



**ADVISORY COUNCIL, November 1, 2012, 1:00 PM**  
**Florence Douglas Senior Center, 333 Amador St., Vallejo, CA 94590**  
**Minutes**

- I. The meeting was called to order at 1:05 pm by Chair Sharon Monck, with the pledge of Allegiance.
  - A. Members Present: Sharon Monck, Suzanne Blakeley, Nieves Fernandez, Rodrigo Galindo, Lois Harper, Betty Rhodes, Steven Rosensky, Richard Sager, Anita Ziebe.
  - B. Staff Present: Leanne Martinsen – AAA Executive Director, Harriett Dietz, Planner, Dan Hernandez, MIS Contracts Coordinator.
  - C. Members Absent/Excused: Christina Baird, Constance Boulware, Betty Holland, Richard Lundin, Georgia Craddock, Teri Ruggiero, Lauren Rolfe, Heather Stanton, Rosemarie Wilson,
  - D. Introduction of Guests: JoAnn Busenbark (Board Member).
- II. Consent Agenda
  - A. **Motion by Betty Rhodes, seconded by Rick Sager, to approve the agenda for the November 1, 2012 meeting, as presented, motion carried.**
  - B. **Motion by Steven Rozensky, seconded by Nieves Fernandez to approve the minutes of the October 4, 2012 meeting, as presented, motion carried, with Betty Rhodes and Sharon Monck abstaining.**
- III. Community Input – Public Comment. Nieves Fernandez encouraged everyone to vote in the national election. Betty Rhodes announced that the Napa Senior Celebration on October 7 was a successful event, and thanked the AAA for support. Rick Sager announced upcoming programs at the Napa Library, including one on the history of Yountville, another on Veterans and POWs, and one on Medications. Steve Rozensky commented that the presentation about the Napa LGBTQ Project last month was very informative, and suggested that similar presentations be arranged for future meetings. Some suggestions were Long-Term Care Ombudsman, HICAP, Napa Healthy Aging Population Initiative, Senior Coalition of Solano County, Napa Commission on Aging, as well as someone who could address issues related to homelessness among seniors, and an update on the changes to community based programs related to the Coordinated Care Initiative and the Affordable Care Act. Su Blakeley announced that she was working with the Board of Directors Fundraising Committee, planning the variety show benefit, which is scheduled to be held on Sunday, February 24, 2013. The theme this year is “The Great Gatsby”, and in addition to the variety show, a silent auction and “Speakeasy” wine tasting are planned. She encouraged more Advisory Council members to

participate in the planning of this event, and also to contribute items for the silent auction. Rudy Galindo reported that Vallejo will be offering the CERT class again in January and February. Sharon Monck announced that Merrill Gardens will be hosting a benefit for USO on November 10. The City of Vallejo is holding a series of participatory budgeting workshops, and one is today at the Senior Center.

- IV. Correspondence: Sharon Monck read the the letter in the meeting packet from the California Department of Aging indicating that the Area Plan had been approved. Leanne Martinsen commended Harriett Dietz for her efforts and thanked all who contributed to this planning effort.
- VI. AAoA Board Liaison Report – Board member JoAnn Busenbark stated that the Board was very appreciative of the work of the Advisory Council and Staff. She indicated that because there was not a quorum for the October Board meeting, there were no Board minutes or financial reports in the Advisory Council meeting packet. Leanne Martinsen reported that in the absence of a quorum, the Executive Committee had met and received reports.
- VII. AAoA Executive Director & Staff Report
  - A. Leanne Martinsen reported on AAoA status, including:
    - Agency staffing is stable. The part time coordinator for the StopFalls Napa Valley program has resigned to focus on her law office, and the Occupational Therapist is serving as the Interim coordinator, and we may be posting the position, following some reorganization.
    - StopFalls Napa Valley funding, The California Wellness Foundation approved \$150,000 for 3 years, Auction Napa Valley funding \$64,000 this year. We intend to apply for Napa County Master Settlement funds to support the program.
    - Work continues on the AAoA website, with a calendar and place to post meeting agendas and minutes, as well as other information. We have posted videos for Fall Prevention and the Napa Caregiver Permit. Events are posted on the calendar.
    - Provider contracts issued and signed for current fiscal year.
    - Individual provider contract meetings were held to review the current year contracts, goals and reporting.
    - Mental Health Services Act Prevention & Early Intervention (MHSA PEI) both counties, final year of initial grant. Solano and Napa will fund another year at same level. Additional foundation funding is being sought for Healthy Minds-Healthy Aging in Napa County.
    - We are expanding the evidence-based Chronic Disease Self-Management Programs, and establishing Arthritis Foundation exercise and walking classes.
    - AAA representation at various Commission and Coalition meetings.
    - Monitoring legislative initiatives, including state Proposition 30, and potential of “sequestration” of federal funds, both which would impact funding for community-based programs.
    - AAA Participation in numerous Health and Resource fairs.
  - B. Harriett Dietz, Planner, reviewed the contents of the Area Plan, and indicated that at the next meeting, we would take time for a more comprehensive report on the status of the goals and objectives.

- C. Anne Payne was unavailable for this meeting, as she was attending a training. Direct Services Policies and Procedure manual was distributed with the September agenda packet.
- D. Dan Hernandez, MIS Coordinator, reviewed the Service Delivery Report for the first quarter (July-September) of the fiscal year. He indicated that the main concern was Senior Services at Community Action of Napa Valley that was still below expectation, and that we had met with their staff, who indicated that the units of service had been under-reported, and that they would review their documentation and submit corrected numbers. There was discussion regarding the letter that had been sent in September, and the lack of a formal response from the provider. It was suggested that perhaps members of the committee could meet with the volunteers. Leanne Martinsen stated that the contract with the provider is to manage a volunteer program, and arranged for Faith in Action, the Solano County provider to provide consultation and included CANV staff in a recent volunteer training. There was consensus that the Program Monitoring Committee should meet again with the provider staff, and stress the importance of accountability. Dan indicated that he continues to work with contracted and direct services staff to improve compliance with reporting. The MIS/Contracts Policy & Procedure Manual was distributed with the September agenda packet.

VIII. Committee Reports:

- A. Legislative Committee CSL Report – Dr. Richard Lundin and Lauren Rolfe are participating in the 2012 session of the California Senior Legislature in Sacramento this week.
- B. Program Performance Monitoring Committee – Teri Ruggiero was not able to attend the meeting, and there was no report provided on the committee activities.

IX. Action Items:

- A. Management Information System/Contracts Policy and Procedure Manual. Consideration was tabled until a future meeting.
- B. Direct Services Policy and Procedure Manual. Consideration was tabled until a future meeting.
- C. Other recommendations to the Board of Directors. The consensus was to have a joint meeting with the Board of Directors in December, and a focused discussion of the Area Plan Goals and Objectives.

X. Information Items – no additional items provided at this time.

XI. Communication with AAA Board: Sharon Monck will present information from the Council at the next AAA Board meeting on November 20, 2012 at the Florence Douglas Senior Center in Vallejo.

XII. Parking lot items – Steven Rozensky commented on Disaster Preparedness and Emergency Response related to Hurricane Sandy on the East Coast. There was some discussion regarding the emergency action plan for the AAA, as well as requirements for providers to have plans in place.

XIII. The meeting was adjourned at 3:05 PM.