



County of El Dorado

330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

Master Report

File Number: 12-1250

***File ID #:** 12-1250

Agenda Agenda Item
Type:

Status: Approved

Version: 1

Reference:

Gov Body: Board of
Supervisors

Created: 09/26/2012

Agenda Title: HHSA/CSD 10-16-12 Commission on Aging P & P

Final Action: 10/16/2012

Title: Health and Human Services Agency, Community Services Division, recommending the Board approve the establishment of Policies and Procedures for the El Dorado County Commission on Aging, which acts as an Advisory Council to the Board of Supervisors and the Area Agency on Aging.

FUNDING: State and Federal Grant Funds, Participant Donations, and General Fund.

Notes:

Agenda Date: 10/16/2012

Agenda Number: 10.

Sponsors:

::

Attachments: A - CRS COA P&P 10-16-12, B - COA P & P
10-16-12, C - COA By-Laws 10-16-12

::

::

::

Contact: Daniel Nielson

::

Related Files:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	6	9/28/2012	Daniel Nielson	Approved	10/2/2012
1	7	9/28/2012	Agenda Coordinator	Delegated	10/1/2012
1	8	9/28/2012	Don Ashton	Approved	10/2/2012
Notes: Consent					
1	9	10/1/2012	Theresa R Daly	Approved	10/1/2012

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Board of Supervisors	10/16/2012	Approved				Pass
	Action Text: This matter was Approved on the consent calendar.						
	Yes: 5 - Supervisor Knight, Supervisor Nutting, Supervisor Sweeney, Briggs and Santiago						

5

Text of Legislative File 12-1250

Health and Human Services Agency, Community Services Division, recommending the Board approve the establishment of Policies and Procedures for the El Dorado County Commission on Aging, which acts as an Advisory Council to the Board of Supervisors and the Area Agency on Aging.

FUNDING: State and Federal Grant Funds, Participant Donations, and General Fund.

Fiscal Impact/Change to Net County Cost

No change. There is no direct cost associated with the establishment of the Commission on Aging Policies and Procedures.

Background

The Commission on Aging (COA) is a fourteen- member advisory council to the Board of Supervisors, which is the designated Area Agency on Aging (AAA) for El Dorado County, and to the Health and Human Services Agency, Community Services Division, which is the County Department designated by the Board of Supervisors to administer AAA programs and activities. The COA is mandated by federal legislation relative to receipt of Area Plan funding, which provides services to elderly residents of El Dorado County. The COA is comprised of six commissioners appointed by the Board of Supervisors, six community representatives appointed by the Commission on Aging and one representative from each incorporated city within the County. The public is encouraged to attend monthly meetings, participate in discussions and express opinions or concerns.

Reason for Recommendation

Per El Dorado County Ordinance Code Section 2.15.070, the Commission on Aging ("COA") is responsible for establishing rules and procedures, with Board of Supervisors approval, to govern the COA's activities. The COA currently operates under By-Laws that were amended and approved by the Board of Supervisors on December 20, 2011. The COA has established Policies and Procedures in addition to the By-Laws to address member expectations, member conduct and membership in COA- related committees not included in the By Laws. The Commission approved the Policies and Procedures at their July 23, 2012 meeting.

Action(s) to be taken following Board approval

The Board Clerk to provide Health and Human Services, Community Services Division at Briw Road, with a certified minute order reflecting Board approval of the Policies and Procedures. HHS staff to distribute the Policies and Procedures to members of the Commission on Aging.

Contact

Daniel Nielson, M.P.A, Director

Concurrences

County Counsel

El Dorado County Commission on Aging

Policies and Procedures 7/23/12

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+).
- 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.

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.

EL DORADO COUNTY COMMISSION ON AGING: BY-LAWS (Revised 12/20/11)

SECTION 1: NAME

- 1.1: The official name of this body shall be the El Dorado County Commission on Aging, Advisory Council to the Area Agency on Aging for Planning and Service Area 29.
- 1.2: The Area Agency on Aging is the single purpose organizational unit authorized by the El Dorado County Board of Supervisors to carry out the functions and responsibilities of the Area Agency on Aging.

SECTION 2: PURPOSE OF THE EL DORADO COUNTY COMMISSION ON AGING

- 2.1: In accordance with provisions of Title III of the Older Americans Act, the Commission on Aging serves the following advisory functions to the Area Agency on Aging:
- 2.2: To advise and to make recommendations for appropriate action to the El Dorado County Board of Supervisors on all matters relating to the development and administration of the Area Plan and operations conducted thereunder.
- 2.3: To advise the Area Agency on Aging on all matters relating to the development and administration of the Area Plan and operations conducted thereunder.
- 2.4: To advise the Area Agency on Aging by provision of support and input in ascertaining the changing needs of the elderly throughout the County.
- 2.5: To serve as the principal advocate body in El Dorado County on behalf of older persons, especially the frail and vulnerable elderly as defined in the Older Americans Act.
- 2.6: To hold public hearings on the Area Plan, with no less than ten (10) days public notice.

SECTION 3: ORGANIZATION AND MEMBERSHIP

- 3.1: Membership on the El Dorado County Commission on Aging, Advisory Council to the Area Agency on Aging, shall conform to the requirements of the Older Americans Act, the Older Californian's Act, the Area Plan and the requirements of the local jurisdiction within Planning and Service Area 29.
- 3.2: A minimum of one-half of the members of the Commission shall be sixty (60) years of age or older.
- 3.3: Membership should reflect the geographic, racial, economic, and social complexion of the County.
- 3.4: No more than one member of a family (within one degree of relationship) shall serve on the Commission at the same time.

- 3.5: Persons appointed to serve as Commissioner shall be:
- 1) Desirous of the office and able to serve;
 - 2) Community representatives who are concerned about and/or working with senior programs;
 - 3) Given preference if over 60 years of age; and
 - 4) Available upon request for interview by the appointing body prior to appointment.
- 3.6: Membership shall be determined in accordance with El Dorado County Ordinance Code § 2.15 et seq. Pursuant to that code, membership consists of six appointees of the Board of Supervisors (five supervisorial appointments and one member-at-large), six appointees of the Commission and one appointee from each incorporated city in the County.
- 3.7: Pursuant to El Dorado County Ordinance Code 2.15.020, the El Dorado County Board of Supervisors shall appoint six (6) members to the Commission on Aging. Each Supervisor shall individually appoint one representative to a term concurrent with their term of office. The Board as a whole, by majority vote, shall also appoint one (1) member-at-large to serve a two (2) year term. Vacancies in supervisorial appointments shall be filled by the appointing Supervisor, and the term shall remain coterminous with that of the appointing Supervisor.
- 3.8: Each incorporated city in the County shall appoint one member to the Commission. Vacancies in city appointments will be filled by the appointing city.
- 3.9: Vacancies in Commission appointments (Community Representatives) due to resignation or termination will be filled by the following process: All of the applications received from vacancy advertisements will be reviewed by the Membership Committee and applicants will be selected for interviews. After the interviews are complete, the Membership Committee will make their nomination recommendation(s) to the Commission for appointment. The nomination must be approved by the majority of Commissioners in attendance at a regularly scheduled meeting with a quorum present. The community representatives shall serve three (3) year terms. However, in the event of a need to rotate expiration of terms, a community representative may, at the discretion of the Commission, be assigned a one (1), two (2) or four (4) year term at the time of appointment.
- 3.10: OFFICERS: The Commission on Aging shall have a Chairperson and Vice-Chairperson elected by majority vote of the Commissioners in attendance at a regularly scheduled meeting with a quorum present. Each shall each serve a term of one calendar year, with no limit on the number of terms.
- 3.11: The Chairperson of the Commission on Aging shall preside at all meetings of the Commission; shall represent the Commission at functions of a ceremonial nature; shall appoint members of committees with the consent of the majority of those members present and voting at any regularly scheduled meeting; and shall perform other tasks as authorized by the Commission on Aging.
- 3.12: The Vice-Chairperson shall perform the duties and exercise the power of the Chairperson during the absence of the Chairperson.

- 3.13: PUBLIC REPRESENTATIONS: No member of the Commission shall represent their personal view as that of the Commission. Any member wishing to represent the Commission before any group or individual shall seek authorization of the Chairperson of the Commission prior to doing so. This section does not prevent an individual Commission member from attending any function or meeting and discussing their personal views.
- 3.14: MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT: Members shall receive compensation as established by the Board of Supervisors. Each member shall, upon submission of a timely written request, be reimbursed for expenses in accordance with El Dorado County Ordinance Code 2.15.080.
- 3.15: VOTING: Each member of the Commission on Aging shall be a voting member. All business of the Commission shall be conducted by motion and recorded in the minutes. At least 50% of confirmed members shall constitute a quorum, and a quorum is necessary for business to be conducted during regular or special meetings of the Commission. A majority vote of the members present at a regular and/or special meeting is required to pass a motion.
- 3.16: A Commission member is in conflict of interest, or potential conflict of interest, when he or she has one or more of the following relationships existing with the program under consideration:
- a) Ownership
 - b) Director, trustee or officer of the program
 - c) Provider of professional services to the program
 - d) Parent, spouse, brother, sister or children of a, b, or c
 - e) Employee of the program
 - f) Any persons with a relationship described in a through e above to a competing program in the area
- 3.17: If a member has a conflict of interest, or potential conflict of interest, the member shall refrain from advocating for and/or against, and from voting on the item under consideration.

SECTION 4: MEETINGS

- 4.1: Meetings shall be public and shall be held monthly on a regular day at the locations and times as designated by the Commission, except there shall be no meetings during two months out of each year, as designated by the Commission, unless a special meeting is called as provisioned in Section 4.3. Meetings shall be subject to the Ralph M. Brown Act.
- 4.2: Should the regular meeting day fall on a holiday, the meeting shall take place the same designated day the following week.
- 4.3: Special meetings may be called by the Chairperson of the Commission and/or the Area Agency on Aging Director.

- 4.4: Adequate notice of Commission meetings shall be disseminated at least one week in advance through the use of local media and the agenda publicly posted at least 72 hours in advance of the meeting. Any member of the public may speak on any agenda item or, upon prior notice to the Chairperson, on an item not on the agenda. (Refer to Section 4.7)
- 4.5: ATTENDANCE: Each member shall be expected to attend regular meetings and shall, in the event of an unavoidable absence, notify the Chairperson or Secretary of anticipated absences. It shall be the responsibility of the Chairperson to determine whether an absence is excused. Reasons for an excused absence would include such causes as illness, conflict with regular employment, etc. Two unexcused absences within one calendar year may be cause for termination and replacement. The Chairperson shall report more than two consecutive unexcused absences to the appointing authority. The appointing authority may remove members at its discretion.
- 4.6: COMMUNICATIONS: Any presentation to the Commission shall be made known to the Chairperson prior to the commencement of the scheduled meeting.
- 4.7: Communications from the Commission on Aging must be sent out over the authorized signature of the Chairperson of the Commission.
- 4.8: All communications shall be directed to the El Dorado County Commission on Aging, c/o the Area Agency on Aging business office.
- 4.9: The Commission on Aging shall report annually to the Board of Supervisors. All other interested parties may receive copies.
- 4.10: PUBLIC HEARINGS: Prior to the adoption of the annual Area Plan or any subsequent amendments to the Area Plan, at least one public hearing shall be held allowing area residents the opportunity to comment. Such public hearing(s) shall be widely advertised and shall follow procedures established by the Commission.

SECTION 5: COMMITTEE ORGANIZATION

- 5.1: The Chairperson shall establish, with approval of the membership, procedures to be carried out in conducting meetings.
- 5.2: COMMITTEES OF THE COMMISSION ON AGING: The business of the Commission on Aging shall proceed at the regularly scheduled meetings with full participation of the whole membership. Committee appointments shall be made by the Chairperson with participation of the members and may include members from the public at large. The chair of the committee must be a Commission member. The members of the committees from the public at large will not have Commission voting privileges.
- 5.3: The executive board (committee) shall consist of the chair, vice-chair, immediate past chair and each standing committee chair.

- 5.4: The Nominating Committee shall nominate the officers for the coming year and shall consist of three (3) members nominated and elected by the Commission at the September meeting.
- 5.5: Ad Hoc committees or task forces will be designated to perform specific functions as may be necessary.
- 5.6: Committees may take action to further the position of the Commission on Aging, on issues on which the Commission has expressed a position, such as writing letters supporting legislation or otherwise advocating on behalf of their constituents without returning to the full commission for approval. Any actions must not contradict Commission on Aging or Area Plan goals or objectives. Copies of all letters or summaries of activities must be presented to the Area Agency on Aging, the Chairperson of the Commission or otherwise reported to the full Commission at the next regularly scheduled meeting.

SECTION 6: AMENDMENTS TO THE BY-LAWS

- 6.1: These by-laws may be amended by a two-thirds vote of the members present at a regularly scheduled meeting, with a quorum in attendance, or at a meeting especially called for the purpose of amending these by-laws, with a quorum in attendance.
- 6.2: No amendments to these by-laws may be made without thirty (30) days prior notice in writing, either mailed or given in person to all members of the Commission on Aging.