



Board of Director's Meeting -- Tuesday, October 17, 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: The Finance Committee will meet at 1:30 PM, prior to the regular meeting

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.

Presentation of Audit Report for FY 2015-16.

Grant Bennett Associates – will participate by telephone

Regular Business

1. Review / Amend / Approve Agenda for the October 17, 2017 meeting.
2. Review / Amend / Approve Minutes of September 19, 2017 Board Meeting (copy attached).

3. Report out on Executive (closed) sessions held on September 19 and October 3.
4. Finance/Treasurer's Report:, Marty Kuehneman, Treasurer
 - a. July, August and September 2017 Financial reports. Finance committee will review prior to regular Board meeting. Recommended Action: to accept report.
 - b. Agency Budget 2017-18. Finance committee will review prior to regular Board meeting. Recommended Action: to accept budget.
 - c. Audit Report for FY 2015-16: Recommended action: Board may vote to accept report.
 - d. Other information from Finance/Audit committee may be available.
5. Correspondence: None.
6. Advisory Council Report and Recommendations: The Advisory Council met on October 5. The August 10 Advisory Council meeting minutes are attached. There are no specific recommendations to the Board this month.
7. 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. Legislative and Veterans Issues report from Dr. Richard Lundin.
8. Executive Director Leanne Martinsen will present a report on recent AAoA Activity, including status reports following recent fires in the area, and an update on response to recommendations from Organizational Assessment.

Old Business:

1. None.

Tabled Business:

2. None.

New Business:

1. Information and possible action item: The Board may proceed with a process to select/engage an Audit firm for FY ending 6/30/2017.
2. Board may adjust meeting schedule for November/December 2017, due to proximity to holidays. (Note that the meeting room at CSOA in Napa has been reserved for November 21.)
3. Board may adopt meeting schedule for 2018. A proposed schedule is attached to this agenda. Note: The bylaws call for eight (8) meetings each year.

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 November 2, 2017, at 1:00 pm at the AAoA Conference room, 400 Contra Costa St. Vallejo.

The next Board of Directors meeting will be on Tuesday November 21, at 2:30 pm at the Comprehensive Services for Older Adults (CSOA) Main Conference Room, 650 Imperial Way, Napa, CA 94559.