



Mail: P.O. Box 3069, Vallejo, CA 94590, Office 400 Contra Costa St.
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Record of Joint Meeting Advisory Council and Board of Directors
Thursday June 7, 2011, 1:00 PM
Napa Senior Activity Center, 1500 Jefferson St., Napa, CA 94559

Board Members

Advisory Council Members

Solano County

Solano County

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

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

Napa County

Napa County

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

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

AAoA Staff Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Supervisor, Harriett Dietz – Planner, Dan Hernandez -- MIS Coordinator, Liliya Peterson – Coordinator Healthy Minds-Healthy Aging Program.

Guests Present: Laverne Appleby-Stewart, Rocky Sheridan.

- I. The meeting was called to order by Lauren Rolfe, Advisory Council Past Chair, at 1:10 PM with the Pledge of Allegiance There was a quorum of the Advisory Council present. Those present introduced themselves.
- II. Public Comment, Member Input
 - A. Rose Marie Wilson stated that she had tried to contact the Solano County Lawyer Referral Service, but did not receive a call back.
 - B. Georgia Craddock indicated that she was unable to hear what was being said. Leanne Martinsen indicated that the AAA has a microphone & speakers, and also a portable assisted listening system, which we can bring to meetings in the future. Since the acoustics in this room were less than ideal, members were encouraged to speak up.

- C. Betty Rhodes commented that she was eager to have more members from Napa County on the Board and inquired about recruitment. Leanne Martinsen indicated that the Clerk to the County Board of Supervisors had posted the vacancies.
- D. Suzanne Blakeley stated that she had sent out an e-mail regarding fundraising and contacts for sponsorship for the next AAA fundraising event.
- E. Lauren Rolfe shared information about an attorney that has a call-in show on the radio.
- F. Lois Harper reported that she was facilitating a Peer Counseling Group at Merrill Gardens North Bay, and it was open to anyone.

III. Staff Presentation – Setting the Stage for our discussion

- A. Brown Act – Leanne Martinsen, Executive Director, provided a brief review of the Quick Reference Guide that was included in the meeting packet.
- B. Long Term Services and Supports – Leanne Martinsen provided information related to the proposed state budget and potential impacts related to core services. She encouraged those present to attend the presentation at Florence Douglas Senior Center in Vallejo on June 19, when Sarah Steenhausen, Senior Policy Advisory for the SCAN Foundation will discuss “Challenges and Opportunities for California’s Aging Services Network”, as programs and services that support long-term living are being moved into a system of managed care.
- C. Area Plan – Harriett Dietz, Planner, presented information on the 4-year Area Plan that has been submitted to the California Department of Aging (CDA), the implementation of the plan, program evaluation, and developing key outputs and outcomes related to the goals and proposed services. A copy of the powerpoint slides is attached to these minutes. She answered questions about the plan document.
- D. Procurement Process – Leanne Martinsen summarized the Request for Proposal (RFP) process, Procurement Policy & Procedures, and funding cycle.
- E. Program Monitoring Process – Dan Hernandez, MIS Coordinator, summarized the process of monitoring provider performance, including Program Monitoring Guidelines, data collection, reporting to CDA, reports to the Advisory Council, and site visits. Questions regarding the provider contracts and program monitoring were answered.
- F. Planning Estimate – Leanne Martinsen presented an overview of the Program Funding process, including Program Memo #12-08 received from CDA that indicates the available federal and state funding for Fiscal Year 2012-13, and discussed how these amounts are used to develop the Area Plan Budget and provider contracts. A copy of the powerpoint slides is attached to these minutes. Questions regarding the funding formula and proposed contract amounts were answered.

IV. Regular Advisory Council Business

- A. **Motion by Betty Rhodes to approve the agenda for the June 7, 2012 meeting as presented, 2nd by Teri Ruggiero. Motion carried.**
- B. **Motion by Steven Rozensky to approve the minutes for the May 3, 2012 Advisory Council meeting as presented, 2nd by Teri Ruggiero. Motion carried, with Betty Rhodes abstaining.**
- C. Correspondence: A letter from Sharon Monck, Advisory Council Chair, commending Harriett Dietz for the production of the 4-year Area Plan.
- D. Committee Reports
 - 1. Lauren Rolfe shared information about the California Senior Legislator proposals that are moving forward, and encouraged members to provide input on the pending legislation.
- E. Action Items
 - 1. Recommendation to Board of Directors regarding Provider Contracts. The current AAA providers responded to a Request for Proposals (RFP) in 2009. This year's Provider applications for continued funding are for the fourth year of the 4-year funding cycle. A spreadsheet summarizing the proposed provider contracts was provided in the meeting packet.

	Contract	Titles	Initial Amount
Community Action of Napa Valley (CANV) - (Congregate)	021	III C-1	\$ 84,110
Community Action of Napa Valley (CANV) (Home-Delivered)	022	III C-2	\$ 231,312
Meals on Wheels of Solano Co. (Congregate)	031	III C-1	\$ 199,533
Meals on Wheels of Solano Co. (Home-Delivered)	032	III C-2	\$ 519,919
CANV/Volunteer Center of Napa Co.	041	III B	\$ 20,216
Faith In Action	251	III B	\$ 46,671
Legal Services of Northern CA - Solano Co.	081	III B	\$ 33,863
Legal Aid of Napa	241	III B	\$ 25,513
Adult Day Services of Napa Valley (FCSP)	192	IIIE	\$ 35,594
Ombudsman Services of Northern California (Solano)	221	III B Omb,VII A&B	\$ 62,027
Ombudsman Services of Northern California (Solano)	222	SDF/SNFQA	\$ 38,168
North Bay Adult Day Care (FCSP)	232	IIIE	\$ 36,042
Vallejo Specialized Training Adult Respite STARS(FCSP)	261	III E	\$ 13,500

There was discussion about the current year provider performance, and the corrective action plan for the Community Action Napa Valley/Volunteer Center (friendly visitor) program. There was also concern about the nutrition education being below contract goals for the current year. In response to these concerns, Leanne Martinsen indicated that the AAA could choose to place additional conditions in a service provider contract, and provide additional support and monitoring for compliance. Following that, the Council consensus was to separate out the Community Action Napa Valley/Volunteer Center contracts, and to request that CANV/VCNC be invited to the next Advisory Council meeting to discuss the program and improvements that are being made. Rocky Sheridan reported that he had toured the Napa County Correctional Facility, where the meals are prepared for the Napa County Senior Nutrition Program. He indicated that he was impressed with the production of the meals, but concerned whether the program could afford

to continue the current level of service if the meal cost increased. **Motion by Lauren Rolfe, 2nd by Teri Ruggiero to recommend to the Board of Directors that the contract with Community Action Napa Valley/Volunteer Center not be renewed unless there are very specific steps that could be taken to remove the contract from the provider if the corrective action plan is not implemented, motion carried.** **Motion by Teri Ruggiero, 2nd by Heather Stanton to recommend to the Board of Directors that the CANV nutrition contracts not be approved until we get more information from the provider, motion carried.** **Motion by Heather Stanton, 2nd by Steven Rozensky to recommend to the Board of Directors that staff proceed with establishing the remaining provider contracts for Fiscal Year 2012-2013, motion carried.** There was discussion about the Provider Summary Report and the cost per unit.

2. July meeting date. The regular meeting date on the first Thursday of the month falls on July 5, 2012, the day after the Independence Day Holiday. **Motion by Georgia Craddock, 2nd by Teri Ruggiero that the Council move the meeting date to Thursday July 12, and to cancel the regular meeting in August, motion carried.** Staff will invite CANV staff to attend the meeting.
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. It would be helpful if members could assist with arranging locations for meetings for Fiscal Year 2012-13.
4. Membership
 - a. Motion by Georgia Craddock, 2nd by Constance Boulware to extend the membership of Lois Harper 7, 2015, motion carried.
 - b. Members Elsie Tate, Juliana Williams and Nancy Yingst have been unable to meet the annual attendance requirement according to the bylaws. A letter of appreciation for their service will be sent, and it was recommended that their service be acknowledged at a future meeting.
5. Council members expressed interest in how the AAA direct services program goals are set, how the units are reported, and how the programs are monitored. In response to these concerns, staff indicated that we have been working to set goals and monitor direct services in the same manner as we do for the contract service providers.

V. Regular Board Business -. As the Board members present did not constitute a quorum, the Vice chair indicated that they would receive reports, but no action could be taken today. The action items will be carried over to the June 19 meeting.

A. Finance/Treasurer's Report:

1. Doug Hanson reviewed the May 2012 Financial Statement and explained that this reflects activity for the first 11 months of the fiscal year. He indicated that things are on track for this point in the year.

B. Committee Reports

1. The Nominating committee nominated the following members:

- Chair – Donald Bond
 - 1st Vice Chair – Carolyn Wrage
 - 2nd Vice Chair – Thomas McNicholas
 - Secretary – Rev. Dr. A.C. “Tony” Ubalde
 - Treasurer – Marty Kuehneman
- Election of officers is rescheduled for the next regular meeting.

C. Staff Reports

1 Executive Director Leanne Martinsen, Executive Director presented a report on recent AAA Activity, including:

- The website www.aaans.org has been updated. The calendar now has meetings and events postings and the archived meeting agendas and minutes are posted so they can be viewed and downloaded. The new Area Plan will be posted soon.
- CDA has acknowledged the receipt of the Area Plan, but has not approved.
- CDA has not yet approved the Area Plan Budget.
- Providers have submitted applications for continued funding.
- Kaiser has approved \$20,000 to fund Latino Outreach for another year.
- We have been invited to submit an application for \$50,000 to Auction Napa Valley to support Stop Falls Napa Valley.
- Both Napa and Solano Counties will be supporting the Older Adult PEI programs next year at the current funding level
- CDA is applying for another federal grant to continue the CDSMP program, and asked the AAA for a letter of support.
- Participated in the American Canyon Senior Housing RFP review process.
- Participated in Auction Napa Valley as a beneficiary agency volunteer.

D. Old Business – N/A

E. Tabled Business – N/A

F. New Business – N/A

VI. Information Items:

1. Schedule of Events.

VII.Roundtable / Announcements. Requested feedback and comments from Advisory Council and Board Members

VIII.The meeting was adjourned at 4:00. Acknowledged Merrill Gardens North Bay for providing refreshments.

The next Advisory Council meeting will be held at 1:00 PM on Thursday, July 12, 2012, location to be determined.

The next Board of Directors meeting will be held at 3:00 PM on Tuesday, June 19, 2012, at Florence Douglas Senior Center, 333 Amador St., Vallejo, California 94590

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____

Approved by _____, Secretary to the Advisory Council

Date: _____