

**Area Agency on Aging Serving Napa and Solano**  
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**Minutes of Special Joint meeting of the  
Board of Director's and Advisory Council  
Area Agency on Aging Serving Napa and Solano  
Tuesday, April 18, 2017 – 3:00 PM**

**Florence Douglas Senior Center  
333 Amador St., Vallejo, CA 94590**

**Carolyn Wrage, Presiding**

**Board Members Present:**

**Solano County**

Dist.1	Marty Kuehneman, Treasurer	Present
2	Marilyn Manfredi	Present
3	Robert Panush	Excused
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	Present

**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	

Advisory Council members present: Steven Rozensky, Lois Harper, Arnold Koenig, Susan Okun, Sally Livingston, Steve Sillen, Mary Palmer.

The meeting was called to order at 3:00 PM by Chair Carolyn Wrage. A quorum was present for both the Board of Directors and Advisory Council. Members introduced themselves.

Present: Leanne Martinsen – Executive Director, Jacquelin Bell -- CFO, Vincent Valenzuela -- Planner.

Public Comment: None.

Regular Business

1. **Motion by Marilyn Manfredi to approve the agenda for the April 18, 2017 meeting as presented, seconded by Mary Palmer, motion carried.**
2. **Motion by Betty Rhodes, to approve the minutes for the March 21, 2017 Board meeting as presented, seconded by Heather Stanton, motion carried, with Stephen Murphy abstaining.**
3. **Motion by Sally Livingston, to approve the minutes for the April 6, 2017 Advisory Council meeting as presented, seconded by Mary Palmer, motion carried.**
4. Finance / Treasurer's Report:
  - a) Jacquelin Bell, CFO, noted that the finance committee had not met, but that the March reports and notes were included in the meeting packet, and she answered questions from members, explaining what items are considered supplemental purchases for clients, and that the expenses for retirement are over budget, as we have more employees participating in the 403b plan. She also noted that some providers do not request reimbursement every month, but

they will be caught up by the end of the fiscal year. Jacquelin also noted that the part-time data entry position has been effective in managing the work load and that she is considering automating some functions and expects to bring the cost information to the board at the next meeting. **Motion by Heather Stanton to accept the March financial reports as presented, seconded by Marilyn Manfredi, motion carried.** There were no other items from the Finance Committee.

5. Correspondence: The Letter from the California Department of Aging, dated March 30, 2017, citing approval of the Area Plan on Aging for 2016-2020 was included in the meeting packet.
6. Advisory Council Report: Steven Rozensky indicated that the Advisory Council does not have any recommendations for the Board at this time
7. Board Committee and Work Group Reports:
  - a) Executive Committee: Carolyn Wrage indicated that the Executive Committee had not met, and there was nothing to report.
  - b) Membership Committee: Rev. Ubalde indicated that there were still two vacancies on the Board, both for Napa County residents. Leanne Martinsen indicated that she had met with Napa County Supervisor Belia Ramos last month, and encouraged her to nominate someone from District 5. He also expressed his regret at having to miss meetings due to his prior commitments with the School Board. Jim McCully suggested that we contact the chair of the civil grand jury to see if there are members or former members that might consider serving. Stephen Murphy noted that there are three Napa Board members that were appointed recently, and at the March Board meeting, all Napa members were present.
  - c) Legislative and Veterans Issues. Dr. Richard Lundin reported that the suicide rate for veterans has gone down from 22 to 20/day, but this is still too high. He also announced that there will be an airshow at Travis Air Force Base on May 6 & 7. There are bonuses for new recruits with certain skills that are in demand. Steven Rozensky noted that Dr. Lundin had recently been honored as Veteran of the Year for Solano County.
8. Advisory Council Committee Reports:
  - a) Program Monitoring Committee: The next committee meeting will be on May 1, when the third quarter service delivery reports will be reviewed, and recommendations prepared for the Advisory Council. Sally Livingston noted that the service delivery reports reflect that all providers are on track to meet or exceed their annual service delivery goals.
  - b) Membership Committee: Lois Harper reported that she is continuing to recruit members to bring the Advisory Council up to the 20 members we should have. Leanne Martinsen reported that two potential applicants had come forward at the Public Hearing earlier today, and she will follow up to make sure that they have application forms and are invited to the next Advisory Council meeting.

9. Leanne Martinsen distributed a written report on recent AAoA Activity, and noted that the Area Plan Budget Display had been released by CDA last week. She noted that the overall funding levels for 2017-18 were slightly less than the current year, and that she would be working with Jacquelin Bell to submit the Area Plan Budget to CDA within the month. She also noted that the application for Napa County for Master Settlement Account (MSA) funding to support StopFalls Napa Valley during 2017-2018 was not recommended for funding, but that StopFalls Napa Valley will continue in current “lean” model. In the discussion that followed, she noted that Mentis was likewise not recommended for funding for the Healthy Minds-Healthy Aging program. She reported that seven projects (five organizations) will be funded through the MSA process, but that none of these projects were focused on meeting the needs of older adults. In the discussion that followed, she indicated that staff intends to meet with Napa County staff to get feedback on the application, and would welcome the opportunity to consult with the Board finance committee on how to strengthen the application. She also discussed the Network of Care website development in both counties and the Live Healthy Napa County collaborative community needs assessment process. In response to a question, she discussed the C4A Capitol Day in February, which was attended by some Advisory Council members, and indicated that Advisory Council and Board members are encouraged to participate in the Senior Rally Day in Sacramento on May 11.
10. Vincent Valenzuela reported on the Request For Proposals (RFP) to provide services for older adults and caregivers in Napa and Solano County. Applications have been received for all categories: five organizations submitted eight proposals for Napa County, and seven organizations submitted ten proposals for Solano County service categories. The review team is in the process of reading and scoring the applications, and will meet on May 1 to develop funding recommendations to present 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. Heather Stanton recommended that the review team’s recommendations be posted prior to the Advisory Council meeting.

Old Business:

1. Marilyn Manfredi reported that the committee 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.
2. Marilyn Manfredi reported that the committee is proceeding with plans for an off-site retreat on June 3, at 506 Couch Street in Vallejo. They have contacted a professional facilitator, Rochelle Sherlock, who is available, and offered a discounted rate. They estimate that the costs would be between \$1,000 and \$1,500, with an additional \$400 to \$500 for food & refreshments. There is an opportunity to apply to the Solano Community Foundation for a mini-grant for leadership development, which could cover these costs.

Tabled Business: None

New Business:

1. Discussion Item: The Advisory Council and Board members considered the input from the community at the Area Plan Public Hearing, and recommendations for staff to include in the Area Plan Update for 2017. Vincent Valenzuela was thanked for the presentation, and he noted that he will also be presenting this information at a meeting in Calistoga this week. Staff has offered to repeat the presentation at other locations in both counties over the next month, and input will be considered for future plan updates.
2. Action Item: **Motion by Sally Livingston authorize the Advisory Council Chair to sign the Transmittal Letter for the 2017 Update to the Area Plan on Aging 2016-2020, seconded by Lois Harper, motion carried.**
3. Action Item: **Motion by Rev. Ubalde to authorize the Board Chair to sign the Transmittal Letter for the 2017 Update to the Area Plan on Aging 2016-2020, seconded by Marilyn Manfredi, motion carried.**
4. Action Item: **Motion by Stephen Murphy to direct the Executive Director to have staff proceed with the submission of the 2017 Update to the Area Plan on Aging 2016-2020 to the California Department of Aging, seconded by Rev. Ubalde, motion carried.**
5. Action Item: **Motion by Heather Stanton authorizing that Leanne Martinsen, the Executive Director of the Agency, be authorized and directed to execute and sign, Contract AP-1718-28 and all amendments with the California Department of Aging (CDA) for fiscal year 2017-2018, seconded by JoAnn Busenbark, motion carried.**
6. Action Item: A request has been made that the AAoA to pursue funding for a project that would provide innovative caregiver support in Solano County. Kristin Einberger has submitted a letter of interest to the Arthur N. Rupe Foundation. If invited to submit a full proposal, the AAoA could serve as the Fiscal Agent, and Terry Ann Steffen would provide oversight through the Family Caregiver Support Program. A synopsis of the proposed "Caregiver Revitalization" was provided, and after discussion, the consensus was that the Board was not prepared to make a decision based on the information provided. **Motion by Heather Stanton that staff should bring this back for consideration if/when a full proposal and budget is available for review, seconded by Rev. Ubalde, motion carried.**
7. Discussion/Action Item: Discussion of workload for Fiscal staff, and consider options for additional support. Jacquelin Bell noted that she is in the process of obtaining quotes for the cost of automating some of the fiscal/accounting functions, and feels that it would be cost-effective, especially if we are able to reduce audit costs.

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

Roundtable Announcements: Leanne Martinsen announced that Elsie Tate, a former Advisory Council member and Chair had recently passed away, and services were held on Monday. Rev. Ubalde commented that she was a strong advocate, and much admired. **Motion by Rev. Ubalde that we dedicate this meeting in honor of Elsie Tate, seconded by Richard Lundin, motion carried.**

The meeting was adjourned at 4:15 PM.

The next Advisory Council meeting will be on at 1:00 on May 4, 2017 in Napa.

The next Board meeting will be on at 2:30 on May 16, 2017 in Napa.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by \_\_\_\_\_, Secretary to the Advisory Council

Date: May 4, 2017

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

Date: May 16, 2017