

El Dorado County Commission on Aging

Policies and Procedures ~~7/23/12~~ 3/14/2023

Attendance:

- 1.1 There are 10 regularly scheduled meetings per year for the Commission on Aging (COA). In order to be effective, it is expected that members attend a minimum of eight meetings per year.
- 1.2 Members who will be absent from the scheduled meetings, should email or call the Program Manager/Staff, or Chair with notification of absence, prior to or as soon as possible after the meeting.
- 1.3 The Executive Committee shall review attendance and two consecutive unexcused meetings may be cause for termination and replacement for COA appointed members.
- 1.4 Appointing County Supervisors or Cities shall be notified in the event of 1.3; if a Board of Supervisors or City appointed member has two consecutive unexcused absences and has not been responsive to inquiries related to the absences.
- 1.5 Absences due to weather/travel, health, family emergencies, ~~altitude~~, etc. are excused.

Expectations:

- 2.1 Members should advocate in the community for ALL older adults and their needs. (60 yrs+). In order to protect the credibility of the Commission on Aging, Members and Special Advocates are to avoid the implication that they are speaking for the Commission in public discourse unless they are discussing issues that have been a subject of a Motion and Approval by the Commission acting in session. Members should preface their remarks with a statement indicating that they are expressing personal opinions and not speaking for the COA.
- 2.2 Members shall support selected outreach efforts for events, publications, and the Commission on Aging website.
- 2.3 Members, appointed by County Supervisors or City Councils, may advise the appointing Supervisor or City of concerns and actions by a note, call or visit.
- 2.4 Members may assist with the Area Plan process, such as assessment of needs, development of goals/objectives, plan implementation, and evaluation.
- 2.5 Members are encouraged to take responsibility, volunteer for tasks, projects, and may

assist with completion of the Area Plan objectives.

- 2.6 Members may gather relevant information at the COA meetings and disseminate it to any person or group.
- 2.7 Members may visit meals sites, attend Board of Supervisors meetings, or other similar activities, where appropriate.
- 2.8 Members may request to be on the COA agenda and bring new information to the meetings. Staff should be notified at least 14 days prior to meeting.
- 2.9 Members shall treat the Health & Human Services Agency staff with respect and use them as a resource.
- 2.10 Members should have access to email, fax and/or telephone to be able to communicate with staff.

2.12 Members and Special Advocates are not authorized to utilize the COA letterhead or the COA log for any purpose without the express permission of the Chairperson or the Commission acting in session.

2.13. Members of the Commission are expected to familiarize themselves with the terms and requirements of the Brown Act.

Meetings/Conduct

- 3.1 Members shall practice good listening skills, speak with relevant information. Politics or political views are not a part of Commission discussions.
- 3.2 Members should try to hold questions until speakers have finished. The speakers may cover the question in their presentation.
- 3.3 Self- interest concerns should not be the focus of a member. The COA is to support and advocate for the best services in the County for all older adults.
- 3.4 In order to cover all business items listed on the agenda, members should try to assist the Chair to keep agenda items within the allotted time frames.

Membership

- 4.1 The California Senior Legislature and the California Congress of Seniors representatives do not have to be members of the Commission.
- 4.2 Members who have been appointed by the COA, as a community member, shall serve three years, at which time a vote may be taken to extend the membership for another

term.

- 4.3 All applications received in response to a vacancy will remain viable for nine months. The Membership Committee may contact a previous applicant to fill a membership position.
- 4.4 An individual who desires to represent the COA and all older adults may be selected as a Special Advocate for the COA. This individual may report events or concerns to the COA at regular meetings and function as a COA committee member. Unless changed by County Ordinance, the Special Advocate will not receive a stipend or mileage or mileage reimbursement for COA meetings.

Committees

- 5.1 The Nominating Committee for COA officers shall have three members appointed at the September COA meeting. Presentation of a slate of officers shall be at the October meeting and the election shall occur at the November meeting.
- 5.2 In the event of a vacancy, the Membership Committee shall interview and recommend candidates to the COA membership for appointment.
- 5.3 The standing committees are Executive and Policy-Legislature. Members may select a committee based on their individual interest.
- 5.4 Ad Hoc Committees shall be appointed, as needed, for a specific purpose and duration.
- 5.4 Regional Workgroups are comprised of COA members and any other interested persons living in the same geographical area. Interested community members are welcomed to provide input and assistance on regional issues or goals as determined by the workgroup.

Chairperson

- 6.1 May appoint a secretary and ad hoc committee chairs.
- 6.2 Prepares an Annual Report on the COA activities for the Area on Aging (AAA) and the Board of Supervisors. The Chairperson may designate preparation of the Annual Report to another member.
- 6.4 May attend Triple-A Council of California (TACC), as the PSA 29 representative, or may select a designee to attend meetings.
- 6.5 May represent the COA at the Board of Supervisors' meetings, City Council meetings or designate a member to attend.

- 6.6 May assist in preparation of the agenda and selection of topics and speakers.
- 6.7 May arrange for new members to receive training on the functions of the AAA.
- 6.8 May assist in revision and/or review of the COA bylaws and policies and procedures.

Vice Chairperson

- 7.1 May perform duties in the Chairperson's absence or other duties as assigned.



County of El Dorado

Area Agency on Aging
937 Spring Street
Placerville, CA 95667
530-642-4833

Minutes - Draft Commission on Aging

See Below for Meeting
Location

Lisbeth Powell, Chair, District IV
Steven Shervey, Vice Chair, City of Placerville
Raelene Nunn, Member, District I
Linda Grimoldi, Member, District II
Roger Berger, District III
Penny Huber, Member, District V
Scott Coffin, Member at Large
Tita Bladen, Community Representative
Jim Wassner, Community Representative
Craig Kuehn, Community Representative
Raymond Wyatt, Community Representative
Bob Kamrath, Community Representative
Marshall Alameida, Community Representative
Chantelle Schenning, City of South Lake Tahoe

Thursday, September 21, 2023

9:30 AM

<https://edcgov-us.zoom.us/j/84089790431>

3368 Sandy Way, South Lake Tahoe, CA

PUBLIC PARTICIPATION INSTRUCTIONS: The Commission meeting room will be open to the public. The meeting will be live-streamed via Zoom. By participating in this meeting, you acknowledge that you are being recorded.

Members of the public may address the Commission in-person or via Zoom to make a public comment. The public should call into 530-621-7603 or 530-621-7610. The Meeting ID is 86164577814. Please note you will not be able to join the live-stream until the posted meeting start time.

To observe the live stream of the Commission meeting go to <https://edcgov-us.zoom.us/j/86164577814>.

If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. Speakers will be limited to 3 minutes.

Although the County strives to offer remote participation, be advised that remote Zoom participation is provided for convenience only. In the event of a technological malfunction, the only assurance of live comments being received by the Commission is to attend in person. Except for a noticed teleconference meeting, the Commission reserves the right to conduct the meeting without remote access if there is a malfunction.

If you choose not to observe the Commission meeting but wish to make a comment on a specific agenda item, please submit your comment in writing. You are encouraged to submit your comment in writing by 4:00 PM on the day before the meeting to ensure the Commission has adequate time to review. Please submit your comment to the Clerk of the Board at edc.cob@edcgov.us. Your comment will be placed into the record and forwarded to Commission members.

PROTOCOLS FOR PUBLIC COMMENT

Public comment will be received at designated periods as called by the Commission Chair.

Individuals will have three minutes to address the Commission. Except with the consent of the Commission, individuals shall be allowed to speak to an item only once.

It is the intent of the Commission to have additional flexibility depending upon the nature of the issue. Individual Commission members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Commission.

If a person providing input to the Commission creates a disruption by refusing to follow Commission guidelines, the Commission Chair may take the following actions:

Step 1. Request the person adhere to Commission guidelines. If the person refuses, the Commission Chair may turn off the speaker’s microphone.

Step 2. If the disruption continues, the Commission Chair may order a recess of the Commission meeting.

Step 3. If the disruption continues, the Commission Chair may order the removal of the person from the Commission meeting.

A. CALL TO ORDER/SALUTE TO THE FLAG/ROLL CALL

The meeting was called to order at 9:42am with a quorum present.

Present: 11 - Commissioner Huber, Commissioner Nunn, Commissioner Shervey, Commissioner Bladen, Commissioner Wassner, Commissioner Kuehn, Commissioner Wyatt, Commissioner Kamrath, Commissioner Schenning, Commissioner Alamedia and Commissioner Berger

Absent: 3 - Commissioner Powell, Commissioner Grimoldi and Commissioner Coffin

B. ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

A motion was made by Roger Berger and seconded by Bob Kamrath to approve the Consent Calendar. The motion was approved.

Yes: 11 - Commissioner Huber, Commissioner Nunn, Commissioner Shervey, Commissioner Bladen, Commissioner Wassner, Commissioner Kuehn, Commissioner Wyatt, Commissioner Kamrath, Schenning, Commissioner Alamedia and Commissioner Berger

Absent: 3 - Commissioner Powell, Commissioner Grimoldi and Commissioner Coffin

1. APPROVAL OF AGENDA

2. APPROVAL OF PREVIOUS MEETING MINUTES

END OF CONSENT CALENDAR

C. CHAIRPERSON'S REPORT

There was no report given.

D. GUEST SPEAKER: SENIORS INC.

Mary Lou Whitcomb, Seniors Inc., At-Large Board Member presented information about Seniors Inc.

E. AAA DIRECTOR'S REPORT, QUESTIONS, AND ANSWERS

Yvette Wencke reported:

- *New staff has been hired (Program Assistant and Meal Site Coordinator) for Senior Nutrition. The Senior Nutrition Program in South Lake Tahoe is fully staffed.*
- *CDA programs have several monitoring visits scheduled.*
- *Open enrollment for Medicare is starting soon. HICAP will have a virtual informational webinar on October 24, 2023.*
- *Senior Legal is experiencing an increase in phone calls and appointment requests.*

Jordan Brushia reported:

- *I&A has attended 19 community events and provided information to 1,800 community residents.*
- *Friends of Seniors has provided a grant for Assisted Transportation*
- *Tai Chi has provided 211 hours of instruction*
- *Fall Prevention continues to be very busy.*

Rebecca Johnson, Acting Program Coordinator reported:

- *A limited amount of funding is available for energy assistance under HEAP. New funding is not expected until November/December 2023.*
- *Senior Activities continue to be very busy. There are several new programs starting.*

F. HHSA MANAGEMENT REPORT

Timalynn Jaynes provided the HSSA Management Report. Olivia Byron-Cooper is now the official Health & Human Services Director.

G. COMMITTEE REPORTS

Executive Committee

No report was given.

Policy & Legislation Committee

Raelene Nunn reported the Senior Legislature will meet October 25 through October 27th.

H. AD HOC COMMITTEES

Outreach and Education Team - Raelene Nunn

Raelene Nunn provided the report. The team will be attending several outreach events including the Senior Resource Fair and the Veterans Stand Down. Monthly articles are being written for the Senior Times Newsletter.

South Lake Tahoe - Penny Huber & Chantelle Schenning

Chantelle Schenning, as the City of South Lake Tahoe representative, regularly meets with the City of South Lake Tahoe to discuss various topics including the planned Multi-Generational Center.

Membership Committee - Steve Shervey

Steve Shervey provided the report. The Commission is currently full.

Community Action Council

Lauren Odell is the new contact for the Community Action Council.

Aging Independently - Steve Shervey/Bob Kamrath

Bob Kamrath reported on the survey that is being developed regarding financial planning. This survey will be available on SurveyMonkey and hard copy. The goal of the survey is to make people aware that they should create a financial plan. The survey is anonymous. The Committee will be evaluating the results.

Housing for Seniors - Jim Wassner

Jim Wassner provided the report. The Committee continues to monitor new housing projects being proposed in the county.

Disaster Preparedness & Safety - Jim Wassner/Linda Grimoldi

Jim Wassner provided the report. The Committee is on hiatus until the next disaster.

TACC Report - Tita Bladen

Tita Bladen reported that TACC was a focus group for the California Department of Aging survey. TACC meetings are recorded and posted online if anyone is interested in learning more.

Policy & Procedure - Ray Wyatt

No Report. This will be discussed under New Business.

W.O.V.E.N. - Chantelle Schenning/Marshall Alameida

Marshall Alameida provided the report. The committee is continuing their focus on the HUBS.

I. UNFINISHED BUSINESS

1. COA Senior Programs Monitoring

At this time, Commissioners should send their completed monitoring forms to Yasmin Hichborn instead of Lisbeth Powell.

2. Approval of Letter to the City of South Lake Tahoe Regarding the Multi Generational Center

Chantelle Schenning requested she be allowed to meet with the City staff to discuss the draft letter before it is finalized by the Commission. This item will be tabled to the October meeting.

3. Approval of Letter Regarding Cancellation of Homeowners Insurance Policies

An additional motion was made by Tita Bladen and seconded by Roger Berger to have the Supervisor and City appointed Commissioners send the letter by October 6, 2023 to their respective government official for discussion and approval prior to sending it to the California Insurance Commissioner. The motion was approved.

A motion was made by Roger Berger and seconded by Craig Kuehn to approve the letter. The motion was approved.

Yes: 11 - Commissioner Huber, Commissioner Nunn, Commissioner Shervey, Commissioner Bladen, Commissioner Wassner, Commissioner Kuehn, Commissioner Wyatt, Commissioner Kamrath, Schenning, Commissioner Alamedia and Commissioner Berger

Absent: 3 - Commissioner Powell, Commissioner Grimoldi and Commissioner Coffin

J. NEW BUSINESS

1. Approval of COA Policies and Procedures

A motion was made by Ray Wyatt and seconded by Marshall Alameida to approve the COA Policies and Procedures with the change suggested by County Counsel. The motion was approved.

Yes: 11 - Commissioner Huber, Commissioner Nunn, Commissioner Shervey, Commissioner Bladen, Commissioner Wassner, Commissioner Kuehn, Commissioner Wyatt, Commissioner Kamrath, Schenning, Commissioner Alamedia and Commissioner Berger

Absent: 3 - Commissioner Powell, Commissioner Grimoldi and Commissioner Coffin

2. Approval of Survey Created by the Aging Independently Committee

Bob Kamrath made a motion to approve the survey with the following changes:

- a. Identify Question #5 as optional**
- b. Include a link to the Older Adult Programs' website**
- c. Include a comment box in Question #9**
- d. Add a "Not Retired" response to Question #3**

The motion was approved.

Yes: 11 - Commissioner Huber, Commissioner Nunn, Commissioner Shervey, Commissioner Bladen, Commissioner Wassner, Commissioner Kuehn, Commissioner Wyatt, Commissioner Kamrath, Schenning, Commissioner Alamedia and Commissioner Berger

Absent: 3 - Commissioner Powell, Commissioner Grimoldi and Commissioner Coffin

3. Creation of the Nomination Commission for 2024 Chair and Vice Chair

Ray Wyatt was appointed as the Nominating Committee. Ray will contact all the Commissioners to ask if they are interested in running for the 2024 Chair and/or Vice Chair positions. Ray will announce the slate of interested Commissions at the October meeting.

K. PUBLIC INPUT ON NON-AGENDA ITEMS

K. Lishman

Note: Public Input Limited to 3 Minutes

L. TOPICS FOR NEXT MEETING/ACTION ITEMS

M. ADJOURN

Next Meeting: October 19, 2023 El Dorado County Sheriff's Facility

The meeting adjourned at 12:44pm. The next meeting will be October 19, 2023 at the El Dorado County Sheriff's Office.