



PSA 2 Area Agency on Aging

EXECUTIVE BOARD CONFERENCE CALL

Monday, March 7, 2011

10:00 a.m.

AGENDA

(Items may not be addressed in the order posted)

1. **Call to Order** – Executive Board Chairman Terry Williams
2. **Roll Call (Establishment of a quorum) / Introductions & Welcomes**
3. **Approval of Agenda (Changes, additions and/or deletions) ***
4. **Approval of Consent Agenda (Topics in this category may be voted in a block as one item)***
 - Executive Board Meeting Minutes (November 1, 2010)
 - Director's Administrative Reports (Oct. '10, Nov.'10, Dec. '10, Jan. '11)
 - Financial Package & Related Check Registers (Oct. '10, Nov. '10, Dec. '10, Jan. '11)
5. **Open Session** (Opportunity to hear comments from the community)
6. **Executive Board Report**
7. **Advisory Council Report** – Advisory Council Chairman Alan Masden
 - MSSP Program
 - Other
8. **Executive Director's Report** – Executive Director Barbara Swanson
 - Siskiyou County Grand Jury Committee
 - Needs Assessment Survey
 - C4A Items
 - Other
9. **Board Resolution: Approval of CDA Contract 2M-1011-02**

Serving

Seniors

In

Lassen,

Modoc,

Shasta,

Siskiyou,

&

Trinity

Counties

Terry Williams
Chairman,
PSA 2 Executive Board

Alan Masden
Chairman,
PSA 2 Advisory Council

Barbara Swanson
Executive Director,
PSA 2 AAA

- 10. Consideration to Adjust Executive Board Meeting Dates***
- 11. Review of Request for Proposal (RFP) Process***
- 12. Consideration of Executive Director's Performance Evaluation Procedural Change***
- 13. Closed Session: Executive Director's Performance Evaluation FY 08/09 (Per Government Code §54957(b))*** (Note: completion of the evaluation tool is optional and attached for your convenience.)
- 14. New Business:** (none)
- 15. Old Business:** (none)
- 16. Correspondence:**
 - Incoming** - (none)
 - Outgoing** – MSSP Program letters (under separate cover)
- 17. Adjournment ***

Attachments:

- Executive Board Meeting Minutes (November 1, 2010)
- Director's Administrative Reports (10/10 – 1/11)
- Financial Package & Related Check Registers (10/10 – 1/11)
- Needs Assessment Survey (& cover letter)
- 2010 C4A Annual Meeting and Allied Conference (agenda)
- Executive Board Meeting Dates
- Request for Proposal "RFP" Procedure (see pg 3)
- Executive Director's Performance Evaluation

***Indicates Possible Board Action**

Agenda Authored by B. Swanson, PSA 2 Executive Director. Questions regarding the agenda may be directed to B. Swanson.