**DRAFT**

**AREA 12 AGENCY ON AGING**

**JPA BOARD OF DIRECTORS MEETING**

**Minutes of November 2, 2017**

Area 12 Agency on Aging, 19074 Standard Rd. Ste. C, Sonora, CA

Teleconference location:

Mariposa County Admin Bldg., Rosemarie Smallcombe’s office, 5100 Bullion St., Mariposa, CA 95338 - 209-742-1242

Director Brennan called the meeting to order at 10:00 a.m. Directors Morgan, Clapp, Smallcombe (teleconference) and Brennan present. Quorum of directors met**.**

Assignment of Blue Slip Item

**Motion:** It was moved by Director Morgan and seconded by Director Clapp to approve assigning Blue Slip for approval of the MIPPA Closeout and signature by the Executive Director to Action Item V, E.

**Vote:**  The motion carried 4-0.

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL AND INTRODUCTIONS**

**Board Members present: 4**

Director Lynn Morgan, Amador County

Director Clyde Clapp, Calaveras County

Director Rosemarie Smallcombe, Mariposa County (teleconference)

Director Sherri Brennan, Tuolumne County

**A12AA Staff: 4**

Kristin Millhoff, Executive Director

James Maltese, Fiscal Officer

Doreen Schmidt, Planner

Janet Mumford, Admin. Assistant

**Guests: 3**

Janet Clark, Advisory Council Chairperson, Calaveras

Jim Grinnell, Advisory Council, Tuolumne

Kevin Ost, Calaveras

1. **ORAL COMMUNICATIONS** – Jim Grinnell stated that a handicap-accessible van may be available for use due to veteran owner’s recent death. Further discussion with Agency staff to follow after meeting.

**IV. CONSENT AGENDA**

* 1. Approve JPA portion of August 3, 2017 meeting Minutes.

**Motion:** It was moved by Director Clapp and seconded by Director Morgan to approve JPA portion of August 3, 2017 meeting Minutes.

**Vote:**  The motion carried 4-0.

**V. BUSINESS REQUIRING BOARD ACTION/DIRECTION**

1. Consider approving for signature by the Executive Director the Fiscal Year 2017-18 Area Plan Contract AP-1718-12, Amendment #1, with corresponding budget in the amount of $1,301,955.

**Motion:** It was moved by Director Morgan and seconded by Director Smallcombe to approve for signature by the Executive Director the Fiscal Year 2017-18 Area Plan Contract AP-1718-12, Amendment #1, with corresponding budget in the amount of $1,301,955

**Vote:**  The motion carried 4-0.

1. Consider approving Fiscal Year 2017-18 Federal One-Time Only (OTO) and State funding requests from Providers and Area 12 Agency on Aging totaling $49,397 with amendments to Fiscal Year 2017-18 Provider Contracts.

**Motion:** It was moved by Director Clapp and seconded by Director Morgan to approve Fiscal Year 2017-18 Federal One-Time Only (OTO) and State funding requests from Providers and Area 12 Agency on Aging totaling $49,397 with amendments to Fiscal Year 2017-18.

**Vote:**  The motion carried 4-0.

1. Consider approving contract amendment for Common Ground Senior Services contracted units of service and funding amounts for Fiscal Year 2017-18.

**Motion:** It was moved by Director Morgan and seconded by Director Clapp to approve contract amendment for Common Ground Senior Services contracted units of service and funding amounts for Fiscal Year 2017-18.

**Vote:**  The motion carried 4-0.

1. Consider approving updates to the Area 12 Agency on Aging Personnel Policies and Procedures Manual Section 10 and Section 18.

**Motion:** It was moved by Director Smallcombe and seconded by Director Morgan to approve updates to the Area 12 Agency on Aging Personnel Policies and Procedures Manual Section 10 and Section 18.

**Vote:**  The motion carried 4-0.

1. Consider approving the Medicare Improvements for Patients and Providers Act (MIPPA) Financial Closeout Report for period of September 30, 2015 through September 29, 2017 and signature by the Executive Director.

**Motion:** It was moved by Director Morgan and seconded by Director Clapp to approve the Medicare Improvements for Patients and Providers Act (MIPPA) Financial Closeout Report for period of September 30, 2015 through September 29, 2017 and signature by the Executive Director.

**Vote:**  The motion carried 4-0.

JPA Board gave direction to staff to investigate accounting software programs that would be cost effective and enable fiscal staff to perform all accounting and budgeting responsibilities more efficiently. The Board requested that results of this investigation be brought back to the Board at a future meeting.

**VI. NON-ACTION ITEMS**

1. Executive Director Report, Kristin Millhoff
2. Fiscal Officer Report, James Maltese
3. Advisory Council Report, Janet Clark
4. JPA Board Member’s Reports

**MEETING ADJOURNED at 11:22 a.m.**