



Advisory Council for Aging & Independence Services
EXECUTIVE & MEMBERSHIP SUBCOMMITTEE

September 28, 2020 | 10:30 a.m.

Virtual Meeting

Call In: 1 (619) 343-2539

Conference ID (access code): 940 747 294#

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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 August 24, 2020 Meeting Minutes (Action)*

3. **Membership Business:** Stephen Huber, Secretary
 - a. Current Status – 5 vacancies
 - b. Resignations
 - c. Applicants
 - i. Application Review
 - ii. Interviews
 - iii. Application Log*
 - d. Interested Parties
 - e. Term Expiration & Vacancy Log*
 - f. Actions on behalf of Council:
 - i. Seat applicant(s):
 - o Paul Ling (reviewed by Subcommittee 8/24/20)
 - Seat #28, effective immediately, full term to expire 9/28/24
 - o Susan Mallett (reviewed by Subcommittee 8/24/20)
 - Seat #24, effective immediately, partial term to expire 5/15/22
 - ii. Term expiration(s):
 - o Paula Saracen, appoint to 1st full term
 - Seat #12, effective 9/14/2020 through 9/13/2024
 - g. Membership
 - i. Attendance: Monitor/review sign-in sheets from previous Council meeting*
 - ii. Ethics Training: 5 past due (3 are new members); 1 upcoming



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)
 - i. Housing: Recommend appointment of Paul Ling
 - ii. Chair vacancies
- d. Auxiliary Subcommittee Status and Appointments (Possible Action)
- e. Ad Hoc Subcommittee Status and Appointments (Possible Action)

5. Other Items (Possible Action)

- a. Youth Engagement on County Boards and Commissions Feedback Form – Draft Responses*
- b. Officer Annual Training – Renée Sherrill
- c. Subcommittee Chair Annual Training – Renée Sherrill

6. Build October 12th Council Meeting Agenda (Action)*

7. Next Meeting: October 26, 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

August 24, 2020 | 10:30 a.m.

Virtual Meeting

Call In: 1 (619) 343-2539

Conference ID (access code): 336 909 72#

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

MINUTES – DRAFT

	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	<p>Lorelei Taylor, Chair, called the meeting to order at 10:32 a.m.</p> <p>a. <u>Welcome & Guest/Member Introductions</u></p> <p>b. <u>Confirmation of Quorum</u> (quorum is 3): 5 members present at beginning.</p>		
2. Standard Business	<p>a. <u>Public Comments/Announcements</u>: R. Sherrill reported that AIS now has a Zoom account that may be used for Council and subcommittee meetings. B. Castillo may create recurring meetings for subcommittees upon request.</p> <p>b. <u>Approval of July 27, 2020 Meeting Minutes</u> [M/S – L. Fields/J. Osborne: unanimous]</p>		
3. Membership Business	<p>Stephen Huber, Secretary</p> <p>a. Current Status – 5 vacancies</p> <p>b. Resignations – Christina Selder</p> <p>c. Applicants</p> <p> i. Application Review – The subcommittee discussed the applications for Paul Ling and Susan Mallett.</p> <p> ii. Interviews – The subcommittees interviewed Paul Ling and Susan Mallett.</p> <p> iii. Application Log – The subcommittee reviewed this log.</p> <p>d. Interested Parties – No additional interested parties were discussed.</p> <p>e. Term Expiration & Vacancy Log – The subcommittee reviewed the log and assigned follow up.</p> <p>f. Actions:</p> <p> i. Recommendation to seat applicant(s):</p> <p> o Paul Ling (reviewed by Subcommittee 8/24/20) Seat #28, effective immediately, full term to expire 9/13/24</p> <p> o Susan Mallett (reviewed by Subcommittee 8/24/20) Seat #24, effective immediately, partial term to expire 5/14/22</p> <p style="text-align: right;">[M/S – S. Huber/L. Fields: unanimous]</p> <p> ii. Actions regarding term expiration(s): N/A</p> <p> iii. Assign seats for proposed member(s): Action taken in agenda item 3.f.i.</p> <p>g. Membership</p> <p> i. Attendance: Monitor/review sign-in sheets from previous Council meeting - The subcommittee discussed this record.</p> <p> ii. Ethics Training: 3 past due; 3 new members pending – The subcommittee reviewed this record.</p>		
4. Executive Business	<p>a. Monthly Presentations [See Annual Calendar] – The subcommittee reviewed the annual calendar and assigned follow up.</p> <p>b. Standing Subcommittee Status and Appointments (Possible Action) – L Taylor mentioned they may need to reformat all subcommittees in response to COVID.</p> <p>c. Ancillary Subcommittee Status and Appointments (Possible Action) – L. Taylor mentioned she will be following up with the Adult Services Connection’s alternate chair to step in as alternate chair in light of C. Selder’s resignation.</p> <p>d. Auxiliary Subcommittee Status and Appointments (Possible Action) – N/A</p> <p>e. Ad Hoc Subcommittee Status and Appointments (Possible Action) – N/A</p>		

5. Other Items (Possible Action)	a. Ralph M. Brown Act – R. Sherrill emphasized the importance of following the Brown Act. She mentioned there continue to be challenges with ensuring that subcommittees follow the Brown Act and noted that AIS executives are aware and are monitoring the situation.
6. Build September 14 th Council Meeting Agenda	The subcommittee prepared the agenda for the September 14, 2020 Council meeting. [M/S – L. Fields; R. Bahmani: unanimous]
7. Next Meeting	September 28, 2020 at 10:30 a.m.
8. Adjournment	Meeting adjourned at 12:42 p.m.

Term Expiration & Vacancy Log ⁺

September 28, 2020

❖ **Current Vacancies** 5

❖ **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

Seats to go to Council for vote:

- Seat #24 (5/14/22) - Posted 8/11/20, may appt. to fill after 8/25/20
(Recommending Susan Mallett for this seat)
- Seat #28 (N/A) - Termed out (Recommending Paul Ling for this seat)

❖ **Pending Term Expiration - 6 Supervisor-appointed seats expiring 1/4/21**

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 - considering

2) First Term Expiring: None

3) Second Term Expiring: None

❖ **Pending Council Action:** See *Vacancies: Council-appointed Seats* above

❖ **Pending Board of Supervisors/Clerk of the Board Action:** None

AIS Advisory Council Attendance & Actions | Aug 10, 2020

Name	Joined	Left	Phone # (last 4)	ACTIONS: Y, N, A (for Abstain)				
				2. b.	3.a.iii.	3.b.ii.	4.a.iii.	4.a.iv.
Arcadi, Ellen*	✓			✓	✓		✓	✓
Bahmani, Rosemarie*	✓			✓	✓		✓	✓
Bonilla, Judi	12:07			no vote	✓		✓	✓
Cadmus, Morgan	✓			✓	✓		✓	✓
DeLeo, Patricia				no vote	✓		✓	✓
Detsky-Weil, Faye	✓			✓	✓		✓	✓
Fields La Rue	✓	No response		no vote			no vote	
Flynn, Monica*				no vote				
Garbanzos, Joe*	✓			✓	✓		✓	✓
Huber, Stephen	✓			✓	✓		✓	✓
Kagan, Ted*	✓			✓	✓		✓	✓
Lulla, Bijou				no vote			no vote	
Maeoka, Chris	✓			✓	✓		✓	✓
Miller, Jack	✓			✓	✓		✓	✓
Monarrez, Paul				no vote			no	no vote
Monge, Luis*	✓			no vote			✓	✓
Osborne, John*	✓			✓	✓		✓	✓
Prager, Linda				no vote			no vote	
Selder, Christina				no vote				
Simon, Jacqueline*	✓			✓	✓		✓	✓
Smith, Wanda		12:14. Came back		✓	✓		✓	✓
Taylor, Lorelei	✓			✓	✓		✓	✓
Tran, Kim*				no vote			no vote	
Valoff, Susan	✓			✓	✓		✓	✓
Weber, Darlene*	✓			✓	✓		✓	✓

Quorum: 16

15 17 18 17

GUESTS

Name
<i>Kirk</i>
<i>Jennifer</i>
<i>Brynn Volk</i>
<i>Samantha H</i>
<i>Blanca</i>
<i>Susan Malko</i>
<i>Noomi Chang</i>
<i>Barbara Orzco</i>

BLANCA

- Call roll in order listed, asking members to provide last 4 digits of phone # if applicable
In *When joined meeting* column, indicate "B" if present at beginning
Add last 4 digits of phone # in last column when applicable
- State # in attendance, and whether or not there is a quorum (13)
- When complete, offer option for guests to state name if desired, and add at bottom
- Email completed list to Lorelei, Renee, and Samantha during meeting for reference

SAMANTHA

- Make notations above as back-up as Blanca calls roll
- Add time and agenda item when members join or leave after confirmation of quorum

AIS Advisory Council (DRAFT-SEPT. 2020 EXEC & MEMBERSHIP MTG)

ANNUAL CALENDAR - COUNCIL FY 2020-21

MONTH	GUESTS/ACTIVITIES*	AIS TOPICS*	COUNCIL BUSINESS	
			Date Sensitive	Authority ⁺
SEPTEMBER (9/14/20) <i>Fall Prevention</i> <i>World Alzheimer's</i>		CONTRACTS —Jana Jordan	No meeting	
OCTOBER (10/12/20)	<i>None - reserved for Council strategic planning</i>		<ul style="list-style-type: none"> ❖ ELECT AND SWEAR-IN OFFICERS => COUNCIL GOALS 19-20: Subcommittees submit status => COUNCIL GOALS 20-21: Discuss/develop goals => SUBCOMMITTEE GOALS 20-21: Discuss/develop in subcommittee mtgs => EXEC/MEMBERSHIP SUBCOMM. Officer Transition & Brown Act Training Draft Annual Calendar Draft Annual Report Draft Annual Goals Propose Subcommittees 	<ul style="list-style-type: none"> IIIa 82.5(b) BL 4(A)(3) A-74(E)(4) A-74(E)(4) A-74(E)(4) BL 5(C)(1)(a) N/A BL 5(C)(1)(a)(v) IIIa 82.16 BL 1(B)(6) A-74(E)(4) BL 5(C)(2)(a)
NOVEMBER (11/9/20) <i>National Family Caregiver</i> ANNUAL MEETING BL 6(E)(4)		HEALTH & COMMUNITY ENGAGEMENT TEAM	<ul style="list-style-type: none"> => PRESENT & ADOPT ANNUAL GOALS => ADOPT ANNUAL CALENDAR => ADOPT ANNUAL REPORT => ADOPT ANNUAL SUBCOMMITTEES ● CSL CAUCUS REPORT: Sacramento => SUBCOMMITTEE CHAIR ANNUAL TRAINING 	<ul style="list-style-type: none"> A-74(E)(4) BL 5(C)(1)(a)(v) IIIa 82.16 BL 5(C)(2)(a) WIC 9302 BL 5(C)(2)(a)
DECEMBER (12/14/20)	<i>LIVE WELL SAN DIEGO</i> <i>ANNUAL RPT/INDICATORS</i> ⇒ Make Supervisor appts.	<i>OMBUDSMAN ANNUAL</i> <i>RPT</i>		CDA PM 13-04, III (C)
JANUARY (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)
FEBRUARY (2/8/21)	⇒ Make Supervisor appts. ✓ Supervisor visits	IHSS , Maria Molina	✓ APPOINT BUDGET SUBCOMM.	
MARCH (3/8/21)	<i>OFF-SITE MEETING</i> ✓ Supervisor visits	N/A - Replaced by tour		IIIa 82.1(a) A-74(C)(8) BL 5(C)(3)
APRIL (4/12/21)		<i>AGE WELL SAN DIEGO</i> <i>ANNUAL REPORT</i> <i>(consider moving to Nov</i> <i>and changing to Aging</i> <i>Roadmap and put</i> <i>Contracts-Jana here)</i>	<ul style="list-style-type: none"> ❖ APPOINT NOMINATING SUBCOMM ➤ AREA PLAN PUBLIC HEARING (2020-2024 four-year plan) 	<ul style="list-style-type: none"> BL4(A)(2) OAA Title III, Sec. 306 (a)(6)(D); IIIa 82.1(b); BL 1(B)(4)
MAY (5/10/21) <i>Older Americans</i>	<i>HHSA BUDGET</i> <i>PRESENTATION</i>	MSSP & CALL CENTER	⊕ APPOINT LEGISLATIVE SUBCOMMITTEE	A-74(C)(12) BL 5(C)(3)

* Bold=confirmed; Italicized=annual
July 28, 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

ANNUAL CALENDAR - COUNCIL FY 2020-21

MONTH	GUESTS/ACTIVITIES*	AIS TOPICS*	COUNCIL BUSINESS	
			Date Sensitive	Authority ⁺
	<i>per A-74(c)(8)</i>		<ul style="list-style-type: none"> • CSL VACANCY ELECTION <i>Next CSL Full Term Election: 2022</i> 	WIC 9302

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July 28, 2020

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CDA PM=CA Dept Aging Prg Memo; OAA=Older Americans Act; WIC=Welf Inst Code

ANNUAL CALENDAR - COUNCIL FY 2020-21

MONTH	GUESTS/ACTIVITIES*	AIS TOPICS*	COUNCIL BUSINESS	
			Date Sensitive	Authority ⁺
JUNE (6/14/21) World Elder Abuse Awareness Alzheimer's & Brain Awareness 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)
JULY (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 Subcommittees	BL 5(C)(2)(a)
AUGUST (no mtg.)				

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 July 28, 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

Youth Engagement on Boards and Commissions

As part of the new Live Well San Diego Youth Sector, the County of San Diego is working to increase youth (16-24 years old) participation in civic engagement. One component of this initiative is to incorporate youth participation on County Boards and Commissions. Please complete the form below to inform this initiative about current and potential youth engagement efforts.

Name of County Board or Commission *

Do you currently have youth engaged on your Board or Commission in any way? *

- YES
- NO

Are you interested in having youth participate on your Board or Commsission?

- YES
- NO

What factors influence your decision to not engage youth on your Board or Commission?

(select all that apply)

Other x | x ▾

- This Board or Commission does not affect youth
- This Board or Commission has experienced challenges trying to engage youth
- This Board or Commission does not have the resources to engage youth
- This Board or Commission does not have information on best practices to engage youth

Please explain other factors that influence your decision not to engage youth on your Board or Commission.

What support will your Board or Commission need to ensure that youth are meaningfully engaged on your Board or Commission?

(select all that apply)

Other x x ▾

- Recruitment of youth
- Training and support for youth
- Training on best practices for staff

Please provide details about any additional support your Board or Commission will need.

Is your Board or Commission able to add a voting member for one or more youth? *

Select ▾

- YES
- NO
- Unsure
- My Board or Commission already has a voting youth member

Submit

Youth Engagement on Boards and Commissions

As part of the new Live Well San Diego Youth Sector, the County of San Diego is working to increase youth (16-24 years old) participation in civic engagement. One component of this initiative is to incorporate youth participation on County Boards and Commissions. Please complete the form below to inform this initiative about current and potential youth engagement efforts.

Name of County Board or Commission *

Do you currently have youth engaged on your Board or Commission in any way? *

- YES
- NO

Are you interested in having youth participate on your Board or Commission?

- YES
- NO

In what capacity do you envision youth engagement on your Board or Commission?
Include ideas about how they will participate, how often, training they may need, etc.

What benefits do you anticipate from involving youth on your Board or Commission?

What barriers or challenges do you anticipate in engaging youth on your Board or Commission?

What support will your Board or Commission need to ensure that youth are meaningfully engaged on your Board or Commission?

- Recruitment of youth
- Training and support for youth
- Training on best practices for staff
- Other

Is your Board or Commission able to add a voting member for one or more youth? *

Submit

Youth Engagement on Boards and Commissions

As part of the new Live Well San Diego Youth Sector, the County of San Diego is working to increase youth (16-24 years old) participation in civic engagement. One component of this initiative is to incorporate youth participation on County Boards and Commissions. Please complete the form below to inform this initiative about current and potential youth engagement efforts.

Name of County Board or Commission *

Do you currently have youth engaged on your Board or Commission in any way? *

- YES
- NO

Do you currently have one or more voting positions for youth on your Board or Commission?

- YES
- NO

In what capacity are youth involved on your Board or Commission?

Please include details on how they participate, any training they have received, how long they have been involved, and any other pertinent details on their engagement.

What benefits have you experienced from having youth participation on your Board or Commission?

What challenges have you experienced in engaging youth on your Board or Commission?

What support will your Board or Commission need to ensure that youth are meaningfully engaged on your Board or Commission?

(select all that apply)

Other x | x ▾

- Recruitment of youth
- Training and support for youth
- Training on best practices for staff

Please provide details about any additional support your Board or Commission will need.

Is your Board or Commission able to add a voting member for one or more youth? *

Select ▾

- YES
- NO
- Unsure
- My Board or Commission already has a voting youth member

Submit



Advisory Council for Aging & Independence Services

October 12, 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 August 10, 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 8/20/20): Jack Miller, Chair
 - b. Adult Services Connection (met 2/10/20): TBA, Chair
 - c. Healthy Aging (met 8/31/20): TBA, Chair
 - d. Housing (met 2/10/20): LaRue Fields, Chair
 - e. Nutrition (met 2/10/20): Chris Maeoka, Chair
7. **Ad Hoc Subcommittee Oral Reports** (Possible action)
 - a. Area Plan (on hold pending State feedback): Rosemarie Bahmani, Chair
8. **Auxiliary Liaison Written Reports** {See Addendum}*
9. **Other Announcements**



10. Adjournment & Next Meetings:

When in-person, meetings are held at 5560 Overland Ave. Ste. 310, San Diego, 92123

Virtual meeting details are included on agendas at www.aging.sandiegocounty.gov/AISAdvisoryCouncil

Council Meeting: November 9, 2020, 12 noon

Subcommittee Meetings Day of Council Meeting (at AIS)

- | | | |
|------------------------------|-----|---------|
| ➤ Adult Services Connection: | TBD | Virtual |
| ➤ Healthy Aging: | TBD | Virtual |
| ➤ Housing: | TBD | Virtual |
| ➤ Nutrition: | TBD | Virtual |

Future Subcommittee Meetings:

- | | | | | |
|-----------------------------|----------|------------|-----------------------------|---------|
| ➤ LTC Ombudsman/Facilities: | 10/15/20 | 10:30 a.m. | [3 rd Thursdays] | Virtual |
| ➤ Executive & Membership: | 10/26/20 | 10:30 a.m. | [4 th Mondays] | Virtual |

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