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**Minutes of the Joint Meeting of the Advisory Council and Board of Directors
 Thursday December 6, 2012, 1:00 PM
 Florence Douglas Senior Center, 333 Amador St., Vallejo CA**

Board Members

Solano County

Dist. 1	Marty Kuehneman, Treasurer	Present
2	Vacant	
3	Donald Bond, Chair	Present
4	Steve Korn	Present
5	Stephen Murphy	Excused
At-Large	James McCully	Present
At-Large	Rev. Tony Ubalde, Secretary	Present
At-Large	Vacant	

Napa County

Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Thomas McNicholas	Present
3	Vacant	
4	Vacant	
5	Vacant	
At-Large	JoAnn Busenbark,	Excused
At-Large	Edwin Warren	Present
At-Large	Vacant	

Advisory Council Members

Solano County

Sharon Monck, Chair	Excused
Richard Lundin, Vice Chair	Present
Constance Boulware, Secretary	Present
Suzanne Blakeley	Present
Nieves Fernandez	Present
Rodrigo Galindo	Present
Lois Harper	Present
Betty Holland	Present
Lauren Rolfe	Present
Teri Ruggiero	Present

Napa County

Georgia Craddock	Present
Betty Rhodes	Excused
Steven Rozensky	Present
Richard Sager	Present
Heather Stanton	Present
Rosemarie Wilson	Present
Anita Ziebe	Excused

AAoA Staff Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Supervisor, Harriett Dietz – Planner, Dan Hernandez -- MIS Coordinator, Anne Payne – Direct Services Supervisor.

Guests Present: Stephanie Bunch applicant for Board membership.

- I. The meeting was called to order by Donald Bond, Board Chair, at 1:05 PM with the Pledge of Allegiance There was a quorum of the Board of Directors and Advisory Council present. Those present introduced themselves. The chair suggested a change to the agenda order. Rev. Ubalde had requested to give the report of the Board fundraising committee first, as he needed to leave early.

Rev. Ubalde reported that the committee had met several times to make plans for the 4th annual benefit variety show that was scheduled for February 24, 2013. He indicated that there seemed to be less enthusiasm for the event this year. He requested that before we start spending money (deposits, P.R., catering, etc.), we need to know whether the members are willing to provide the support for this event. After some discussion, the consensus was to cancel plans for this event, and that the committee would re-group in January to consider other options.

II. Public Comment, Member Input – None.

III. Staff Presentation – Setting the Stage for our discussion

Area Plan – Harriett Dietz, Planner, distributed a printed status update of the 4-year Area Plan that has been approved by the California Department of Aging (CDA), and presented an overview focusing on the status of goals and objectives. She answered questions from members.

IV. Regular Advisory Council Business -- section chaired by Dr. Richard Lundin, Advisory Council Vice chair.

A. **Motion by Su Blakeley to approve the agenda for the December 6, 2012 meeting as presented, 2nd by Nieves Fernandez. Motion carried.**

B. **Motion by Nieves Fernandez to approve the minutes for the November 1, 2012 Advisory Council meeting as presented, 2nd by Su Blakely. Motion carried, with Lauren Rolfe and Richard Lundin abstaining.**

C. Correspondence: A letter of resignation was received from Betty Rhodes. **Motion by Constance Boulware to accept Betty Rhodes' resignation and thank her for her service, 2nd by Teri Ruggiero, motion carried.** Leanne Martinsen indicated that she had been in contact with Sharon Monck, Advisory Council chair, to arrange for a letter and certificate of appreciation.

D. Staff Report Leanne Martinsen, Executive Director, presented a report on recent Agency activity, including:

- The January Advisory Council meeting will be in Napa, and it has been recommended that we arrange for a presentation from the Health Insurance Counseling and Advocacy Program (HICAP)
- Work on AAA website continues. You can find meeting agendas and minutes, and we have also added videos. Let her know if you have events for the calendar or if you want a new picture posted.
- The building addition / classroom plans are available for viewing, a building permit is being obtained.
- A revised Planning Estimate has been received from CDA, and the budget revision (due in 30 days) is in process. Additional one-time-only (OTO) funds will be distributed to nutrition and FSCP providers, as well as direct services (funding CARS & FCSP)
- Napa and Solano Senior & Caregiver Resource Guides are being updated for next printing. The last run of English versions has run out, but we have Spanish language versions available for both counties.
- AAoA brochures have been updated and will be reprinted this month.
- Continued consultation with CANV, and updated performance data available
- Provider site visits to start in January. Dan Hernandez will schedule, and Advisory Council members are encouraged to participate.
- Stop Falls Napa Valley (SFNV) Fall Prevention Program, invited to submit application for Napa Co. Master Settlement Agreement (MSA) this month.

- Mental Health Services Act Prevention & Early Intervention (MHSA PEI) both counties are funding this year at same level as last. Invited by St. Joseph Health System (SJHS) to apply for wellness grant to support the Napa program.
- Kaiser grant for Latino Outreach award \$20,000, applying for next year.
- Chronic Disease Self-Management Education (CDSME) program will continue with new grant through Partners In Care, as well as Solano Co. Community Transformation Grant and Title III D funds.
- Arthritis Foundation (AF) grant for \$3,000 to establish evidence-based AF exercise class with Vallejo Adult School, starting in December, and we will also be offering AF Walk With Ease classes in the new year.
- We have decided not to apply for City of Vallejo Community Development Block Grant (CDBG) funding for the assisted transportation program next year, but will support Faith In Action in their efforts to expand their Solano Co. volunteer transportation program in Vallejo.
- AAoA representation at various Commission and Coalition meetings, including Live Healthy Napa County Committee and Solano Senior Homelessness workshop.

E. Committee Reports

1. Legislative Committee -- Richard Lundin distributed a printed update and reported that the California Senior Legislature met in Sacramento, and the Bay Area Caucus was responsible for several of the top proposals for 2013 that are moving forward. He also discussed the proposal to expand senior courts to more counties. Lauren Rolfe encouraged members to provide input on the pending legislation.

F. Action Items

1. Management Information System (MIS)/Contracts Policy and Procedure Manual. Leanne Martinsen reported that the AAoA staff have been working to update policies and procedures, partly as a response to the CDA monitoring visit in 2010, but also because we need to keep current desk manuals for administrative and program staff. These manuals incorporate previous guidelines as well as updated instructions from CDA. The MIS/Contracts manual was distributed to the Advisory Council in September for consideration. Dan Hernandez was commended for his work on this manual. Heather Stanton recommended an addition on page 8 to reflect that the quarterly service delivery reports will be distributed to Advisory Council members prior to the meeting at which they will be presented. **Motion by Heather Stanton to recommend to the Board of Directors that the MIS/Contracts manual be adopted, 2nd by Steven Rozensky, motion carried.**
2. Direct Services Policy and Procedure Manual. Anne Payne indicated that this is still a work in progress, and that the service units that are reportable will be included for clarification. **Motion by Teri Ruggiero to recommend to the Board of Directors that the Direct Services manual be adopted, 2nd by Su Blakeley, motion carried.**

3. Consideration of meeting locations. The bylaws indicate that meetings should be held in accessible locations throughout the PSA, and that meetings should alternate between the two counties. Staff will confirm the location for the January 3 meeting either at the Red Cross office or Hospice and Adult Day Center in Napa. It was recommended that at the next meeting, the meeting Council should designate meeting locations for the remainder of the year.
4. Membership
 - a. A vote to accept Betty Rhodes' resignation and thank her for her service was taken during previous agenda item.
 - b. Constance Boulware and Betty Holland volunteered to serve on the Membership/Nominating Committee, with a charge to recruit additional applicants to bring the membership back up to 20, as called for in the bylaws.

V. Regular Board Business – section chaired by Donald Bond, Board Chair.

- A. **Motion by Steve Korn to approve the agenda for the December 6, 2012 meeting as presented, 2nd by Marty Kuehneman, motion carried.**
- B. **Motion by James McCully to approve the meeting minutes of the September 18, 2012 meeting, 2nd by Tom McNicholas, motion carried with Steve Korn and Donald Bond abstaining.**
- C. Finance/Treasurer's Report: Doug Hanson, CFO, presented the September & October 2012 Financial reports, and answered questions from the members. He indicated that the additional \$90,000 OTO from the revised planning estimate will be reflected in the budget revision and on the next monthly statement. **Motion by James McCully to approve the finance reports as presented, 2nd by Marty Kuehneman, motion carried.** Doug Hanson also reported that the independent audit was conducted last month, and he anticipates that the report will be presented at the February 2013 meeting of the Board of Directors. Donald Bond extended a special invitation to Advisory Council members to attend in this meeting.
- D. Committee Reports
 1. Executive Committee – Carolyn Wrage volunteered to attend the January 3 Advisory Council meeting at a Napa County location to be determined.
 2. Membership Committee –
 - a. **Motion by Carolyn Wrage to accept the application of Stephanie Bunch fill an at-large Napa County position, with term expiring June 30, 2013, 2nd by Tom McNicholas, motion carried.** Stephanie has been in contact with County Supervisor Diane Dillon regarding an appointment to fill the vacant District 3 position, and if this occurs, the "at large" position would become vacant again.
 - b. Members are encouraged to recommend potential members to fill remaining vacancies on the Board of Directors: Solano District 2 and one (1) "at large", Napa Districts, 3, 4, and 5. Leanne Martinsen reported that she had been communication with the Executive Assistant to the Napa

County Board of Supervisors regarding the posting of these vacant board positions, and had also communicated with a recently retired Vallejo city employee who resides in Napa and sent a Board membership application to him.

3. Fundraising Committee -- Rev. Tony Ubalde reported earlier in the meeting.

E. Old Business – Main office building expansion proposal. Doug Hanson indicated that he had building plans from the architect, and members could view them after the meeting. When the building permit is obtained, we will be able to select a contractor and begin construction.

F. Tabled Business -- None

G. New Business

1. **Motion by Carolyn Wrage to accept the recommendations of the Advisory Council to adopt both the MIS/Contract Manual and the Direct Services Manual, 2nd by James McCully, motion carried with Steve Korn abstaining.**

2. **Motion by Steve Korn to cancel the regular meeting which would fall on December 18, 2012, 2nd by Carolyn Wrage, motion carried.**

VI. Information Items:

Schedule of Events was included in the meeting packet.

VII.Roundtable / Announcements.

- Edwin Warren announced that State Assembly member Mariko Yamada will be at the Veterans Home in Yountville on December 12 at 9:00 AM, and everyone is welcome.
- James McCully stated that he appreciated the opportunity to hear from the Advisory Council.
- Donald Bond wished everyone Happy Holidays.

VIII.The meeting was adjourned at 4:00, and Holiday refreshments were served.

The next Advisory Council meeting will be held at 1:00 PM on Thursday, January 3, 2013 at a location in Napa to be determined.

The next Board of Directors meeting will be held at 2:30 PM on Tuesday, January 15, at Florence Douglas Senior Center, 333 Amador St., Vallejo.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____

Approved by _____, Secretary to the Advisory Council

Date: _____