

Advisory Council for Aging & Independence Services
EXECUTIVE & MEMBERSHIP SUBCOMMITTEE
 June 28, 2021 | 10:30 a.m.

Virtual Meeting
 Call in: 1 (669) 900-9128
 Meeting ID: 979 8767 3097
 Passcode: 665572

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MINUTES – Approved

	Members	Absent Members	Guests
Attendance:	John Osborne, Chair Chris Maeoka, 1 st Vice Chair LaRue Fields, 2 nd Vice Chair Stephen Huber, Secretary	Lorelei Taylor, Immediate Past Chair	
	Staff		
	Jana Jordan, Mary Grace Sadile		
Item	Outcome		
1. Call to Order & Attendance	John Osborne, Chair, called the meeting to order at 10:32 a.m. a. <u>Welcome & Guest/Member Introductions</u> b. <u>Confirmation of Quorum</u> (quorum is 3): 4 members present at beginning.		
2. Standard Business	a. <u>Public Comments/Announcements</u> : None. b. <u>Approval of May 25, 2021 Meeting Minutes</u> [M/S – L. Fields/S. Huber: unanimous]		
3. Membership Business	Stephen Huber, Secretary a. Current Status – 5 vacancies; The committee discussed vacancies and seat terms. b. Resignations – None. c. Applicants i. Application Review – N/A. ii. Interviews – N/A iii. Application Log – The subcommittee reviewed this log. Applicants will continue to be invited to Advisory Council meetings. Outreach to be done via AIS Newsletter, and members will be encouraged to do outreach and invite others to join. d. Interested Parties – N/A e. Vacancy Log • Supervisor-Appointed Seat Vacancies: None • Council-Appointed Seat Vacancies (5) f. Actions i. Recommendations to seat applicant(s): N/A ii. Recommendations regarding term expiration(s): N/A iii. Assign seat(s) for proposed member(s): N/A g. Membership • Attendance: Monitor/review sign-in sheets from previous Council meeting - The subcommittee discussed this record. Discussion of Patricia De Leo's multiple absences and decision of whether or not to waive declaration of vacancy. S. Huber to follow up with P. De Leo to determine whether or not she wishes to continue as a member of the Advisory Council. The committee voted on waiving the declaration of vacancy requirement should P. De Leo choose to stay on the Council [M/S – S. Huber/J. Osborne: unanimous] • Ethics Training: 4 past due; 3 upcoming, 3 new members pending – The subcommittee reviewed this record. Reminders have been sent to members with overdue certificates and upcoming expiration. Discussion regarding availability of printed and/or translated training materials.		
4. Executive Business	a. Monthly Presentations [See Annual Calendar] – The subcommittee reviewed this document and discussed upcoming Council elections and officer transition meeting. b. Standing Subcommittee Status and Appointments – N/A c. Ancillary Subcommittee Status and Appointments: N/A d. Auxiliary Subcommittee Status and Appointments: N/A		

	e. Ad Hoc Subcommittee Status and Appointments: N/A
5. Other Items (Possible Action)	<p>a. July Committee meeting – Annual Planning (Possible Action) : The committee discussed process for drafting the annual calendar, annual report, annual goals and approving subcommittees.</p> <p>b. Collaboration with Older Adults Mental Health Council (Behavioral Health Services)- The committee agreed to invite a representative from the Older Adults Mental Health Council to the July Advisory Council meeting. Committee also discussed future opportunities to collaborate with BHS.</p>
6. Build July 12 th Council Meeting Agenda	<p>The subcommittee prepared the agenda for the June 14th Council Meeting. [M/S –L. Fields/C. Maeoka: unanimous]</p>
7. Next Meeting	Next meeting will be July 26, 2021 at 10:30am.
8. Adjournment	Meeting adjourned at 11:57 am.