

Advisory Council for Aging & Independence Services
EXECUTIVE & MEMBERSHIP COMMITTEE
 October 21, 2019 | 10:30 a.m.
 5560 Overland Ave, Suite 310, San Diego, CA 92123

MINUTES

Members		Absent Members	Guests
Attendance:	Lorelei Taylor, Chair John Osborne, 1 st Vice Chair LaRue Fields, 2nd Vice Chair Stephen Huber, Secretary Rosemarie Bahmani, Immediate Past Chair		Luis Monge
		Staff	
		Renée Sherrill	
Item	Outcome		
1. Call to Order & Attendance	Lorelei Taylor, Chair, called the meeting to order at 10:44 a.m. a. <u>Welcome & Guest/Member Introductions</u> b. <u>Confirmation of Quorum</u> (quorum is 3): 5 members present		
2. Standard Business	a. <u>Public Comments/Announcements</u> - Members or non-members: R. Bahmani would like to discuss moving the annual appointee visits to County Supervisors to later months to align better with the election cycle. L. Taylor noted she will add this to the committee agenda for the November meeting. b. <u>Approval of September 16, 2019 Meeting Minutes</u> [M/S – L. Fields/S. Huber; J. Osborne abstained; remaining aye]		
3. Membership Business	Stephen Huber, Secretary a. <u>Current Status:</u> i. 2 vacancies ii. Member Demographics: The committee reviewed this document. AIS cannot provide demographics for those who use AIS services at this time as it would need to be done manually to a great extent. AIS is currently looking at options. The committee had a robust discussion regarding the value of diversity data including racial and geographic, the challenges of recruitment, and potential strategies. There was also a discussion regarding diversity requirements in the San Diego County Code of Administrative Ordinances Article IIIa (the Council's establishing authority) and the Older Americans Act. The committee asked staff to add a vacancy announcement in an upcoming AIS Newsletter encouraging applications from those interested in South Bay. The Council members may also request the invite be included in the newsletters of their appointing Supervisor's offices. b. <u>Resignations:</u> None. c. <u>Applicants</u> i. Application Review: None. ii. Interviews: None. iii. Application Log: The committee reviewed this record and assigned follow up. S. Huber will reach out to two persons who submitted applications but have not attended meetings. d. <u>Interested Parties:</u> The committee discussed potential interested parties. e. <u>Term Expiration & Vacancy Log:</u> The committee 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 committee reviewed the sign-in sheets and recommended corrections. Staff provided copies of the October Guest Sign-in at the meeting as the September Guest Sign-in was emailed before the meeting. ii. Ethics Training: 0 past due; 6 new members pending as of the date of this meeting.		

4. Executive Business	<p>a. <u>Monthly Presentations [see Annual Calendar]</u>: The committee reviewed and updated the calendar presentations and assigned follow up. The committee asked staff to reach out to St. Paul's PACE regarding a possible location for the Annual Offsite meeting in March. The committee asked staff to send an email to subcommittee Chairs suggesting they submit Brown Act questions to the Exec & Membership committee in anticipation of the Brown Act training scheduled for January 2020. [M/S –R. Bahmani/L. Fields: Unanimous]</p> <p>b. <u>Standing Committee Appointments</u>: N/A</p> <p>c. <u>Ancillary Committee Appointments</u>: N/A</p> <p>d. <u>Auxiliary Committee Appointments</u>: Remove R. Bahmani form North County IG Community Council [M/S –L Fields/J. Osborne: Unanimous]</p> <p>e. <u>Ad Hoc Committee Appointments</u>: N/A</p>
5. Other Items	<p>a. <u>Brown Act Compliance</u> – The committee had a discussion regarding Council committee Brown Act compliance.</p> <p>b. <u>Membership Committee Protocols</u> – Stephen Huber will update the terms protocol based on the new by-laws and present it to the committee and the Council respectively for adoption.</p> <p>c. <u>Appointments – Committee Chairs</u></p> <p>i. Healthy Aging: N/A - previously appointed at October Council meeting</p> <p>ii. Transportation: L. Taylor will prepare agenda and minutes template for staff to send to this committee with a suggestion that the committee identify co-chairs and a request that committee identify person to prepare minutes.</p>
6. Build November 4 th Council Meeting Agenda	<p>The committee prepared the agenda for the November 4th AIS Advisory Council meeting. [M/S –L. Fields/J. Osborne: Unanimous]</p>
7. Next Meeting	<p>November 18, 2019 at 10:30 a.m.</p>
8. Adjournment	<p>Meeting adjourned at 1:40 p.m.</p>