**DRAFT**

**AREA 12 AGENCY ON AGING**

**JPA BOARD OF DIRECTORS MEETING**

**Minutes of October 6, 2022**

Area 12 Agency on Aging, 19074 Standard Road, Ste. A, Sonora, CA

Meeting held via Zoom

Board Chair Merita Callaway called the meeting to order at 10:04 am. Quorum met.

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

**Board Members in attendance: 3**

Director Frank Axe, Amador County – absent

Director Merita Callaway, Calaveras County – Zoom

Director Rosemarie Smallcombe, Mariposa County – Zoom

Director, Kathleen Haff, Tuolumne County – Zoom

**A12AA Staff: 3**

Kristin Millhoff, Executive Director

Jim Maltese, Fiscal Officer

Doreen Schmidt, Planner

**Guests: 2**

Britne Gose, Advisory Council, Tuolumne

Andrew Schleder, Advisory Council, Calaveras

**III. ORAL COMMUNICATIONS** - None

**IV. CONSENT AGENDA**

* 1. Approve August 4, 2022 meeting Minutes.
  2. Adopt the Subsequent Resolution making findings in support of allowing remote meetings pursuant to AB361 (Modified Brown Act procedures during a declared emergency).

**Motion:** It was moved by Director Haff and seconded by Director Smallcombe to approve Consent Agenda items.

**Vote:**  The motion carried 3-0-1.

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

1. Consider approving the Area Plan closeout for Fiscal Year 2021-22.

**Motion:** It was moved by Director Smallcombe and seconded by Director Haff to approve the Area Plan closeout for Fiscal Year 2021-22.

**Vote:**  The motion carried 3-0-1.

1. Consider approving the CARES Act closeout for April 1, 2020 to September 30, 2021.

**Motion:** It was moved by Director Smallcombe and seconded by Director Haff to approve the CARES Act closeout for April 1, 2020 to September 30, 2021.

**Vote:**  The motion carried 3-0-1.

1. Consider approving the HICAP closeout for Fiscal Year 2021-22.

**Motion:** It was moved by Director Smallcombe and seconded by Director Haff to approve the HICAP closeout for Fiscal Year 2021-22.

**Vote:** The motion carried 3-0-1.

1. Consider accepting the Single Audit for the fiscal year-ended June 30, 2021 from R.J. Ricciardi, Inc., Certified Public Accountants.

**Motion:** It was moved by Director Haff and seconded by Director Smallcombe to accept the Single Audit for the fiscal year-ended June 30, 2021 from R.J. Ricciardi, Inc., Certified Public Accountants.

**Vote:** The motion carried 3-0-1.

1. Consider approving the budgets for the IF Contract, IF-2223-12, in the amount of $875,869 and signature on the budgets by the Executive Director.

**Motion:** It was moved by Director Smallcombe and seconded by Director Haff to approve the budgets for the IF Contract, IF-2223-12, in the amount of $875,869 and signature on the budgets by the Executive Director.

**Vote:** The motion carried 3-0-1.

1. Consider approving a 5% Cost of Living Adjustment for all A12AA staff effective October 10, 2022 and update the Salary Schedule accordingly.

**Motion:** It was moved by Director Smallcombe and seconded by Director Haff to approve a 5% Cost of Living Adjustment for all A12AA staff effective October 10, 2022 and update the Salary Schedule accordingly.

**Vote:** The motion carried 3-0-1.

1. Consider approving updates to the Agency’s Personnel Policies and Procedures Manual as noted on the Summary of Changes.

**Motion:** It was moved by Director Haff and seconded by Director Smallcombe to approve updates to the Agency’s Personnel Policies and Procedures Manual as noted on the Summary of Changes.

**Vote:** The motion carried 3-0-1.

**VI. NON-ACTION ITEMS**

1. Director’s Report, Kristin Millhoff
2. Fiscal Officer’s Report, James Maltese
3. Advisory Council Report, Lynne Standard-Nightengale – absent, no report given
4. JPA Board Member Reports

Meeting adjourned at 11:11am.