

## Area Agency on Aging Serving Napa and Solano

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### **Minutes of Board Meeting: Tuesday, July 18, 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	
4	Richard Lundin	Present
5	Michael Donnellan	Present
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	Excused
2	Betty Rhodes	Excused
3	Charles Morse	Excused
4	Beverly Saxon-Leonard	Present
5	Vacant	
At-Large	Jo Ann Busenbark	Present
At-Large	Carolyn Wrage, Chair	Present
At-Large	Kelly Abernathy	Present

Present: Leanne Martinsen – Executive Director, Jacquelin Bell, CFO.

There was not a quorum at 2:30 PM, and the Chair Carolyn Wrage, indicated that those present could share announcements and information, but no action could be taken until a quorum was present. A quorum was declared at 3:10 PM.

Steven Rozensky shared a booklet that he and other Advisory Council members have developed. A few copies have been distributed at the Elder Abuse Prevention events last month, and he will be sharing with other Advisory Council Chairs at the Triple A Council of California meeting in Sacramento in August. There was discussion regarding the potential of obtaining funding to support printing a larger quantity. A suggestion was made to approach a local bank. Arnold Koenig reported on the Symposium that Napa County Alliance for Senior Education hosted on June 15, and the follow-up meeting on June 16, that included advocates from Solano and Sonoma County. He indicated that Senior Advocacy Services will host a follow-up meeting at their office in Petaluma on October 4 from 10:00 am – 12:00 noon.

Public Comment: None.

Regular Business

- 1. Motion by Beverly Saxon-Leonard, to approve the agenda for the July 18, 2017 Board meeting as presented, seconded by Kelly Abernathy, motion carried.**
- 2. Motion by Beverly Saxon-Leonard, to approve the minutes for the June 20, 2017 meeting as presented, seconded by JoAnn Busenbark, motion carried, with Kelly Abernathy abstaining.**
- Finance / Treasurer's Report:
  - a) Jacquelin Bell, CFO, reported that the Finance Committee met just prior to the meeting today. The audit team from Grant Bennet Associates is expected back tomorrow, July 19, and is expected to wrap up their work and complete the

draft report for FY 15-16 shortly. She indicated that when that report is received, the Finance Committee will be notified, and a meeting will be scheduled. The expectation now is that the full audit report will be presented to the Board of Directors at the next regular meeting on August 15 in Vallejo. She also and provided an update on the current cash flow situation. She indicated that it has not yet been necessary to access the line of credit, and that she has submitted documentation to the bank that would increase the line of credit to \$150,000, as a contingency should payment delays continue. She also reported that she is in the process of collecting information on additional audit firms that might be considered for the 2017-18 audit.

4. Correspondence: None
5. Advisory Council Report: Steven Rozensky reported that the Advisory Council did not meet this month, and the next scheduled meeting would be on August 10 in Vallejo. He shared the Schemes Scams and Fraud avoidance pamphlet that he and other Advisory Council members have developed.
6. Board Committee and Work Group:
  - a) Executive Committee: Carolyn Wrage indicated that the Executive Committee had not met this month, and requested that each of the committees that are working on follow-up to the retreat report to the Board at each monthly meeting.
  - b) Membership Committee: Rev. Ubalde noted that we are waiting on the Board of Supervisors regarding the reappointment of incumbent members. Leanne Martinsen indicated that she has been in touch with both Counties, and expected that the appointments would be on the Board of Supervisor's agendas this month. He noted that the "at large" members with terms up for renewal had been outstanding, and he was pleased that they wished to continue serving.
  - c) Follow up to Board Retreat: Michael Donnellan reported on the committee that is working on strategies to increase funding from the County Boards of Supervisors. The committee decided that they need to become more informed about the current issues, and inquired about the commitment forms submitted after the retreat. Leanne Martinsen will send the forms out again, as some members did have not yet returned their completed forms. JoAnn Busenbark reported that the committee met to review the current job description for the ED, and to begin the process of developing an evaluation. They will be meeting with Leanne Martinsen this week to discuss the goals and objectives she has, and these will be incorporated into the process. Kelly Abernathy indicated that the committee intends to create a tool that can be carried forward, and that it will be updated over time to remain useful. The draft document will be brought to the Board of Directors before it is finalized. There is another committee that was to work on communication and Beverly Saxon Leonard indicated that Charles Morse had not contacted her about a meeting for this group. Prior to the retreat, a group was going to work on financial stability, line of credit, etc., and the actions taken to increase the line of credit have been taken, which is

helpful with the cash flow situation, but the long-term financial health of the AAoA remains as a top priority in the strategic plan.

- d) Legislative and Veterans Issues: Dr. Lundin reported that the Army is offering recruiting bonus (\$40,000) for high school graduates, especially those with language skills, and college graduates should consider applying to the Army, Navy or Air Force for medical school.

7. Leanne Martinsen distributed a written report on recent AAoA Activity, and highlighted the following.

- Area Plan Update for 2017 submitted on time to CDA on May 1, awaiting feedback/approval.
- Issued 14 Service Provider Contracts to 9 Providers for FY 2017-18.
- Hired candidate for Napa Long-Term Care Ombudsman Coordinator.
- Posted position and scheduling interviews for Planner position.
- Followed through with Transition Plan for Solano Long Term Care Ombudsman Program and met with E.D. from Contra Costa LTC Ombudsman regarding contract and arrangements.
- Met with Operations Manager and new Program staff of Collabria regarding the transition of the Napa Information and Assistance, Case Management, Caregiver Referral Registry and Outreach Programs to the new contract, and logistics with co-location at CSOA.
- Submitted application for Kaiser Community Benefit funds to support expansion of existing Health Promotion programs on March 24. Award announced: \$10,000 for FY 2017-18.
- Represented AAoA at community forums:
  - Solano Board of Supervisors Elder Abuse Awareness Proclamation in June
  - Senior Coalition of Solano County – Poverty work group meeting – Solano Volunteer Center and Network of Care Website Development, participated as a speaker at the website launch on July 18.
  - Napa Board of Supervisors Public Comment on July 18.

She will be out of the office on vacation in Minnesota July 31-August 4.

Old Business: None

Tabled Business: None

New Business:

1. Action Item: **Motion by Rev. Ubalde to extend the membership of JoAnn Busenbark, Carolyn Wrage and Stephen Murphy to serve as “at large” members, with terms expiring on June 30, 2019, seconded by Beverly Saxon-Leonard, motion carried.**
2. Action Item: **Motion by JoAnn Busenbark that Leanne Martinsen, the Executive Director of the Agency, be authorized and directed to execute and sign, a Grant Award from Kaiser Foundation Hospitals to provide Health Promotion in Napa and Solano Counties. The award is \$10,000, and the grant period is 7/1/2017 through 6/30/2018, seconded by Rev. Ubalde, motion carried.**

3. Action Item: **Motion by JoAnn Busenbark that Leanne Martinsen, the Executive Director of the Agency, be authorized and directed to execute and sign, a Memorandum of Understanding with Senior Advocacy Services – North Bay Health Insurance Counseling and Advocacy Program (HICAP) for use of the AAoA facility to provide Medicare counseling services one day a month by appointment, seconded by Rev. Ubalde, motion carried.**
4. Action Item: **Motion by JoAnn Busenbark that Leanne Martinsen be authorized to submit application to Napa Valley Vintners for Auction Napa Valley Community Support Funds to maintain Fall Prevention and Health Promotion services for older adults in in Napa County, seconded by Rev. Ubalde, motion carried.** Staff will participate in a mandatory grant application training on July 20 and the on-line application is due on August 18. A draft outline will be made available to Board Members. There was discussion regarding the formation of a Board committee to investigate support from private/philanthropic organizations in Solano County. Rev. Ubalde, James McCully and Dr. Lundin volunteered to explore this area and the consensus was to place this as an action item on the agenda for the next meeting.
5. Action Item: At the June 20 Board meeting, action was taken to proceed with training as discussed at the Board retreat. Connie Harris, CEO of Solano Community Foundation has indicated her availability for scheduling training specifically for the AAoA Board on reading financial reports. **Motion by Beverly Saxon-Leonard to direct staff to schedule this training on the afternoon of August 23<sup>rd</sup> if possible, or the 24<sup>th</sup>, and to invite interested Advisory Council members, seconded by Kelly Abernathy, motion carried.** There was discussion about whether to hold this at the AAoA conference room or another location. Leanne Martinsen will make the arrangements.
6. Discussion regarding the engagement of audit firm for FY ending 6/30/2017. Jacquelin Bell, CFO has recommended that we consider options for engaging a new CPA firm, and indicated that she is compiling a list of potential qualified firms, which she will bring to the next Board meeting.

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

Roundtable Announcements: Dr. Lundin reminded members that WWII and Korean Veterans can participate in the Freedom Flight program, that takes them to Washington DC. Arnold Koenig indicated that he works with an organization that fosters German Shepherds, and they are looking for volunteers.

The meeting was adjourned at 3:55 PM.

The next meeting will be on at 2:30 on August 15, 2017 in Vallejo.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

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

Date: August 15, 2017