



Board of Director's Meeting -- Tuesday, August 15, 2017 -- 2:30 PM
Area Agency on Aging Serving Napa and Solano

Area Agency on Aging Serving Napa and Solano
Training/Conference Room
400 Contra Costa Street, Vallejo, CA 94590

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: Prior to the regular meeting

**The Finance Committee is scheduled to meet with the Auditors
at 1:30 PM in the conference room.**

The membership committee is scheduled to meet at 2:00 PM in the Library.

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.*

Scheduled Presentation: Grant Bennett Associates –
Presentation of Audit Report for FY 2015-16.

Regular Business

1. Review / Amend / Approve Agenda for the August 15, 2017 meeting.
2. Review / Amend / Approve Minutes of July 18, 2017 Board Meeting (copy attached).
3. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer
 - a. June 2017 financial reports were not available at time of mailing, but will be provided to members prior to the meeting. Committee will review prior to regular Board meeting. Recommended Action: to accept report.
 - b. Audit Report for FY 2015-16: Recommended action: Board may vote to accept report.
 - c. Other information from Finance/Audit committee may be available.
4. Correspondence: None.
5. Advisory Council Report and Recommendations: The Advisory Council met on August 10. The June 1 Advisory Council meeting minutes are attached. There are no specific recommendations to the Board this month.
6. Board Committee and work group reports
 - a. Executive Committee – Carolyn Wrage may report on any committee activity.
 - b. Membership Committee – Rev. Tony Ubalde may report on any Membership Committee activity.
 - c. Personnel/Evaluation Committee – JoAnn Busenbark may report on any Committee activity.
 - d. Strategic Planning and Oversight Committee – Michael Donnellan may report on any Committee activity.
 - e. Long-Term Financial Health/Stability Committee – Members may report on any Committee activity.
 - f. Legislative and Veterans Issues report from Dr. Richard Lundin.
7. Executive Director Leanne Martinsen will present a report on recent AAOA Activity.

Old Business:

1. Financial Report training for Board Members scheduled on Wednesday, August 23 from 2-4 PM at the Solano Community Foundation Training Room, 744 Empire St., Suite 240, Fairfield, CA. All Board members and Advisory Council members are invited to participate.
2. The bank line of credit (\$50,000) was accessed on August 9 to cover basic operating expenses, including payroll.
3. An application to increase the bank line of credit to \$150,000 has been made to Bank of the West.

Tabled Business:

1. None.

New Business:

1. Information and possible action item: At the July meeting, several members proposed exploration of philanthropic organizational support in Solano County. Rev. Ubalde, James McCully, and Dr. Richard Lundin may report on their efforts, and if indicated, the Board may vote to establish a committee to continue this effort.
2. Information and possible action item: At the July meeting, Jaquelin Bell, CFO indicated that she was compiling a list of qualified audit firms for consideration. The Board may direct staff to proceed with a process to select/engage an Audit firm for FY ending 6/30/2017.

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 October 5, 2017, at 1:00 pm at the Napa Senior Center Annex.

The next Board of Directors meeting will be on Tuesday September 19, at 2:30 pm at the Comprehensive Services for Older Adults (CSOA) Main Conference Room, 650 Imperial Way, Napa, CA 94559. .