

Advisory Council for Aging & Independence Services
EXECUTIVE & MEMBERSHIP SUBCOMMITTEE
 November 18, 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		
	Staff		
	Renée Sherrill		
Item	Outcome		
1. Call to Order & Attendance	Lorelei Taylor, Chair, called the meeting to order at 10:40 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> - None b. <u>Approval of October 21, 2019 Meeting Minutes</u> [M/S – L. Fields/R. Bahmani: unanimous]		
3. Membership Business	Stephen Huber, Secretary 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 & 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 Subcommittee asked that L. Prager be corrected to “in attendance” as she signed in. The Subcommittee discussed the new attendance requirements in the by-laws. To ensure consistent handling, the Secretary will draft an absence notification template to include in the membership protocols. ii. Ethics Training: 0 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. b. <u>Standing Subcommittee Appointments</u> : N/A c. <u>Ancillary Subcommittee Appointments</u> : Remove J. Garbanzos from Adult Services Connection Subcommittee per his request. [M/S –L. Fields/S. Huber: Unanimous] d. <u>Auxiliary Subcommittee Appointments</u> : N/A e. <u>Ad Hoc Subcommittee Appointments</u> : N/A		
5. Other Items	a. <u>May 25th Subcommittee Meeting (Memorial Day)</u> – The subcommittee decided to move the May meeting to the 18 th . [M/S –L. Fields/R. Bahmani: Unanimous] b. <u>Timing of Annual Visits to Supervisors</u> – Rosemarie Bahmani: Decided to move annual Supervisor visits to after the elections in the first quarter of each calendar year. [M/S –L. Fields/R. Bahmani: Unanimous] c. <u>Subcommittees</u> i. <u>Appointments – Subcommittee Chairs</u> 1. Transportation: Not yet identified. ii. <u>Membership Subcommittee Protocols</u> – Stephen Huber: Updated the terms protocol to align with the new by-laws. Will further update them to include template language for notifying members not meeting new attendance requirements. This will be presented to		

	<p>the subcommittee in December for review and presentation to the Council for adoption in January.</p> <p>iii. Status of subcommittee requests of AIS Staff – Renée Sherrill</p> <ol style="list-style-type: none"> 1. Brown Act January 2020 Training - Subcommittee Chair questions received: zero 2. Vacancy advertisement in AIS Newsletter: To be included in December Newsletter
6. Build December 9 th Council Meeting Agenda	The subcommittee prepared the agenda for the December 9 th AIS Advisory Council meeting. <p style="text-align: right;">[M/S –L. Fields/R. Bahmani: Unanimous]</p>
7. Next Meeting	December 16, 2019 at 10:30 a.m.
8. Adjournment	Meeting adjourned at 12:36 p.m.