, when the third quarter service delivery reports will be reviewed. Board members thanked Teri for the work of the committee.
6. Bruce Wagstaff distributed copies of the organizational review report, and reviewed the methodology, key findings and recommendations. He noted that this organization is one of only five established as a non-profit organization (of 33 in California), which makes comparisons difficult. He noted that three overriding themes were consistent across the stakeholder interviews, focus groups and other input: These issues were the oversight of contract providers, the distribution of resources between the two counties, and a desire for more leadership from the organization. Comparisons were focused on other Area Agencies on Aging that are non-profit organizations, and those with similar annual state funding allocations. There are eleven specific recommendations presented for consideration by the Board of Directors and Executive Committee. He also discussed the selection of performance evaluation tools. He answered questions from members and thanked everyone for their assistance. There was some discussion of how best to share this report to the Board of Supervisors.
7. Board Committee and Work Group Reports were not presented due to time constraints:
  - a) Executive Committee.
  - b) Membership Committee.
  - c) Legislative and Veterans Issues.
8. Leanne Martinsen distributed a written report on recent AAoA Activity
9. Vincent Valenzuela reviewed the final draft of the Request For Proposals (RFP) to provide services for older adults and caregivers in Napa and Solano County. This document had been provided to the members prior to the meeting. He noted that the proposed funding amounts will change when the Budget Display for FY 2017-18 is received from CDA. He answered questions from members related to the content of the RFP document and the process for conducting the RFP. If the Board authorizes the release of this RFP today, the proposals will be due on March 31. A committee of Advisory Council members will review the applications and make recommendations to the full Council at their May 4 meeting. Their recommendations will come to the Board at the May 16 meeting, when the Board will act to direct staff to prepare contracts for FY 2017-18, which would start July 1, 2017.

Old Business:

Heather Stanton reported that the committee (including herself, Marilyn Manfredi, and Rev, Tony Ubalde) is planning a social event for Board and Advisory Council members, as well as AAoA staff, at La Strada on June 15. They are estimating the cost to be \$20.00 per person, and expect to invite about 40, including the County Supervisors They will bring more information to the next meeting.

Tabled Business: None

New Business:

1. Action Item: **Motion by JoAnn Busenbark to authorize to proceed with the release of the RPF as presented, seconded by Heather Stanton, motion carried.**
2. Following the presentation of the Organizational Review Report, it was recommended that the Board Chair Carolyn Wrage follow up with Supervisors Wagenknect and Spring to make arrangements to share the information with both Napa and Solano Counties.

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

Roundtable Announcements: None

The meeting was adjourned at 4:30 PM.

The next meeting will be on at 2:30 on March 21, 2017 in Napa.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

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

Date: March 21, 2017