

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday, May 16 2017, 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	Excused
5	Michael Donnellan	Present
At-Large	James McCully	Present
At-Large	Rev. Dr. Tony Ubalde, Secretary	Excused
At-Large	Stephen Murphy, Vice Chair	Present

Napa County

Dist. 1	Heather Stanton	Present
2	Betty Rhodes	Present
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, Jacquelin Bell, CFO, Vincent Valenzuela -- Planner, Kelly Abernathy, Applicant for Board membership.

Public Comment: None.

Regular Business

- 1. Motion by Heather Stanton to approve the agenda for the May 16, 2017 Board meeting as presented, seconded by James McCully, motion carried.**
- 2. Motion by Heather Stanton, to approve the minutes for the April 18, 2017 meeting as presented, seconded by James McCully, motion carried, with Beverly Saxon-Leonard abstaining.**
- Finance / Treasurer's Report:
 - Jacquelin Bell, CFO, reported that the Finance Committee met on Monday, and distributed fiscal notes and April finance reports, the notice of Audit Determination for Fiscal Years 2011-12 through 2014-15, a draft of the initial Area Plan Budget for FY 2017-18, and information regarding the proposed contract for upgrading the telephone system. She discussed the current cash flow concerns, related to delayed reimbursement on the Area Plan Budget from CDA, following the Federal Budget Omnibus Appropriations action in late April, and also recovery of funds from prior year MSSP following that audit. The recommendations included developing a plan for a contingency credit accommodation and/or reserve of at least \$100,000, considering options for engaging a new CPA firm to conduct the independent audit in FY 2017-18, and include a budget of \$15,000 for the cost of implementing data import capabilities to the financial accounting system. It was recommended that a group including the finance committee and additional members be tasked with assisting the CFO in developing a written management plan to

address the line of credit/cash reserve needs of the organization. Members who agreed to serve included Marty Kuehneman, Charles Morse, Heather Stanton, Stephen Murphy, Beverly Saxon-Leonard and Michael Donnellan. Jacquelin indicated that she will be responding to CDA regarding the audit report, and finalizing the CDA Area Plan budget. **Motion by JoAnn Busenbark to accept the finance reports, amended to include the recommendations in the narrative notes, seconded by Heather Stanton, motion carried.**

4. Correspondence: None
5. Advisory Council Report: Teri Ruggiero referred to the service delivery report and committee report for the third quarter of the current fiscal year, which were included in the Board meeting packet. She noted that the contractors and staff should be commended for their hard work and dedication, as all are in substantial compliance and expected to meet the service delivery goals this year. There was some discussion regarding issues with the reports from the Long-term Care Ombudsman programs. After consultation with staff from the State Long-term Care Ombudsman program, we will be changing the way that these programs are monitored, as both the AAA and SLTCO office have responsibility for oversight of local programs. There was discussion regarding the unique nature of these programs and reporting requirements. The Advisory Council also considered the recommendations of the RFP review committee, and made recommendations regarding the providers to be funded for FY 2017-18.
6. Board Committee and Work Group:
 - a) Executive Committee. Carolyn Wrage reported that the committee planning the offsite retreat on June 3 will report under old business.
 - b) Membership Committee: Rev. Ubalde was not present to report, but several members participated in interviewing Kelly Abernathy prior to this meeting. Appointed members with term expiring on June 30, 2017 were reminded to contact the County Supervisor that appointed them regarding reappointment. Members who are in "at large" positions that expire this year are encouraged to contact Rev. Ubalde to indicate your interest in serving another term.
 - c) Legislative and Veterans Issues: Dr. Lundin was not present to report.
7. Leanne Martinsen distributed a written report on recent AAoA Activity, and highlighted the following.
 - The Napa Senior Guide has been updated and copies are available now.
 - Participated in Senior Rally Day on May 11 at the State Capitol, along with Planner and an Advisory Council member. Shared information that was provided to participants. Legislative Advocacy included visits with Senator Bill Dodd and staff of Assembly Member Cecilia Aguiar-Curry to advocate for additional funding in the State Budget for Senior Nutrition programs and pending legislation that would impact senior services in California.

- Attended Congressman John Garamendi's meeting in Fairfield on May 9 to advocate for the needs of older adults in the areas of Health Care and the Older Americans Act that are under consideration in Washington DC.
- Attended County Board of Supervisor's meetings on May 2 (Solano) and May 9 (Napa) to accept Older Americans Month Proclamation. Plan to attend in June with comments on Elder Abuse Awareness and Prevention.
- Senior Coalition of Solano County – Poverty work group meeting – Solano Volunteer Center and Network of Care Website Development, agreed to serve on the Workforce Development Task.
- Healthy Aging Population Initiative (HAPI) Collaborative and committees (Napa) – Napa Network of Care Website Development and Livable Communities (All age friendly) project.
- Napa Nonprofit Coalition – Presentation on Family Justice Center tomorrow.
- Have been asked to serve as the older adult representative on the implementation committee for the [5-Year Regional Strategic Plan to Respond to Homelessness in Solano County](#).

In response to questions, Leanne Martinsen indicated that some of the legislative advocacy fact sheets could be posted to the AAoA website.

8. Vincent Valenzuela reviewed the recommendations from the Advisory Council on the RFP applications and discussed the process of reviewing and scoring the applications. He noted that there were responses in all service categories, with competing applications in three categories, and the recommendation to fund the highest scoring provider application in those categories.

Old Business:

1. Information Item: Heather Stanton reported 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). Invitations have been sent to Board and Advisory Council members, AAoA staff and County Supervisors.
2. Information Item: JoAnn Busenbark distributed copies of the summary report from the March 14 Executive Committee meeting and reported that the offsite/retreat is being planned on June 3 in Vallejo. They have met with the facilitator, Rochelle Sherlock, and she shared the proposed agenda. A mini-grant from the Solano Community Foundation will cover the costs of the facilitator and caterer. Marilyn Manfredi has offered the training room at Medic Ambulance for this event.

Tabled Business: None

New Business:

1. Action Item: **Motion by Heather Stanton to accept the membership application of Kelly Abernathy to fill the vacant "at large" position, with a term expiring on June 30, 2018, seconded by Betty Rhodes, motion carried.** Leanne Martinsen indicated that she would schedule a date for new member orientation.

2. 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 MS-1718-31 and all amendments with the California Department of Aging (CDA) for fiscal year 2017-2018, seconded by JoAnn Busenbark, motion carried.**
3. Discussion: No action required on recommendations regarding program monitoring.
4. Action Item: **Motion by JoAnn Busenbark to accept the recommendations of the Advisory Council to award contracts to the following service providers and instruct staff to proceed with the development of contracts for FY 2017-18, seconded by Charles Morse, motion carried.**

Napa County Service Category	Provider Organization	Recommended Funding
Congregate Nutrition/ Education	Community Action Napa Valley	\$81,431
Home-delivered Nutrition/Education	Community Action Napa Valley	\$209,395
Legal Assistance	Bay Area Legal Aid	\$25,630
Transportation	Molly's Angels	\$20,710
Telephone Reassurance	Molly's Angels	\$20,280
Information & Assistance, Case Management, Outreach, Caregiver Referral Registry	Collabria Care	\$89,975
Family Caregiver Support	Collabria Care	\$44,518
Solano County		
Service Category	Provider Organization	Recommended Funding
Congregate Nutrition/ Education	Meals on Wheels of Solano Co.	\$230,064
Home-delivered Nutrition/Education	Meals on Wheels of Solano Co.	\$591,594
Legal Assistance	Legal Services of Northern Ca.	\$57,600
Friendly Visiting	Faith in Action	\$25,250
Telephone Reassurance	Faith in Action	\$25,250
Family Caregiver Support	NorthBay Health Care	\$37,154
Long-Term Care Ombudsman	Ombudsman Services of Contra Costa	\$108,122

5. Discussion/Action Item: Discussion of workload for Fiscal staff, and consider options for additional support, which were included in the Fiscal reports. There was discussion whether this item should remain on the agenda for future meetings, and the direction was to keep it on until after the Audit report is received.

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

Roundtable Announcements: Jo Ann Busenbark commented that Community Action Napa Valley (CANV) was having a Texas Hold'em fundraiser on Friday, and this is a way to support this organization, which is one of our contract providers. Kelly Abernathy announced that the Napa Senior Center has a casino trip scheduled this week. Vincent Valenzuela noted that flyers for several upcoming events were available on the table.

Heather Stanton noted that the Napa County Commission on Aging was meeting in American Canyon on May 22, and at the Napa Senior Center on June 26.

The meeting was adjourned at 4:05 PM.

The next meeting will be on at 2:30 on June 20, 2017 in Vallejo.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: June 20, 2017