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**DRAFT Record of Joint Meeting Advisory Council and Board of Directors
 Tuesday July 19, 2011, 1:00 PM
 Merrill Gardens at Vallejo, 350 Locust Drive CA 94591**

Board Members

Solano County

Dist. 1	Marty Kuehneman, Treasurer	Present
2	Susannah McDevitt	Excused
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	Vacant	
3	Vacant	
4	Dr. Kenneth Lee	LoA
5	Vacant	
At-Large	JoAnn Busenbark,	Present
At-Large	Vacant	
At-Large	Vacant	

Advisory Council Members

Solano County

Sharon Monck, Chair	Present
Richard Lundin, Vice Chair	Present
Lois Harper, Secretary	Present
Suzanne Blakeley	Excused
Nieves Fernandez	Present
Rodrigo Galindo	Present
Lauren Rolfe	Excused
Teri Ruggiero	Present
Elsie Tate	Present
Juliana Williams	Present
Nancy Yingst	Excused

Napa County

Georgia Craddock	Excused
Richard Sager	Excused
Rosemarie Wilson	Present

AAoA Staff Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Anne Payne, Direct Services Supervisor, Elizabeth Mautner Napa Long-Term Care Ombudsman, Liliya Peterson Healthy Minds-Healthy Aging (Napa MHSA-PEI) Coordinator.

The meeting was called to order at 1:00 PM. There was a quorum present. Those present introduced themselves. There was no Public Comment.

Leanne Martinsen introduced guests from the California Department of Aging: Edmond Long -- Deputy Director for Long Term Care and Aging Services, Diane Paulsen -- Deputy Director for Administration, and Michael Alward -- Policy Manager, Data & Fiscal Teams. They provided an informative presentation on the Older American Act, Roles and Responsibilities of the AAA Governing Board and Advisory Council, Contract between CDA and AAA, Monitoring, and Audits. A copy of the presentation slides is attached to this meeting record. Binders containing pertinent references, including the Older Americans Act, Code of Federal Regulations, Welfare and Institutions Code, California Code of Regulations, and the AAA contract were provided for the Board Chair, Advisory Council Chair and Executive Director. CDA staff answered questions from the participants.

Following a brief refreshment break, the CDA staff excused themselves and the members present discussed current issues and recommended some next steps. The following summarizes that discussion.

In order to facilitate communication between the Board and Advisory Council, both bodies have appointed members to attend the monthly meetings of the other body, and staff has included copies of approved minutes from each body in the subsequent meeting packets for the other body. It was recommended that Agendas and Minutes of the Board and Advisory Council Meetings be posted on the AAoA website. This is feature will be incorporated into the website upgrade in the near future.

There were issues raised about additional communications (mostly e-mails) that have been sent to members, and how they should be handled. Regarding communication between the Board and Advisory Council, it was recommended that members should bring concerns to the attention of their chair, so that the chain of communication will be clear and there is an opportunity for appropriate follow-up and response. It was also agreed that the Chairs of both bodies would communicate with each other to deal with issues as they may arise. The Advisory Council bylaws are being revised with additional provisions that will address Communication and Advocacy.

It was recommended that the Board and Advisory Council meet together in working sessions more frequently, perhaps on a quarterly basis to deal with shared concerns. The consensus that these should not be additional meetings, but could be scheduled on regular meeting dates of either body, and the meetings should be structured to allow both bodies to conduct their necessary business. It was recommended that the membership could benefit from a review of the Brown Act. Training is offered occasionally by both Napa and Solano Counties for volunteers. Leanne Martinsen agreed to follow up on this.

There was discussion about Provider Performance, and performance standards that are to be set locally, how the Advisory Council and Board can work together with staff to insure that we have clear expectations of our Direct and Contract Service programs, and they we monitor to those standards.

It was recommended that the Information and Assistance hours be extended past 4:30 pm. Leanne Martinsen agreed to look into the feasibility of this.

The meeting was adjourned at 4:30.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____

Approved by _____, Secretary to the Advisory Council

Date: _____