



ADVISORY COUNCIL November 1, 2012, 1:00 PM

(Note: committees may meet prior to the start of the regular meeting.)

Florence Douglas Senior Center, 333 Amador St., Vallejo, CA 94590

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

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 November 1, 2012 Agenda
- B. Amendment/Approval of October 4, 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: Letter from the California Department of Aging regarding the Area Plan Approval. (copy attached)
- 1:30 pm. V. AAoA Board Liaison Report – JoAnn Busenbark
- 1:40 pm. VI. AAoA Executive Director & Staff Report
- A. Leanne Martinsen will report on current issues and status of AAA
 - B. Harriett Dietz, Planner, will provide a review of the contents of the FY 2012-2016 Area Plan, in preparation for a more in-depth status report at the December meeting.
 - C. Anne Payne, Direct Services Supervisor will report on status of AAA Direct Services, and program improvements implemented. (Direct Services Policy & Procedure Manual was distributed with September meeting packet).
 - D. Dan Hernandez, MIS Coordinator will present Service Delivery Report for 1st Quarter current year (copy enclosed) and update provider contract and program monitoring process for the current fiscal year. (MIS/Contracts Policy & Procedure Manual was distributed with September meeting packet).
- 2:20 pm VII. 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 are participating in the 2012 session of the California Senior Legislature in Sacramento this week.
 - B. Program Performance Monitoring Committee – Teri Ruggiero or designee will report on the committee activities.
- 2:30 pm VIII. Action Items:
- A. Management Information System/Contracts Policy and Procedure Manual. Recommended Action: Council may recommend to the Board of Directors that this manual be adopted.
 - B. Direct Services Policy and Procedure Manual. Recommended Action: Council may recommend to the Board of Directors that this manual be adopted.
 - C. Other recommendations to the Board of Directors may be discussed.
- 2:45 pm. IX. Information Items – Council Members may review material for consideration for future meeting action items.
- 2: 50 pm X. Communication with AAA Board: The Advisory Council Chair or designee will present information from the Council at the next AAA Board meeting on November 20 in Vallejo. Council membership may advise the Chair on issues and concerns to include in the report.

2:55 pm XI. 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.

3:00 p.m. XIII. Adjournment

CONCERNED SENIORS ARE INVITED TO ATTEND AND PARTICIPATE IN THIS MEETING

Date of next Board of Directors Meeting: November 20, 2012
at Florence Douglas Senior Center in Vallejo.

Date of next Advisory Council Meeting: Thursday December 6, 2012
Joint meeting with Board of Directors, Location to be determined.