



Advisory Council for Aging & Independence Services

March 9, 2020 | Edgemoor, 655 Park Ctr Dr, Santee, CA 92071 | 12:00 p.m.

AGENDA

* (attachment)

1. **Arrival** (11:30 p.m.)
2. **Tour Edgemoor** (11:45-12:15 p.m.)
3. **Call to Order** (12:15 p.m.): Lorelei Taylor, Chair
 - a. Welcome & Pledge of Allegiance
 - b. Select Lunch
 - c. Guest/Member Introductions
 - d. Confirmation of Quorum (quorum = 14)
4. **Standard Business**
 - a. Lunch provided by AIS - Thank You!
 - b. Public Comment/Announcements: Members or non-members
 - c. Approval of February 10, 2020 Meeting Minutes (Action)*
5. **AIS Director's Items** (Possible action)
 - a. Board Letter: None
 - b. AIS Director's Update
 - c. Legislative Update
6. **Executive & Membership Subcommittee (met 2/24/20) Report/Other Business** (Possible action)
 - a. Membership Report: Lorelei Taylor, Chair
 - i. Resignation of Enrique Melgar from Council (Action)
 - ii. Recommendation to provide waiver for absences in September, October, and November since by-laws were adopted Oct. 29, 2019: (Action)
 - b. Chair's Report: Lorelei Taylor, Chair
 - i. Adoption of Executive & Membership Protocols: (Action)*
 - ii. Subcommittee Appointments and Updates
 - a) Healthy Aging: Resignation of Enrique Melgar (Action)
 - b) Transportation (subcommittee on hold): Resignation of Enrique Melgar (Action)
 - c. Board of Supervisors Annual Visits (Dates posted as confirmed):
 - i. District #1: Cox [Garbanzos/Monge] 11/21/19 @ 1:30 p.m.
 - ii. District #2: Jacob [Arcadi/Kagan] 2/27/20 @ 2:30 p.m.
 - iii. District #3: Gaspar [Bahmani/Osborne] 3/12/20 @ 10:00 a.m.
 - iv. District #4: Fletcher [Flynn/Tran] TBD
 - v. District #5: Desmond [Simon/Weber] 12/5/19 @ 10:00 a.m.



- 7. **Ancillary Subcommittee Oral Reports** (Possible action)
 - a. LTC Ombudsman/Facilities (met 2/20/20): Jack Miller, Chair
 - b. Adult Services Connection (met 2/10/20): Christina Selder, Chair
 - c. Healthy Aging (met 2/10/20): Wanda Smith, Chair
 - d. Housing (no meeting since last update): LaRue Fields, Chair
 - e. Nutrition (no meeting since last update): Chris Maeoka, Chair

- 8. **Ad Hoc Subcommittee Oral Reports** (Possible action)
 - a. Area Plan (to meet 3/30/20 11:00 a.m.): Rosemarie Bahmani, Chair

- 9. **Auxiliary Liaison Written Reports** {See Addendum}*

- 10. **Other Announcements**
 - a. Refreshments for April: Housing Subcommittee

- 11. **Adjournment & Next Meetings:**

Council Meeting: April 13, 2020, 12 noon
Meetings are held at 5560 Overland Ave., San Diego, 92123

Subcommittee Meetings Day of Council Meeting (at AIS)
Meetings are held at 5560 Overland Ave., San Diego, 92123

- Housing: 10:30 a.m. Ste. 310, John Gaffaney Memorial Conf. Rm.
- Nutrition: 10:30 a.m. Ste. 310, MSSP Conf. Rm.
- Adult Services Connection: 2:15 p.m. Ste. 130, PAPGPC Conf. Rm.
- Healthy Aging: 2:15 p.m. Ste. 310, Call Center Conf. Rm.

Future Subcommittee Meetings (at AIS unless otherwise stated)
Meetings are held at 5560 Overland Ave., Ste. 310, John Gaffaney Memorial Conf. Rm., San Diego, 92123

- LTC Ombudsman/Facilities: 3/19/20 10:30 a.m. [3rd Thursdays]
- Executive & Membership: 3/23/20 10:30 a.m. [exception – usually 4th Mondays]

This meeting is public, and the location is ADA accessible. If you are planning to attend and need special accommodations, please call (858) 495-5885 at least three days in advance of the meeting.

Supporting documentation and attachments for items listed on this agenda may be viewed at Aging & Independence Services, 5560 Overland Avenue, Suite 310, San Diego, CA 92123, or received by calling (858) 495-5885.

Aging & Independence Services Advisory Council
Monday, February 10, 2020 | 12:00pm – 2:00pm
5560 Overland Ave, Joaquin Anguera Room (3rd Floor)
San Diego, CA 92123

MINUTES – DRAFT

Members		Absent Members		Guests
Attendance	Ellen Arcadi Rosemarie Bahmani Morgan Cadmus Patricia DeLeo Faye Detsky-Weil La Rue Fields Monica Flynn Joe Garbanzos Stephen Huber Ted Kagan William Kelly Chris Maeoka	Jack Miller Luis Monge John Osborne Linda Prager Christina Selder Jacqueline Simon Wanda Smith Lorelei Taylor Kim Tran Susan Valoff Darlene Weber	Judi Bonilla Bijou Lulla Enrique Melgar Paul Monarrez	Claudia Cleeton Burton Disner Melinda Forstey Thomas Johnson Susan Madison Helen McBrady Paula Saracen Eva Stafford
	Distinguished Merit Recipients		Staff	
	None		Blanca Castillo Naomi Chavez	Kimberly Gallo Renee Sherrill
Item	Outcome			
1. Call to Order	<p>Lorelei Taylor, Chair, 12:06 PM</p> <p>a. Welcome & Pledge of Allegiance</p> <p>b. Guest/Member Introductions</p> <p>c. Confirmation of Quorum: 21 present at this time</p>			
2. Standard Business	<p>a. Refreshments provided by Healthy Aging and Nutrition Subcommittees – Thank You!</p> <p>b. Public Comments/Announcements: Members or non-members</p> <ul style="list-style-type: none"> • T. Kagan reported that a former AIS Council member, Jack Duff passed away. • S. Valoff reported that the Union Tribune will be hosting a third Caregiver Expo on March 21 • J. Garbanzos reported that AARP is having a community challenge grant to make communities more livable for people all ages. Applications are being accepted now through April 1, 2020. A handout was provided to the Council. • L. Taylor reminded Council members and invited guests to sign in. <p>c. Approval of January 13, 2019 meeting minutes (Action):</p> <p style="text-align: right;">[M/S – T. Kagan/ L. Monge: Unanimous]</p>			
3. Guest Speakers	<p>a. Serving Seniors, Melinda Forstey, Chief Operating Officer. Highlights included:</p> <ul style="list-style-type: none"> • Demographics • Programs & Services • Nutrition • Supporting Housing • Schmale Family Senior Residence • Transitional Housing Program • Supportive Services • Health Education & Wrap-Around Services • Lifelong Learning • Advocacy <p>b. IHSS Public Authority, Thomas Johnson, Registry Manager, Eva Stafford, Provider Enrollment and Training Manager; Claudia Cleeton, Provider Services Manager. Highlights included:</p> <ul style="list-style-type: none"> • The Public Authority provides services to the IHSS programs by State mandate. • Administration • Registry • Provided Enrollment & Training • Provider Services 			

<p>4. AIS Director's Items (possible action)</p>	<p>a. Board Letter: None (Action)</p> <p>b. AIS Director's Update</p> <ul style="list-style-type: none"> • K. Gallo reported that Jennifer Bransford-Koons was recently appointed to the position of Director of the East and North Central Regions. Caroline Smith has been promoted to Jennifer's former position of Assistant Director of AIS. • AIS now has two Deputy Directors, Naomi Chavez and Wendy Contreras. • K. Gallo thanked everyone who participated at the AIS Area Plan listening sessions. There were nine listening sessions throughout the County. <p>c. Legislative Update:</p> <ul style="list-style-type: none"> • K. Gallo reported that the most recent authorization of the OAA expired on Sept. 30, 2019. • The County Board of Supervisors' Legislative Program Priorities includes support of legislation to provide adequate funding for programs authorized under the OAA. • N. Chavez and C. Smith are travelling to DC to attend meetings in mid-March with the Congressional delegation and lobbyist to advance these efforts as well.
<p>5. Executive & Membership Subcommittee (met 1/27/20) Report/Other Business (possible action)</p>	<p>a. Chair's Report: Lorelei Taylor, Chair</p> <p>i. Subcommittee Appointments and Updates</p> <p>a) Healthy Aging:</p> <ul style="list-style-type: none"> – Resignation of Diana Milburn from Chair (Action) [M/S – L. Fields/ J. Simon: Unanimous] – Appointment of Wanda Smith to Chair (Action) [M/S –T. Kagan/ L. Monge: Unanimous] – Resignation of Jacqueline Simon (Action) [M/S – J. Osborne/ R. Bahmani: Unanimous] <p>b) Nutrition:</p> <ul style="list-style-type: none"> – Appointment of Jacqueline Simon (Action) [M/S – L. Fields/ C. Maeoka: Unanimous] – Appointment of Rosemarie Bahmani (Action) [M/S – C. Maeoka/ J. Miller: Unanimous] <p>c) Housing: Appointment of Paula Saracen (Action)</p> <ul style="list-style-type: none"> • Paula Saracen has applied for Council membership. Her application is included in the agenda packet. • Since the Council's establishing ordinance permits appointment of non-Council members as voting members of subcommittees, the Executive & Membership subcommittee is recommending Paula for membership to the Housing and LTC Ombudsman & Facilities subcommittees. [M/S – L. Fields/ J. Miller: Unanimous] <p>d) LTC Ombudsman & Facilities: Appointment of Paula Saracen (Action) [M/S – L. Prager/ W. Smith: Unanimous]</p> <p>e) Transportation: Due to lack of Chair, placing on hold at this time (Action)</p> <p>L. Taylor reported the following:</p> <ul style="list-style-type: none"> • The Executive & Membership subcommittee is placing the Transportation subcommittee on hold until a chair is identified. • Without an appointed chair, the subcommittee has experienced challenges related to Brown Act compliance, so this action is necessary to uphold the integrity of the Council. • The goals and direction of this subcommittee are valuable, so the hope is that someone comes forward soon. • If anyone is interested in chairing this subcommittee, please let L. Taylor know. [M/S – J. Osborne/ F. Detsky-Weil: Unanimous] <p>f) Convene Budget Ad Hoc Subcommittee (Action)</p> <ul style="list-style-type: none"> – ROLE: Review FY 20/21 Budget Build and provide input into AIS FY 20/21 Budget presentation – TERM: February 10, 2020, through presentation of AIS FY 20/21 Budget – MEMBERSHIP: John Osborne (Chair), Rosemarie Bahmani, LaRue Fields, Stephen Huber, Bill Kelly, Bijou Lulla [M/S – J. Osborne/ J. Simon: Unanimous] <p>b. Membership Report: Stephen Huber, Secretary</p> <p>i. Recommendation for Membership: (Action)</p> <p>Paula Saracen (reviewed by the subcommittee 1/27/20):</p> <ul style="list-style-type: none"> – Seat 12, partial term to expire 10/8/20 – Effective upon the seating or resignation of Council membership that permits the seating of a member below age 60.

	<p>L. Taylor reported the following for Paula Saracen:</p> <ul style="list-style-type: none"> The Council's establishing ordinance requires that more than 50% of Council membership be age 60 or older. The current Council membership does not permit the addition of another person below the age of 60 at this time. <p style="text-align: right;">[M/S – W. Kelly/ S. Valoff: Unanimous]</p> <p>ii. Resignation: Diana Milburn (Action) [M/S – J. Simon/ F. Detsky-Weil: Unanimous]</p> <p>c. Board of Supervisors Annual Visits (dates posted as confirmed):</p> <table border="0"> <tr> <td>i. District #1 Cox</td> <td>[Garbanzos/Monge]</td> <td>11/21/2019 @ 01:30 p.m.</td> </tr> <tr> <td>ii. District #2 Jacob</td> <td>[Arcadi/Kagan]</td> <td>02/27/2020 @ 2:30 p.m.</td> </tr> <tr> <td>iii. District #3 Gaspar</td> <td>[Bahmani/Osborne]</td> <td>TBD</td> </tr> <tr> <td>iv. District #4 Fletcher</td> <td>[Flynn/Tran]</td> <td>TBD</td> </tr> <tr> <td>v. District #5 Desmond</td> <td>[Simon/Weber]</td> <td>12/5/19 @ 10:00 a.m.</td> </tr> </table>	i. District #1 Cox	[Garbanzos/Monge]	11/21/2019 @ 01:30 p.m.	ii. District #2 Jacob	[Arcadi/Kagan]	02/27/2020 @ 2:30 p.m.	iii. District #3 Gaspar	[Bahmani/Osborne]	TBD	iv. District #4 Fletcher	[Flynn/Tran]	TBD	v. District #5 Desmond	[Simon/Weber]	12/5/19 @ 10:00 a.m.
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6. Ancillary Subcommittee Oral Reports (possible action)	<p>a. LTC Ombudsman/Facilities (met 1/16/20): Jack Miller, Chair</p> <ul style="list-style-type: none"> J. Miller reported that at their last month meeting Joe Rodrigues, California State Ombudsman, was their guest speaker. He oversees 35 Ombudsman programs in the State California. San Diego is the second largest County in the state that has the most Ombudsman, crediting Kim Gallo. <p>b. Adult Services Connection (1/13/20): Christina Selder, Chair</p> <ul style="list-style-type: none"> C. Selder reported the subcommittee decided as a group to work on the Respite Well program. They also invited two contractors from Southern Caregiver Resource Center and Coast Care Partners <p>c. Healthy Aging (1/13/20): Diana Milburn, Chair</p> <ul style="list-style-type: none"> W. Smith reported that the subcommittee will meet today at 2:15 p.m. Robert Ramirez, Health Promotion Manager, was their guest at the last meeting and did a presentation on Feeling Fit. <p>d. Housing (met 2/10/20): LaRue Fields, Chair</p> <ul style="list-style-type: none"> L. Fields reported that they selected two areas of focus: affordable, independent aging in place and County activities in this arena. <p>e. Nutrition (met 2/10/20): Chris Maeoka, Chair</p> <ul style="list-style-type: none"> C. Maeoka welcomed R. Bahmani and J. Simon to the subcommittee. The subcommittee visited the Encinitas Senior Center at their monthly meeting and spoke with staff and volunteers. 															
7. Ad Hoc Subcommittee Oral Reports	<p>a. Area Plan Subcommittee (met 10/29/19) Rosemarie Bahmani, Chair</p> <ul style="list-style-type: none"> R. Bahmani- no report. 															
8. Auxiliary Liaison Written Reports	{See Addendum Chart} Handouts were included.															
9. Other Announcements	a. Refreshments for March: Housing Subcommittee															
10. Adjournment & Next Meetings	Meeting Adjourned: 1:52 p.m. Next Meeting: March 9, 2020, at 12:00 p.m. Annual Offsite Location to be provided															
<p>SUBCOMMITTEE MEETINGS DAY OF COUNCIL (at AIS) Meetings are held at 5560 Overland Ave., San Diego, 92123</p> <table border="0"> <tr> <td>➤ Housing:</td> <td>10:30 a.m.</td> <td>Ste. 310, John Gaffaney Memorial Conf., Rm.</td> </tr> <tr> <td>➤ Nutrition:</td> <td>10:30 a.m.</td> <td>Ste. 310, MSSP Conf., Rm.</td> </tr> <tr> <td>➤ Adult Services Connection:</td> <td>2:15 p.m.</td> <td>Ste. 130, PAPGPC Conf., Rm.</td> </tr> <tr> <td>➤ Healthy Aging:</td> <td>2:15 p.m.</td> <td>Ste. 310, Call Center Conf., Rm.</td> </tr> </table>		➤ Housing:	10:30 a.m.	Ste. 310, John Gaffaney Memorial Conf., Rm.	➤ Nutrition:	10:30 a.m.	Ste. 310, MSSP Conf., Rm.	➤ Adult Services Connection:	2:15 p.m.	Ste. 130, PAPGPC Conf., Rm.	➤ Healthy Aging:	2:15 p.m.	Ste. 310, Call Center Conf., Rm.			
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<p>FUTURE SUBCOMMITTEE MEETINGS (at AIS unless otherwise stated): Meetings are held at 5560 Overland Ave., Ste. 310, John Gaffaney Memorial Conference Room, San Diego, 92123</p> <table border="0"> <tr> <td>➤ LTC Ombudsman/Facilities:</td> <td>2/20/2020</td> <td>10:30 a.m.</td> <td>[3rd Thursday each month]</td> </tr> <tr> <td>➤ Executive & Membership:</td> <td>2/24/2020</td> <td>10:30 a.m.</td> <td>[4th Monday each month]</td> </tr> </table>		➤ LTC Ombudsman/Facilities:	2/20/2020	10:30 a.m.	[3 rd Thursday each month]	➤ Executive & Membership:	2/24/2020	10:30 a.m.	[4 th Monday each month]							
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Minutes respectfully submitted by Blanca E. Castillo

AIS ADVISORY COUNCIL
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

February 2020



AIS ADVISORY COUNCIL
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

Aging & Independence Services (AIS)
5560 Overland Ave., San Diego, Third Floor

DRAFT

ADOPTED PROTOCOLS & PROCEDURES

Contents

Prospective New Member Protocol	2
Subcommittee Interview	5
Membership Terms Protocol.....	6
Attendance Process & Protocols	8
Distinguished Merit Award Protocol	10

*Prepared for presentation to and consideration for adoption by the Advisory Council
Adopted for recommendation to the Council by the Executive & Membership Subcommittee
2/24/20*

AIS ADVISORY COUNCIL EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

Prospective New Member Protocol

APPLICATION PROCESS & SELECTION FOR RECOMMENDATION

Introduction

1. The Council By-laws do not specify an application review & recommendation process for new members (20). [see By-laws excerpt referenced below]
2. The Executive and Membership Subcommittee is comprised of the executive subcommittee members, with Council Secretary serving as its Chair.
3. The Executive and Membership Subcommittee is thus enabled to:
 - a. Develop and propose a manner of application processing to prepare and recommend a membership protocol directly to Council
4. The Council should adopt an application processing protocol and have that action serve as guidance and direction to the Executive and Membership Subcommittee until further modified.
5. Membership applications forms are customarily available with the Clerk of the Board, on-line, AIS Staff Secretary, and the Council Secretary (officer).

Elements

The Vacancy Publicity

- The Executive and Membership Subcommittee will track terms and announce impending membership expirations
- A vacancy must be declared at a Council meeting by the Chair or the Secretary.
- Vacancies must be made known to the public in accordance with By-laws and County Requirements.

The Relevant Applicant

- Interested parties for membership must attend two (2) or more Advisory Council meetings before the Executive and Membership Subcommittee will interview the candidate.
- The applicant should exhibit interest, experience with older adults, and a willingness to commit to consistent service according to the AIS Council By-laws.

The Application Form

- The application form for County boards, commissions, or committees is required.
- The application may be completed at any time under the auspices of a continuous-filing approach (i.e., brochure promotions) and copies provided to the Secretary.

The Council Secretary

- May dispense application forms, conduct initial interview, generally overseeing the process to its conclusion during a vacancy as an interested party seeks membership.

- Should be notified of any possible applicant for Council membership.
- Will coordinate with the AIS staff liaison:
 - For filing operations of application records that should be kept.
 - To maintain an on-going list of applicants.
 - For any communications to the Clerk of the Board regarding seat number identity

The Interview Process

- After expressing an interest in becoming a member, the Secretary will inform the prospective member of the process.
- A preliminary discussion by phone or in person may be conducted by the Secretary to gauge interest, relevant experience, and overall willingness to serve on the Council.
- After attending two or more AIS Advisory Council meetings, and if an application has been submitted, the Executive and Membership Subcommittee will invite the applicant to interview at an upcoming Executive and Membership Subcommittee meeting.
- The Executive and Membership Subcommittee shall during the interview:
 - Review the application
 - Interview the applicant to determine relevant experience
- At the completion of the interview the Executive and Membership Subcommittee will evaluate the candidate and decide:
 - To recommend to the full Council to seat the member, or
 - Put the application on hold, or
 - Not to put the candidate forward to the full Council.

The Recommendation of Prospects

- The Executive and Membership Subcommittee may propose one applicant as a prospect for new membership only if a vacancy is identified for a particular seat.
- The Executive and Membership Subcommittee may find it expedient to propose additional prospects, one per vacancy, but is not obligated to take such a slate approach.
- The Executive and Membership Subcommittee will prepare a recommendation report of prospects for consideration by the Council and provides a copy to:
 - AIS Administrative Liaison – must receive ten (10) calendar days before the Council meeting so that the prospects’ names can placed on the agenda (Brown Act).
 - The AIS Staff Secretary will provide copies of the application in the agenda packet to enable an informed vote and deliberation.

The Formal Action

- The Council will conduct an Aye or Nay vote per prospect
 - Aye vote – prospect is seated as a member
 - Nay vote – prospect is not seated, requires the Executive and Membership Subcommittee to return with a different prospect

Sample Communication to Prospective Members

AIS Advisory Council Membership Status e-mail:

INSERT NAME,

Thank you for interviewing with us last week.

Yes - Move Forward Immediately

We are excited to have you join the Council. The Executive and Membership Subcommittee appreciated your application to sit on the Council. It is our intent to put your name forward to the AIS Council to be seated on the Council at our next meeting on DATE OF MEETING

If you would, please confirm that you will be able to attend our next meeting so that I can make sure you are included on the official agenda. Unless you are placed on the agenda, the Council will not be able to seat you.

We look forward to having you join us and support AIS and the County's effort to improve the lives of seniors.

If you have any questions about the Council, feel free to give me a call.

Thank you again for your interest!

Yes - On Hold

We are excited to have you join the Council. The Executive and Membership Subcommittee appreciated your application to sit on the Council. Ultimately, it is our intent to put your name forward to the AIS Advisory Council to be seated on the Council.

Unfortunately, due to constraints beyond our control we will be unable to move forward with a vote to seat you on the Council [insert reason, such as *until half of our membership is comprised of members that are over 60 years of age*].

In the meantime, I would like to recommend you continue attending the Council meetings to learn more about us. Please also consider engaging with some of our subcommittees until we can move forward with a vote to seat you on the Council.

If you have any questions about the Council, feel free to give me a call.

Thank you again for your interest!

No

The Executive and Membership Subcommittee appreciated your application to sit on the Council. Ultimately, the Executive and Membership Subcommittee has decided not to move you forward in our process. If you have any questions, please let me know.

AIS ADVISORY COUNCIL
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

Subcommittee Interview

POTENTIAL INTERVIEW QUESTIONS:

This is merely a sampling of the type of questions that could be asked during the interview. The Executive and Membership Subcommittee is not limited to these questions.

1. Please tell us a bit about yourself including about what motivates you as a volunteer.
2. Please share why you are interested in becoming a Member of the AIS Advisory Council?
3. Have you been involved in any community group activities addressing aging and disability issues?
4. Please tell us about any personal experience that you have had dealing with an older person or person with disabilities.
5. What specific strengths and skills do you possess that you think will be helpful as a Council Member?
6. Please tell us about your educational background and if/how has your education impacted your ability to serve seniors or disabled communities?
7. What do you see as the current and future needs are within our San Diego Region with regard to aging and independence?
8. Do you have any ideas or experiences for any current improvements or enhancements that would benefit the AIS Advisory operations, effectiveness and value-added focus?
9. There is an expectation that Council members participate in subcommittee activities. This is in addition to the monthly AIS Council Meetings. Are there any reasons why you might not be able to participate in subcommittee activities?
10. Council members are required to complete an ethics training course which includes disclosing any conflicts of interest. If there is anything in your background that may be cause for conflict of interest, you would be required to disclose that. Are you willing to accept that responsibility?
11. As of this date, are you over the age of 60?

AIS ADVISORY COUNCIL
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

Membership Terms Protocol

Protocol: to offer term after Partial or 1st Term is ending

- a. Tracking – Enter name and date on *Term Expiration and Vacancy Log* 90 days prior
- b. Factors to considered when offering a new term:
 - i. Council Attendance
 - ii. Council Subcommittee Involvement
 - iii. History as Officer
 - iv. Community Representation effectiveness
 - v. Inherent Advocacy Perspective/Voice (i.e., age, caregiving, profession)
- c. Executive and Membership Subcommittee will develop a recommendation to the full Council pending acceptance by member:
 - i. Action to place on Council agenda at next Council meeting following acceptance – Agenda will include information identifying seat and term
 - ii. Council Secretary to communicate with the Council Member to offer next term
 - iii. Sample text of e-mail to Member:

Subject - AIS Advisory Council - Term to expire INSERT DATE

I am reaching out as the AIS Advisory Council Secretary to gauge your interest in serving your [INSERT FIRST/SECOND] four-year term on the Council. Your seat is set to expire on INSERT DATE, and we would love to have you continue for another four years.

Please give me a call if you have any questions or want to discuss anything.

I look forward to hearing from you.

Protocol: 2nd Term is concluding, procedures for interim status

- a. Tracking – Enter name and date on *Term Expiration and Vacancy Log*, 90 days prior
- b. Chair shall inform member of 2nd term ending (e-mail)
- c. Council Secretary will communicate with member to determine their interest in continuing to serve on an interim basis.

- Sample text of e-mail to Member:

Subject - AIS Advisory Council - Term to expire INSERT DATE

I am reaching out as the AIS Advisory Council Secretary to gauge your interest in continuing to serve on the Council in an interim status. Your seat is set to expire on INSERT DATE.

Please give me a call if you have any questions or want to discuss anything.

I look forward to hearing from you.

- d. Existing vacancies may be filled before supplanting a member serving in an interim status
- e. Service of interim term member concludes effective the seating date of new member appointed to that seat.

AIS ADVISORY COUNCIL EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

Attendance Process & Protocols

Introduction

The Council depends on dedicated volunteers willing and able to commit time 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 that ultimately support our county's residents.

The AIS Advisory Council can only function through the dedication, hard work, and good attendance of its officers and its members. Our By-laws mandate that in the eventuality of three absences for any reason during the Council's calendar year, the seat becomes immediately vacant.

Elements

In an effort to streamline the process for notifying Council-appointed members of the By-laws related to attendance, the following standard letter will serve to notify Council members of they are in compliance with the attendance policy.

The Council Secretary will send the following letter via e-mail to upon their second absence. This is in accordance with the By-laws approved November 2019.

Protocol for the Executive and Membership Subcommittee to follow regarding Council-appointed members absences:

- Tracking – every month the Executive and Membership Subcommittee will review the attendance sheet for the prior meeting to determine total absences for an individual Council member.
- After the second absence in the Council's calendar year, the Council Secretary will communicate with the Council member regarding the current By-laws attendance policy.
- The following letter will be sent via e-mail to the member:

To Council Member,

The current By-laws were approved by the Board of Supervisors November 2019. In accordance with Section B (2) of our By-laws, this is to notify you of your attendance.

The Council depends on dedicated volunteers willing and able to commit time 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 that ultimately support our county's residents.

The AIS Advisory Council can only function through the dedication, hard work, and good attendance of its officers and its members. Our By-laws mandate that in

the eventuality of three absences for any reason during the Council's Calendar year the seat becomes immediately vacant.

Given that you have had two absences during this annual year, I want to provide you with the full section of the By-laws and remind you of your commitment to the Council. This notice also serves as a warning that upon your next absences your status on the Council will be at risk.

Please review the appropriate section from the By-laws:

SECTION B. ABSENCES.

1) The AIS monthly record of attendance, compiled from the Advisory Council meeting sign-in sheets, will be reviewed monthly by the AIS Council Secretary with the Executive and Membership Subcommittee.

2) Attendance being vital to effective representation of all sectors and to achieve continuity of discussion from one meeting to the next, Advisory Council members, are only allowed two (2) absences. Any member with two (2) absences will be notified of unsatisfactory attendance in writing by the AIS Council Secretary.

3) In the eventuality of three (3) absences for any reason during the Council's annual calendar, the seat of any member not appointed by a County Supervisor becomes vacant.

4) The Executive and Membership Subcommittee reserves the right to evaluate any extenuating set of circumstances and consider a recommendation to the Council that it waive the declaration of vacancy requirement.

- In the event of a third absence in Council's calendar year, the Executive and Membership Subcommittee will, in accordance with the By-laws, review the circumstances of the absence and provide a recommendation to the full Council if a waiver should be granted.
- Factors the Executive and Membership Subcommittee will consider in developing an action for the full Council to consider waiving the attendance policy:
 - Reason for absence – i.e., was the absence due to an unforeseen emergency or preplanned travel
 - Council subcommittee involvement
 - History as Officer
 - Community representation effectiveness
 - Inherent advocacy perspective/voice (i.e., age, caregiving, profession)

AIS ADVISORY COUNCIL EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

Distinguished Merit Award Protocol NOMINATION PROCESS & CONSIDERATION CRITERIA

Adopted November 5, 2018

Purpose

To acknowledge and express appreciation for time, talent and prestige given to the Advisory Council by former council members.

Rationale & Description

Recognition and thanks for Council service is always necessary and appropriate. For the award to remain special, the Distinguished Merit Award needs to be handed out sparingly and should be earned.

Selection Criteria

Members are selected on the basis of time spent on the Council, the variety of posts held, the value of achievements, and their continuing interest in the organization. Therefore, a nominee must:

1. Be recommended by a current Council member
2. Have been a Board member at least two terms – 8 years
[Unless departure from the Council came as a result of health factors, which would be taken into consideration in the selection.]
3. Have one or more of the following:
 - Served as an officer
 - Served as Chair of a subcommittee
 - Been appointed by a Supervisor
 - Contributed significantly to impact the Advisory Council and/or AIS programs and initiatives

Nomination Procedure

1. A letter of recommendation to be submitted by a current member to the Executive and Membership Subcommittee
2. The letter of recommendation to include a summary of how the nomination member meets the criteria listed above
3. Executive and Membership Subcommittee to review and recommend to full Advisory Council approval of designation

AIS Advisory Council (March 9, 2020)
Auxiliary Liaison Written Reports

CAREGIVER COALITION			
COUNCIL CONTACT	Susan Valoff	TIME PERIOD	February 2020
<p>The Caregiver Coalition meets the last Thursday of the month from 10 a.m. to 11:30 a.m. at the Burn Institute Conference Room at 8825 Aero Drive, San Diego. Caregiver Coalition meetings are open to all. Membership is largely made up of professionals working with older and disabled adults. At the meeting on 2/27/20, the speaker Ennis Jackson covered the topic, "What to Expect When You Call 911." Mr. Ennis emphasized the importance of having a Vial of Life that can be easily found by paramedics. The Vial of Life should list an emergency contact, current medications, and whether the person wants to be resuscitated (DNR). The Caregiver Coalition produces educational conferences for caregivers in the community almost every month. To see a calendar of upcoming conferences, visit the website: www.caregivercoalitionsd.org. The coalition also offers lunchtime, free webinars on topics related to caregiving and maintains a library of past webinars that are accessible to the public via the coalition website.</p>			
FALL PREVENTION (FP)			
COUNCIL CONTACT	Rosemarie Bahmani	TIME PERIOD	February 2020
Unable to attend.			
HEALTH PROMOTION (HP)			
COUNCIL CONTACT	TBD	TIME PERIOD	
IHSS ADVISORY COMMITTEE			
COUNCIL CONTACT	William Kelly	TIME PERIOD	
SVA / RSVP			
COUNCIL CONTACT	TBD	TIME PERIOD	
ECAN			
COUNCIL CONTACT	Lorelei Taylor	TIME PERIOD	February 2020
<p>At the February 20, 2020 ECAN meeting, a large number of attendees enjoyed a presentation by Jamie Chen from Harbage Consulting. She presented the Medi-Connect / MediMedi programs and benefits. Also presenting was Phillip Salas from CREST with an informative overview of the strategies used by the CREST (Cognitive Rehabilitation and Exposure/Sorting Therapy) for Hoarding Disorder. Also present was Carol from SANDAG who distributed a transportation questionnaire for their annual planning sessions. The ECAN annual Spring Into Healthy Living event is upcoming at the Rancho San Diego YMCA on March 4th. A few exhibitor tables are still available.</p>			
NORCAN			
COUNCIL CONTACT	Linda Prager	TIME PERIOD	
SANDI-CAN			
COUNCIL CONTACT	Monica Flynn	TIME PERIOD	
SoCAN			
COUNCIL CONTACT	Luis Monge	TIME PERIOD	February 2020
<p>SoCAN held its monthly meeting on Tuesday Feb. 25, 2020, at the South Region Live Well Center located at 401 Mile of Cars Way in National City. The meeting was well attended as usual. Suzette Cayco from U.S. Postal Inspection Services gave us an overview of what they investigate, especially all of the scams used to victimize seniors, who are very vulnerable. The presentation was very informative and included a question and answer period. Roberto Garcia also presented on the 2020 census. He explained to the group why it's important to participate and be accounted for. The census is taken every 10 years and gives the federal government the information needed to figure out what needs to be used in order to allocate funds and services to all areas of the country. We also went over the future events being put together for this coming year.</p>			

EAST COUNTY IG COMMUNITY COUNCIL			
COUNCIL CONTACT	TBD	TIME PERIOD	
NORTH COUNTY IG COMMUNITY COUNCIL			
COUNCIL CONTACT	TBD	TIME PERIOD	
AGE WELL SAN DIEGO – DEMENTIA FRIENDLY			
COUNCIL CONTACT	TBD	TIME PERIOD	
AGE WELL SAN DIEGO – HEALTH & COMMUNITY SUPPORT			
COUNCIL CONTACT	Joe Garbanzos	TIME PERIOD	
AGE WELL SAN DIEGO – HOUSING			
COUNCIL CONTACT	Lorelei Taylor	TIME PERIOD	
AGE WELL SAN DIEGO – SOCIAL PARTICIPATION			
COUNCIL CONTACT	Rosemarie Bahmani	TIME PERIOD	
AGE WELL SAN DIEGO – TRANSPORTATION			
COUNCIL CONTACT	TBD	TIME PERIOD	
ALZHEIMER’S CARE ROUNDTABLE			
COUNCIL CONTACT	Ellen Arcadi	TIME PERIOD	
CALIFORNIA SENIOR LEGISLATURE			
COUNCIL CONTACT	Ted Kagan, Chair-PSA23	TIME PERIOD	February 2020
The local California Senior Legislature representatives for PSA 23 are busy promoting code 403 to senior centers throughout San Diego County as well as promoting the work of the California Senior Legislature at the state level.			

IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE
January 10, 2020
12:45 p.m.
5560 Overland Ave.
San Diego, CA 92123
ROOM 172

I. CALL TO ORDER: The meeting was called to order at 12:50 p.m.			
A. Attendance			
Members		Excused Members	Guests
Marissa Chavez Burton Disner Demra Henderson Yolanda Ivy Bill Kelly	Shirley Owens Cheryl Sevier Antonio Wilson Angela Vittucci	Noreen Woods	Cristal Vera Nancy Vera James Johnsen Richard Potter Carolyn S Byars
Alternates	AIS Staff	IHSS Public Authority	
	Maria Molina-Melendez	Vickie Molzen Diana Montellano	
Item	Outcome/Discussion		Action Items
II. PLEDGE OF ALLEGIANCE: Done			
III. INTRODUCTIONS: Everyone in attendance was asked to introduce themselves.			
IV. APPROVAL OF AGENDA: Cheryl lead the meeting. Burton made a motion to approve the agenda; seconded by Yolanda and Shirley— Motion carried unanimously.			
V. APPROVAL OF MINUTES: December’s minutes were reviewed; Shirley made a motion to approve the minutes, Yolanda seconded. Motion carried unanimously.			
VI. CHAIR’S REPORT: No report.			
VII. BOARD LETTERS (discussion and possible action):			
A. None			
VIII. REPORTS			
A. AIS Council	Bill referred to flyers he distributed on the Aging Friendly Cities Project and California is participating in this process a great deal the different entities are coordinating their efforts as much as they can with each other. There will be several public meetings for older adults to share their thoughts. One of the flyers is from the City of San Diego and the other from County of San Diego. Both list dates and locations of the different listening sessions. He asked the committee to pass the information around.		
B. Membership Committee	Maria said that efforts to recruit new members have been increased and there are several potential candidates present and she will be meeting with them after the meeting.		
C. IHSS	Maria presented on Elsa’s behalf. IHSS is hiring 14 to 15 new Social Workers and this will happen next month. Also, IHSS has finished interviewing for new Social Work Supervisors. Maria answered members’ questions on new social workers’ training and on the outcome of a member of the public who presented her situation at a past meeting. Also discussed was whether IHSS follows a doctor’s orders and if it is possible to have the book of Robert Rules of Order. A discussion followed.		

D. UDW	Cheryl reported that Moses shared that UDW is ready for EVV (Electronic Visit Verification)	
E. CICA	No report.	
F. Public Authority	Vickie said that Public Authority is focusing its efforts on getting most of the providers signed up into the electronic system before the end of October. A recent report showed that since November 2019, more than a thousand people have signed up. She thanked the Union for their help. Vickie said that Public Authority is having events at bigger venues. The Bylaws are going thru the approval process. Shirley asked if the board letter was brought to the committee; Vickie and members of the committee confirmed it did.	
IX. PRESENTATION: None.		
X. OLD BUSINESS (discussion and possible action): A.- ETS Document for Consumer and Providers – Maria Molina-Melendez. Maria distributed an informational packet social worker use at home visits. Rissa asked if it is available online, Maria confirmed that only part of it is online. Maria went over Your Civil Rights, What IHSS Offers; the Hourly Test Guide and the Rankings Guidelines, and the Blind and Visually Impaired Accommodations. Maria told Shirley a large copy of the document will be sent to her. Maria also shared various other documents. Maria said that the Electronic Visit Verification for IHSS is important and wants the recipients to learn about it. Bill asked if there is a link for this packet; Maria will find out if there is a link for this packet. She said that most of the contents of the packet are readily available in CDSS website.		
XI. NEW BUSINESS (discussion and possible action): A.- Shirley asked for Robert Rules of Order. Copies are generally only provided for the Parliamentarian.		
XII. PUBLIC COMMENT: A member of the public said that there is an inefficiency on all the programs and better communication between the Social Workers will help.		
XIII. MEMBER COMMENT: Shirley mentioned that there should be one phone number for all the programs; Rissa commented that there is 211. Bill said Supervisor Nathan Fletcher is calling a meeting on January 24 on the Age Friendly issue; he is not sure if it's open to the public; Cheryl will find out if it's open to the Public. Shirley asked for the Robert Rules of Order book. Shirley discussed the Bylaws Board Letter and the cancellation of the presentation of County Counsel		
XIV. NEXT MEETING AGENDA: February's meeting will take place in Room 172 at County Operations Center (COC) located at 5560 Overland Ave. San Diego, CA 92123.		
XV. ADJOURNMENT: Meeting adjourned at 2:05 p.m.		
Minutes respectfully submitted by Diana Montellano		