



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

Click to [Join Zoom Meeting](#)

Members of the public who wish to speak to an agenda item may call 858-495-5566 before the meeting and provide the last four digits of their phone number and the agenda item they wish to speak to.

AGENDA

* (attachment)

1. **Call to Order & Attendance:** John Osborne, 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 23, 2021 Meeting Minutes (Action)*
3. **Membership Business:** Paula Saracen, Secretary
 - a. Current Status – 7 vacancies
 - b. Resignations
 - c. Applicants
 - i. Application Review
 - ii. Interviews
 - iii. Application Log*
 - d. Interested Parties
 - e. Vacancy Log*
 - f. Actions
 - i. Recommendation to seat applicant(s)
 - ii. Actions regarding term expiration(s): N/A
 - iii. Assign seat(s) for proposed member(s)
 - g. Membership
 - i. Attendance: Monitor/Review Attendance Log*
 - ii. Ethics Training: 2 past due; 3 upcoming, 3 new members pending
4. **Executive Business**
 - a. Monthly Presentations [see Annual Calendar]* (Possible Action)
 - b. Standing Subcommittee Status and Appointments (Possible Action)
 - c. Ancillary Subcommittee Status and Appointments (Possible Action)



- d. Auxiliary Subcommittee Status and Appointments (Possible Action)
- e. Ad Hoc Subcommittee Status and Appointments (Possible Action)
- 5. **Other Items** (Possible Action)
- 6. **Build October 11th Council Meeting Agenda** (Action)*
- 7. **Next Meeting:** October 25, 2021 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.

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EXECUTIVE & MEMBERSHIP SUBCOMMITTEE
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MINUTES – DRAFT

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		Paula Saracen
	Staff		
	Jana Jordan, Mary Grace Sadile, Samantha Hasler		
Item	Outcome		
1. Call to Order & Attendance	John Osborne, Chair, called the meeting to order at 10:35 a.m. a. <u>Welcome & Guest/Member Introductions</u> b. <u>Confirmation of Quorum</u> (quorum is 3): 5 members present at beginning.		
2. Standard Business	a. <u>Public Comments/Announcements</u> : None. b. <u>Approval of June 28, 2021 Meeting Minutes</u> [M/S – L. Fields/C. Maeoka: unanimous]		
3. Membership Business	Stephen Huber, Secretary a. Current Status – 6 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 (6) 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. Morgan Cadmus has been absent three times during the Council year. Per bylaws, seat must be vacated unless the Executive/Membership subcommittee recommends to the full Council to waive declaration of vacancy. The committee voted on waiving the declaration of vacancy requirement for Morgan Cadmus [M/S – S. Huber/J. Osborne: unanimous] • Ethics Training: 2 past due; 4 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. AIS staff will reach out to speakers to confirm availability. b. Standing Subcommittee Status and Appointments – N/A c. Ancillary Subcommittee Status and Appointments: N/A d. Auxiliary Subcommittee Status and Appointments: • Appoint Judi Bonilla to the Age Well Transportation Theme Committee [M/S – S. Huber/C. Maeoka: unanimous]		

	e. Ad Hoc Subcommittee Status and Appointments: N/A
5. 2021 County of San Diego Legislative Program Review	Jana Jordan presented an overview of the 2021 County of San Diego Legislative Program and collected the subcommittee's feedback.
6. Other Items (Possible Action)	<ul style="list-style-type: none"> a. Officer Annual Training – Jana Jordan conducted the annual Officer Training, including Brown Act training, for Council officers. b. Subcommittee Chair Annual Training – Jana Jordan – Will occur after the annual adoption of subcommittees. c. Annual Activities – John Osborne – The subcommittee discussed annual goals, annual report, and subcommittees. Decided to continue with the Nutrition, LTCOF, Healthy Aging and Housing subcommittees, and discontinue the Transportation and Adult Services Connection subcommittees due to low interest.
7. Build September 13 th Council Meeting Agenda	<p>The subcommittee prepared the agenda for the September 13th Council Meeting.</p> <p style="text-align: right;">[M/S –J. Osborne/S. Huber: unanimous]</p>
8. Next Meeting	Next meeting will be September 27, 2021 at 10:30am.
9. Adjournment	Meeting adjourned at 1:13 pm

AIS Advisory Council

APPLICATION LOG

September 27, 2021

[illegible]

Vacancy Log⁺

September 27, 2021

❖ **Current Vacancies** 7

❖ **Vacancies: Board of Supervisors-appointed Seats: 0**

May be filled 14 days after posting if vacant prior to end of Supervisor's term

❖ **Vacancies: Council-appointed Seats: 7**

May be filled 14 days after posting if vacant prior to terming out

- Seat #16 (5/13/21)
- Seat #18 (10/13/22)
- 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
- Seat #27 (9/9/23) – Posted 7/1/21; may appt. to fill after 7/15/21
- Seat #29 (4/9/24) – Posted 2/10/21; may appt. to fill after 2/24/21.
- Seat #20 (12/18/22) – Posted 3/16/21; may appt. to fill after 3/30/21.

❖ **Pending Term Expiration:**

- 1) Partial Term Expiring: None
- 2) First Term Expiring: None
- 3) Second Term Expiring: None

❖ **Pending Council Action:** None

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

*Occupied by current appointee until a reappointment or replacement is made.

+ Dates in parenthesis are seat term expiration dates

AIS Advisory Council Attendance

2021-22

Name	Attendance Sign-in	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Bonilla, Judi		✓												Bonilla, J.
Cadmus, Morgan		A												Cadmus, M.
Detsky-Weil, Faye		✓												Detsky-Weil, F.
Fields La Rue		✓												Fields, L.
Flynn, Monica*		✓												Flynn, M.
Garbanzos, Joe*		✓												Garbanzos, J.
Huber, Stephen		✓												Huber, S.
King, Shirley*		✓												King, S.
Larkins, Ethel*		✓												Larkins, E.
Ling, Paul		✓												Ling, P.
Maeoka, Chris		✓												Maeoka, C.
Mallett, Susan		A												Mallett, S.
McCarthy, Martha		✓												McCarthy, M.
Miller, Jack		A												Miller, J.
Monarrez, Paul		A												Monarrez, P
Nocon, Molly*		✓												Nocon, M.
Osborne, John*		✓												Osborne, J.
Prager, Linda		✓												Prager, L
Saracen, Paula		✓												Saracen, P.
Simon, Jacqueline*		✓												Simon, J.
Smith, Wanda		✓												Smith, W.
Splitgerber, Thomas*		✓												Splitgerber, T.
Taylor, Lorelei		✓												Taylor, L.
Villafana, Luz*		A												Villafana, L.
Weber, Darlene*		A												Weber, D.

* Supervisor Appointee

✓ = present for Advisory Council Meeting
 A = Absent

AIS Advisory Council (DRAFT)

ANNUAL CALENDAR - COUNCIL FY 2021-22

MONTH	GUESTS/ACTIVITIES*	AIS TOPICS*	COUNCIL BUSINESS	
			Date Sensitive	Authority ⁺
SEPTEMBER (9/13/21) <i>Fall Prevention</i> <i>World Alzheimer's</i> ANNUAL MEETING BL 6(E)(4)	ALZHEIMER'S SAN DIEGO		❖ SWEAR-IN OFFICERS	IIIa 82.5(b) BL 4(A)(3)
			=> ADOPT ANNUAL CALENDAR	BL 5(C)(1)(a)(v)
			=> ADOPT ANNUAL REPORT	IIIa 82.16
			=> ADOPT ANNUAL SUBCOMMITTEES	BL 5(C)(2)(a)
			=> COUNCIL GOALS: Review Draft	A-74(E)(4)
			=> SUBCOMMITTEE CHAIR ANNUAL TRAINING	BL 5(C)(2)(a)
OCTOBER (10/11/21)		HEALTH & COMMUNITY ENGAGEMENT TEAM	=> ADOPT COUNCIL GOALS	A-74(E)(4)
NOVEMBER (11/8/21) <i>National Family Caregiver</i>		CONTRACTS	● CSL CAUCUS REPORT: Sacramento	WIC 9302
DECEMBER (12/13/21)	<i>LIVE WELL SAN DIEGO ANNUAL RPT/INDICATORS</i> ⇒ Make Supervisor appts.	<i>OMBUDSMAN ANNUAL RPT</i>		CDA PM 13-04, III (C)
JANUARY (1/10/22)	⇒ Make Supervisor appts. ✓ Supervisor visits	<i>BROWN ACT TRAINING</i> CA Gov Code 54953-54963	➤ APPOINT AREA PLAN SUBCOMMITTEE (Annual Update)	BL 5(C)(3)
FEBRUARY (2/14/22)	⇒ Make Supervisor appts. ✓ Supervisor visits	IN-HOME SUPPORTIVE SERVICES	✓ APPOINT BUDGET SUBCOMM.	
MARCH (3/14/22)	<i>OFF-SITE MEETING</i> (TBD) ✓ Supervisor visits			
APRIL (4/11/22)		<i>AGE WELL SAN DIEGO ANNUAL REPORT</i>	❖ APPOINT NOMINATING SUBCOMM	BL4(A)(2)
			➤ AREA PLAN: ADOPT ANNUAL UPDATE	IIIa 82.1(a) A-74(C)(8) BL 5(C)(3)
MAY (5/9/22) <i>Older Americans</i>	<i>HHSa BUDGET PRESENTATION</i> per A-74(c)(8)	MSSP & CALL CENTER	⊕ APPOINT LEGISLATIVE SUBCOMM.	A-74(C)(12) BL 5(C)(3)
			● CSL VACANCY ELECTION <i>Next CSL Full Term Election: 2022</i>	WIC 9302
JUNE (6/13/22) <i>World Elder Abuse Awareness</i> <i>Alzheimer's & Brain Awareness</i> 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
			=> SUBCOMMITTEE GOALS 21-22	
			Discuss/develop in subcommittee mtgs	
JULY (7/11/22) 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 & Brown Act Training	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.)				

* Bold=confirmed; Italicized=annual
Sept.. 2021

* 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



LIVE WELL
SAN DIEGO

Advisory Council for Aging & Independence Services

October 11, 2021 | 12:00 p.m.

Virtual Meeting

Call in: 1 (669) 900-9128

Meeting ID (access code): 992 5390 3588

Passcode: 251412

Click here to [Join Zoom Meeting](#)

AGENDA – DRAFT

* (attachment)

1. **Call to Order:** John Osborne, 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 September 13, 2021 Meeting Minutes (Action)*
3. **Guest Speakers**
 - a.
4. **AIS Director's Items** (Possible action)
 - a. Board Letters:
 - b. AIS Director's Update
 - c. Legislative Update
5. **Executive & Membership Subcommittee Report/Other Business** (Possible action)
 - a. Chair's Report: John Osborne, Chair
 - i. Ancillary Subcommittee Appointments
 - ii. Auxiliary Subcommittee Appointments
 - iii. Ad Hoc Subcommittee Appointments
 - b. Membership Report: Paula Saracen, Secretary
 - c. Board of Supervisors Annual Visits (Dates posted as confirmed):

i. District #1: Vargas	[Garbanzos/Larkins]	TBD (2021)
ii. District #2: Anderson	[Splitgerber/Nocon]	8/24/2021
iii. District #3: Lawson-Remer	[King/Osborne]	3/4/2021
iv. District #4: Fletcher	[Villafana/Flynn]	TBD (2021)
v. District #5: Desmond	[Simon/Weber]	1/14/2021
6. **Ancillary Subcommittee Oral Reports** (Possible action)
 - a. LTC Ombudsman/Facilities (met 9/16/21): Linda Prager, Chair
 - b. Healthy Aging (met 10/7/21): Wanda Smith, Chair



LIVE WELL
SAN DIEGO

- c. Housing (met 9/23/21): Paul Ling, Chair
- d. Nutrition (met 10/5/21): Susan Mallett, Chair
- 7. **Ad Hoc Subcommittee Oral Reports** (Possible action)
- 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 8, 2021, 12 noon

Future Subcommittee Meetings:

➤ LTC Ombudsman/Facilities:	10/21/2021	10:30 a.m.	[3 rd Thursdays]	Virtual
➤ Executive & Membership:	10/25/2021	10:30 a.m.	[4 th Mondays]	Virtual
➤ Healthy Aging	11/4/2021	10:00 a.m.	[1 st Thursdays]	Virtual
➤ Housing:	10/28/2021	12:00 p.m.	[4 th Thursdays]	Virtual
➤ Nutrition:	11/2/2021	1:00 p.m.	[1 st Tuesdays]	Virtual

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