AREA 12 AGENCY ON AGING BOARD OF DIRECTORS

**MEETING NOTICE**

Thursday, January 11, 2024 at 10:00 a.m.

Area 12 Agency on Aging, 19074 Standard Rd., Suite C, Sonora, CA 95370

(209) 532-6272

Teleconference locations:

Supervisor Rosemarie Smallcombe’s Office

Mariposa County Government Center – 5100 Bullion St., Mariposa, CA 95338

209-966-3222

and

Supervisor Frank Axe’s Office

Amador County Government Center – 810 Court Street, Jackson, CA 95642

(209) 223-6494

and

Supervisor Martin Huberty’s Office

753 S. Main Street, Angels Camp, CA 95222  
(209) 286-9007

**AGENDA**

**Kathleen Haff called the meeting to order at 10:02 am.**

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL AND INTRODUCTIONS**

**III. ORAL COMMUNICATIONS** -- The public may speak on any item not on the printed agenda. No action may be taken by the JPA.

**IV. CONSENT AGENDA**

1. Approve December 7, 2023, meeting Minutes.

**Motion:** It was moved by Director Smallcombe and seconded by Director Huberty to approve the December 7, 2023 meeting Minutes.

**Vote:** The motion carried 4-0.

**V. DISCUSSION ITEM**

**A.** Discussion and possible direction regarding the Agency’s structure and procedures related to

personnel matters.

**The Board** gave the Executive Director directions.

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

1. Consider approving the Program Manager Job Description for the Aging & Disability Resource Connection, Information & Assistance and Aging in Place Programs.

**Motion:** It was moved by Director Smallcombe and seconded by Director Brown to approve the Program Manager Job Description for the Aging & Disability Resource Connection, Information & Assistance and Aging in Place Programs.

**Vote:** The motion carried 4-0.

1. Consider approving the updated sections of the Agency’s Personnel Policies and Procedures Manual.

**Motion:** It was moved by Director Huberty and seconded by Director Smallcombe to approve the updated sections of the Agency’s Personnel Policies and Procedures Manual.

**Vote:** The motion carried 4-0.

1. Consider approving for signature by the Executive Director the Area Plan Contract AP-2324-12, Amendment #1, with the California Department of Aging in the amount of $2,321,173.

**Motion:** It was moved by Director Smallcombe and seconded by Director Haff to approve for signature by the Executive Director the Area Plan Contract AP-2324-12, Amendment #1, with the California Department of Aging in the amount of $2,321,173.

**Vote:** The motion carried 4-0.

1. Consider approving Fiscal Year 2023-24 OTO funding requests from Providers and Area 12 Agency on Aging totaling $87,842 and corresponding amendments to Provider Contracts.

**Motion:** It was moved by Director Brown and seconded by Director Huberty to approve the Fiscal Year 2023-24 OTO funding requests from Providers and Area 12 Agency on Aging totaling $87,842 and corresponding amendments to Provider Contracts.

**Vote:** The motion carried 4-0

1. Consider approving a fuel purchasing account with Pacific Pride.

**Motion:** It was moved by Director Smallcombe and seconded by Director Huberty to approve the fuel purchasing account with Pacific Pride.

**Vote:** The motion carried 4-0

**VII.** **NON-ACTION ITEMS**

1. Directors Report, Kristin Millhoff
2. Fiscal Report, James Maltese
3. JPA Board Member Reports

The meeting adjourned at 11:12 am.

The next meeting is scheduled for Thursday, February 1, 2024, at 10 a.m.

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