

Advisory Council for Aging & Independence Services  
**EXECUTIVE & MEMBERSHIP SUBCOMMITTEE**  
 September 27, 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 <sup>st</sup> Vice Chair Stephen Huber, 2 <sup>nd</sup> Vice Chair Paula Saracen, Secretary	Lorelei Taylor	
<b>Staff</b>			
Jana Jordan, Mary Grace Sadile, Samantha Hasler			
Item	Outcome		
1. Call to Order & Attendance	<b>John Osborne, Chair, called the meeting to order at 10:33 a.m.</b> a. <u>Welcome &amp; 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 August 23, 2021 Meeting Minutes</u> <b>[M/S –C. Maeoka/P. Saracen: unanimous]</b>		
3. Membership Business	Stephen Huber, Secretary a. Current Status – 7 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. AIS Newsletter included ad for Advisory Council. d. Interested Parties – No additional interested parties were discussed. e. Vacancy Log • Supervisor-Appointed Seat Vacancies: None • Council-Appointed Seat Vacancies (7) 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. • Ethics Training: 2 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.		
4. Executive Business	a. Monthly Presentations [See Annual Calendar] – The subcommittee reviewed this document and discussed potential speakers for the upcoming Council year. J. Osborne suggested San Diego Oasis for the October meeting and will invite them. AIS staff will reach out to Southern Caregiver Resource Center and invite them to the November 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)	J. Osborne reported on his recent participation in the CDA Monitoring Visit.		

6. Build October 11 <sup>th</sup> Council Meeting Agenda	The subcommittee prepared the agenda for the October 11 <sup>th</sup> Council Meeting. <b>[M/S – S. Huber/C. Maeoka: unanimous]</b>
7. Next Meeting	Next meeting will be October 25, 2021 at 10:30am.
8. Adjournment	Meeting adjourned at 11:08 am