



County of El Dorado

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Legislation Details (With Text)

File #: 23-0650 **Version:** 1
Type: Agenda Item **Status:** Approved
File created: 3/20/2023 **In control:** Board of Supervisors
On agenda: 1/23/2024 **Final action:** 1/23/2024
Title: Health and Human Services Agency, Community Services Division, recommending the Board approve the revision of the 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: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Approved Blue Route - COA Policies and Procedures revisions 2023, 2. B - COA Policies-Procedures Rev 3-14-23 (red-lined) + approved minutes, 3. C - ARTICLE III. Commission on Aging Ordinance, 4. D - Master Report 12-1250, COA Policy-Procedures and Bylaws, 5. E - COA Policies-Procedures Revised 3-14-2023 Clean Copy

Date	Ver.	Action By	Action	Result
1/23/2024	1	Board of Supervisors	Approved	Pass

Health and Human Services Agency, Community Services Division, recommending the Board approve the revision of the 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: N/A

The Commission on Aging (COA) is a fourteen-member advisory council to the County of El Dorado Board of Supervisors (Board), which serves as the designated Area Agency on Aging (AAA) for El Dorado County, and to the HHSA Community Services Division, which is the division designated by the Board 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 COA and one representative from each incorporated city within the County. The public is encouraged to attend monthly COA meetings, participate in discussions, and express opinions or concerns about presented items.

Per El Dorado County Ordinance Code Section 2.15.070, the COA is responsible for establishing rules and procedures, with Board approval, to govern the COA's activities. The COA currently operates under By-Laws that were amended and approved by the Board on December 20, 2011 (Legistar item 11-1377). 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 COA approved their Policies and Procedures at their July 23, 2012, meeting and the Board approved them on October 16, 2012 (Legistar item 12-1250).

The COA periodically reviews their Policies and Procedures to make sure they are current with regulations and standard practices. On September 21, 2023, the COA approved a revision to said Policies and Procedures as attached to this Item (red lined version: Attachment B; clean final version: Attachment E) incorporating changes suggested by County Counsel, with the Expectations Section revised as follows:

- Section 2.1: language was added to clarify how COA Members and Special Advocates should present personal opinions which have not been approved by the COA;
- Section 2.12: added in the allowable usage of COA letterhead; and
- Section 2.13: added that Members of the COA shall familiarize themselves with the Brown Act requirements.

ALTERNATIVES:

Should the Board decline to approve this recommendation, the original Policies and Procedures would continue to be in effect.

PRIOR BOARD ACTION:

- 1) 10/16/12, 12-1250 HHSA/CSD 10-16-12 Commission of Aging P & P
- 2) 12/20/11, 11-1377 HHSA, DHS 12-20-11 Commission on Aging By-Laws Amendment

OTHER DEPARTMENT / AGENCY INVOLVEMENT:

Approved by County Counsel and the El Dorado County Commission on Aging

CAO RECOMMENDATION:

Approve as recommended.

FINANCIAL IMPACT:

There is no financial impact associated with the establishment of the Commission on Aging Policies and Procedures.

CLERK OF THE BOARD FOLLOW UP ACTIONS:

N/A

STRATEGIC PLAN COMPONENT:

Good Governance

CONTACT

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