



P.O. Box 3069, Vallejo, CA 94590

707-644-6612

**ADVISORY COUNCIL, February 2, 2017, 1:00 PM**  
**Area Agency on Aging Serving Napa and Solano**  
**Training/Conference Room**  
**400 Contra Costa Street, Vallejo, CA 94590**

**Minutes**

- I. The meeting was called to order at 1:00 pm by Chair, Steven Rozensky, with the pledge of Allegiance. Guests were introduced
  - A. Members Present, Steven Rozensky, Suzanne Blakeley, Lois Harper, Arnold Koenig, Teri Ruggiero, Steve Sillen, Carroll Cotten, John Morris, Mary Palmer.
  - B. Staff Present: Leanne Martinsen – AAoA Executive Director, Vincent Valezuela – Planner,
  - C. Members Absent/Excused: Sally Livingston, Sandy Calloway, Susan Okun, Carl Bunch.
  - D. Board Members Present: None.
  - E. Guests Present: Joyce Goodwin – Interim Health Services Administrator for Older and Adult Services Solano Co., Gina Downing, IT Specialist Solano Co., Anna Louzon Solano Co. District 5 Representative for Supervisor Skip Thomson.
- II. Consent Agenda
  - A. **Motion by Suzanne Blakeley, seconded by Teri Ruggiero, to approve the agenda for the February 2, 2017 meeting, with an additional action item to extend the membership terms for members with terms expiring this month, and allowing time for Gina Downing to share information about the Solano Network of Care for Seniors and People with Disabilities website, motion carried.**
  - B. **Motion by Suzanne Blakeley, seconded by Steve Sillen, to approve the January 5, 2017 meeting minutes, as presented, motion carried.**
- III. Correspondence: Leanne Martinsen indicated that she had received an e-mail from Betty Lou Mukerji, stating that she was resigning for health reasons.
- IV. Presentation: Leanne Martinsen reported that a video was produced featuring four Solano County women, during the first Solano County Senior Poverty Summit in 2014 by the Justice in Aging organization, and we were planning to show it today, but technical difficulties prevented the showing at this time. Vincent Valenzuela was able to show the AAoA website, and demonstrated how to access the calendar, meeting archives, and other features, including videos created about the Napa Caregiver Permit Ordinance and Fall Prevention programs in both counties.

- V. Community Input I – Lois Harper reported that she had attended the Scam Stoppers event at Florence Douglas Senior Center in January, and she was really impressed with the speakers that provided very helpful information.
- VI. AAoA Board Liaison Dr. Richard Lundin was unable to attend the meeting today to report on Board of Directors and Veterans issues. Leanne Martinsen reported that the Board had met on January 17, and they did not take any specific actions related to the Advisory Council.
- VII. Committee Reports:
  - A. Program Performance Monitoring Committee –Teri Ruggiero distributed a copy of the committee report, which is attached to these minutes. The report noted that all AAoA direct services and contractors are in compliance at this time, and they should be commended for their hard work and dedication to meet the goals and provide services. There are no recommendations to the Board at this time. The next committee meeting will be held before the May 4 Advisory Council meeting, when the third quarter service delivery reports will be reviewed.
  - B. Legislative Committee CSL Report – Leanne Martinsen reported that the C4A Capitol Day is scheduled on February 23. Suzanne Blakeley, Arnold Koenig and John Morris volunteered to participate. Leanne Martinsen and Vincent Valenzuela will arrange carpools to Sacramento.
  - C. Advocacy Committee – Suzanne Blakeley reported on the impact if the Affordable Care Act is repealed. Older adults will see changes in Social Security, Medicare and MediCal. She also reported on her attempts to participate in security training that was provided for apartment managers in Vallejo.
  - D. Membership Committee – Lois Harper noted that there were no new applicants at this time. The bylaws call for up to 20 members, and we currently have 13. We are seeking additional members, especially from Solano County, and representation from the Filipino and Latino community would be welcome. **Motion by Steve Sillen, seconded by Mary Palmer, to extend the membership terms of Carl Bunch and Suzanne Blakeley for another three-year term, motion carried**
  - E. Ad Hoc Committee on Senior Safety/Elder Abuse: Arnold Koenig reported that members of the Napa County Alliance for Senior Education (NCASE) had met at the Solano County Family Justice Center, with members of the Senior Coalition of Solano County and staff from the Solano County District Attorney’s office. There is interest in partnering on events to raise awareness of Elder Abuse. Both Counties plan on having events on June 15, which is World Elder Abuse Awareness Day. There has been a suggestion that a follow up meeting be held for both counties to develop a plan of action. NCASE is having a meeting at the college on February 15 in the evening to develop ideas for the June 15 Symposium in Napa County..
  - F. TACC Report – Steven Rozensky will participated in the next meeting of the Triple A Council of California on February 7-8, and report back to the Council in March.

G. VIII. AAoA Executive Director & Staff Report.

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

- Responded to CDA's requests to update sections of the (2016-2020) Area Plan in December, awaiting approval.
- Issued provider contract modifications for additional funds in Budget Revision #1.
- Working with Planner on RFP Document to be released in late February.
- Independent Audit for Fiscal Year ended June 30, 2016 started in November.
- CDA Fiscal Audit for Fiscal Years 2011/12 through, 2014/15 on-site January 9-13 2017.
- All payroll positions are currently filled. Engaged a new consultant OTR to replace Pam Marietti, who is leaving StopFalls Napa Valley to accept full time employment with the State of California. Paul Trette works part-time at Queen of the Valley Hospital and has been involved with SFNV as a volunteer for several years.
- Conducted an orientation for new Board and Advisory Council members on December 13, will schedule another in February for members who were not available on previous scheduled orientation dates.
- In preparation for printing 2017 updated Senior Guides, requested support from hospitals for donations to support printing costs.
- Submitted application for Kaiser sponsorship of Fall Prevention events in September 2017.
- Planning to make application to Napa County for Master Settlement Account (MSA) funding to support StopFalls Napa Valley during 2017-2018. The application process begins this month.
- Working with Napa County to update the space use agreement that clarifies the arrangements we have for two staff members to be co-located with Napa Co. HHS-Comprehensive Services for Older Adults (CSOA) at 650 Imperial Way in Napa.
- Consultant engaged to conduct organizational assessment. May have report to share at February Board meeting.
- Received \$15,000 from Gasser Foundation for pilot program to install two wheelchair lifts in Napa Co. This is a project with SFNV & the Center for Volunteer and Nonprofit Leadership (CVNL).
- Represented AAoA at community forums.
  - Senior Coalition of Solano County – Poverty work group meeting
  - Healthy Aging Population Initiative (HAPI) Collaborative and committees (Napa)
  - Live Healthy Napa County Leadership group
  - Solano Fall Prevention Partnership meeting
  - Napa Fall Prevention Coalition
  - Napa Senior Center Advisory Board.

- B. Vincent Valenzuela distributed copies of the updated timeline and funding summary for the RFP. Teri Ruggiero recused herself from this discussion. The draft RFP document was projected and he walked the Council through the sections. He noted that the categorical funding amounts are estimates based on the current year funding, and will be adjusted when CDA notifies us of the actual budget display for FY 2017-18. He answered questions from members, and requested that members consider serving on the review committee. Steve Rozensky, Arnold Koenig and Suzanne Blakeley volunteered to serve on the review committee.
- C. Jason Curletto was not present, but Vincent Valenzuela shared the schedule of provider monitoring site visits and encouraged members to sign up to participate with staff on visits to as many programs as they wish.

IX. Action Items:

- A. **Motion by Suzanne Blakeley, seconded by Lois Harper, to accept the report of the Program Monitoring Committee without recommendations for action and forward to the AAoA Board, motion carried.**
- B. **Motion by Suzanne Blakeley, seconded by Carrol Cotten, to recommend to the Board of Directors that the Request for Proposals (RFP) be accepted, and that staff be directed to proceed with the RFP process.**

C. There were no other recommendations to the Board of Directors.

- X. Information Items: Gina Downing explained that she is coordinating the project to customize the template and launch the Solano County Network of Care for Seniors and People with Disabilities website. She showed some of the features on the site and solicited comments from the members about how to make it more relevant and user friendly. She distributed her business cards and encouraged members to provide feedback.
- .XI. Communication with AAoA Board: Steven Rozensky indicated that he would not be able to attend the next Board meeting on February 21 in Vallejo.
- XII. Community Input II. Steve Sillen reported that the Carquinez Village project start-up is scheduled on April 3, and requested that he be on the agenda for the next meeting to provide more information.
- XIII. The meeting was adjourned at 2:55 PM. With thanks to Steven Rozensky for providing cookies.

Submitted by: Leanne Martinsen, Executive Director

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

Date: March 2, 2017

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