



**Board of Director's Meeting -- Tuesday, March 21, 2017 -- 2:30 PM**  
**Area Agency on Aging Serving Napa and Solano**

**Comprehensive Services for Older Adults (CSOA) Main Conference Room**  
**650 Imperial Way, Napa, CA 94559**

*The Area Agency on Aging Serving Napa and Solano does not discriminate against persons with disabilities and meetings of the Board of Directors are held in accessible facilities. If you wish to attend this meeting and you will require assistance in order to participate, please call the Area Agency on Aging office at 707-644-6612 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.*

*Non-confidential materials related to an item on this Agenda submitted to the Advisory Council and/or Board of Directors after distribution of the agenda packet are available for public inspection at the office of the Area Agency on Aging Serving Napa and Solano, 400 Contra Costa Street, Vallejo, during normal business hours.*

**Note: the Finance Committee will meet at 2:00 PM**

**AGENDA**

Carolyn Wrage, Board Chair Presiding

2:30 PM Call to order, Quorum check / Sign-in, Introduction of Guests

*Public Comment Period (10 minutes) Please limit to 2 minutes for each speaker, and limit your comments within the subject matter jurisdiction of the Area Agency on Aging Advisory Council and Board of Directors. The Board and Council will hear public comments for up to ten minutes. Any additional public comments will be heard at the conclusion of the meeting. Items from the public will be taken under consideration without discussion by the Board and Council and may be referred to staff. Time limits and subject matter guidelines are to ensure that the Board may complete its agenda in a timely manner.*

**Regular Business**

1. Review / Amend / Approve Agenda for the March 21, 2017 meeting.
2. Review / Amend / Approve Minutes of February 21, 2017 Board Meeting (copy attached).
3. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer
  - a. January 2017 Financial reports (copy attached). Recommended Action: to accept report.
  - b. Update on progress of Audits currently underway.
  - c. Any other items from Finance Committee

4. Correspondence: None
5. Advisory Council Report and Recommendations: The Advisory Council met on March 2. Steve Sillen provided an update on the Carquinez Villages Project, and Elizabeth Mautner reported on the Napa Long-Term Care Ombudsman Program. The Advisory Council meeting minutes from February 2 were approved (copy attached). The Council did not have any additional recommendations for the Board of Directors at this time. The next meeting of the Program Monitoring Committee will be scheduled prior to May 4, when the service provider reports for the third quarter will be reviewed.
6. Board Committee and work group reports
  - a. Executive Committee – Carolyn Wrage may report on any committee activity, including the meeting on March 14.
  - b. Membership Committee – Rev. Tony Ubalde may report on any Membership Committee activity. Napa County has posted the vacancy for District 5.
  - c. Legislative and Veterans Issues report from Dr. Richard Lundin.
7. Executive Director Leanne Martinsen will present a report on recent AAoA Activity.
8. Planner Vincent Valenzuela will provide an update on Planner's activities, including the Request for Proposals (RFP) that is underway.

**Old Business:**

1. Information/Action Item: Board may provide an update on the social event that is planned for the late afternoon of June 15 at La Strada (restaurant located on highway 29 between American Canyon and the Napa Airport), with invitations to be extended to Board and Advisory Council members, AAoA staff and County Supervisors.. .

**Tabled Business:** None.

**New Business:**

1. Action Item: The Board may authorize the Chair and Executive Director to sign the Memorandum of Understanding with the County of Sonoma Area Agency on Aging, which is responsible for the oversight and administration of the Health Insurance Counseling and Advocacy Program (HICAP) for six counties, including Napa and Solano. (copy to be provided via e-mail attachment prior to meeting).
2. Discussion/Action Item: In response to recommendation for a Board retreat to develop an overall vision and specific goals for the AAoA, the Executive Committee has suggested engaging a facilitator, and securing a suitable location, for a date some time during the first half of May, if possible. The question is whether a majority of the members could participate on a weekday or would prefer Saturday (May 6 or 13). This would likely be a 4-6 hour commitment, meals and refreshments provided. Related to this, Board members may authorize a budget for expenditures and a designate a planning committee to help with logistics.

3. Discussion/Action Item: In response to recommendations related to improving stronger communication with the Boards of Supervisors in both counties, the Executive Committee has suggested that Board some members join the Executive Director at least once a month, at a Board of Supervisor's meeting in each County, to speak briefly during the public comment time about the AAoA and current topics relevant to older adults in the community. The chair may ask for members to volunteer to serve in this capacity.
4. Discussion/Action Item: Discussion of workload for Fiscal staff, and consider options for additional support.

Information Items: For discussion      Schedule of Events (Copy attached).  
Roundtable / Announcements (2 minutes, please). Comments by and Board Members  
Adjournment.

The next Advisory Council meeting will be on Thursday April 6, 2017, at 1:00 pm at the AAoA Conference room, 400 Contra Costa St. Vallejo.

The next Board of Directors meeting will be on April 18, 2017 at 2:30 pm at the AAoA Conference room, 400 Contra Costa St. Vallejo.