



Minutes

ADVISORY COUNCIL, May 12, 2011, 12:30 PM
American Canyon Senior Multi-Use Center
2185 Elliot Drive, American Canyon, CA 94503

- I. The meeting was called to order at 12:30 pm by Council Chair Lauren Rolfe, with the pledge of Allegiance.
 - A. Members Present: Chair - Lauren Rolfe, Georgia Craddock, Richard Sager, Rose Marie Wilson, Elsie Tate, Juliana Williams, Nieves Fernandez, Lois Harper, Rodrigo Galindo, Suzanne Blakeley, Sharon Monck.
 - B. Staff Present: Leanne Martinsen – AAA Executive Director, Anne Payne – AAA Direct Services Supervisor, Dan Hernandez, MIS Coordinator
 - C. Members Absent/Excused: Richard Lundin, Nancy Yingst.
 - D. Introduction of Guests: Rev. A.C. “Tony” Ubalde – AAA Board Member, Logan Williams, Terri Restelli-Deits (arrived at 12:50).

- II. Consent Agenda
 - A. **Motion by Richard Sager, seconded by Rudy Galindo to approve the agenda for the May 12 meeting as included in the meeting packet, motion carried.**
 - B. **Motion by Sharon Monck, seconded by Juliana Williams to approve the minutes for the April 7 meeting, with corrections to item XI. E. to reflect that Lois Harper inquired about the election of officer, and in item XII. C. to reflect that Nieves Fernandez mother was 95 years old, motion carried.**

- III. Community Input – Suzanne Blakeley commented on receiving copies of e-mails requesting detailed financial reports, and she was concerned that the request had not been responded to. She stated that she found this disturbing, as a member of the Advisory Council she has a fiduciary responsibility. Juliana Williams replied that it was her request (because she had been told by Terri Restelli Deits that there was not financial responsibility at the AAA), so she (Juliana) had requested the end of month revenue and expense report. She stated that her concern was whether we were spending the funds appropriately. She also stated that Leanne Martinsen had responded to her request. (Note: a copy of the Trial Balance as of April 30 had been provided via e-mail.) Juliana also stated concerns about under performing programs, and her recommendation that Information and Assistance be considered a “High Risk” program. Sharon Monck inquired whether a budget-reporting format had been approved so that the Council could do their job. Lauren Rolfe stated that the Council had voted several of years ago, to recommend that any program that was 30% deficient in performance would be placed on a status so that they would receive extra assistance and an opportunity to improve. Elsie stated that the Board is responsible for finances. Juliana stated that in the Council’s role in monitoring programs, and part of monitoring is making sure that the money is spent correctly. Lauren Rolfe indicated that the Council is seeking a report that would show a cost per unit of service. The chair suggested that an ad hoc committee be formed to work with AAA

staff to determine a format for a report that will inform the Advisory Council, without overly burdening the AAA staff. Juliana Williams and Sharon Monck volunteered to participate on this committee. It was also recommended that the next meeting agenda have an item related to monitoring and supporting under-performing programs. Lois Harper announced that an educational conference on Alzheimer's disease was being held on May 18th in Foster City. Georgia Craddock stated that she was worried about the agency. Juliana Williams stated that she doesn't want to be adversarial, but the programs have to work. Terri Restelli-Deits reported that she had been formulating recommendations for the Area Plan and vision for the Agency, and that the Council should have this information. She recommended that the Council should make a formal request so she could provide this information, but the Council did not take action on this matter.

IV. Board Liaison Reports: Betty Rhodes had volunteered to be the Board member Liaison for the May meeting. Staff learned yesterday that she has resigned from the Board, and invited Rev. Ubalde, who was good enough to come in today. The minutes of the March Board meeting were included in the Advisory Council meeting packet. Juliana indicated that she wanted to be notified of Board Member and Advisory Council member resignations. Leanne Martinsen noted that a current membership list is generally included in the meeting packet. It was noted that the list in this month's packet had some inaccuracies. Members should contact the office to update their contact information and an updated list will be provided by the next meeting.

V. Action Items:

A. Area Plan Action Items: Leanne Martinsen reported that this is the final year of the 2009-2012 (3-year) planning cycle, and the guidance instructs the AAA to submit an updated transmittal letter, organizational chart, report of public hearing and any other items that have been updated, such as the service unit plan. The following area plan development cycle activities have been delayed due to late issuance of California Department of Aging Program Memo #11-07 (dated April 21), fiscal year 2011-2012 Area Plan Budget Displays and Contracts (copy attached). The AAA Budget is due to CDA on May 21.

1. Area Plan Budget: Leanne Martinsen reported that the budget display for next year that was included in the meeting packet reflects funding that is very similar to the current year. CDA has informed us that they are anticipating reductions in Federal Funding that will be reflected in subsequent budget displays and budget revisions. A spreadsheet is attached that compares baseline funding in program categories. Doug Hanson, CFO has prepared the initial budget, based on this budget display, adjusting for the shift in population age 60+ between counties, and incorporating funding priorities that the Advisory Council recommended at the April 7 meeting. Copies of the budget form were distributed at the meeting. There was discussion about other costs and whether the Counties were providing the required Area Plan Administration matching contribution. Terri Restelli-Deits commented that she had been preparing a detailed cost benefit analysis, and was recommending restructuring Title III case management programs under MSSP, and that Information and Assistance and caregiver referral for Napa be put out to bid. **Motion by Juliana Williams, seconded by Sharon Monck to recommend that the Board approve Area Plan Budget, motion carried.**

2. Area Plan Update: Leanne Martinsen indicated that the Goals and Objectives section was included in the meeting packet, and there was an objective added to reflect the Napa MHSA PEI program. Staff will update to include the recommendations (Family Caregiver Grandparent respite, Medication Management and Solano Fall Prevention) from the April 7 meeting. Terri Restelli-Deits expressed concern that the Council's work is not reflected in this document. These recommendations are subject to change based on Area Plan Public Hearing input, in which case recommendations may come back to the Council for consideration. **Motion by Elsie Tate, seconded by Suzanne Blakeley to recommend the Area Plan Update to the AAA Board of Directors for approval, motion carried.**

3. Scheduling of Public Hearings: The Advisory Council discussed whether to incorporate an Area Plan Public Hearing at the next regular meeting or choose to select another date and location for Area Plan Public Hearings. There was discussion about a meeting format that highlights and explains the programs and services provided by the AAA. Leanne Martinsen indicated that she has a Powerpoint template that covers this, as well as the required topics (adequate proportion, program development and coordination activities), and can update for the current year. There was also discussion about updating the list of acronyms and abbreviations. Terri Restelli-Deits expressed concern about the adequate proportion, and recommended that the Advisory Council consider increasing funding for Legal Services. In response to a question, Leanne Martinsen explained that process for determining the approved percentage for priority services (Access, In-Home and Legal Assistance) is a part of the local Area Plan process, and in the past the Council has voted to adjust. Each year the Area Plan Budget is developed to allow program funding in these areas that is equal to or greater than the established approved percentage. It was suggested that because the Advisory Council meeting agendas are so full, perhaps a public hearing could be scheduled for the hour prior to the next meeting on June 2, if the Florence Douglas Senior Center can accommodate this. It was also recommended that staff consider making arrangements for Area Plan Public Hearings in June, if possible to coordinate with the Vallejo Senior Roundtable meeting (June 9), the Vacaville Senior Roundtable meeting (June 16), and the Napa Commission on Aging (June 27). **Motion by Rudy Galindo, seconded by Sharon Monck to approve the preliminary schedule for Area Plan Public Hearings, motion carried.** There was also discussion about utilizing public access television stations to present the information, either by a PowerPoint presentation or on one of the senior-focused interview shows. Staff will follow up and inform members when arrangements have been confirmed.

B. **Motion by Elsie Tate, seconded by Sharon Monck to extend term of Nieves Fernandez for an additional three-year term, motion carried.** Nieves invited members to participate in the Capitol Action Day on March 25 (10-3), when she will be advocating in Sacramento.

C. Council may appoint nominating committee to recommend candidates to fill unexpired term of officers. Lauren Rolfe has announced her intention to step down as chair, but will be remaining on the Council. Vice chair David Stewart has resigned from the Advisory Council. Lois Harper has also announced her intention to step down as secretary, but will be remaining on the Council. The Chair asked for volunteers to serve on the nominating committee so that a special election could be held at the regular June meeting of the Advisory Council in accordance with the bylaws. There were no volunteers, so it was suggested that any members could contact Leanne Martinsen with recommendations for officers before the next meeting.

VI. Sharon Monck expressed concern about the importance of refraining from inappropriate discussion, and the need for members to pull together as we move forward. Georgia Craddock commented that she thought the members are all here trying to do our part to make the organization a success. Lauren Rolfe commented that the organization does a lot of good for Napa and Solano County seniors, and the Advisory Council can make a big difference in supporting the organization, and helping it to do the best job it can do in these are tough times. Terri Restelli-Deits commented on the need to work transparently, and referred the members back to the Older American's Act Assurances. She also requested that the minutes of the April 7 meeting be amended, but the membership affirmed that the minutes were acceptable as approved at the beginning of this meeting. Rodrigo Galindo offered to organize a fundraising picnic. It was recommended that this item be placed on the agenda for the next meeting. Rev. Ubalde observed that after attending two consecutive meetings, he appreciates the important role that the Advisory Council plays in the organization, and the commitment of individual members. He stated his concerns about the process of getting information from the Advisory Council to the Board. He felt that is essential that the Council chair communicates for the Council, so the Board can discern what the Council needs from the Board, because this is a partnership between the Board and Council. He also stated that we need to be careful in understanding aspects of advisory role versus micromanagement. He also invited Advisory Council members to participate in the next Variety Show (which will be the 3rd annual fundraising event for the AAA). He also commented on the Living Legacy Awards and honoring Advisory Council member Elsie Tate's community service. Advisory Council members are encouraged to attend the event at the Joe Nelson Community Center in Suisun City on May 24 at 2:00 pm.

VII. The meeting was adjourned at 2:20 pm

Council members were encouraged to attend the *next Board of Directors Meeting on Tuesday, May 17, 2:30 p.m.* at the Florence Douglas Senior Center, 333 Amador Street in Vallejo: