

## El Dorado County

### Senior Legal Services Ad Hoc Committee Meeting Charter

#### **Purpose:**

To create a collaborative committee that promotes effective and efficient services for the Seniors of El Dorado County through the development of viable funding options and the creation of the most appropriate organizational structure for Senior Legal Services.

#### **Objectives:**

1. To create a forum for researching, analyzing and determining the best program design to ensure the long term sustainability of Senior Legal Services.
2. To explore all funding options and related program implications/impacts that would sustain Senior Legal Services.
3. To create an Ad Hoc Advisory Group that includes multi-disciplinary community members and providers, in order to provide feedback regarding ideas under consideration.
4. To designate and follow through with the necessary tasks that meets the purpose of this Committee.
5. To present recommendations to the County Board of Supervisors.

#### **Scope of Functioning:**

##### **A. Measurement of Effectiveness**

El Dorado County Board of Supervisors will evaluate the effectiveness of these objectives by:

- Providing the timeframes for getting tasks accomplished
- Providing feedback and direction regarding the necessary changes.

##### **B. Team Process**

- Senior Legal Services Committee Members will research and provide relevant information to meetings for review and discussion.
- Senior Legal Services Committee Members will maintain an openness and willingness to consider each other's points of view.
- Senior Legal Services Committee Members will present information and decisions made to the Ad Hoc Advisory Group in order to clarify and obtain feedback regarding ideas and decisions being made.
- Senior Legal Services Committee Members will be expected to research and collect information on an ongoing basis to help guide decision making.

##### **C. Decision Making Process**

- Decisions will be made by consensus within the Committee meeting.

- The decision making process will be based upon the objectives discussed during the meetings.
- Workshops will be conducted with the Ad Hoc Advisory Group to present potential ideas, changes, etc. prior to a final recommendation being made by the Ad Hoc Committee to the County Board of Supervisors.

#### **D. Vision of Success**

- 100% implementation of these objectives
- 100% participation of all Senior Legal Services Committee Members
- 100% long term sustainability of Senior Legal Services

#### **E. Team Membership**

Chair:

- Patricia Charles-Heathers, Director of HHSA

Team Members:

- **County Board of Supervisors**
  - Supervisor Shiva Frentzen (District 2)
  - Supervisor Brian Veerkamp (District 3)
- **Chief Administrative Office**
  - Shawne Corley, Assistant Chief Administrative Officer
  - Mollie Purcell, Principal Administrative Analyst
- **Commission on Aging**
  - Steven Shervey, Chair
  - Raymond Wyatt, Member
- **Community Member**
  - Diana Steele, Attorney
- **County Counsel Office**
  - Abigail Roseman, Deputy County Counsel
- **Friends of Seniors**
  - Kathi Lishman, Chair
  - George Appelbaum, Member
- **Health and Human Services**
  - Michelle Hunter, Program Manager Senior Services

#### **F. Frequency & Time**

- At minimum monthly at a designated place and time

#### **G. Mandates**

- Attendance is mandatory for all members listed above
- Respectful and transparent communication between all members listed above
- Minutes will be maintained, disseminated and reviewed at each meeting