



**Board of Directors Meeting
January 16, 2024
Area 1 Agency on Aging
333 J Street, Eureka
2:30 – 4:00 p.m.**

Vision

Area 1 Agency on Aging envisions a community where older persons and those with disabilities have access to resources that promote quality of life.

Mission

Area 1 Agency on Aging provides leadership and services that support and promote healthy aging.

- A G E N D A -

Page #

I. CALL TO ORDER

II. INTRODUCTIONS

III. SPECIAL PRESENTATION (15 MINUTES)

ADRC Overview - Kraft

IV. CONSENT AGENDA (ACTION**)**

These matters are routine in nature and are usually approved by single vote. Prior to the meeting, any member of the public or Board may request the Board pull a particular item for further discussion.

A. Minutes

1. Subject: Non-Official Minutes of November 21, 2023
([ATTACHMENT/Informational only](#)) 4-7

B. Correspondence

1. CAFÉ Certification ([ATTACHMENT](#)) 8-9

C. Building Update (Morrow) ([ATTACHMENT](#)) 10

V. COMMITTEE REPORTS

A. Executive & Strategic Planning Committee

1. Land Acknowledgment (ATTACHMENT)	11
<u>Recommendation</u> : Motion to Approve	
2. Board Retreat	
<u>Recommendation</u> : Finalize date (March 19 or April 16 2 -5 pm.?) and agenda	
B. Finance, Audit & Contract Review Committee	
1. <u>Subject</u> : Financial Statements for November 2023 (Lemon)	
(ATTACHMENT)	12-14
<u>Recommendation</u> : Approve as Submitted	
2. <u>Subject</u> : Ratify Executive Committee Actions taken December 13th	
(ATTACHMENT)	15
a. <u>Subject</u> : 2022-23 Audit presented by Rob West, November 21, 2023	
<u>Recommendation</u> : Approve as Submitted	
b. Monitoring Report – Legal Services of Northern California (Rose)	
(ATTACHMENT)	16-24
<u>Recommendation</u> : Accept Report	
c. OTO Salary Adjustment – Executive Director	
<u>Recommendation</u> : Motion to Approve	
3. Budget Revision 1, FY 2023-24 (HANDOUT)	
a. \$1/hour pay increase for all staff.	
b. Management adjustments due to minimum wage changes.	
c. Increase in mileage reimbursement from 58.5 to 65.5 cents as of Jan. 1, 2024.	
d. One Time Only Funding to subcontractors (Rose) (ATTACHMENT)	25
<u>Recommendation</u> : Approve Budget Revision 1	
4. Policy Review	
a. Injury and Illness Prevention Program Policy Statements – 1 st Reading	
(ATTACHMENTS)	26-29
<u>Recommendation</u> : review and amend. Any changes will be made and brought to February meeting for 2 nd Reading.	
C. Resource Development Committee	
1. YTD New fundraising total amount (<i>Informational</i>)	
2. Northcoast Co-op Seeds of Change – August 2024 (ATTACHMENT)	30

NEXT MEETING February 20, 2024, at 2:30 PM @ Area 1 Agency on Aging

1. Election of Officers

President, Jamie Jensen
Vice President, Nick Vogel
Treasurer, Barbara Groom
Secretary, Tom Hjerpe

Recommendation: Vote to approve.

2. Re-election of Directors with expiring terms

Tom Hjerpe, 2nd term to expire 11/26
Kim Perris, 2nd term to expire 11/26
Nick Vogel, 2nd term to expire 11/26

Recommendation: Vote to approve re-election for Hjerpe, Perris, Vogel

3. Recruitment of new Board members – **Brainstorm**

Available Terms:

1 term expiring 11/24 - Humboldt
2 terms expiring 11/25 – 1 for Del Norte, 1 for Humboldt
1 term expiring 11/26 – Del Norte

4. Conflict of Interest documents Reminder ([LINK 1](#), [LINK 2](#))

E. Personnel Committee

1. Salary and Benefits Survey

F. Advisory Council Report – Next meeting is January 22, 2024

VI. Director's Report (Kraft) ([ATTACHMENT](#)) 31

VII. NEW BUSINESS

VIII. BOARD COMMENTS

IX. STAFF MEMBER COMMENTS

X. ADJOURNMENT