



**ADVISORY COUNCIL September 6, 2012, 1:00 PM**

(Note: Luncheon honoring past members precedes meeting and committees may also meet prior to the start of the regular meeting.)

Merrill Gardens North Bay, 2261 Tuolumne St., Vallejo, CA 94589

*The Area Agency on Aging Serving Napa and Solano does not discriminate against persons with disabilities and meetings of the Advisory Council 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 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.*

**AGENDA**

1:00 pm I. Call to order

- A. Pledge of Allegiance
- B. Introduction of Guests
- C. Thank you to Merrill Gardens North Bay and Executive Director Sharon Monck for hosting the luncheon and this meeting.

1:10 pm II. CONSENT AGENDA

*All matters listed hereunder constitute a Consent Agenda, are considered to be routine by the Advisory Council and will be acted upon by a single roll call vote of the Advisory Council. There will be no separate discussion of these items unless a member of the Council so requests, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.*

- A. Amendment/Approval of September 6, 2012 Agenda
- B. Amendment/Approval of July 12, 2012 Minutes (copy attached)

1:15 pm. III. Community Input -- Public comment and open forum, Council members input -- Outreach and Advocacy Reports. *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. The 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 Council and may be referred to staff. Time limits and subject matter guidelines are to ensure that the Advisory Council may complete its agenda in a timely manner.*

1:25 pm. IV. Correspondence:

1:30 pm. V. Presentation: Recognition of Advisory Council members who retired in the past year: Elsie Tate, Juliana Williams and Nancy Yingst.

1:40 pm. VI. AAoA Board Liaison Report – JoAnn Busenbark (July Board meeting minutes and financial statement attached.)

1:50 pm. VII. AAoA Executive Director & Staff Report

- A. Leanne Martinsen will report on current issues and status of AAA
- B. Harriett Dietz, Planner, will provide a brief summary of progress towards implementing the FY 2012-2016 Area Plan.
- C. Anne Payne, Direct Services Supervisor will report on status of AAA Direct Services, and program improvements implemented. (Direct Services Policy & Procedure Manual is enclosed).
- D. Dan Hernandez, MIS Coordinator will present Service Delivery Report for FY 2011 - 2012 (copy enclosed) and update provider contract and program monitoring process for the current fiscal year. (MIS/Contracts Policy & Procedure Manual is enclosed).

2:10 pm VIII. Committee Reports: Any Standing or Ad hoc Committees that wish to report out may do so: (Information Items)

- A. Legislative Committee CSL Report – Dr. Richard Lundin/Lauren Rolfe will report on the top proposals that were adopted at the Annual session of the California Senior Legislature, in October 2011, plans for the 2012 session, and other current legislative items.
- B. Program Performance Monitoring Committee – Teri Ruggiero will report on the committee activities and present a draft letter to Community Action Napa Valley (CAN-V) regarding corrective action plan and calling for a revised action plan. (Copies will be distributed to members at the meeting).

2:30 pm IX. Action Items:

- A. The membership term of Richard Sager expires on October 1, 2012.  
Recommended Action: Council may recommend that the membership be extended for another three year term which would expire on October 1, 2015.
- B. Management Information System/Contracts Policy and Procedure Manual.  
Recommended Action: Council may recommend to the Board of Directors that this manual be adopted.
- C. Direct Services Policy and Procedure Manual. Recommended Action: Council may recommend to the Board of Directors that this manual be adopted.

D. Letter to Community Action Napa Valley. Recommended Action: Council may recommend to the Board of Directors that this letter be sent to the contractor, and that staff continue to monitor and provide technical assistance to this provider.

E. Other recommendations to the Board of Directors may be discussed.

2:45 pm. X. Information Items – Council Members may review material for consideration for future meeting action items.

2: 50 pm XI. Communication with AAA Board: The Advisory Council Chair or designee will present information from the Council at the next AAA Board meeting on September 18, 2012 in Yountville. Council membership may advise the Chair on issues and concerns to include in the report.

2:55 pm XII. Parking lot items – Unfinished business, at this time any agenda items that have been tabled at previous meetings can be resolved as time allows, or proposed for future meeting agendas.

A. Legislative Priorities to be developed by Legislative committee.

3:00 p.m. XIII. Adjournment

**CONCERNED SENIORS ARE INVITED TO ATTEND AND PARTICIPATE IN THIS MEETING**

***Date of next Board of Directors Meeting: Tuesday, September 18, 2012***

*At the Veterans Home of California in Yountville*

***Date of next Advisory Council Meeting: Thursday October 4, 2012***

*Location in Napa County to be determined.*