



P.O. Box 3069, Vallejo, CA 94590

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**ADVISORY COUNCIL, September 5, 2013, 1:00 PM**

**Suisun City Senior Center, 318 Merganser, Suisun City, CA**

**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, Rodrigo Galindo, Lois Harper, Richard Lundin, Betty Holland, Nieves Fernandez, Teri Ruggiero, Steven Rosensky, Heather Stanton, Mary Spry-Danner.
  - B. Staff Present: Leanne Martinsen – AAOA Executive Director, Anne Payne, Direct Services Supervisor.
  - C. Members Absent/Excused: Constance Boulware, Lauren Rolfe, Rosemarie Wilson.
  - D. Introduction of Guests: Karen Mickens, Coordinator Suisun City Senior Center.
- II. Consent Agenda
  - A. **Suzanne Blakeley proposed a modification to the agenda, to indicate that since she attended the August Board Meeting, and no Board members were present, she would report on the meeting, and also to add a discussion about designating meeting locations for Advisory Council meetings and also the attendance requirements (under the bylaws committee agenda item). Motion by Nieves Fernandez, seconded by Teri Ruggiero, to approve the agenda for the August 1, 2013 meeting, to accept the agenda with these additions, motion carried.**
  - B. **Motion by Suzanne Blakeley, seconded by Teri Ruggiero to approve the minutes of the August 1, 2013 meeting, as presented motion carried, with Betty Holland abstaining.**
- III. Community Input I – Public Comment, announcements. Su Blakeley reported that September has been designated as Grandparents month, and it is an opportunity to remember and check on isolated seniors. Teri Ruggiero announced that the Solano County IHSS Public Authority is recruiting for the registry, and the information is on the website. Steven Rozensky announced that the Napa Red Cross will be honoring heroes at a breakfast in March, and is seeking nominations for this honor. Anne Payne reported that the Napa County Walk to End Alzheimer's will be on September 7 in Yountville, and the Solano County Walk to End Alzheimer's will be on October 26 in Suisun City. The AAOA has formed a team for the Solano walk and a portion of the

funds raised by the team will be returned to the AAoA. On September 18, the Solano Fall Prevention Partnership is putting on a Fitness Festival in Suisun.

- IV. Presentation: Karen Mickens, Coordinator of the Suisun City Senior Center provided information about the Center, the recently completed remodel, which necessitated the relocation of senior programs to the Community Center for six months. She also discussed the resources and recreation that are provided for the community.
- V. Correspondence: None
- VI. AAoA Board Liaison Report – Suzanne Blakeley reported that, as Sharon Monck was on a trip celebrating her 50<sup>th</sup> wedding anniversary, she had requested that Suzanne attend the Board of Director’s meeting on August 20. She reported that the Advisory Council recommendation that the Board consider engaging a consultant to conduct a comprehensive assessment of the AAoA was discussed briefly, and then the Board Chair referred the matter back to the Executive Director. She stated that it was unfortunate that the Board did not take action. Leanne Martinsen stated that she was asked to give the matter consideration and report back to the Board, so that they would have more information before making a decision. She also had concerns whether the Board would think that this would be an appropriate use of funds that had been raised at the variety shows. She also indicated that it might be difficult to find a consultant, given the unique structure of the AAoA organization, and requirements of the various public and private funding streams. She noted that the California Department of Aging would be conducting a site visit this fiscal year, and this will be an evaluation of compliance with our contract. Teri Ruggiero indicated that the Program Monitoring Committee was going to look at the procurement policies, and it would be important to get competitive bids if a consultant was hired. Heather Stanton also noted that there are organizations that offer non-profit consultation, and this may be a more cost-effective alternative to consider. Sharon Monck indicated that this recommendation was not being made because they felt the organization was poorly run, but given the current funding reductions, which have resulted in staff working even harder to maintain services, perhaps someone from outside may be able to recognize some areas that could be “tweaked”, After discussion, the recommendation was made to send this matter back to the Board, and she planned to follow up with the Board at the next meeting to ask them to give consideration to this recommendation.
- VII. AAoA Executive Director & Staff Report
- A. Leanne Martinsen reported on AAoA status, including:
- The MIS position is currently vacant and the duties being shared with Harriett Dietz and Terry Ann Steffen, while we recruit to fill the position.
  - The Facebook page is live, and Harriett Dietz has been doing a great job of updating it with relevant content.
  - Two volunteers are providing phone & clerical support
  - The AAoA office addition/classroom construction has started, and should be completed in four months or less.
  - The Fiscal Closeout (2012-13) was accepted by CDA.
  - Received a Revised Planning Estimate from CDA with One-Time-Only funds.
  - We anticipate a CDA Site Monitor visit between November and next May,

- The CDA audit team will conduct an audit of MSSP in November and the Title III & VII audit has been scheduled for April 2014.
  - The updated Napa and Solano Senior Resource Guides are available now, and both guides are also available in Spanish.
  - The HAPI I&A Task Force has been meeting to develop a plan for more robust I&A model in Napa County, with I&A Hubs proposed to be located in Napa, American Canyon, St. Helena and Calistoga, with part-time staff navigators and volunteer peer ambassadors, and also the Network of Care for Seniors website. A local funder is interested in providing financial support.
  - Issued RFP for FCSP Respite in Vallejo, no response at scheduled bidder's conference.
  - FY 2013-2014 Provider contract modifications issued for July-September (3 months) to include One-Time-Only funds, which providers can use for baseline. and must be expended by September 30.
  - Nutrition Providers have reduced service due to funding reductions. MOWSC has reduced congregate meal service at some sites, and CANV reports that they have a waiting list for HDM.
  - Legal Services of Northern California, Solano County office has been able to increase staffing.
  - Harriett Dietz is taking some vacation time, so is not at the meeting, but reported that she had provided the updated Area Plan to CDA, completed presentations to City Councils, including St. Helena, Yountville and Benicia, as well as several senior housing complexes, working on developing AAoA Procurement policies and procedures, keeping up the Facebook page and other media outreach. She is also coordinating through the Regional Mobility Group to organize a workshop for Bay Area volunteer driver programs.
  - A number of flyers for upcoming events were available for distribution.
- B. Anne Payne, Direct Services Supervisor reported that AAoA staff was stretched thin. Terry Ann Steffen is assisting with the MIS duties, while we are recruiting for someone to fill that position. Case managers are also covering the caregiver referral registry. Mary Vineyard is now the I&A specialist at the Drop-In Center, and is no longer doing Outreach full time. The Napa case manager has been on maternity leave. A former employee came back to cover that position this summer, but is returning to school, and the Latino Outreach and Health Education Coordinator has been out on medical leave. So it has been difficult, but staff have stepped up to cover the duties. Heather Stanton requested a status report on the Information & Assistance program (number of calls and types of requests from Napa County), and this will be provided at the next meeting.

#### VIII. Action Items:

Sharon Monck stated that she would follow up on the recommendation for an organizational assessment with the Board of Directors at the next meeting.

#### IX. Committee Reports

- A. Legislative Committee CSL Report –Dr. Lundin distributed a handout that included CSL proposals, and the TACC report. He also discussed the shortfall, which may result in the CSL losing the state tax “line 402” donations support.

He reported that seniors should not place calls to area code 809, as it is a scam.

- B. Membership Committee –Lois Harper reported that she had contacted members who had absences in the past year, and all indicated that they wished to continue. In the discussion that followed, it was noted that members should notify the office when they are unable to attend, and this will be recorded as excused. Leanne Martinsen indicated that we have received inquiries from potential members in Calistoga and Vacaville, and we will follow up to invite them to the next meeting.
- C. Bylaws Committee – Suzanne Blakeley recommended that the bylaws committee consider changing the minimum attendance requirement. Heather Stanton noted that Napa County is severely underrepresented, and recruitment should focus on increasing Napa County membership. Sharon Monck encouraged members to send her suggestions via e-mail, as she and Constance Boulware would be meeting to work on bylaws revisions next week.
- D. Advocacy Committee Suzanne Blakeley encouraged members to contact their Senators and Congress members advocating for the reauthorization of the Older Americans Act.
- E. Program Performance Monitoring Committee, Teri Ruggiero indicated that the committee would meet before the October Advisory Council meeting to review the provider service delivery report, and provide input on the proposed updates to the procurement policies. Members were consulted to determine a date and location. There was a request to provide the committee with a listing of the provider contract and direct services scope of service. Heather Stanton requested that the service delivery report be provided to the council on a monthly, rather than quarterly basis.
- X. Information Items – Information sheet from CMS regarding Medicare Open Enrollment and Healthcare Reform, and information from HICAP was also distributed.
- XI. Communication with AAA Board: Sharon Monck indicated her intention to report on the actions of the Advisory Council at the meeting of the Board of Directors on September 17.
- XII. Community Input II -- Parking lot items – There was discussion about designating two, regular meeting locations (one in Napa County and one in Solano County), rather than meeting in so many different locations, which some felt presented difficulties in regular attendance and recruiting new members. The new AAoA training room in Vallejo and the Napa Senior Center were recommended locations..
- XIII. The meeting was adjourned at 3:00 PM, with thanks to Karen Mickens for hosting and Sharon Monck for providing refreshments.

Submitted by: Leanne Martinsen, Executive Director

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

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

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