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**Minutes & Record of Joint Meeting Advisory Council and Board of Directors**  
**Thursday December 1, 2011, 1:00 PM**  
**Napa Valley Hospice and Adult Day Services, 414 S. Jefferson St., Napa, CA 94559**

**Board Members**

**Solano County**

Dist. 1	Marty Kuehneman, Treasurer	Excused
2	Vacant	
3	Donald Bond, Chair	Present
4	Steve Korn	Present
5	Stephen Murphy	Excused
At-Large	James McCully	Present
At-Large	Rev. Tony Ubalde, Secretary	Excused
At-Large	Vacant	

**Napa County**

Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Thomas McNicholas	Excused
3	Vacant	
4	Dr. Kenneth Lee	LoA
5	Vacant	
At-Large	JoAnn Busenbark,	Absent
At-Large		
At-Large	Vacant	

**Advisory Council Members**

**Solano County**

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

**Napa County**

Georgia Craddock	Present
Richard Sager	Excused
Rosemarie Wilson	Present

AAoA Staff Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Anne Payne -  
 - Direct Services Supervisor, Harriett Dietz – Planner, Dan Hernandez -- MIS Coordinator.

Guests Present: Betty Rhodes, David Stewart.

- I. The meeting was called to order by Dr. Richard Lundin, Advisory Council Vice Chair, at 1:00 PM with the Pledge of Allegiance There was a quorum of the Advisory Council present. Those present introduced themselves.
- II. Public Comment, Member Input
  - A. Lauren Rolfe, California Senior Legislator Assembly Member reported that at the October session of the CSL, the Bay Area Caucus was well represented, with 7 of their proposals making the top 10 State, and 2 of the Top Federal proposals. She also reported that Dr. Richard Lundin, Senior Senator was honored with the Moira Jackson award, recognizing his productivity as a Senior Legislator.
  - B. Dr. Richard Lundin reported that the Napa District Attorney was supportive of establishing a Senior Court program.

- C. Steve Korn commented that he was pleased to be able to participate in this joint meeting and Carolyn Wrage concurred.
- D. Betty Rhodes commented that she was eager to have more members from Napa County on the Board and Advisory Council, and that having more meetings in Napa would make it more convenient for Napa County residents to participate.
- E. Donald Bond stated that the purpose of this joint meeting was to allow the Board and Advisory Council members to get to know each other better. He commented that he was concerned that there had been a perception in the past that the Board did not appreciate the Council, and he wanted everyone to know that this was not true, and that the current Board definitely supports the work of the Advisory Council. Even though both groups operate under different procedures, they have the same purpose, to support the mission of the Area Agency on Aging. He encouraged members to actively join in the meeting today.

### III. Regular Advisory Council Business

- A. **Motion by Lauren Rolfe to approve the agenda for the December 1, 2011 meeting as distributed, 2<sup>nd</sup> by Betty Holland. Motion carried.**
- B. **Motion by Rudy Galindo to approve the minutes for the November 3, 2011 Advisory Council meeting with correction of typographical error under item VII.b. (changing the word indicted to indicated), 2<sup>nd</sup> by Nieves Fernandez. Motion carried with Lauren Rolfe abstaining.**
- C. Committee Reports
 

Legislative Committee: Lauren Rolfe reported that six of the proposals from the 2010 session of the CSL were picked up by the regular legislature as bills were passed, including one that removed the sunset provision from a law that made financial institution employees mandated reporters for elder financial abuse, and another that expanded and extended sentences for anyone convicted of identity theft from seniors. Dr. Lundin commented that most of the ideas for CSL proposals come from local senior concerns.
- D. Staff Reports
  1. Anne Payne, Direct Services Supervisor distributed copies of a recent article in the Vallejo Times Herald about the soup giveaway at the Vallejo Drop-In Center, and will become a monthly event. This will be another opportunity for outreach. She reported that Harriet Dietz had attended the Direct Services Team meeting, and they were looking forward to working together. She also reported that Mary Vineyard was coordinating the Holiday Connection program in Solano County for Vallejo and Fairfield, a program that connects isolated seniors with sponsors who provide them with a gift at holiday time.
  2. Dan Hernandez, MIS Coordinator distributed copies of the Service delivery summary report for the first quarter of the Fiscal year. He also reported that program data reports have been submitted to CDA, and we have just received the performance data reports for the past fiscal year, which will be verified within the next two weeks. He also distributed copies of the site monitoring schedule and a sign-up sheet so that Advisory Council members could indicate their preference to participate in the monitoring process.
- E. Action Items
  1. Consideration of meeting location. **Motion by Lauren Rolfe, 2<sup>nd</sup> by Betty Holland to recommend that staff make arrangements for the January 5 meeting at an alternate location, (in Fairfield if possible), motion carried.**

**2. Motion by Lauren Rolfe, 2<sup>nd</sup> by Dr. Richard Lundin to accept the application of Constance Boulware to serve a three year term on the Advisory Council.**

- IV. Regular Board Business -. As the Board members present did not constitute a quorum, the President indicated that they would receive reports, but no action could be taken today. The Executive Committee will be convened to deal with any items that cannot be carried over to the January meeting.
- A. Review / Amend / Approve Agenda for December 1, 2011 meeting. N/A
  - B. Review / Amend / Approve Minutes of October 18, 2011 meeting (copy attached).N/A
  - C. Finance/Treasurer's Report: Doug Hanson reviewed the October 2011 Financial Statement and explained that this reflects activity for the first 4 months of the fiscal year. He indicated that things are on track for this point in the year. He reported that this is the first month of the lower mortgage payment, since the interest rate was reduced. He also commented that Steve Korn had been of assistance in helping getting a list of federal employees who have donated through the Combined Federal Campaign, so that we can acknowledge and thank them for their support.
  - D. Committee Reports
    1. Executive Committee – Donald Bond reported that the Executive Committee had not met, and since the Board will not be meeting again before the next Advisory Council meeting, it is not necessary to appoint a Board liaison.
    2. Carolyn Wrage reported that we have received an application from Heather Stanton, but the committee was unable to schedule a meeting to conduct an interview before this meeting. The committee will meet before the January Board meeting and bring her application for consideration then. Leanne Martinsen indicated that she had received a phone message from a resident of the Veterans Home indicating that they have recommended a member there for Board membership.
    3. Ad hoc fundraising committee – Carolyn Wrage reported that the committee has been meeting to continue plans for the next benefit variety show in February 2012 at the USA World Classic Event Center in Vallejo. There will be a silent auction and photo opportunities, with a Good Humor Ice Cream Man. Advisory Council members are encouraged to join the planning committee. As soon as the name of the event is finalized we will have tickets to sell.
  - E. Staff Reports
    - 1 Executive Director Leanne Martinsen, Executive Director presented a report on recent AAA Activity, including the following.
      - We have received notice that Janece Long, former AAA Board Chair has passed on, and a memorial service will be held on Friday, December 2.
      - Dr. Kenneth Lee is currently residing at the Meadows of Napa Valley, and has indicated that he and his wife plan to move to Southern California to be closer to family. The move may occur before Christmas. Donald Bond indicated that an award in appreciation of his service should be presented to him as soon as possible.
      - Harriett Dietz was hired as Planner, and her main responsibility is to prepare the Area Plan and related activities. Copies of the Master Planning

Calendar were distributed, and Leanne Martinsen discussed the related tasks of the Board and Advisory Council.

- The annual independent fiscal audit is underway this week.
- Chronic Disease Self Management classes are starting again in January, at locations in Napa, St. Helena, and Vallejo. Class size is limited and registration is required.
- Holiday Safety Seminars for Seniors are being offered at many locations in Napa and Solano County.
- A draft policy on succession planning was included in the meeting packet. Donald Bond commented that this is something that the Board was very concerned about, and that continuity of operations is important.
- Auction Napa Valley has awarded StopFalls Napa Valley a \$30,000 grant.
- We have developed a contract with the Napa Senior Center, which will allow us to schedule events there.

- F. Old Business -- None
- G. Tabled Business -- None
- H. New Business -- None

V. Information Items:

- A. Area Plan Goal #3, Leanne Martinsen reviewed the objectives, progress/status and recommend actions related to this goal.
- B. Little Hoover Commission's Report, "A Long-Term Strategy for Long-Term Care" April 2011. The Advisory Council has received a copy of the Executive Summary. The full report can be found on line at <http://www.lhc.ca.gov/studies/205/Report205.pdf>. Members without internet access can call the office and request a copy (146 pages). Tabled until next meeting.
- C. Schedule of Events (Copy attached).

VI. Roundtable / Announcements Feedback and comments from Advisory Council and Board Members, including the future joint meetings. Feedback on the format of this meeting was positive. David Stewart suggested a future agenda item /discussion on elder financial abuse and vulnerable seniors in subsidized housing; background checks should be required of staff (managers and maintenance staff with access to living quarters).

VII. The meeting was adjourned at 3:00. Holiday refreshments were served.

The next Advisory Council meeting will be held at 1:00 PM on Thursday, January 5, 2012, Solano County location to be determined.

The next Board of Directors meeting will be held at 2:30 PM on Tuesday, January 17, 2012, at the USA World Classics Event Center, 1525 Sonoma Boulevard, Vallejo, California 94590

Submitted by: Leanne Martinsen, Executive Director

Approved by \_\_\_\_\_, Secretary to the Board

Date: \_\_\_\_\_

Approved by \_\_\_\_\_, Secretary to the Advisory Council

Date: \_\_\_\_\_