



*Advisory Council for Aging & Independence Services*

**EXECUTIVE & MEMBERSHIP SUBCOMMITTEE**

February 24, 2020 | 5560 Overland Ave., Ste. 310, San Diego | 10:30 a.m.

**AGENDA**

\* (attachment)

1. **Call to Order & Attendance:** Lorelei Taylor, Chair
  - a. Welcome & Guest/Member Introductions
  - b. Confirmation of Quorum (Quorum = 3)
2. **Standard Business**
  - a. Public Comment/Announcements: Members or non-members
  - b. Clarification and Approval of December 16, 2019 Meeting Minutes (Action)\*
  - c. Approval of January 27, 2020 Meeting Minutes (Action)\*
3. **Membership Business:** Stephen Huber, Secretary
  - a. Current Status – 3 vacancies
  - b. Resignations
  - c. Applicants
    - i. Application Review\*
    - ii. Interviews
    - iii. Application Log\*
  - d. Interested Parties
  - e. Term Expiration & Vacancy Log\*
  - f. Actions:
    - i. Recommendation to seat applicant(s): N/A
    - ii. Actions regarding term expiration(s): N/A
    - iii. Assign seats for proposed member(s): N/A
  - g. Membership
    - i. Attendance: Monitor/review sign-in sheets from previous Council meeting\*
    - ii. Ethics Training: 0 past due; 5 new members pending
4. **Executive Business**
  - a. Monthly Presentations [see Annual Calendar]\*
  - b. Standing Subcommittee Status and Appointments (Possible Action)
  - c. Ancillary Subcommittee Status and Appointments (Possible Action)
    - i. Healthy Aging:
      1. Resignation of Enrique Melgar (Action)
    - ii. Transportation
      1. Resignation of Enrique Melgar (Action)
    - iii. Other
  - d. Auxiliary Subcommittee Status and Appointments (Possible Action)
  - e. Ad Hoc Subcommittee Status and Appointments (Possible Action)



5. **Other Items** (Possible Action)
  - a. Executive & Membership Subcommittee Protocols (Action)\*
6. **Build March 9<sup>th</sup> Council Meeting Agenda** (Action)\*
7. **Next Meeting:** March 23, 2020 at 10:30 a.m.
8. **Adjournment**

*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.

Advisory Council for Aging & Independence Services  
**EXECUTIVE & MEMBERSHIP SUBCOMMITTEE**  
 December 16, 2019 | 10:30 a.m.  
 5560 Overland Ave, Suite 310, San Diego, CA 92123

**MINUTES – DRAFT**

<b>Members</b>		<b>Absent Members</b>	<b>Guests</b>
Attendance:	Lorelei Taylor, Chair John Osborne, 1 <sup>st</sup> Vice Chair LaRue Fields, 2nd Vice Chair Stephen Huber, Secretary Rosemarie Bahmani, Immediate Past Chair		
	<b>Staff</b>		
	Renée Sherrill		
<b>Item</b>	<b>Outcome</b>		
1. Call to Order & Attendance	<b>Lorelei Taylor, Chair, called the meeting to order at 10:31 a.m.</b> a. <u>Welcome &amp; Guest/Member Introductions</u> b. <u>Confirmation of Quorum</u> (quorum is 3): 4 members present at this time		
2. Standard Business	a. <u>Public Comments/Announcements</u> – The subcommittee welcomed R. Bahmani back from her trip overseas, and she shared brief experiences. b. <u>Approval of November 18, 2019 Meeting Minutes</u> <b>[M/S – L. Fields/S. Huber: unanimous]</b>		
3. Membership Business	<b>Stephen Huber, Secretary</b> a. <u>Current Status</u> : i. 2 vacancies b. <u>Resignations</u> : None c. <u>Applicants</u> i. Application Review: None ii. Interviews: None iii. Application Log: The subcommittee reviewed this record. d. <u>Interested Parties</u> : The subcommittee discussed potential interested parties. e. <u>Term Expiration &amp; Vacancy Log</u> : The subcommittee reviewed this log. f. <u>Actions</u> : i. Vote on recommendation to seat applicant(s): N/A ii. Vote on actions regarding term expirations: N/A iii. Assign seats for proposed members: N/A g. <u>Membership</u> i. Attendance: Monitor/review sign-in sheets from previous Council meeting. The sheets emailed before the meeting and included in the agenda packets were from November. R. Sherrill displayed the December sheets on the screen, and the subcommittee reviewed these documents. ii. Ethics Training: 2 past due; 6 new members pending as of the date of this meeting.		
4. Executive Business	a. <u>Monthly Presentations [see Annual Calendar]</u> : The subcommittee reviewed and updated the calendar presentations and assigned follow up. The subcommittee voted to move the annual strategic planning session from July to June to provide time in July for the subcommittees to refresh goals for adoption at the Council’s annual meeting in September. This will be brought to the Council for the approval at the January meeting. <b>[M/S – L. Fields/R. Bahmani: unanimous]</b> b. <u>Standing Subcommittee Appointments</u> : N/A c. <u>Ancillary Subcommittee Appointments</u> : N/A d. <u>Auxiliary Subcommittee Appointments</u> : N/A e. <u>Ad Hoc Subcommittee Appointments</u> : N/A		
5. Other Items	a. <u>Subcommittees</u> i. <u>Appointments – Subcommittee Chairs</u> 1. Transportation: None at this time. ii. <u>Membership Subcommittee Protocols</u> – Stephen Huber: In January, the subcommittee will review the draft terms protocol, which will be updated to align with the new by-laws and will include template language for notifying members not meeting new attendance requirements. Upon approval, the subcommittee will present this to the Council for adoption in February.		

6. Build January 13 <sup>th</sup> Council Meeting Agenda	The subcommittee prepared the agenda for the January 13 <sup>th</sup> AIS Advisory Council meeting. <b>[M/S –L. Fields/S. Huber: unanimous]</b>
7. Next Meeting	January 27, 2020, at 10:30 a.m.
8. Adjournment	Meeting adjourned at 12:15 p.m.



4. Executive Business	<p>a. <u>Monthly Presentations [see Annual Calendar]</u>: The subcommittee reviewed and updated the calendar presentations and assigned follow up.</p> <p>b. <u>Standing Subcommittee Status and Appointments</u>: N/A</p> <p>c. <u>Ancillary Subcommittee Status and Appointments</u>: N/A</p> <ul style="list-style-type: none"> <li>• Healthy Aging <ul style="list-style-type: none"> <li>– Resignation of Diana Milburn from Chair</li> <li>– Appointment of Wanda Smith to Chair <b>[M/S - L. Fields/S. Huber: unanimous (R. Bahmani not present)]</b></li> <li>– Resignation of Jaqueline Simon <b>[M/S - L. Fields/S. Huber: unanimous (R. Bahmani not present)]</b></li> </ul> </li> <li>• Nutrition <ul style="list-style-type: none"> <li>– Appointment of Jaqueline Simon <b>[M/S - L. Fields/S. Huber: unanimous (R. Bahmani not present)]</b></li> </ul> </li> <li>• Transportation <ul style="list-style-type: none"> <li>– Due lack of Chair, placing on hold at this time <b>[M/S – S. Huber/L. Fields: unanimous (R. Bahmani not present)]</b></li> </ul> </li> <li>• Meeting times: Discussed moving subcommittee times; no action at this time.</li> </ul> <p>d. <u>Auxiliary Subcommittee Status and Appointments</u>: N/A</p> <p>e. <u>Ad Hoc Subcommittee Status and Appointments</u>:</p> <ul style="list-style-type: none"> <li>• Budget: L. Taylor recommended convening of Ad Hoc Budget Subcommittee per the Council Annual Calendar <ul style="list-style-type: none"> <li>– Term: 2/10/20 through presentation to Council of FY 20/21 Budget</li> <li>– Membership: John Osborne (Chair), Rosemarie Bahmani, LaRue Fields, Stephen Huber, Bill Kelly, Bijou Lulla <b>[M/S - L. Fields/S. Huber: unanimous (R. Bahmani not present)]</b></li> </ul> </li> </ul>
5. Other Items	a. None
6. Build February 10 <sup>th</sup> Council Meeting Agenda	The subcommittee prepared the agenda for the February 10 <sup>th</sup> AIS Advisory Council meeting. <b>[M/S –L. Fields/S. Huber: unanimous (R. Bahmani not present)]</b>
7. Next Meeting	February 24, 2020, at 10:30 a.m.
8. Adjournment	Meeting adjourned at 1:45 p.m.



# Term Expiration & Vacancy Log<sup>+</sup>

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February 24, 2020

- ❖ **Current Vacancies** 3
  
- ❖ **Vacancies: Board of Supervisors-appointed Seats:** None  
*May be filled 14 days after posting if vacant prior to end of Supervisor's term*
  
- ❖ **Vacancies: Council-appointed Seats:** None  
*May be filled 14 days after posting if vacant prior to terming out*
  - Seat #14 (3/11/23) - Posted 8/12/19; may appt. to fill after 8/26/19
  - Seat #22 (7/8/23) - Posted 2/13/20; may appt. to fill after 2/28/20
  - Seat #23 (2/13/23) - Posted 10/16/19; may appt. to fill after 10/30/19
  
- ❖ **Pending Term Expiration**
  - 1) Partial Term Expiring:
    - Seat #28 William Kelly (5/14/20)
  
  - 2) First Term Expiring:
    - Seat #29 Susan Valoff (4/9/20)
  
  - 3) Second Term Expiring: None
  
- ❖ **Pending Council Action:** None
  
- ❖ **Pending Board of Supervisors/Clerk of the Board Action:**  
  
Pending roster updates: None

# AIS Advisory Council Attendance

MONDAY, February 10, 2020

2019-20

Name	Attendance Sign-in	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Arcadi, Ellen*	<i>Ellen Arcadi</i>	✓	N-e	A	✓	✓	✓							Arcadi, E.
Bahmani, Rosemarie*	<i>R Bahmani</i>	✓	✓	✓	A	✓	✓							Bahmani, R.
Bonilla, Judi		✓	N-e	✓	✓	✓	A							Bonilla, J.
Cadmus, Morgan	<i>Morgan Cadmus</i>	A	A	A	✓	✓	✓							Cadmus, M
Cutler, Dolli		N-e	N-e											Cutler, D.
DeLeo, Patricia	<i>Patricia DeLeo</i>	N-e	✓	A	✓	A	✓							DeLeo, P
Detsky-Weil, Faye	<i>Faye Weil</i>	✓	✓	✓	✓	✓	✓							Detsky-Weil, F
Fields La Rue	<i>Laura Fields</i>	✓	✓	✓	✓	✓	✓							Fields, L
Flynn, Monica*	<i>Monica Flynn</i>	A	✓	A	A	A	✓							Flynn, M
Garbanzos, Joe*	<i>Joe Garbanzos</i>	✓	✓	✓	A	✓	✓							Garbanzos, J.
Huber, Stephen	<i>Stephen Huber</i>	✓	A	✓	✓	✓	✓							Huber, S.
Kagan, Ted*	<i>Ted Kagan</i>	✓	✓	✓	✓	✓	✓							Kagan, T.
Kelly, William	<i>William Kelly</i>	✓	✓	✓	A	✓	✓							Kelly, W.
Lulla, Bijou		✓	✓	A	✓	A	A							Lulla, B
Maeoka, Chris	<i>Chris Maeoka</i>	N-e	✓	✓	✓	✓	✓							Maeoka, C.
Melgar, Enrique		✓	✓	✓	A	A	A							Melgar, E
Milburn, Diana		N-e	✓	✓	A	A	A							Milburn, D.
Miller, Jack	<i>Jack Miller</i>	✓	✓	✓	✓	✓	✓							Miller, J.
Monarrez, Paul	<i>Paul Monarrez</i>	A	A	A	A	✓	A							Monarrez, P
Monge, Luis*	<i>Luis Monge</i>	✓	✓	✓	✓	✓	✓							Monge, L.
Osborne, John*	<i>John Osborne</i>	✓	✓	✓	✓	✓	✓							Osborne, J.
Prager, Linda	<i>Linda Prager</i>	✓	✓	✓	✓	✓	✓							Prager, L
Selder, Christina	<i>Christina Selder</i>	✓	✓	✓	✓	✓	✓							Selder, C.
Simon, Jacqueline*	<i>Jacqueline Simon</i>	✓	✓	✓	✓	✓	✓							Simon, J.
Smith, Wanda	<i>Wanda Smith</i>	✓	A	✓	✓	✓	✓							Smith, W
Taylor, Lorelei	<i>Lorelei Taylor</i>	✓	✓	✓	✓	✓	✓							Taylor, L.
Tran, Kim*	<i>Kim Tran</i>	A	✓	✓	A	✓	✓							Tran, K.

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**MONDAY, February 10, 2020**

**2019-20**

Name	Attendance Sign-in	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Valoff, Susan	<i>Susan Valoff</i>	✓	✓	✓	✓	✓	✓							Valoff, S.
Weber, Darlene*	<i>Darlene Weber</i>	✓	A	✓	✓	✓	✓							Weber, D.

\* Supervisor Appointee

- ✓ = present for Advisory Council Meeting
- A = absent, no notification to AC
- N-e = notified, excused
- N-x = notified, unexcused

# PLEASE PRINT YOUR NAME

## TABLE SEATS ARE RESERVED FOR ADVISORY COUNCIL MEMBERS ONLY

AGING & INDEPENDENCE SERVICES  
ADVISORY COUNCIL

### GUEST SIGN-IN SHEET

5560 Overland Avenue, 3<sup>rd</sup> Floor – JA Training Room  
San Diego, CA 92123

**MONDAY, February 10, 2020**

(Signing-in below is optional and is not required for attendance at this meeting\*)

Name	Company	Email	Phone
Sue Madison	retired	Sue.madison@gmail.com	858-382-8531
Paula Saracen	LTCO	paulasaracen@gmail.com	619 746-0053
Melinda Forsy	Sermy Services	mellinda.forsy@ servingseniors.org	619-787-0471
<del>Bonnie Prager</del>			
Thomas H. Johnson	Public Authority	ThomasJohnson@sdcounty.ca.gov	619-738-3728 <del>619-569-</del>
Eva Stafford	Public Authority	eva.stafford@sdcounty.ca.gov	
Claudia Cleefon	Public Authority	claudia.cleefon@sdcounty.ca.gov	619 731-3729
Helen McBrady	CSL	helenmcbbrady@gmail.com	619/249-7557
Burton Demer	NCHHD	BADISMER@gmail.com	766-613-2424

\* Per Ralph M. Brown Act, CA Government Code Title 5, Chapter 9, Section 54953.3

# AIS Advisory Council (2/24/20-DRAFT Exec/Memb Subcommittee)

## ANNUAL CALENDAR FY 2019-20

MONTH	GUESTS/ACTIVITIES*	AIS TOPICS*	COUNCIL BUSINESS	
			Date Sensitive	Authority <sup>†</sup>
<b>SEPTEMBER</b> (9/9/19) Fall Prevention World Alzheimer's  <b>ANNUAL MEETING</b> BL 6(E)(4)	<b>CARE COORDINATION:                      POPUP CLINICS</b> Chrisy Selder, CARR <b>KRESGE INITIATIVE</b> Wilma Wooten, M.D., PHS	None	❖ OFFICER SWEARING IN	IIIa 82.5(b) BL 4(A)(3)
			=> ADOPT ANNUAL CALENDAR	BL 5(C)(1)(a)(v)
			=> ADOPT ANNUAL REPORT	IIIa 82.16
			=> ADOPT ANNUAL COMMITTEES	BL 5(C)(2)(a)
			=> COUNCIL GOALS: Review draft	A-74(E)(4)
			➤ AREA PLAN COMMITTEE APPOINTED	BL 5(C)(3)
<b>OCTOBER</b> (10/14/19)	None	<b>MSSP &amp; CALL CENTER</b> Supervisors <b>HEALTH &amp; COMMUNITY ENGAGEMENT TEAM</b> Kristen Smith	=> ADOPT ANNUAL GOALS	A-74(E)(4)
<b>NOVEMBER</b> (11/4/19) National Family Caregiver	<b>SAN CLEMENTE VILLAGE</b> Jan Montague	<b>SPECIALIZED CASE MGT</b> Stacy Bjerke	● CSL CAUCUS REPORT: Sacramento	WIC 9302
<b>DECEMBER</b> (12/9/19)	<b>LIVE WELL SAN DIEGO ANNUAL RPT/INDICATORS</b> Shelly Tregembo ⇒ Make Supervisor appts.	<b>OMBUDSMAN ANNUAL RPT</b> Sunita Upchurch		CDA PM 13-04, III (C)
<b>JANUARY</b> (1/13/20)	<i>None</i> ⇒ Make Supervisor appts. ✓ Supervisor visits	<b>BROWN ACT TRAINING</b> Kyle Sand		CA Gov Code 54953-54963
<b>FEBRUARY</b> (2/10/20)	<b>SERVING SENIORS</b> Melinda Fortsey ⇒ Make Supervisor appts. ✓ Supervisor visits	<b>PUBLIC AUTHORITY</b> Managers (3 PA)	✓ BUDGET COMMITTEE APPOINTED	
<b>MARCH</b> (3/9/20)	<b>OFF-SITE MEETING EDGEMOOR</b> ✓ Supervisor visits			IIIa 82.1(a) A-74(C)(8) BL 5(C)(3)
<b>APRIL</b> (4/13/20)	<b>APS &amp; SENIOR TEAM                      CA SENIOR LEGISLATURE</b> John Pointer	<b>AGE WELL SAN DIEGO ANNUAL REPORT</b> Robert Ramirez Christy Patch	❖ NOMINATING COMMITTEE APPOINTED	BL4(A)(2)
			➤ AREA PLAN PUBLIC HEARING (2020-2024 four-year plan)	OAA Title III, Sec. 306 (a)(6)(D); IIIa 82.1(b); BL 1(B)(4)
<b>MAY</b> (5/11/20) Older Americans	<i>HHSA BUDGET PRESENTATION per A-74(c)(8)</i>	<b>EMERGING TRENDS IN LTSS</b> Joe Garbanzos	⊕ LEGISLATIVE COMMITTEE APPOINTED	A-74(C)(12) BL 5(C)(3)
			● CSL VACANCY ELECTION <i>Next CSL Full Term Election: 2022</i>	WIC 9302
<b>JUNE</b> (6/8/20) World Elder Abuse Awareness Alzheimer's & Brain Awareness June 30th -- FY ends	<i>None - reserved for Council strategic planning</i>		❖ OFFICER NOMINATIONS DECLARED	BL 4(A)(2)(b)
			=> COUNCIL GOALS: Report status	A-74(E)(4)
			=> COUNCIL STRATEGIC PLANNING	N/A
			<i>Last submittal for mileage</i>	IIIa 82.12 BL 3(C)(2)

\* Bold=confirmed; Italicized=annual  
Oct.. 2019

<sup>†</sup> IIIa=SD County Admin Ord; A-74=Board Policy; BL=Council By-laws;  
CDA PM=CA Dept Aging Prg Memo; OAA=Older Americans Act; WIC=Welf Inst Code

# ANNUAL CALENDAR FY 2019-20

MONTH	GUESTS/ACTIVITIES*	AIS TOPICS*	COUNCIL BUSINESS	
			Date Sensitive	Authority <sup>+</sup>
<b>JULY</b> (7/13/20)  July 1st -- FY begins			⊕ COUNCIL: Leg. Policy Guidelines– conclude review, forward proposals	BL 5(C)(3)
			❖ OFFICER ELECTION	IIIa 82.5(a) BL 4(A)(3)
			=> EXEC/MEMBERSHIP COMMITTEE	BL 5(C)(1)(a)
			Officer Transition	N/A
			Draft Annual Calendar	BL 5(C)(1)(a)(v)
			Draft Annual Report	IIIa 82.16 BL1(B)(6)
			Draft Annual Goals	A-74(E)(4)
			Propose Committees	BL 5(C)(2)(a)
<b>AUGUST</b> (no mtg.)				

\* Bold=confirmed; Italicized=annual  
Oct.. 2019

\* IIIa=SD County Admin Ord; A-74=Board Policy; BL=Council By-laws;  
CDA PM=CA Dept Aging Prg Memo; OAA=Older Americans Act; WIC=Welf Inst Code

AIS ADVISORY COUNCIL  
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

January 2020

AIS ADVISORY COUNCIL  
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

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

DRAFT

ADOPTED PROTOCOLS & PROCEDURES

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*Prepared for presentation to and consideration for adoption by the Advisory Council  
Adopted for recommendation to the Council by the Executive & Membership Subcommittee  
1/27/20*

# AIS ADVISORY COUNCIL EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

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## 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 committee 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.

- ~~The Council Secretary~~ 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 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

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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 committee activities. This is in addition to the monthly AIS Council Meetings. Are there any reasons why you might not be able to participate in committee 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

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Membership Terms Protocol

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

- a. Tracking – Enter name and date on Integrity-Term Expiration and Vacancy Log 90 days prior
- b. Factors to considered when offering a new term:
  - i. Council Attendance
  - ii. Council Committee 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. 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 potentially offering interim status

- a. Tracking – Enter name and date on Term Expiration and Vacancy Log, 90 days prior
- b. Chair shall inform member of 2<sup>nd</sup> term ending (e-mail)
- c. Executive and Membership Subcommittee will evaluate a member’s contribution and may develop a recommendation to the full Council for offering service in an interim basis pending acceptance by member:
  - Action to place on Council agenda at next Council meeting following acceptance – Identifying seat and term
  - Council Secretary to communicate with the Council Member to offer next term

- 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 and we would love to have you continue until a replacement is identified.

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

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## 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 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 Committee 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 Committee Involvement
  - History as Officer
  - Community Representation effectiveness
  - Inherent Advocacy Perspective/Voice (i.e., age, caregiving, profession)

AIS ADVISORY COUNCIL  
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

January 2020



AIS ADVISORY COUNCIL  
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

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

DRAFT

ADOPTED PROTOCOLS & PROCEDURES

Contents

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Attendance Process & Protocols .....	9

*Prepared for presentation to and consideration for adoption by the Advisory Council  
Adopted for recommendation to the Council by the Executive & Membership Subcommittee  
1/27/20*

❖ New Application Procedure

❖ Interview Questions

❖ Terms Management

❖ Attendance Policy and Procedure

~~❖ Honorary Membership~~

~~❖ Ethics Requirements~~

*(Editing note: This is not a subcommittee protocol;  
it is a set of separate instructions provided to members as required.)*

~~❖ Area Plan Section XVII~~

*(Editing note: This is not a subcommittee protocol;  
it is a section taken from the Area Plan, which is provided to members annually.)*

~~❖ Bylaws — Membership Excerpt~~

*(Editing note: This is not a subcommittee protocol;  
it is a section taken from the By-laws, which is provided to members.)*

AIS ADVISORY COUNCIL  
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

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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. ~~By recent Council Chairman action, the~~ Executive and Membership Committee Subcommittee is ~~now~~ comprised of ~~three~~ the executive committee members, with Council Secretary serving as its Chair.
  - a. ~~Council Secretary Member of the Executive Committee~~
  - b. ~~Council Members Not of the Executive Committee, at large as Council confirms~~
3. The Executive and Membership Committee Subcommittee is thus enabled to:
  - a. Develop and propose a manner of application processing
  - b. 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 Committee Subcommittee until further modified.
5. ~~This proposal will be provided to the Executive Committee for a preliminary review~~
6. Membership applications forms are customarily available with the Clerk of the Board, on-line, AIS sStaff Secretary, and the Council Secretary (officer).

Elements

*The Vacancy Publicity*

- The Executive and Membership Committee Subcommittee ~~must~~ will track terms and announce impending membership expirations
- A vacancy must be declared at a Council meeting by the Chair or the Secretary (~~Membership Chair~~).
- Vacancies must be made known to the public ~~and noticed in the AIS News Bulletin in~~ accordance with By-laws and County Requirements.
- ~~A minimum of 30 days must be allowed for interested parties to respond.~~

*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 individual and application both~~ 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 AIS Application form will be written preferably in blue ink.~~

- 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 (~~Membership Chair~~).
- ~~The application should include a bio-statement of professional and personal experiences and include years and dates.~~

### *The Council Secretary*

- May dispense application forms, ~~will~~ conduct initial interview, generally overseeing the process to its conclusion during a vacancy as an interested party seeks membership.
- ~~The Council Secretary must~~ Should be notified of any possible applicant for Council membership.
- Will ~~Coordinate~~ with the AIS staff ~~secretary~~ 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.
- ~~An interview~~ A preliminary discussion by phone or in person ~~can~~ may be conducted by the Secretary (~~Membership Chair~~) 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 ~~Secretary~~ Executive and Membership Subcommittee will invite the applicant to a interview at an upcoming Executive and Membership Committee Subcommittee meeting.
- The Executive and Membership Committee Subcommittee ~~meets to~~ shall during the interview:
  - Review the application
  - Interview ~~meet~~ the applicant to determine relevant experience
  - ~~and review the content of information, and explain conflict of interest policy (Ethics Training 1234).~~
- 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 Committee 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 Committee 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 Committee Subcommittee will prepare a recommendation report of prospects for consideration by the Council and provides a copy to:

- ~~The Executive committee~~
- AIS ~~a~~Administrative ~~L~~iaison – must receive ten (10) calendar days before the Council meeting so that the prospects’ names can placed on the agenda (Brown Act).
- The AIS sStaff sSecretary will provide copies of the application ~~must be included~~ 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 ~~immediately~~ as a member
  - Nay vote – prospect is not seated, requires the Executive and Membership Committee Subcommittee to return with a different prospect

FLOW CHART

⇒ ~~Interested Party~~      ⇒ ~~Applicant~~                      ⇒ ~~Prospect~~                      ⇒ ~~Member~~

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 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

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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 committee activities. This is in addition to the monthly AIS Council Meetings. Are there any reasons why you might not be able to participate in committee 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?

- ~~1. Would you please tell about yourself? (no more than 2 minutes)~~
- ~~2. Do you have any special areas of expertise that might be useful to us such as legal, transportation, nutrition, teaching, secretarial, medical.~~
- ~~3. Tell about an experience you have had dealing with an older person or persons.~~
- ~~4. What are some of the most pressing issues facing the aging population in our county?~~
- ~~5. What do you think might be an area of aging in which you might want to work if selected for the Council?~~
- ~~6. Considering that an appointment to the council would be for 4 years, are you able to meet the time commitment requirement for serving on the council: attend a meeting monthly, serve on one of the committees, and keep current with the reading material presented?~~

AIS ADVISORY COUNCIL  
EXECUTIVE AND MEMBERSHIP SUBCOMMITTEE

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Membership Terms ~~Transitions~~ Protocol  
8/25/14

~~1. Protocol: to offer term after Partial or 1st Term is ending and possible 2<sup>nd</sup> Term pending Committee Recommendation:~~

- a. Tracking – Enter name and date on Integrity Term Expiration and Vacancy Log 90 days prior
- ~~b. Conduct a Review of Merits for 2<sup>nd</sup> term based upon 1<sup>st</sup> term performance~~
- b. Factors to considered when offering a new term:
  - i. Council Attendance
  - ii. Council Committee Involvement
  - iii. History as Officer
  - iv. Community Representation effectiveness
  - v. Inherent Advocacy Perspective/Voice (i.e., age, caregiving, profession)
- ~~c. Chair to communicate the Membership Committee's recommendation and determine member's Interest in 2<sup>nd</sup> Term, prior to expiration date~~
  - ~~i. If member is not interested in or not nominated for 2<sup>nd</sup> Term
    - letter of resignation is required
    - vacancy is declared on next Council agenda/minutes
    - letter of appreciation of service is sent~~
  - ~~ii. If interested in 2<sup>nd</sup> Term, inform member of Council action date~~
- ~~d.c. Executive and Membership Subcommittee will ~~D~~develop a recommendation to the full Council pending acceptance by member:~~
  - ~~i. Place on Council agenda prior to expiration~~
  - ~~ii. State the exact time span of proposed second term~~
  - 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. 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.

2-Protocol: 2nd Term is concluding, procedures for replacing potentially offering interim status

- a. Tracking – Enter name and date on Term Expiration and Vacancy Log, 90 days prior
- b. Chair shall inform member of 2<sup>nd</sup> term ending (e-mail) ~~and convey the bylaws policy~~
- c. ~~Chair Shall Determine Member's Interest in serving under *Interim Status* until qualified application is seated.~~
  - i. ~~If not interested in *Interim Status*~~
    - ~~letter of resignation is required~~
    - ~~vacancy is declared on next Council agenda/minutes~~
    - ~~letter of appreciation of service is sent~~
  - ii. ~~If interested in *Interim Status* beyond 2<sup>nd</sup> Term, inform Council via agenda~~
- c. Executive and Membership Subcommittee will evaluate a member's contribution and may develop a recommendation to the full Council for offering service in an interim basis pending acceptance by member:
  - Action to place on Council agenda at next Council meeting following acceptance – Identifying seat and term
  - Council Secretary to communicate with the Council Member to offer next term
  - 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 and we would love to have you continue until a replacement is identified.

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 2<sup>nd</sup>-term member serving in an interim status
- e. Service of 2<sup>nd</sup> interim term member concludes effective the start seating date of new 1<sup>st</sup> member appointed to that seat.
  - ~~letter of resignation is requested~~
  - ~~letter of appreciation is sent~~



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 Committee 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 Committee Involvement
  - History as Officer
  - Community Representation effectiveness
  - Inherent Advocacy Perspective/Voice (i.e., age, caregiving, profession)



*Advisory Council for Aging & Independence Services*  
March 9, 2020 | [TBD] | 12:00 p.m.

**AGENDA – DRAFT FRAMEWORK**

\* (attachment)

1. **Call to Order:** Lorelei Taylor, Chair
  - a. Welcome & Pledge of Allegiance
  - b. Guest/Member Introductions
  - c. Confirmation of Quorum (quorum = 14)
2. **Standard Business**
  - a. Refreshments provided by [TBD] - Thank You!
  - b. Public Comment/Announcements: Members or non-members
  - c. Approval of February 10, 2020 Meeting Minutes (Action)\*
3. **Guest Speakers**
4. **AIS Director's Items** (Possible action)
  - a. Board Letters (Action)\*
  - b. AIS Director's Update
  - c. Legislative Update
5. **Executive & Membership Committee Report/Other Business** (Possible action)
  - a. Chair's Report: Lorelei Taylor, Chair
  - b. Membership Report: Stephen Huber, Secretary
6. **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): TBA, Chair
  - c. Healthy Aging (met 2/10/20): TBA, Chair
  - d. Housing (met 2/10/20): LaRue Fields, Chair
  - e. Nutrition (met 2/10/20): Chris Maeoka, Chair
7. **Auxiliary Liaison Written Reports** {See Addendum}\*
8. **Other Announcements**
  - a. Refreshments for April: Housing Subcommittee
9. **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. [3<sup>rd</sup> Thursdays]
- Executive & Membership: 3/23/20 10:30 a.m. [exception – usually 4<sup>th</sup> 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.