



Advisory Council for Aging & Independence Services **EXECUTIVE & MEMBERSHIP SUBCOMMITTEE**

September 26, 2023 | 9:00 a.m.
5560 Overland Ave, Conference Room 171, 1st Floor

Virtual Participation

Call in: 1 (346) 248-7799
Meeting ID: 829 1553 3650
Passcode: 282553
Click to [Join Zoom Meeting](#)

AGENDA

* (attachment)

1. **Call to Order & Attendance:** Stephen Huber, Chair
 - a. Welcome & Guest/Member Introductions
 - b. Confirmation of Quorum (Quorum = 3)
2. **Statement (just cause) and/or Consideration of a Request to Participate Remotely (emergency circumstance) by a Council Member, if applicable.** (Possible Action)
3. **Standard Business**
 - a. Public Comment/Announcements: Members or non-members
 - b. Approval of July 25, 2023 Meeting Minutes (Action)*
4. **Membership Business** (Possible Action)
 - a. Current Status – 11 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: 0 past due; 2 upcoming; 1 new member 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**
7. **Build October 9th Council Meeting Agenda** (Action)*
8. **Next Meeting:** TBD
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 25, 2023 | 9:00 a.m.

Virtual Meeting

Call in: 1 (346) 248-7799

Meeting ID: 829 1553 3650

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MINUTES – DRAFT

Members		Absent Members	Guests
Attendance:	Stephen Huber, Chair Shirley King Susan Mallett (Virtual) John Osborne (<i>joined at 9:12am</i>) Wanda Smith		
	Staff		
	Jana Jordan, Samantha Hasler		
Item	Outcome		
1. Call to Order & Attendance	Stephen Huber, Chair, called the meeting to order at 9:00 a.m. a. Welcome & Guest/Member Introductions b. Confirmation of Quorum (quorum is 3): 4 members present.		
2. Statement (just cause) and/or Consideration of a Request to Participate Remotely (emergency circumstance) by a Council Member, if applicable.	Statement of just cause for Susan Mallett, who is joining virtually due to contagious illness.		
3. Standard Business	a. Public Comments/Announcements: N/A b. Approval of May 23, 2023 Meeting Minutes [M/S –S. King/W. Smith: Unanimous]		
4. Membership Business	a. Current Status – 11 vacancies. The committee discussed vacancies, recruitment and seat terms. b. Resignations – N/A c. Applicants <ul style="list-style-type: none"> i. Application Log - The subcommittee reviewed this log and discussed recruitment efforts. ii. Application Review – N/A iii. Interviews – N/A 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: 6 • Council-Appointed Seat Vacancies: 5 f. Actions <ul style="list-style-type: none"> i. Recommendations to seat applicant(s): N/A ii. Actions regarding term expiration(s): <ul style="list-style-type: none"> a) Appoint Silvia Martinez to 1st Full Term (Action) <ul style="list-style-type: none"> - Seat #27, effective immediately, to expire 9/9/27 [M/S – S. Mallett/S. Huber: Unanimous] b) Appoint Wanda Smith to 2nd Full Term (Action) <ul style="list-style-type: none"> - Seat #25, effective immediately, to expire 9/9/27 [M/S – S. Mallett/S. King: Unanimous] iii. Assign seat(s) for proposed member(s): N/A g. Membership <ul style="list-style-type: none"> i. Ethics Training: 0 past due; 2 upcoming, 1 new members pending. 		
5. Executive Business	a. Standing Subcommittee Status and Appointments: N/A b. Ancillary Subcommittee Status and Appointments: N/A		

	<ul style="list-style-type: none"> c. Auxiliary Subcommittee Status and Appointments: N/A d. Ad Hoc Subcommittee Status and Appointments: N/A
6. Annual Planning	<ul style="list-style-type: none"> a. Annual Calendar – The subcommittee reviewed the draft calendar and provided additional suggestions for guest speakers. b. Annual Goals – The subcommittee reviewed the drafted goals and made recommendations to shorten and simplify existing goals. The goals will be presented to the full Council for final input at the September 11th meeting. c. Annual Report – The annual report will be drafted and reviewed by S. Huber. The subcommittee and ancillary subcommittee chairs provided input on content. d. Subcommittee Review – The subcommittee recommends continuing the existing subcommittees (Healthy Aging, Nutrition, LTCOF and Housing)
7. Build September 11 th Council Meeting Agenda	The September 11 th agenda was prepared. [M/S – J. Osborne/S. King: Unanimous]
8. Next Meeting	The next meeting will be on September 26, 2023 at 9:00am.
9. Adjournment	Meeting adjourned at 10:45 am

AIS Advisory Council

APPLICATION LOG

September 26, 2023

[illegible]

Vacancy Log ⁺

September 26, 2023

❖ **Current Vacancies: 11**

❖ **Vacancies: Board of Supervisors-appointed Seats: 6**

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

- Seat #1 (1/6/25)
- Seat #3 (1/6/25)
- Seat #7 (1/4/27)
- Seat #8 (1/4/27)
- Seat #9 (1/2/23)
- Seat #10 (1/2/23)

❖ **Vacancies: Council-appointed Seats: 5**

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

- Seat #13 (10/11/26)
- Seat #17 (7/12/23)
- Seat #26 (9/11/24)
- Seat #28 (9/28/24)
- Seat #29 (4/9/24)

❖ **Pending Term Expiration: 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

2023-24

Name	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Detsky-Weil, Faye	✓												Detsky-Weil, F.
Huber, Stephen	✓												Huber, S.
Kagan, Ted	✓												Kagan, T.
Kerr, Mina	✓												Kerr, M.
King, Shirley*	✓												King, S.
Larkins, Ethel*	✓												Larkins, E.
Lewis, Elaine	✓												Lewis, E.
Mallett, Susan	A												Mallett, S.
Martinez, Silvia	✓												Martinez, S.
McNamara, Dan	✓												McNamara, D.
Mulvey, Bradlyn	✓												Mulvey, B.
Myers, Casey	✓												Myers, C.
Nocon, Molly*	✓												Nocon, M.
Osborne, John*	✓												Osborne, J.
Simon, Jacqueline	✓												Simon, J.
Sirisakorn, Smith	A												Sirisakorn, S.
Smith, Wanda	✓												Smith, W.
Stensberg, Kristine	✓												Stensberg, K.
Vazquez, Pualani	✓												Vazquez, P.

* Supervisor Appointee

✓ = Present for Advisory Council Meeting

A = Absent

V = Virtual Participation (AB 2449)

AIS Advisory Council

ANNUAL CALENDAR - COUNCIL FY 2023-24

MONTH	GUESTS/ACTIVITIES*	AIS TOPICS*	COUNCIL BUSINESS	
			Date Sensitive	Authority*
SEPTEMBER (9/11/23) <i>Fall Prevention</i> <i>World Alzheimer's</i> ANNUAL MEETING BL 6(E)(4)	HOUSING AND COMMUNITY DEVELOPMENT SERVICES	AREA PLAN FOCUS GROUP	❖ 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 (10/9/23)	SAN DIEGO REGIONAL CENTER	AGING ROADMAP ANNUAL REPORT	=> ADOPT COUNCIL GOALS	A-74(E)(4)
NOVEMBER (11/13/23) <i>National Family Caregiver</i>		PUBLIC ADMINISTRATOR AND PUBLIC GUARDIAN	• CSL CAUCUS REPORT: Sacramento	WIC 9302
DECEMBER (12/11/23)	LIVE WELL SAN DIEGO ANNUAL RPT/INDICATORS	OMBUDSMAN ANNUAL REPORT		CDA PM 13-04, III (C)
JANUARY (1/8/24)	BROWN ACT TRAINING CA Gov Code 54953-54963		➤ APPOINT AREA PLAN SUBCOMMITTEE (Annual Update)	BL 5(C)(3)
FEBRUARY (2/12/24)		IN-HOME SUPPORTIVE SERVICES	✓ APPOINT BUDGET SUBCOMM.	
MARCH (3/11/24)	(OFF SITE MEETING?)	CONTRACTS		
APRIL (4/8/24)		HEALTH & COMMUNITY ENGAGEMENT TEAM	➤ AREA PLAN PUBLIC HEARING (2024-2028 four-year plan)	IIIa 82.1(a) A-74(C)(8) BL 5(C)(3)
MAY (5/13/24) <i>Older Americans</i>	HHSA BUDGET PRESENTATION per A-74(c)(8)	MSSP	⊕ APPOINT LEGISLATIVE SUBCOMM. APPOINT NOMINATING SUBCOMM.	A-74(C)(12) BL 5(C)(3)
			• CSL VACANCY ELECTION <i>Next CSL Full Term Election: 2026</i>	WIC 9302
JUNE (6/10/24) <i>World Elder Abuse Awareness</i> <i>Alzheimer's & Brain Awareness</i> <i>June 30th -- County FY ends</i>	DR. LINDSEY YOURMAN, CHIEF GERIATRIC OFFICER	ADVISORY 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 24-25 Discuss/develop in subcommittee mtgs	
			<i>Last submittal for mileage</i>	IIIa 82.12 BL 3(C)(2)
JULY (7/8/24) <i>July 1st -- County FY begins</i>		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 BL 1(B)(6)
			Draft Annual Goals	A-74(E)(4)
			Propose Subcommittees	BL 5(C)(2)(a)
AUGUST (no mtg.)				



Advisory Council for Aging & Independence Services

October 9, 2023 | 12:00 p.m.

5560 Overland Ave, Joaquin Anguera Room, 3rd Floor

Virtual Participation

Call in: 1 (669) 900-9128

Meeting ID (access code): 824 8650 7295

Passcode: 162815

Click here to [Join Zoom Meeting](#)

AGENDA

* (attachment)

1. **Call to Order:** Stephen Huber, Chair
 - a. Welcome & Pledge of Allegiance
 - b. Guest/Member Introductions
 - c. Confirmation of Quorum (quorum = 10)
2. **Statement (just cause) and/or Consideration of a Request to Participate Remotely (emergency circumstances) by a Council Member, if applicable.** (Possible Action)
3. **Standard Business**
 - a. Public Comment/Announcements: Members or Non-members
 - b. Approval of September 11, 2023 Meeting Minutes (Action)*
4. **AIS Director's Items** (Possible action)
 - a. Board Letters
 - b. AIS Director's Update
5. **Guest Speaker**
 - a.
6. **Executive & Membership Subcommittee Report/Other Business** (Possible action)
 - a. Chair's Report: Stephen Huber, Chair
 - b. Membership Report: Wanda Smith, Secretary
 - c. Board of Supervisors Annual Visits (Dates posted as confirmed):
 - i. District #1: Vargas [Vacant/Larkins] 10/4/2022
 - ii. District #2: Anderson [Vacant/Nocon] 2/22/2023
 - iii. District #3: Lawson-Remer [King/Osborne] 1/18/2023
 - iv. District #4: Vacant [Vacant/Vacant] 1/5/2022
 - v. District #5: Desmond [Vacant/ Vacant] 5/31/2022



7. Ancillary Subcommittee Oral Reports (Possible action)

- a. LTC Ombudsman/Facilities (met XX/XX/XX): Dan McNamara, Chair
- b. Healthy Aging (met XX/XX/XX): Wanda Smith, Chair
- c. Housing (met XX/XX/XX): Smith Sirisakorn, Chair
- d. Nutrition (met XX/XX/XX): Susan Mallett, Chair

8. Other Announcements

9. Adjournment & Next Meetings:

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 13, 2023, 12:00 PM

Future Subcommittee Meetings:

- LTC Ombudsman/Facilities: XX/XX/XX 3:00 p.m. [2nd Mondays]
- Executive & Membership: XX/XX/XX 10:30 a.m. [4th Tuesdays]
- Nutrition: XX/XX/XX 1:00 p.m. [1st Wednesdays]
- Healthy Aging: XX/XX/XX 2:15 p.m. [2nd Mondays]
- Housing: XX/XX/XX 10:30 a.m. [2nd Mondays]

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