



P.O. Box 3069, Vallejo, CA 94590

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**ADVISORY COUNCIL, January 2, 2014, 1:00 PM**

**Area Agency on Aging Serving Napa and Solano**  
**400 Contra Costa St., Vallejo, CA 94590**  
**Conference Room**

**Minutes**

- I. The meeting was called to order at 1:00 pm by Constance Boulware, Secretary (as the Chair position is currently vacant, and the Vice Chair is unable to attend today) with the pledge of Allegiance.
  - A. Members Present: Constance Boulware, Suzanne Blakeley, Nieves Fernandez, Lois Harper, Lauren Rolfe, Rodrigo Galindo, Betty Holland, Steven Rosensky.
  - B. Staff Present: Leanne Martinsen – AAOA Executive Director, Harriett Dietz, Planner.
  - C. Members Absent/Excused: Richard Lundin, Teri Ruggiero, Mary Spry-Danner, Heather Stanton, Rosemarie Wilson.
  - D. Introduction of Guests: Larry Kromann and Tom McNicholas, Board members, Carl Bunch.
- II. Consent Agenda
  - A. **Motion by Suzanne Blakeley, seconded by Betty Holland, to approve the agenda for the January 2, 2014 meeting, to accept the as presented, motion carried.**
  - B. **Motion by Suzanne Blakeley to approve the minutes of the November 7, 2013 meeting, with the addition of “There was a request to notify the membership when community outreach presentations are scheduled, as they may wish to participate.” In Section VII. B. The motion was seconded by Lauren Rolfe Motion carried.**
- III. Community Input I – Public Comment, announcements, Lois Harper shared information regarding a magazine “Today’s Geriatric Medicine” and distributed copies of the subscription form for anyone who might be interested in receiving it. Steve Rozensky commented on the recent ad that was run in the Napa Valley Register. The ad was designed to raise awareness, both of the current issues facing senior nutrition programs and that the Area Agency on Aging supports a wide range of senior programs and services. It was suggested that this ad and other news items should be shared with the Advisory Council, by bringing copies to meetings, posting on the Agency website, etc. Nieves Fernandez shared a report from the Senior Center without Walls program that

included a picture of her. She stated that she has participated in this program by telephone and really enjoys it.

IV. Correspondence: None

V. Committee Reports:

- A. Bylaws Committee – Constance Boulware reported on proposed changes to the Advisory Council Bylaws that had been developed by the committee in 2013, and distributed to members in advance of the meeting. She entertained input and answered questions from members. The proposed changes to sections 3.1.2, 5.2, 5.7, 5.9, 6.6, 6.7, 8.1.1, and 8.1.3 will be placed on the agenda of the next meeting for action to amend the bylaws. Leanne Martinsen indicated that an official notification will be sent to the members before next Monday, January 6, which will meet the 30 day notice requirement. There was also a discussion regarding the meeting location, and Leanne Martinsen indicated that the AAoA conference room would be the regular location when the Council meetings were in Solano County, and she had a request in to the Napa Senior Center to see if that could be the regular Napa County meeting site. Lauren Rolfe expressed thanks to Constance Boulware for her work on the Bylaws.
- B. Legislative Committee CSL Report –Lauren Rolfe shared the Bill book from the 2013 CSL session that included the top 10 State and top 4 Federal proposals. She reported on the Bay Area Caucus and a planned meet and greet at the State Capitol.
- C. Membership Committee – Lois Harper reported on membership recruitment. She expressed concern that so many members terms are up this year, and although they may serve another term, the numbers are low. She encouraged all members to invite potential members to attend meetings with them. Rosemarie Wilson has indicated that she will not be able to continue due to her health. Leanne Martinsen stated that she has a template letter that is used when members resign, and she will send a copy to Lois. Applicant Carl Bunch is in attendance at this meeting, and a copy of his membership application was included in the meeting packet. In the past, letters to the editor have been effective in recruiting new members. Lauren Rolfe pointed out that issues impacting seniors are also important to their younger family members and caregivers, and we should be reaching out to them as well. The bylaws to address remote participation at meetings, and we have the technology to connect by telephone and this room has WiFi for Skype.
- D. Nominating Committee – Lois Harper reported that the committee had met by telephone, and would like to ask for any members to volunteer to serve the remainder of the term as chair until June 2014. According to the bylaws the regular elections for all officers to fill the full two-year term will be scheduled for the May meeting. Steven Rozensky indicated that he would be willing. **Lauren Rolfe nominated Steven Rosensky to serve as Chair of the Advisory Council. The nomination was seconded by Suzanne Blakeley, and a voice vote was unanimous.** Following this item, Constance Boulware excused herself and the remainder of the meeting was chaired by past chair, Lauren Rolfe.

- E. Advocacy Committee – Suzanne Blakeley reported that the Nutrition providers presentation at the December Board meeting was very informative, and that advocacy is needed with the House and Senate, with the continuing resolution that expires on January 15, and the appropriators will need to make decisions quickly about sequestration cuts and funding for a number of programs for seniors. She recommended that Advisory Council members write letters in support of funding the Older Americans Act programs. Lauren Rolfe commented that it is important to tell the story, that is more impactful than the statistics. Suzanne also shared information about food insecurity and how this impacts many seniors, especially those that are disabled and those with lower incomes. These older adults could benefit from SNAP (food stamps), but enrollment rates are low, especially in Napa County. In the discussion that followed, Suzanne agreed to develop a template letter that members could individualize before sending. Suzanne will forward the letter to Leanne Martinsen, and she will send to the membership as soon as possible. Larry Kromann also invited Advisory Council members to join the committee that he chairs for the Board of Directors on Marketing and Resources. His plan is to also include individuals from the community that have expertise in marketing so that we can develop a unified message.
- F. Program Performance Monitoring Committee – Teri Ruggiero was unable to attend the meeting. Leanne Martinsen reported that the provider service delivery data for December is coming in now, so the 6-month report will be prepared before the February Advisory Council meeting. The schedule of program monitoring site visits will also be available, and members are encouraged to accompany staff to participate in that process. Copies of recommended policies for RFP process were included in the meeting packet, and Harriett Dietz commented that the draft policy was based on the applicable regulations, and the committee recommendation that any procurement for services for clients should follow the RFP process, no matter the amount of the contract.
- VI. Presentation: Sara Pryor, Coordinator for the Prevention and Early Access for Seniors Program, was unable to attend and the presentation about the program will be scheduled at a future meeting.
- VII. AAoA Board Liaison Report – (Copies of October 15 and November 19, 2013 Board Meeting Minutes attached). Larry Kromann reported that the December meeting of the Board of Directors included presentations from the two senior nutrition programs, and Tom McNicholas stated that both programs have had to cut back, due to decreased funding and increased costs, but are focusing on maintaining the home delivered meal service with the component of someone checking in on clients with each delivery. Larry Kromann reported that in Napa, community foundations had contributed funds so that the waiting list was eliminated. Suzanne Blakeley commented on the creative approaches that providers have used to deal with changes, such as pairing the food preparation with a culinary training program. They also discussed the challenge of shrinking donations.
- VIII. Action Items: were considered before staff report, due to the late hour
  - A. Action on amending the Advisory Council Bylaws will be placed on the agenda for the February Advisory Council meeting.

- B. Since Sharon Monck has submitted her resignation from the Council, the bylaws indicate that a special election should be held to fill the term of chair. The nominating committee, Lois Harper and Constance Boulware were advised to bring nomination(s) to the Council at the next meeting.
- C. **Motion by Betty Holland, seconded by Rudy Galindo to recommend the Policy for RFP process, amending the guidelines for administrative procurement to indicate that three (3) qualified sources (if three are available), to the Board of Directors, motion carried.**
- D. No other recommendations were made.

IX. AAoA Executive Director & Staff Report.

Leanne Martinsen reported on AAoA activity, including the following items:

- Next Bd. Mtg. Tues 1/21/14 @ 2:30 PM at AAoA in Vallejo
- Next AC Mtg. Thurs. 02/06/14 @ 1:00 PM at Location TBD in Napa.
- Interviewing I&A Navigator for HM-HAP, Napa
- Look for us on Facebook, like us and share postings.
- 2 Volunteers providing phone & clerical support, recruiting more.
- Schedule CDA Site Monitor February. 10-13, 2014
- CDA fiscal audit scheduled for April.
- Potential funding for Snap-Ed, grant through CDA, would provide funding for additional staffing to conduct specific outreach and education, at congregate nutrition sites in low-income areas beginning in January.
- Met with all providers 1:1 during November & December to review contracts and first quarter service delivery.
- Scheduling on-site provider monitoring visits to begin in February, complete by June.
- Continuing to work with Napa County to develop contract to claim funds under MediCaId Administrative Activities (MAA) (outreach and application assistance) for some of our Napa programs. Requires checking on background of management and Board of Directors.
- Napa MSA application for StopFalls Napa Valley to be submitted this month (\$70,000)
- AAoA representation at various Commission and Coalition meetings
- Risk of another Federal Government Shutdown in January appears to be over, but advocacy regarding OAA reauthorization and sequestration is needed.
- State Coordinated Care Initiative, Pilot counties moving forward.

Harriett Dietz reported that she was making arrangements for a workshop for Volunteer Driver programs in the Bay Area. It will be held on February 5 in Alameda County.

- X. Information Items – None.
- XI. Communication with AAoA Board: All members are encouraged to attend the Board of Directors meetings.
- XII. Community Input II – Rudy Galindo thanked the Council for the opportunity to participate and learn, but stated that he would not be accepting another term on the Advisory Council, as he has other volunteer opportunities that he will be pursuing. He requested that members pose for a picture after the meeting was adjourned. Nieves

Fernandez requested that the Advisory Council and Board of Directors consider having a joint meeting, as was done last year.

XIII. The meeting was adjourned at 3:05 PM, with thanks to Rudy Galindo and Lauren Rolfe for providing refreshments.

Submitted by: Leanne Martinsen, Executive Director

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

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

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