

NAME: **ADVISORY COUNCIL FOR AGING AND INDEPENDENCE SERVICES**

LEGAL AUTHORITY: County Administrative Code Sections 82 et seq.; Ordinance 6055 (NS) of 5/19/81 (57).; Ordinance 7867 (NS) of 2/26/91 (30); Older Americans Act, Title III, Section 306 (a) (6) (F); Ordinance 8524 (NS) of 5/9/95 (26); Amended by Ordinance 9083 (NS), adopted on 9/28/99 (30); Amended Ordinance 10206 (NS), adopted 4/03/12 (11); Amended Ordinance 10581 (NS), adopted 12/11/18 (10); By-Laws amended, 10/29/19 (9)

MEMBERS APPOINTED BY & COMPOSITION:

The Advisory Council is limited to 30 members in accordance with the establishing authority.

- All members of the Advisory Council shall be residents of the County.
- The composition of the Council shall be in conformance with all requirements pertaining to age, sex, race, income and geographical balance.
- More than one-half of the Council members shall be at least 60 years old, including minority individuals who are participants or who are eligible to participate in programs assisted under the Older Americans Act.

NOMINATION AND APPOINTMENT:

Each member of the Board of Supervisors shall nominate and recommend to the Board of Supervisors two (2) individuals for appointment to the Advisory Council.

Appointments of the ten (10) Council members appointed by the Board of Supervisors shall be made by majority vote at an open public meeting of the Board. The Advisory Council shall participate in the appointment process by recommending qualified persons for appointment by the Board.

The Advisory Council shall appoint up to twenty (20) members to the Council and to the extent feasible should include six (6) members representing the six (6) regions established by HHSA.

Other appointments may include representatives of health care provider organizations, including providers of veterans' health care, representatives of supportive services providers' organizations, persons with leadership experience in the private and voluntary sectors, local elected officials, and the general public.

Appointments to the Council shall be made in such a manner so as to assure that all prevailing federal, state and local laws, regulations and policies are met relative to council composition. In forwarding recommendations to the Board for appointments to vacancies, and in making appointments, the Council shall make reasonable attempts to ensure that all such composition recommendations and appointments are used to regionally and demographically balance the Council's composition.

Persons from other county “senior and disabled” organizations or groups whose knowledge and experience would provide understanding and judgment shall be viable for consideration as members of the Advisory Council.

TERMS:

(1) The term of the members of the Advisory Council nominated by members of the Board of Supervisors shall run concurrently with the term of the member of the Board of Supervisors who nominated said Advisory Council members. The terms of members nominated by the members of the Board of Supervisors shall expire on the day of the expiration of the term of the nominating member of the Board of Supervisors or at such time as said Supervisor ceases to hold office, whichever first occurs.

The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any member of the Advisory Council.

(2) The term of every other member of the Advisory Council shall be four (4) years, except that each member may be removed from the Advisory Council by the organizations which the member represents prior to the expiration of the term.

(3) No member of the Advisory Council may serve for more than two (2) consecutive terms, regardless of appointing authority. After a continuous two (2) year non-membership period, a person can again be appointed to serve on the Advisory Council. For purposes of this limitation, a term shall include any appointment to fill a vacancy for one-half or more of a term.

(4) Any member whose term has expired hereunder may continue to discharge the duties as a member until a successor has been appointed and qualified.

VACANCIES:

Vacancies in any position created by resignation or removal shall be filled in the same manner as that position was originally filled. Vacancies shall be filled within ninety (90) days and, subject to the provisions of this Article, shall be filled for the balance of the unexpired term.

QUALIFICATIONS:

(1) All members of the Council shall be residents of San Diego County.

(2) At least one-half (1/2) of the persons serving on the council shall be 60 years and older.

(3) Persons from other county “senior and disabled” organizations or groups whose knowledge and experience would provide understanding and judgment should also be considered viable for membership on the Advisory Council, such as:

- i. IHSS – In Home Supportive Services Advisory Committee (AIS)
- ii. RSVP – Retired Senior Volunteer Program Advisory Council (AIS)
- iii. Veterans Advisory Council

- iv. Service providers from various regions of the county
- v. Providers of veteran's health care
- vi. Minority individuals
- vii. Older persons residing in rural areas
- viii. Local elected officials
- ix. Recipients/consumers of Title III services
- x. Representatives of the needs of disabled persons

(4) Council shall strive to have its membership composition reflect the geographic, racial, economic, and social composition of the planning and service area they represent.

(5) The members shall serve as volunteers without pay.

EXCLUSIONS:

An employee of the County shall not serve on the Advisory Council, unless such employee is also a local elected official, or unless specifically permitted by statute.

Any member of the Advisory Council shall act in conformity with the requirements of Section 1090 et seq. of the Government Code.

DUTIES:

The AIS Advisory Council functions through the dedication, hard work, and good attendance of its officers and its members. All members and officers may declare a subject area of interest and are thus urged to:

- (1) Select and/or accept a subcommittee or workgroup assignment and monitor at least one (1) area of activity within the community.
- (2) Report subcommittee and monitoring activities to the AIS Advisory Council.
- (3) Prepare and give testimony at public hearings and senior groups in his/her area as requested by the Chair.
- (4) Attend his/her subcommittee meetings.
- (5) Attend meetings called by the Chair of the Advisory Council.
- (6) Members are required to complete an ethics training course and submit a written certificate of completion to the Council Secretary. This training must be kept current and needs to be renewed every two (2) years.
- (7) Members shall act in conformance with applicable conflict of interest laws.

PURPOSE:

The Advisory Council serves the following purposes:

- (1) To advise and assist the Director of AIS, the Director of HHSA, the Chief Administrative Officer, and the Board of Supervisors in the preparation, development, and evaluation of County programs, procedures, budget, and policies in accordance with the duties and responsibilities defined in the Older Americans Act.

- (2) To represent the public perspective and to participate in the development of AIS policy.
- (3) To support the AIS mission: The leader in Advocacy, Information & Safety to foster dignity and enhance the quality of life for seniors and persons with disabilities.
- (4) To represent the interests of older persons, advise AIS in developing and administering the Area Plan, conduct public hearings, and participate in the determination of future programming.
- (5) To examine, review, and make recommendations when necessary on all community policies and programs with the intent of assuring maximum coordination and responsiveness within a community-based system of services for all older persons and persons with disabilities in the California AAA Planning and Service Area (PSA).
- (6) To adopt the Annual Summary of Activities Letter denoting the highlights, and otherwise specific initiatives and accomplishments of AIS, the activities of the Advisory Council notwithstanding, and present to the Board of Supervisors by the end of the calendar year.
- (7) To advocate on behalf of senior citizens, persons with disabilities, and veterans in PSA# 23, which may include representation at, and participation with, other entities.
- (8) To perform the duties of the Advisory Council for the Long Term Care Ombudsman Program of San Diego County, a functional requirement of all said programs in the State, to the extent that AIS provides for the Ombudsman program as a direct service.

The Advisory Council is a non-partisan, non-sectarian, non-profit making organization. It does not take part officially in, nor does it lend its influence to, any political issues.

Advisory committees are advisory to the Director of AIS, the Director of HHS, the Chief Administrative Officer, and the Board of Supervisors only. The Advisory Council is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials. The Advisory Council will not endorse or support any political activity or candidate for elective office.

OFFICERS:

- (a) The Advisory Council in an open public meeting shall annually elect a chair and a vice chair from among its members. The chair provides general supervisory guidance to the advisory committee and presides over its meetings. The chair assigns coordinating duties to the vice chair, as necessary. The chair is the official spokesperson for the Advisory Council.
- (b) The officers shall serve a term of one (1) year beginning on September 1 and ending on August 31. Any exception to this requires a two-thirds vote of the Council preceded by a written notice issued one month in advance. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

**MEETING DATE
AND LOCATION:**

Second Monday, 12:00 p.m.
5560 Overland Ave, Suite 310
San Diego, CA 92123

COMPENSATION:

(1) Members of the Advisory Council shall be compensated as provided by Ordinance.

(2) Mileage reimbursement may be made upon approval of the Chief Administrative Officer as approved by the AIS Director.

(3) Members may be reimbursed for expenses incurred in the performance of their duties, other than mileage, where prior approval of the Chief Administrative Officer has been obtained and the Board of Supervisors has ratified such approval.

CONTACT PERSON:

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REVISED:

October 15, 2020