



Board of Directors' Meeting
Tuesday, January 16, 2018 - 2:30pm
AAOA Comprehensive Services for Older Adults
650 Imperial Way, White Elder Conference Room 2nd Floor

AGENDA

Carolyn Wrage, Board Chair Presiding

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.*

I. Call to Order

II. Roll Call

III. Regular Business

1. Review/ Amend /Approve Agenda.
2. Review/ Amend /Approve Minutes of November 17, 2017
3. Report from Treasurer/Interim Executive Director (written report attached)
 - a. Review of fiscal operations status
 - b. Review of accounts payable/receivable
 - c. Review of financial position.
4. Report from Interim Executive Director (written report attached)
5. Report from Program Manager: MSSSP Manager

IV. Action Items

1. Discuss and approve authorization for Interim Director to perform:
Sign contracts, agreements, amendments of contracts, checks and grant applications; Deposit and transfer funds and access line of credit; Designated Plan Administrator for Mutual of America.
2. Discussion and approval of report(s) from Advisory Council if needed, and appoint Board of Directors' representative.
3. Re-establish By-laws Committee to review and update by-laws and designated Chair and members.
4. Discuss and approve Recruitment Time Line and Interview Process which includes a Special Meeting for 2/27/18 in addition to regularly scheduled meeting (report attached).

5. Discuss and approve bi-annual versus annual meetings with the Advisory Counsel.
6. Discuss and approve Board of Directors' Agenda content and attachments, using email versus regular mail.

V. Board Committee Reports

1. Executive Committee - Carolyn Wrage reporting
2. Recruitment Committee-Heather Stanton reporting
3. Membership Committee - Rev. Tony Ubalde reporting
 - a. Introduction of new Board member – Elaine Clark
4. Strategic Planning and Oversight Committee - Michael Donnellan reporting

VI. Old Business: None.

VII. Future Agenda Items:

1. Personnel/Evaluation Committee Update

VIII. Roundtable / Announcements / Board Member Comments (2 minutes, please)

IX. Adjournment

The next Board of Directors' meetings:

February 20, 2018, 2:30pm - Vallejo Office (Regular Meeting)

February 27, 2018, 2:30pm - Vallejo Office (Special Meeting)

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.