



LIVE WELL
SAN DIEGO

Advisory Council for Aging & Independence Services
EXECUTIVE & MEMBERSHIP SUBCOMMITTEE

September 27, 2022 | 10:30 a.m.

Virtual Meeting

Call in: 1 (346) 248-7799

Meeting ID: 829 1553 3650

Passcode: 282553

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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:** Stephen Huber, Chair
 - a. Welcome & Guest/Member Introductions
 - b. Confirmation of Quorum (Quorum = 3)
2. **Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)** (Action)
3. **Standard Business**
 - a. Public Comment/Announcements: Members or non-members
 - b. Approval of July 26, 2022 Meeting Minutes (Action)*
4. **Membership Business** (Possible Action)
 - a. Current Status – 4 vacancies
 - b. Resignations
 - c. Applicants
 - i. Application Log*
 - ii. Application Review
 - iii. Interviews
 - d. Interested Parties
 - e. Vacancy Log*
 - f. Actions
 - i. Recommendation to seat applicant(s)
 - ii. Actions regarding term expiration(s)
 - iii. Assign seat(s) for proposed member(s)
 - g. Membership
 - i. Attendance: Monitor/Review Attendance Log*
 - ii. Ethics Training: 1 past due; 2 upcoming; 6 new members pending



5. 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)

6. Other Items

- a. Annual Report Discussion

7. Build October 11th Council Meeting Agenda (Action)*

8. Next Meeting: October 25, 2022 at 10:30 a.m.

9. 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

July 26, 2022 | 10:30 a.m.

Virtual Meeting

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MINUTES – DRAFT

Members	Absent Members	Guests
Attendance:	John Osborne, Chair Lorelei Taylor Susan Mallett Stephen Huber Chris Maeoka	Wanda Smith
Staff		
	Samantha Hasler	
Item	Outcome	
1. Call to Order & Attendance	John Osborne, Chair, called the meeting to order at 10:34 a.m. a. Welcome & Guest/Member Introductions b. Confirmation of Quorum (quorum is 3): 5 members present.	
2. Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)	<ul style="list-style-type: none"> • Executive Order 29-20, which allowed local or state bodies to participate in meetings remotely, ended on September 30, 2021. Effective October 1, 2021 Assembly Bill (AB) 361 amends government code 54593 to add sub-section e, which allows suspension of general teleconferencing rule if there is a proclaimed state of emergency and state or local officials have imposed or recommended measures to promote social distancing. • Continuance of Authorization of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e) (Action): [M/S – S. Mallett/S. Huber: unanimous] 	
3. Standard Business	a. Public Comments/Announcements: None. b. Approval of June 28, 2022 Meeting Minutes [M/S – L. Taylor/S. Mallett: Unanimous]	
4. Board Letter	Authorize Single Source Procurement for Contracts with RTZ Associates, Inc. and Jump Technology Services (Action)* <ul style="list-style-type: none"> • Due to accelerated timeline of the Board letter, it is being presented to the E/M Subcommittee for recommended approval, in accordance with Council Bylaws. [M/S – S. Huber/C. Maeoka: Unanimous] 	
5. Membership Business	a. Current Status – 5 vacancies; The committee discussed vacancies and seat terms. b. Resignations – N/A c. Applicants <ol style="list-style-type: none"> i. Application Log - The subcommittee reviewed this log. ii. Application Review – The committee reviewed the applications for E. Lewis. iii. Interviews – The committee interviewed applicant E. Lewis. d. Interested Parties – Individuals that have submitted an application will be encouraged to continue attending meetings. e. Vacancy Log <ul style="list-style-type: none"> • Supervisor-Appointed Seat Vacancies: None • Council-Appointed Seat Vacancies (5) f. Actions <ol style="list-style-type: none"> i. Recommendations to seat applicant(s): <ul style="list-style-type: none"> • Elaine Lewis (reviewed by Subcommittee 7/26/22) <ol style="list-style-type: none"> o Seat #16, effective immediately, 1st term to expire on 5/13/25 o [M/S – S. Mallett/L. Taylor: Unanimous] ii. Recommendations regarding term expiration(s): N/A iii. Assign seat(s) for proposed member(s): Addressed in item 5.f.i g. Membership <ol style="list-style-type: none"> i. Attendance: Monitor/review sign-in sheets from previous Council meeting. No action taken as the Council year has ended. ii. Ethics Training: 1 past due; 3 upcoming; 7 new members pending. 	

6. Executive Business	a. Standing Subcommittee Status and Appointments: N/A b. Ancillary Subcommittee Status and Appointments: <ul style="list-style-type: none"> • Recommendation to appoint D. McNamara to the Healthy Aging Subcommittee. [M/S –S. Mallett/C. Maeoka: Unanimous] c. Auxiliary Subcommittee Status and Appointments: N/A d. Ad Hoc Subcommittee Status and Appointments: N/A
7. Annual Planning	a. Annual Calendar: The Committee recommended speakers including a County Epidemiologist, and CalAim. b. Annual Goals – The revised goals will be presented to the full Council for their final feedback, and then presented for approval in October. c. Annual Report – Report to be drafted with input from subcommittee Chairs and Council Chair. d. Subcommittee Review – The subcommittee will recommend continuing with the same subcommittee structure (Healthy Aging, Nutrition, LTCOF, Housing).
8. Other Items (Possible Action)	a. Officer Transition and Annual Subcommittee Chair Training
9. Build September 12 ^h Council Meeting Agenda	The subcommittee prepared the agenda for the September 12 ^h Council Meeting. [M/S – S. Huber / J. Osborne: unanimous]
10. Next Meeting	The next meeting will be on September 27, 2022.
11. Adjournment	Meeting adjourned at 11:52 am

Vacancy Log ⁺

September 27, 2022

- ❖ **Current Vacancies: 4**

- ❖ **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: 4**
May be filled 14 days after posting if vacant prior to terming out
 - Seat #11 (10/8/24)
 - Seat #12 (10/8/24)
 - Seat #26 (9/11/24)
 - Seat #29 (4/9/24)

- ❖ **Pending Term Expiration:**
 - 1) Partial Term Expiring:
 - Seat #20 Mina Kerr (12/8/22)
 - Seat #21 Chequita Falls (2/11/23)
 - Seat #23 Pualani Vazquez (2/13/23)
 - Seat #14 Dan McNamara (3/11/23)
 - 2) First Term Expiring: None
 - 3) Second Term Expiring:
 - Seat #13 Lorelei Taylor (10/11/2022)

- ❖ **Pending Council Action: None**

- ❖ **Pending Board of Supervisors/Clerk of the Board Action:**
 - Seat #7 Luz Villafana (1/2/23)
 - Seat #8 Monica Flynn (1/2/23)
 - Seat #9 Jacqueline Simon (1/2/23)
 - Seat #10 Darlene Weber (1/2/23)

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

+ Dates in parenthesis are seat term expiration dates

AIS Advisory Council Attendance

2022-23

Name	Attendance Sign-in	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Detsky-Weil, Faye		✓												Detsky-Weil, F.
Falls, Chequita		✓												Falls, C.
Flynn, Monica*		✓												Flynn, M.
Garbanzos, Joe*		A												Garbanzos, J.
Huber, Stephen		✓												Huber, S.
Kerr, Mina		✓												Kerr, M.
King, Shirley*		✓												King, S.
Larkins, Ethel*		✓												Larkins, E.
Ling, Paul		✓												Ling, P.
Maeoka, Chris		✓												Maeoka, C.
Mallett, Susan		✓												Mallett, S.
Martinez, Silvia		✓												Martinez, S.
McNamara, Dan		✓												McNamara, D.
Mulvey, Bradlyn		✓												Mulvey, B.
Nocon, Molly*		✓												Nocon, M.
Osborne, John*		✓												Osborne, J.
Simon, Jacqueline*		✓												Simon, J.
Smith, Wanda		✓												Smith, W.
Splitgerber, Thomas*		A												Splitgerber, T.
Stensberg, Kristine		✓												Stensberg, K.
Suryan, Jamat		A												Suryan, J.
Taylor, Lorelei		✓												Taylor, L.
Vazquez, Pualani		✓												Vazquez, P.
Villafana, Luz*		A												Villafana, L.
Weber, Darlene*		A												Weber, D.

* Supervisor Appointee

✓ = present for Advisory Council Meeting

A = Absent

AIS Advisory Council

ANNUAL CALENDAR - COUNCIL FY 2022-23

MONTH	GUESTS/ACTIVITIES*	AIS TOPICS*	COUNCIL BUSINESS	
			Date Sensitive	Authority*
SEPTEMBER (9/12/22) <i>Fall Prevention</i> <i>World Alzheimer's</i> ANNUAL MEETING BL 6(E)(4)	ELDER JUSTICE TASK FORCE		❖ 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 (10/10/22)		AGING ROADMAP ANNUAL REPORT	=> ADOPT COUNCIL GOALS	A-74(E)(4)
NOVEMBER (11/14/22) <i>National Family Caregiver</i>			● CSL CAUCUS REPORT: Sacramento	WIC 9302
DECEMBER (12/12/22)	LIVE WELL SAN DIEGO ANNUAL RPT/INDICATORS	OMBUDSMAN ANNUAL REPORT		CDA PM 13-04, III (C)
JANUARY (1/9/23)		BROWN ACT TRAINING CA Gov Code 54953-54963	➤ APPOINT AREA PLAN SUBCOMMITTEE (Annual Update)	BL 5(C)(3)
FEBRUARY (2/13/23)		IN-HOME SUPPORTIVE SERVICES	✓ APPOINT BUDGET SUBCOMM.	
MARCH (3/13/23)	OFF-SITE MEETING (TBD)	CONTRACTS		
APRIL (4/10/23)		HEALTH & COMMUNITY ENGAGEMENT TEAM	❖ APPOINT NOMINATING SUBCOMM	BL4(A)(2)
			➤ AREA PLAN: ADOPT ANNUAL UPDATE	IIIa 82.1(a) A-74(C)(8) BL 5(C)(3)
MAY (5/8/23) <i>Older Americans</i>	HHSa BUDGET PRESENTATION per A-74(c)(8)	MSSP	⊕ APPOINT LEGISLATIVE SUBCOMM.	A-74(C)(12) BL 5(C)(3)
			● CSL VACANCY ELECTION <i>Next CSL Full Term Election: 2026</i>	WIC 9302
JUNE (6/12/23) <i>World Elder Abuse Awareness</i> <i>Alzheimer's & Brain Awareness</i> June 30th -- County FY ends	None - reserved for Council strategic planning		❖ 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	
			<i>Last submittal for mileage</i>	IIIa 82.12 BL 3(C)(2)
JULY (7/10/23) 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
September 12, 2022

* 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, 2022 | 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 = 14)
2. **Continuance of Teleconferencing Meeting Option Pursuant to Government Code Section 54953(e)** (Action)
3. **Standard Business**
 - a. Public Comment/Announcements: Members or non-members
 - b. Approval of September 12, 2022 Meeting Minutes (Action)*
4. **AIS Director's Items** (Possible action)
 - a. Board Letters
 - b. AIS Director's Update
 - c. Legislative Update
5. **Guest Speaker**
6. **Executive & Membership Subcommittee Report/Other Business** (Possible action)
 - a. Chair's Report: Stephen Huber, Chair
 - i. Adopt Annual Council Goals* (Action)
 - ii. Ancillary Subcommittee Appointments
 - iii. Auxiliary Subcommittee Appointments
 - b. Membership Report: Susan Mallett, Secretary
 - c. Board of Supervisors Annual Visits (Dates posted as confirmed):
 - i. District #1: Vargas [Garbanzos/Larkins] 11/18/2021
 - ii. District #2: Anderson [Splitgerber/Nocon] 8/24/2021
 - iii. District #3: Lawson-Remer [King/Osborne] 1/24/2022
 - iv. District #4: Fletcher [Villafana/Flynn] 1/5/2022
 - v. District #5: Desmond [Simon/Weber] 5/31/2022



- 7. **Ancillary Subcommittee Oral Reports** (Possible action)
 - a. LTC Ombudsman/Facilities (met XX/XX/XX): Joe Garbanzos, Chair
 - b. Healthy Aging (met XX/XX/XX): Wanda Smith, Chair
 - c. Housing (met XX/XX/XX): Paul Ling, Chair
 - d. Nutrition (met XX/XX/XX): Susan Mallett, Chair

8. **Ad Hoc Subcommittee Oral Reports** (Possible action)

9. **Auxiliary Liaison Written Reports** {See Addendum}*

10. **Other Announcements**

11. **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 14, 2022, 12 noon

Future Subcommittee Meetings:

➤ LTC Ombudsman/Facilities:	10/XX/22	10:30 a.m.	[3 rd Thursdays]	Virtual
➤ Executive & Membership:	10/25/22	10:30 a.m.	[4 th Tuesdays]	Virtual
➤ Nutrition:	11/X/22	1:00 p.m.	[1 st Tuesdays]	Virtual
➤ Healthy Aging:	11/X/22	10:30 a.m.	[1 st Thursdays]	Virtual
➤ Housing:	11/X/22	12:00 p.m.	[1 st Thursdays]	Virtual

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