



**Minutes**

**ADVISORY COUNCIL, June 2, 2011, 12:30 PM**  
**Florence Douglas Senior Center**  
**333 Amador St., Vallejo, CA**

- I. The meeting was called to order at 12:36 pm by Sharon Monck, with the pledge of Allegiance.
  - A. Members Present: Richard Lundin, Richard Sager, Rosemarie Wilson, Elsie Tate, Juliana Williams, Nieves Fernandez, Lois Harper, Rodrigo Galindo, Sharon Monck.
  - B. Staff Present: Leanne Martinsen – AAA Executive Director, Anne Payne – AAA Direct Services Supervisor, Dan Hernandez, MIS Coordinator
  - C. Members Absent/Excused: Lauren Rolfe, Georgia Craddock, Suzanne Blakeley, Nancy Yingst.
  - D. Introduction of Guests: Teri Ruggiero – Director of Solano IHSS Public Authority, Rev. A.C. “Tony” Ubalde – AAA Board Member (arrived at 12:45), and applicant for membership, Terri Restelli-Deits (arrived at 1:00).
  
- II. Consent Agenda
  - A. **Motion by Juliana Williams, seconded by Nieves Fernandez to approve the agenda for the June 2 meeting with flexibility in the order of items to allow for the Board Liaison Report, motion carried.**
  - B. **Motion by Juliana Williams, seconded by Rosemarie Wilson to approve the minutes for the may 12 meeting, motion carried.** Elsie Tate requested that the issue of the Advisory Council’s “fiduciary responsibility” be discussed/clarified at a future meeting.
  
- III. Community Input – Nieves Fernandez shared information about the “Pista Nayan” a Philippine Festival that will be held on June 4 on the Vallejo waterfront, and reported on the Disability Action Day in Sacramento that she participated in on May 25. Juliana Williams stated that she had sent an e-mail the previous meeting in which she had resigned, but had subsequently decided not to do so at this time. She stated that she has been on the Advisory Council for seven years, and has concerns about transparency and accountability, but she wants to be part of the solution, not the problem. As a senior advocate, it is important that her mission, vision and values align with those of the agency. Richard Sager invited members to visit the Napa City-County Library, which is re-opening tomorrow after being closed for two weeks for renovations. Lois Harper reported on the Alzheimer’s conference at Stanford, and the clinical research trials there. Sharon Monck reported that the Chronic Disease Self Management classes will be starting on Monday June 13 in Rio Vista. She also reported on the Treasure Box program, which provides about \$85.00 for \$32.00, and this will feed an individual for a month (or a family of 4 for a week). More information can be

found on line at [treasurebox.org](http://treasurebox.org). Anne Payne reported that Rosa Perez, formerly the AAA Latino Outreach Coordinator is now the Napa Senior Services Caseworker, and a new Latino Outreach Coordinator is being hired. Sharon Monck recognized Elsie Tate and presented her with the Living Legacy award. Elsie was not able to attend on May 24, when the Senior Coalition of Solano County held the annual award ceremony.

- IV. Board Liaison Reports: Rev. Ubalde stated that he has volunteered to be the Board Liaison, and he felt that consistency was important. He stated that the Board values the Advisory Council and the partnership between the two bodies.
- V. Follow-up Item: Sharon Monck distributed a report of the ad-hoc committee that met on May 27 (copy attached to these minutes), and discussed the financial statement and service delivery reports that staff will be providing to the Advisory Council each month, as well as the Council meeting structure and communication with the Board of Directors. Terri Restelli-Deits stated that she wanted to go on record that the chain of command was followed when she reported concerns in the past. She referred council members to Older Americans Act Assurances, 302, 305, 306, related to the role of the Advisory Council. She also stated that the minutes of last month's meeting included statements that were not fair, and she asked to get a copy of the audio tape made at that meeting. There was more discussion about developing a report format that ties program expenditures to services delivered and a cost per unit of service.
- VI. Action Items:
  - A. Membership Application for Teri Ruggiero. **Motion by Elsie Tate, seconded by Nieves Fernandez to accept the application of Teri Ruggiero, for a three year term, motion carried.**
  - B. Election of Officers. The officers of the Advisory Council have resigned, and in compliance with the bylaws, the Council may hold a special election to fill the remainder of the officer's terms (expire in June 2012). The following members have volunteered to serve if elected: Sharon Monck (chair) and Richard Lundin (vice chair). Terri Restelli-Deits expressed concern about the lack of representation from Napa County in the Council leadership, and recommended that the election be postponed until Napa members are recruited. Elsie Tate stated that as the chair of the nominating committee last year, she had contacted all of the Napa County members, and other than Dave Stewart (who has since resigned from the council), they all declined to serve as officers. **Motion by Nieves Fernandez, seconded by Rosemarie Wilson to elect Sharon Monck as Chair and Richard Lundin as vice Chair fill the vacant officer's positions for the remainder of this term, motion carried.** As there were no volunteers or nominations for the office of secretary, that will be an agenda item for the next meeting.
  - C. July meeting options for the Council's consideration. Staff is recommending that instead of holding the regular meeting on July 7, that we schedule a special joint meeting with the Board of Directors, with a facilitator to help us better understand the respective roles of the Advisory Council, Board of

Directors and AAA Staff. Leanne Martinsen has been in contact with the California Department of Aging, and the Deputy Director has indicated that he would be willing to facilitate, but a date has not yet been established.

**Motion by Elsie Tate, seconded by Rosemarie Wilson to cancel the regular July meeting of the Advisory Council, and participate in a joint meeting with the Board of Directors to be scheduled later in the month, at a date when an appropriate facilitator is available.**

- D. Discussion regarding Provider Performance Issues. The Service Delivery Reports (summary of provider performance July 2010 through March 2011) was included in the agenda packet, and the updated version (through April 2011) was distributed at the meeting. Sharon Monck indicated that it would be helpful to identify the parameters for which a program would be considered “at risk”. Teri Ruggiero stated that in her experience monitoring her own programs, there are circumstances when a program may appear to be underperforming mid-year, but will come up to goal during the last quarter of the year. Terri Restelli-Deits asked whether the service units had been verified, and also requested that she receive a copy of the monitoring report from the California Department of Aging (CDA) site visit (June 2010) that had recently been received. Teri Ruggiero suggested that the report could be formatted to include a column that would show the total units of service for each provider.
- E. Fundraising opportunity. Rudy Galindo suggested that we have a fundraising picnic, and volunteered to cook for the event. He discussed the possibility of having the event at a park on August 16, 23 or 30, and would serve hamburgers and hot dogs. He proposed to sell tickets for \$10.00. Members expressed concerns about competing with fundraising for the Senior Center, the short time frame and the amount of work required to put on such an event, as well as concerns that at this ticket price, whether the income would exceed the expenses. Rev. Ubalde shared some information about the Board of Director’s fundraising event, annual variety show.
- Motion by Nieves Fernandez, seconded by Rick Sager that the Advisory Council cooperate with the Board of Directors, and designate Rudy Galindo to participate with the Board Fundraising committee, motion carried.**
- F. Recommendations for 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 third year of the 4-year funding cycle. Leanne Martinsen explained the spreadsheets that illustrated how the categorical program funding from the CDA planning estimate compared to last year’s funding and how adjustments/fund transfers were made to meet local needs. These amounts were included in the Area Plan Budget, which was presented to the Advisory Council at the May 12 meeting, and are reflected in the proposed provider contracts. Terri Restelli-Deits questioned whether the recommendations from the Advisory Council had been incorporated. Leanne Martinsen stated that they were included in the Area Plan Update Goals and Objectives and the Area Plan Budget, which have been submitted to CDA. **Motion by Elsie Tate, seconded by Rosemarie Wilson to recommend to the AAA Board of Directors that staff proceed**

**with establishing these provider contracts for Fiscal Year 2011-2012, motion carried.**

- VII. Executive Director Report – Leanne Martinsen reported that we received the written report from CDA of the site visit (June 2010) on May 23. The AAA is expected to develop the corrective action plan by December 31, 2011. She indicated that many of the items had already been addressed, and this report has been shared with management staff. Some of the larger items, such as developing policies and procedures, are started, but will take longer to complete. She also indicated that she had shared the section on the Advisory Council with Sharon Monck, as there were three findings. The Council must fill vacancies and ensure that members represent the ethnic composition of the community. The bylaws should be amended to include a process to appeal removal from the Council, and also to include a provision for reimbursement of expenditures related to costs incurred by council members. Copies of the monitoring report and status of the corrective action plan will be available by the next Advisory Council meeting.
- VIII. Committee Reports: Any Standing or Ad hoc Committees that wishes to report out may do so:
- A. Bylaws Committee – Sharon Monck distributed copies of the current Advisory Council Bylaws, and requested volunteers to work with her on the ad-hoc bylaws committee. She indicated that the bylaws appear to be silent on rules of meeting conduct, and recommended that they be amended to address the meeting structure, to guide the flow of the meetings and help insure that we are able to complete our agenda as established. The Council has been operating under the intent of the Brown Act, but her research concluded that the Council is not mandated to comply (as Council members are not appointed by elected officials), and it was not incorporated into the bylaws. Upon consultation, it appears that Roberts Rules of Order (a summary was distributed to members) should apply, and additional rules of conduct can be incorporated into the bylaws. She proposed that the committee meet on June 10 to address the amendments recommended by CDA as well as including the rules of conduct. Richard Lundin, Elsie Tate and Rosemarie Wilson were asked to serve on the committee and a meeting time will be confirmed after calendars are checked. Terri Restelli Deits commented that operating under the Brown Act has been challenging, but it was the Council's decision to do so.
  - B. Legislative Committee Report – Dr. Richard Lundin distributed a California Senior Legislature CSL update, and discussed some of the current proposals. Leanne Martinsen had distributed copies of the legislative summary from the California Association of Area Agencies on Aging (C4A).
  - C. Disaster Planning ad hoc Committee – no report was available.
  - D. Advocacy Committee – no report was available.
  - E. Area Plan & Grants Committee – Elsie Tate reported the committee has not met since the last report.

- IX. Communication with AAA Board: The consensus of the Council was that the chair should serve as liaison (or if unable to attend, should appoint an alternate) to AAA Board meetings and report recommendations from the Advisory Council. Sharon Monck indicated that she will plan to attend the next AAA Board meeting on June 21, and her report will include actions taken by the Advisory Council at this meeting, including election of officers, recommendations regarding service provider contracts for FY 2011-12, and plans for a joint meeting. Leanne Martinsen indicated that she would provide a draft of the Council minutes before the meeting. Terri Restelli-Deits commented that the Council Board and Staff are like a 3-legged stool with checks and balances, stating her concerns about the Executive Director doing the meeting minutes, and information flow through the Executive Director.
- X. Parking lot items.
- A. The Family Caregiver Support Program has been making good progress as reported by Terri Ann Steffen, Program Coordinator at the March meeting. It was recommended that this program report to the Council on a quarterly basis.
  - B. Status of MIS staffing, CDA/CARS reporting, and monitoring. Dan Hernandez has been on staff for a month, and is been concentrating on learning the program data reporting system. In response to a comment from Terri Restelli-Deits, Leanne Martinsen indicated that Dan has completed on-line training with Harmony (SAMS software provider), and that we were making arrangements for a Harmony trainer to come train providers within a month. He has begun program monitoring as well, having made his first site visit to a provider this morning.
  - C. Leanne Martinsen recommended that a review of Area Plan Goals and Objectives be a regular agenda item in the future.
  - D. Leanne Martinsen distributed copies of the flyer announcing the Area Plan Public Hearing that will be held at the Florence Douglas Senior Center in Vallejo on Thursday, June 9. Additional hearings may be held in Napa and Vacaville, but arrangements have not yet been confirmed.
  - E. Dr. Lundin reported that the Host Lions Club has donated \$1,000 to Florence Douglas Senior Center.
  - F. Terri Restelli-Deits commented on the minutes from the May 12 Advisory Council meeting, which she felt reflected unfairly on her. She referenced a letter written by Georgia Craddock that had been distributed to those present at that meeting. (Advisory Council members confirmed that the letter was distributed prior to the beginning of the meeting.) Terri felt that this letter should have been included in the public record of the meeting.

XI. The meeting was adjourned at 3:00 pm

Council members were encouraged to attend the next *Board of Directors Meeting* on Tuesday, June 21, 2:30 p.m. at the Florence Douglas Senior Center, 333 Amador Street in Vallejo: