



*Advisory Council for Aging & Independence Services*  
**EXECUTIVE & MEMBERSHIP SUBCOMMITTEE**

July 27, 2020 | 10:30 a.m.

Virtual Meeting

Call In: 1 (619) 343-2539

Conference ID (access code): 319 311 224#

Click here to [Join Microsoft Teams Meeting](#)

**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. Approval of June 22, 2020 Meeting Minutes (Action)\*
3. **Membership Business:** Stephen Huber, Secretary
  - a. Current Status – 4 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: 4 past due; 3 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)
  - d. Auxiliary Subcommittee Status and Appointments (Possible Action)
  - e. Ad Hoc Subcommittee Status and Appointments (Possible Action)



5. **Other Items** (Possible Action)
  - a. Follow up on questions posed at June meeting to AIS staff regarding membership terms and age composition requirements
6. **Build August 10<sup>th</sup> Council Meeting Agenda** (Action)\*
7. **Next Meeting:** August 24, 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 – SPECIAL MEETING/AREA PLAN HEARING**

June 22, 2020 | 10:30 a.m.

Call in: 1 (415) 655-0001

Attend via WebEx:

<https://sdcountyca.webex.com/sdcountyca/j.php?MTID=mefe8eee37a8008c0512b47db97b1fb9a>

Meeting number (access code): 287 448 851

Meeting password: nP5VCeAgE64

**MINUTES – DRAFT**

	Members	Absent Members	Guests
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		Joe Garbanzos Helen McBrady Paul Monarrez Bob Prath Tammy Raifsnider
	<b>Staff</b>		
	Blanca Castillo, Naomi Chavez, Kim Gallo, Samantha Hasler, Renée Sherrill		
Item	Outcome		
1. Call to Order & Attendance	<p><b>Lorelei Taylor, Chair, called the meeting to order at 10:33 a.m.</b></p> <p>a. <u>Welcome &amp; Guest/Member Introductions</u></p> <p>b. <u>Confirmation of Quorum</u> (quorum is 3): 4 members present at beginning. 5 members present for all actions.</p>		
2. Standard Business	<p>a. <u>Public Comments/Announcements</u> – L. Fields expressed sadness around current events including protests and the pandemic and noted now is the time for the Council and AIS to work strongly to add another African American member. R. Bahmani stated she was devastated by the shocking numbers of people who perished in facilities for the elderly during the pandemic. She encouraged the Council and AIS to start a task force and make funds available to ensure this is never repeated. H. McBrady mentioned that when a friend was finally able to visit a family member in a facility, the member stated abuse had occurred. J. Garbanzos provided context regarding his vote, as a member of the Area Plan Subcommittee, not to recommend approval of the draft Area Plan. His main concern was that it did not speak to COVID-19 now and post COVID-19, especially along the lines of what nursing homes and service providers can expect from the Area Plan. He mentioned that if the plan is to include these in updates, it is appropriate. R. Sherrill thanked the Council Officers for calling this special meeting to conduct time-sensitive business on behalf of the Council. She noted that, consistent with Council By-laws, Subcommittee actions on behalf of the Council will be presented to the Council for ratification at the next Council meeting.</p> <p>b. <u>Approval of February 24, 2020 Meeting Minutes</u> <b>[M/S – L. Fields/J. Osborne: unanimous]</b></p> <p>c. <u>Approval of April 13, 2020 Meeting Minutes</u> <b>[M/S – L. Fields/S. Huber: unanimous]</b></p>		
3. Special Business – AIS Advisory Council	<p>a. <u>Board Letters:</u></p> <p style="padding-left: 20px;">i. FY 20/21 IHSS Public Authority Recommended Budget (Info Only) <b>[M/S – R. Bahmani/L. Fields: unanimous]</b></p> <p style="padding-left: 20px;">ii. Competitive Procurement for Home and Community Based Services <b>[M/S – S. Huber/R. Bahmani: unanimous]</b></p> <p style="padding-left: 20px;">iii. Area Plan 2020-2024 <b>[M/S – R. Bahmani/S. Huber: unanimous]</b></p> <p>b. <u>Area Plan 2020-2024:</u> Rosemarie Bahmani, Area Plan Subcommittee Chair</p> <p style="padding-left: 20px;">i. Presentation and Discussion: Naomi Chavez, AIS Deputy Director, provided an overview of the draft Area Plan presented today including the involvement of the community and AIS Advisory Council throughout the process and the findings from public community input.</p> <p style="padding-left: 20px;">ii. Public Hearing Comment L. Taylor mentioned that she was really impressed with attendance at the public community sessions and at the process used by the County. Her own personal attendance made reading the Area Plan draft more robust. R. Bahmani mentioned that this year the County was able to reach many more people, and attendance was up significantly. The outreach department did a wonderful job by reaching out via the web and apps such as Nextdoor. She encouraged AIS to continue this method in the future. H. McBrady asked whether the Area Plan will be posted on website. R. Bahmani said yes, it will be posted upon finalization. R. Sherrill mentioned that the draft is available in today's agenda packet, which is posted on the web.</p>		

	<p>iii. Consideration for Acceptance <b>[M/S – L. Fields/J. Osborne: unanimous]</b></p> <p>iv. Authorize Chair of Council to sign Letter of Transmittal (Action) <b>[M/S – R. Bahmani/J. Osborne: unanimous]</b></p>
4. Membership Business	<p>Stephen Huber, Secretary</p> <p>a. Current Status – 4 vacancies</p> <p>b. Resignations</p> <p>c. Applicants</p> <p>i. Application Review – None</p> <p>ii. Interviews – To begin once we begin to meet in person.</p> <p>iii. Application Log – On hold until we begin to meet in person.</p> <p>d. Interested Parties – No additional interested parties were discussed.</p> <p>e. Term Expiration &amp; Vacancy Log – The subcommittee reviewed the log and took action as noted in f. ii. below.</p> <p>f. Actions:</p> <p>i. Recommendation to seat applicant(s): N/A</p> <p>ii. Actions regarding term expiration(s):</p> <p>1. Recommend the Council appoint Susan Valoff to 2<sup>nd</sup> term – R. Sherrill to confirm whether term will start the day of Council action. NOTE: After the meeting, R. Sherrill confirmed the term will begin retroactive to the day after the current term expired. <b>[M/S – R. Bahmani/ L. Fields: unanimous]</b></p> <p>2. Recommend Council appoint LaRue Fields to 2<sup>nd</sup> term <b>[M/S – L. Taylor/ J. Osborne/L. Fields abstained; unanimous]</b></p> <p>g. Membership</p> <p>i. Attendance: Monitor/review sign-in sheets from previous Council meeting* The subcommittee reviewed these records.</p> <p>ii. Recommendation to waive absences for annual offsite at Edgemoor (Action) <b>[M/S – L. Fields/ R. Bahmani: unanimous]</b></p> <p>iii. Ethics Training: 0 past due; 4 new members pending – S. Huber noted that AIS follows up.</p>
5. Executive Business	<p>a. Annual Calendar – Updates related to COVID-19 delays* (Action)</p> <ul style="list-style-type: none"> <li>• The subcommittee decided to hold a Council meeting in August rather than to go dark. <b>[M/S – J Fields / J. Osborne Fields: unanimous]</b></li> <li>• The subcommittee decided to move officer nominations to the August Council meeting.</li> <li>• The subcommittee decided to move officer elections to the September Council meeting to occur immediately before officer swearing-in. <b>[M/S – J. Osborne/R. Bahmani: unanimous]</b></li> <li>• The officer transition meeting will occur at the Executive and Membership meeting in August.</li> <li>• Subcommittee meetings will be taken to the Council for discussion at the July Council meeting.</li> <li>• Annual strategic planning will be moved to a later date yet to be determined.</li> </ul> <p>b. Standing Subcommittee Status and Appointments (Possible Action) – N/A</p> <p>c. Ancillary Subcommittee Status and Appointments (Possible Action)</p> <p>i. Adult Services Connection - Appoint Judi Bonilla <b>[M/S – J. Osborne/ S. Osborne: unanimous]</b></p> <p>d. Auxiliary Subcommittee Status and Appointments (Possible Action)</p> <p>i. IHSS PA Advisory Committee – Bill Kelly’s resignation – The subcommittee decided to ask for volunteers at the July Council meeting.</p> <p>e. Ad Hoc Subcommittee Status and Appointments (Possible Action)</p> <p>i. Convene Nominating Subcommittee</p> <ul style="list-style-type: none"> <li>– ROLE: Prepare a slate of officer recommendations by Aug 2020 for the officer elections and officer swearing-in Sep 2019.</li> <li>– TERM: July 13, 2020 through presentation of slate of officer recommendations</li> <li>– MEMBERSHIP: Chair to identify prior to July Council meeting <b>[M/S – J. Osborne/L. Fields: unanimous]</b></li> </ul> <p>ii. Convene Legislative Subcommittee</p> <ul style="list-style-type: none"> <li>– ROLE: Advise on the County of San Diego’s 2021 Legislative Program</li> <li>– TERM: July 13, 2020 through the end of August</li> <li>– MEMBERSHIP: LaRue Fields (Chair), Stephen Huber, Lorelei Taylor <b>[M/S – L. Fields/R. Bahmani: unanimous]</b></li> </ul>
6. Other Items	<p>a. <u>Officer Terms - COVID-19 Impact</u> (Possible Action) No action needed.</p> <p>b. <u>Council Advocacy Opportunities</u> (Possible Action)* L. Taylor mentioned the following issues have been raised with her by Council members.</p>

	<ul style="list-style-type: none"> <li>• Joe – CA State Budget – may be a non-issue at this point</li> <li>• Susan – LTC Facilities</li> </ul> <p>L. Taylor asked R. Sherrill to provide an overview of the Council's role per the Older American's Act and County policy, which she did. S. Huber reminded the Subcommittee of the Ad Hoc Budget and Legislative subcommittee roles in providing input, the strength and breadth of the County's legislative program, and the Council's input through these channels. The Subcommittee discussed and agreed no additional action is needed at this time. L. Taylor will respond to inquiries.</p> <p>c. <u>Triple A Council of California (TACC) Meeting Report</u>: Added to July 13<sup>th</sup> Council agenda</p>
7. Build July 13 <sup>th</sup> Council Meeting Agenda	The subcommittee prepared the agenda for the July 13, 2020 Council meeting. <b>[M/S – L. Fields/S. Huber: unanimous]</b>
8. Next Meeting	July 27, 2020 at 10:30 a.m. - action included in agenda item 5. a.
9. Adjournment	Meeting adjourned at 12:33 p.m.



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

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July 27, 2020

- ❖ **Current Vacancies** 4
  
- ❖ **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:**  
*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
  - Seat #28 (N/A) - Termed out
  
- ❖ **Pending Term Expiration**
  - 1) Partial Term Expiring:
    - Seat #11 Paul Monarrez (10/8/20)
    - Seat #12 Paula Saracen (10/8/20) - appointed, but not yet seated - pending Council age composition permitting addition of member under age 60
  
  - 2) First Term Expiring: None
  
  - 3) Second Term Expiring: None
  
- ❖ **Pending Council Action:**
  - Seat #26 LaRue Fields (9/11/20) - Council approved second term on 7/13/20; COB to be notified when minutes approved at August Council meeting.
  - Seat #29 Susan Valoff (4/9/20) - Council approved second term on 7/13/20; COB to be notified when minutes approved at August Council meeting.
  
- ❖ **Pending Board of Supervisors/Clerk of the Board Action:** None

Castillo  
kim

Renee Aug

Cynthia May  
Amy Thompson

Susan

### AIS Advisory Council Attendance

MONDAY, March 9, 2020

2019-20

Name	Attendance Sign-in	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
✓ Arcadi, Ellen*		✓	N-e	A	✓	✓	✓		COVID-19			✓		Arcadi, E.
✓ Bahmani, Rosemarie*		✓	✓	✓	A	✓	✓					✓		Bahmani, R.
✓ Bonilla, Judi		✓	N-e	✓	✓	✓	A		NO			✓		Bonilla, J.
✓ Cadmus, Morgan		A	A	A	✓	✓	✓					✓		Cadmus, M
Cutler, Dolli		N-e	N-e											Cutler, D.
DeLeo, Patricia		N-e	✓	A	✓	A	✓		meeting			A		DeLeo, P
✓ Detsky-Weil, Faye		✓	✓	✓	✓	✓	✓					✓		Detsky-Weil, F
Fields La Rue		✓	✓	✓	✓	✓	✓					A		Fields, L
Flynn, Monica*		A	✓	A	A	A	✓					A		Flynn, M
✓ Garbanzos, Joe*		✓	✓	✓	A	✓	✓					✓		Garbanzos, J.
Huber, Stephen		✓	A	✓	✓	✓	✓					A		Huber, S.
✓ Kagan, Ted*		✓	✓	✓	✓	✓	✓					✓		Kagan, T.
Kelly, William		✓	✓	✓	A	✓	✓					✓		Kelly, W.
Lulla, Bijou		✓	✓	A	✓	A	A					A		Lulla, B
✓ Maeoka, Chris		N-e	✓	✓	✓	✓	✓					✓		Maeoka, C.
Melgar, Enrique		✓	✓	✓	A	A	A					—		Melgar, E
Milburn, Diana		N-e	✓	✓	A	A	A					—		Milburn, D.
✓ Miller, Jack		✓	✓	✓	✓	✓	✓					✓		Miller, J.
✓ Monarrez, Paul		A	A	A	A	✓	A					✓		Monarrez, P
✓ Monge, Luis*		✓	✓	✓	✓	✓	✓					✓		Monge, L.
✓ Osborne, John*		✓	✓	✓	✓	✓	✓					✓		Osborne, J.
✓ Prager, Linda		✓	✓	✓	✓	✓	✓					✓		Prager, L
Selder, Christina		✓	✓	✓	✓	✓	✓					—		Selder, C.
✓ Simon, Jacqueline*		✓	✓	✓	✓	✓	✓					✓		Simon, J.
✓ Smith, Wanda		✓	A	✓	✓	✓	✓					✓		Smith, W
✓ Taylor, Lorelei		✓	✓	✓	✓	✓	✓					✓		Taylor, L.
Tran, Kim*		A	✓	✓	A	✓	✓					A		Tran, K.

No Meeting

Edgerton visit / meeting

end of term



# AIS Advisory Council (APPROVED)

## ANNUAL CALENDAR - COUNCIL FY 2020-21

MONTH	GUESTS/ACTIVITIES*	AIS TOPICS*	COUNCIL BUSINESS	
			Date Sensitive	Authority <sup>+</sup>
<b>SEPTEMBER</b> (9/14/20) <i>Fall Prevention</i> <i>World Alzheimer's</i>	<i>None - reserved for Council strategic planning</i>		❖ ELECT AND SWEAR-IN OFFICERS	IIIa 82.5(b) BL 4(A)(3)
			=> COUNCIL STRATEGIC PLANNING	N/A
<b>OCTOBER</b> (10/12/20)		HEALTH & COMMUNITY ENGAGEMENT TEAM	=> COUNCIL GOALS 1920: Report status	A-74(E)(4)
			=> COUNCIL GOALS 2021: Review draft	A-74(E)(4)
<b>NOVEMBER</b> (11/9/20) <i>National Family Caregiver ANNUAL MEETING</i> BL 6(E)(4)		CONTRACTS	=> ADOPT ANNUAL GOALS	A-74(E)(4)
			=> ADOPT ANNUAL CALENDAR	BL 5(C)(1)(a)(v)
			=> ADOPT ANNUAL REPORT	IIIa 82.16
			=> ADOPT ANNUAL SUBCOMMITTEES	BL 5(C)(2)(a)
<b>DECEMBER</b> (12/14/20)	<i>LIVE WELL SAN DIEGO ANNUAL RPT/INDICATORS</i> => Make Supervisor appts.	<i>OMBUDSMAN ANNUAL RPT</i>	• CSL CAUCUS REPORT: Sacramento	WIC 9302
				CDA PM 13-04, III (C)
<b>JANUARY</b> (1/11/21)	=> Make Supervisor appts. ✓ Supervisor visits	<i>BROWN ACT TRAINING</i> CA Gov Code 54953-54963	➤ APPOINT AREA PLAN SUBCOMM.	BL 5(C)(3)
<b>FEBRUARY</b> (2/8/21)	=> Make Supervisor appts. ✓ Supervisor visits	IHSS	✓ APPOINT BUDGET SUBCOMM.	
<b>MARCH</b> (3/8/21)	<i>OFF-SITE MEETING</i> ✓ Supervisor visits	N/A		IIIa 82.1(a) A-74(C)(8) BL 5(C)(3)
<b>APRIL</b> (4/12/21)		<i>AGE WELL SAN DIEGO ANNUAL REPORT</i>	❖ APPOINT NOMINATING SUBCOMM	BL4(A)(2)
			➤ AREA PLAN PUBLIC HEARING (2020-2024 four-year plan)	OAA Title III, Sec. 306 (a)(6)(D); IIIa 82.1(b);
<b>MAY</b> (5/10/21) <i>Older Americans</i>	<i>HHSB BUDGET PRESENTATION</i> per A-74(c)(8)	MSSP & CALL CENTER	⊕ APPOINT LEGISLATIVE SUBCOMM.	A-74(C)(12) BL 5(C)(3)
			• CSL VACANCY ELECTION <i>Next CSL Full Term Election: 2022</i>	WIC 9302
<b>JUNE</b> (6/14/21) <i>World Elder Abuse Awareness</i> <i>Alzheimer's &amp; Brain Awareness</i> June 30th -- County FY ends	<i>None - reserved for Council strategic planning</i>		❖ DECLARE OFFICER NOMINATIONS	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)
<b>JULY</b> (7/12/21) July 1st -- County FY begins		APS, SENIOR TEAM, & SPECIALIZED CASE MGT	⊕ COUNCIL: Leg. Policy Guidelines-- conclude review, forward proposals	BL 5(C)(3)
			❖ ELECT OFFICERS	IIIa 82.5(a) BL 4(A)(3)
			=> EXEC/MEMBERSHIP SUBCOMM.	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  
July 13, 2020

\* 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



*Advisory Council for Aging & Independence Services*

August 10, 2020 | 12:00 p.m.

Virtual Meeting (details TBD)

**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 = 13)
2. **Standard Business**
  - a. Public Comment/Announcements: Members or non-members
  - b. Approval of July 13, 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 3/19/20): 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**
9. **Adjournment & Next Meetings:**

**Council Meeting:** September 14, 2020, 12 noon

When in person, meetings are held at 5560 Overland Ave., San Diego, 92123. Virtual log-in information is available in the meeting agendas posted on the web at [www.aging.sandiegocounty.gov/AISAdvisoryCouncil](http://www.aging.sandiegocounty.gov/AISAdvisoryCouncil).



**Subcommittee Meetings Day of Council Meeting** (at AIS)

When in person, meetings are held at 5560 Overland Ave., San Diego, 92123. Virtual log-in information is available in the meeting agendas posted on the web at [www.aging.sandiegocounty.gov/AISAdvisoryCouncil](http://www.aging.sandiegocounty.gov/AISAdvisoryCouncil).

- 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)

When in person, meetings are held at 5560 Overland Ave., Ste. 310, John Gaffaney Memorial Conf. Rm., San Diego, 92123. Virtual log-in information is available in the meeting agendas posted on the web at [www.aging.sandiegocounty.gov/AISAdvisoryCouncil](http://www.aging.sandiegocounty.gov/AISAdvisoryCouncil).

- LTC Ombudsman/Facilities: 8/20/20 10:30 a.m. [3<sup>rd</sup> Thursdays]
- Executive & Membership: 8/24/20 10:30 a.m. [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.