



## VENTURA COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL MEETING

**September 14, 2016**

**9:00 a.m. to 10:30 a.m.**

Area Agency on Aging Advisory Council Center  
646 County Square Drive, Ventura (805) 477-7300

### AGENDA

- |           |    |                                                                                     |                   |
|-----------|----|-------------------------------------------------------------------------------------|-------------------|
| 9:00 a.m. | 1. | Call to Order and Agenda Review                                                     | Suz<br>Montgomery |
|           | 2. | Pledge of Allegiance                                                                | Suz<br>Montgomery |
|           | 3. | Approval of Area Agency on Aging Advisory Council Minutes of July 13, 2016 (page 1) | Suz<br>Montgomery |
|           | 4. | Public Comments                                                                     |                   |

Procedure: The public is welcome to comments. All comments not related to items on the agenda may be made at the beginning of the meeting only. Comments are limited to three minutes per person.

- |     |                                                                |                   |
|-----|----------------------------------------------------------------|-------------------|
| 5.  | Consent Agenda Items                                           | Suz<br>Montgomery |
| 5.1 | Livable Communities Report from July 13, 2016 (page 5)         |                   |
| 5.2 | Health Issues Committee Report from July 18, 2016 (page 9)     |                   |
| 5.3 | Senior Nutrition Committee Report from July 18, 2016 (page 13) |                   |
| 5.4 | Legislative Committee Report from July 13, 2016 (page 17)      |                   |
| 5.5 | Outreach Committee Report from July 26, 2016 (page 19)         |                   |

### DISCUSSION ITEMS/PRESENTATION/MOTION

- |           |     |                                                                                                                       |                               |
|-----------|-----|-----------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 9:15 a.m. | 6.1 | Recommendation to Approve Changes to the VCAAA By-Laws and Forward to the Board of Supervisors for Approval (page 21) | Victoria Jump                 |
|           | 6.2 | Outreach Update and Program Spotlight – Fall Prevention                                                               | Jannette<br>Jauregui          |
|           | 6.3 | What you Need to Know - Changes to Medi-Cal Estate Law Recovery                                                       | Mike<br>Williams,<br>Grey Law |
|           | 6.4 | FY 2015-2016 Data Report                                                                                              | Brian Murphy                  |

## INFORMATIONAL ITEMS

- |          |                                                              |                   |
|----------|--------------------------------------------------------------|-------------------|
| 7.       | Advisory Council Meeting Schedule for FY 2016-2017 (page 25) | Victoria Jump     |
| 8.       | Other Committee Meetings:                                    | June<br>Glasmeier |
|          | a. California Senior Legislature Update                      |                   |
|          | b. Triple A Council of California Update                     |                   |
| 9.       | Comments from the Vice-Chair                                 | Suz<br>Montgomery |
| 10.      | Other Business                                               | Suz<br>Montgomery |
| 10:30 am | 11. Adjournment                                              | Suz<br>Montgomery |

The next meeting will be:

Wednesday, November 9, 2016 (9:00 am – 10:30 am)  
Area Agency on Aging Advisory Council Center  
646 County Square Drive, Ventura

**Note – we will be having a harvest breakfast at this meeting so please come hungry.**

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Area Agency on Aging staff at (805) 477-7300 at least three days prior to the meeting.

VENTURA COUNTY AREA AGENCY ON AGING  
ADVISORY COUNCIL MEETING MINUTES

Advisory Council Center  
646 County Square Drive, Suite 100  
Ventura, CA 93003  
July 13, 2016

Advisory Council Members Present

|                                         |                                    |
|-----------------------------------------|------------------------------------|
| David Birenbaum (Supervisory Appointee) | Suz Montgomery (Ventura COA)       |
| Kay Brainard (Oxnard COA)               | Antoinette Olson (Simi Valley COA) |
| Deidre Daily (Ojai COA)                 | Ginny Rockefeller (Ojai COA)       |
| Jay Evans (Camarillo COA)               | Marcy Sherbok (Special Population) |
| Sandra Fide (Moorpark COA)              | Neill Spector (Simi Valley COA)    |
| Nick Fotheringham (Thousand Oaks COA)   | Sylvia Stein (Service Provider)    |
| June Glasmeier (CSL)                    | Alice Sweetland (Oxnard COA)       |
| Rose Gossom (Supervisory Appointee)     | Sue Tatangelo (Special Population) |
| Lori Harasta (Ventura COA)              | Robert Taylor (Camarillo COA)      |
| Lawrence Hartmann (CSL)                 | Donald Todd (Special Population)   |
| Nancy Healey (Thousand Oaks COA)        | Vicki Tripoli (Moorpark COA)       |
|                                         | Bill Witt (CSL)                    |

Advisory Council Members Absent

|                                           |                                      |
|-------------------------------------------|--------------------------------------|
| Walt Adair (Santa Paula COA)              | Marty Kaplan (Supervisory Appointee) |
| Cleo Anderson (Special Population)        |                                      |
| Dani Anderson (Special Population)        |                                      |
| Smita Dandekar (Supervisory Appointee)    |                                      |
| Rosemary Flores-Gordon (Service Provider) |                                      |

VCAAA Staff Present

|                   |                  |
|-------------------|------------------|
| Marleen Canniff   | Katharine Raley  |
| Jannette Jauregui | Christine Voth   |
| Victoria Jump     | Jacklyn Zaragoza |
| Monique Nowlin    |                  |

- 1. Call to Order and Review of Agenda** - The meeting was called to order at 9:05 a.m. by Chair Toni Olson (Simi Valley COA). Toni led a moment of silence for victims of gun violence and the safety of officers in Ventura County and across the country.
- 2. Pledge of Allegiance** – Toni Olson led the Pledge of Allegiance. A quorum was present.
- 3. Approval of Area Agency on Aging Advisory Council Meeting Minutes** - The minutes of the June 8, 2016, meeting were approved. (Tatangelo/Gossom/Passed).
- 4. Public Comments** –

Jenica Polakaw – Jenica announced that the Wellness and Caregiver Center of Ventura County (Camarillo Health Care District) received funding to provide the REACH case management program in Ventura County.

Charles Watson – Charles Waterson introduced himself as the new interim Executive Director for the Brain in Injury Center of Ventura County.

Toni Olson introduced new Advisory Council member Deidre Daily from Ojai.

5. **Consent Agenda Items** – the consent agenda containing the Livable Communities Report from June 8, 2016, Health Issues Committee Report from June 21, 2016, Senior Nutrition Committee Report from June 20, 2016, Legislative Committee Report from June 8, 2016, Optimal Aging Committee Report from June 22, 2016, and Outreach Committee Report from June 28, 2016, was accepted. (Sherbok/Todd/Passed).

## 6. Discussion Items/Presentation/Motion

- 6.1 **Presentation: State of Ventura County's Transportation System** – Martin Erickson with VCTC provided a presentation to the Advisory Council on the ballot initiative that would raise the sales tax in Ventura county to fund transportation. If passed, the sales tax increase would be half a cent for the next 30 years. He provided an overview of the issues with transportation and the need. Advisory Council members asked a lot of questions and made suggestions. Questions surrounded the exact amount of money (or percentages) that would go towards public transit for the elderly and people with disabilities since the majority of the funding is for roads. Martin shared that if passed, 5.8% of the funding would go towards the category of "bus and public transit enhancements" and of that 5.8%, 40% of that funding is specifically for paratransit/ADA/bus transit. Some of the suggestions included making sure more special interest groups that serve the elderly and people with disabilities.
- 6.2 **Outreach Update and Program Spotlight.** Jannette Jauregui showed members the agency video on the Multipurpose Senior Services Program (MSSP). A fact sheet was also provided to members so that they would be able to speak about who the MSSP program serves and the need. Advisory Council members asked questions about the video and suggested that we feature successes and happy stories as well.
- 6.3 **Community Health Survey** – The community guest was not in attendance so this topic was tabled.
- 6.4 **Ratification and Approval of Vendor Contract with Poncho's Place for the purchase of Home Delivered and Home Delivered Meals in Piru in the amount of \$ 32,100 and Revisions to FY 2016-2017 Senior Nutrition Program Funding** - Nick Fotheringham presented the report and recommendation. (Evans/Todd/Passed).
- 6.5 **Discussion and Update Regarding the Senior Nutrition Program and Gold Coast Grant** – Victoria Jump notified the Advisory Council about the funding from Gold Coast for additional home delivered meals.

7. **Advisory Council Meeting Schedule.** The meeting schedule for FY 2016-2017 was included for informational purposes.
8. **Other Committee Meetings:**
  - a. **California Senior Legislature (CSL)** June Glasmeier's reported that CSL received funding from the legislature for CSL which the governor approved.
  - b. **Triple A Council of California (TACC) Update** – no update was given.
9. **California Commission on Aging Age Watch for June 2016.** Included for informational purposes.
10. **Comments from the Chair** – Toni Olson thanked Nick Fotheringham for his past service as chair. She has plans to visit every senior center in the county in the next year and asked that AC members let her when they'd like her to attend.
11. **Other Business** – none
12. **Adjournment** – the meeting was adjourned at 10:30 am.

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**TO:** VCAAA Advisory Council Members

**FROM:** Jay Evans, Committee Chair

**DATE:** July 13, 2016

**SUBJECT: Livable Communities Committee Report from July 13, 2016**

Committee Members Present

David Birenbaum (Supervisory Appointee)  
Jay Evans (City of Camarillo)  
Nick Fotheringham (City of Thousand Oaks)  
Rose Gossom (Supervisory Appointee)  
Lori Harasta (City of Ventura)  
Antoinette "Toni" Olson (City of Simi Valley)

VCAAA Staff Present

Victoria Jump, Agency Director  
Christine Voth, Manager, Business Strategy & Strategic Planning  
Jaclyn Zaragoza, HomeShare Manager  
Jason Sagar, Transportation Coordinator

Community Members/Guests

Mike Culver, Mobility Management Partners (MMP)

1. **Welcome and Introductions** – The meeting began at 10:50 AM (immediately following the Advisory Council meeting) by committee chair, Jay Evans. The committee welcomed new member, Lori Harasta.
2. **Public Comments** – Lori shared information about the Ventura Council for Seniors' Workforce Re-Entry event to be held on July 28 in Ventura. Mike shared MMP has dollars to spend. He invited ideas on how to reach more of the population.
3. **Approval of minutes from June 8, 2016** - Approved  
(Gossom/Birenbaum/Passed)
4. **Dementia Friendly America** – Christine shared a 5-page handout containing information pertinent to VCAAA's Dementia Friendly Ventura County program, including a discussion of why VCAAA is involved in DFA; a description of DFA; quick facts about dementia and Alzheimer's disease; sector-specific dementia friendly practices; the role of VCAAA; leadership team members and proposed action phases/timeline. She explained the DFA initiative aims to build community and system capacity to enhance the quality of life for persons with dementia and for their loved ones. One approach is to address individual service sectors. VCAAA will begin

with the health sector as it is probably the largest sector. Christine distributed a worksheet and asked attendees to help identify health sector stakeholders.

At the May meeting, questions were raised about how a persons is diagnosed with Alzheimer's disease or dementia; thus, Christine provided a 5-page handout on the latest research/tests for early diagnosis of Alzheimer's and dementia, including biomarkers, brain/neuroimaging, proteins, genetic risk profiling and mild cognitive impairment (MCI). See

[http://www.alz.org/research/science/earlier\\_alzheimers\\_diagnosis.asp](http://www.alz.org/research/science/earlier_alzheimers_diagnosis.asp)

The DFA initiative is similar to the global movement to create "Age Friendly" communities, which links the Livable Communities Committee to the DFA process.

\*See: <http://www.aarp.org/livable-communities/network-age-friendly-communities/info-2014/an-introduction.html> and <http://www.who.int/ageing/age-friendly-world/en/>

5. **VCAAA HomeShare Program** - Jaclyn Zaragoza provided an update on the Home Share Program. They are making progress with making placements. The program continues to have more home seekers than home providers. Recent outreaches (Golden Futures Expo, Ed Hunt event/picnic in Oxnard, senior centers and churches, etc.) have been well received.
6. **VCAAA Transportation Program** – Jason said VCTC tickets are being distributed to provide variety of rides. With the start of the new fiscal year (on July 1), the County must issue new purchase orders to vendors. This annual process has delayed the distribution of tickets in July. Victoria and Jason provided an UBER update. A tentative agreement has been reached between Uber and the County to create a pilot/test transportation program with VCAAA to serve more mobile seniors. VCAAA will initiate the Uber rides. The program is in process of being developed, thus, it is premature to make any public announcement.
7. **Aging Baby Boomers Will Challenge Suburbia** - Discussion was tabled to future meeting due to time constraints.
8. **Other Committee Involvement/Notification, if any** - Lori (representing Optimal Aging Committee) shared information and flyers about the forthcoming evidence-based *Stepping On* class.
9. **Next Meeting: Wednesday, September 14, 2016, 11 AM to Noon, Garden View Room**
10. **Adjournment** – at 12:05 PM



**DEMENTIA FRIENDLY VENTURA COUNTY WORKSHEET –  
IDENTIFYING HEALTH SECTOR STAKEHOLDERS**

**Includes suggestions from Health Issues Committee, Optimal Aging Committee,  
Livable Communities Committee and VCAA Staff**

► PERSONS WITH DEMENTIA & FAMILY CAREGIVERS AND LOVED ONES OF DEMENTIA AND:

- ADULT DAY CARE CENTERS
- ADVANCED CARE PLANNERS, END-OF-LIFE ISSUES, AND POLST
- BEHAVIORAL HEALTH PROFESSIONALS AND SUPPORT STAFF
- BOARD AND CARE HOME STAFF
- CAREGIVER SUPPORT GROUPS: ALZHEIMER'S, BRAIN INJURY, PARKINSON'S, ETC.
- CERTIFIED NURSING ASSISTANTS
- DENTISTS
- DIETITIANS AND NUTRITION COUNSELORS
- DME PROVIDERS
- EVIDENCE-BASED FITNESS CLASS TEACHERS
- FAITH-BASED GROUPS
- FALL PREVENTION COALITION AND OTHER INTERESTED PARTIES
- FIRST RESPONDERS - AMBULANCE, EMTS, FIRE, POLICE
- HOME DELIVERED MEALS PROVIDERS-VOLUNTEERS AND STAFF
- HOME HEALTH AIDES
- HOME HEALTH OFFICE SUPPORT STAFF
- HOME MODIFICATION CONTRACTORS/PROVIDERS
- HOSPITAL EMERGENCY ROOM STAFF
- HOSPITAL STAFF
- INDEPENDENT LEARNING RESOURCE CENTER
- IN-HOME SERVICE PROVIDERS OF HOMEMAKER, CHORE, TRANSPORTATION AND RESPITE
- MEDIC ALERT PROVIDERS
- NURSE PRACTITIONERS
- OCCUPATIONAL THERAPISTS
- PHARMACISTS AND MEDICATION MANAGEMENT PROVIDERS
- PHYSICAL THERAPISTS
- PHYSICIANS AND PHYSICIANS ASSISTANTS AND STAFF
- RESIDENTIAL CARE FACILITY MANAGEMENT AND STAFF
- SKILLED NURSING FACILITY MANAGEMENT AND STAFF
- SOCIAL SERVICE PROVIDERS AND CARE MANAGERS
- URGENT CARE CLINIC/CENTER STAFF
- VETERANS SERVICES INVOLVED WITH HEALTH CARE
- VOLUNTEERS

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**TO:** VCAAA Advisory Council Members  
**FROM:** Ginny Rockefeller, Chair  
**DATE:** July 19, 2016  
**SUBJECT:** **Health Issues Committee Meeting Report from July 16, 2016**

Members Present

Deirdre Daly (City of Ojai)  
Smita Dandekar (Supervisory Appointee)  
Jay Evans (City of Camarillo)  
Lori Harasta (Ventura COA)  
Ginny Rockefeller (City of Ojai)  
Sue Tatangelo (Family Caregiver Representative)

Members Absent

David Birenbaum, DDS (Supervisory Appointee)

VCAAA Staff Present

Christine Voth, Manager, Business Strategy & Strategic Planning  
Patti Jaeger, Registered Dietitian  
Victoria Jump, Agency Director

Community Participants

Blair Craddock, Ventura County Evidence-Based Health Promotion Coalition (CHCD)  
John Madrigal, Branch Director, NurseCore  
Teri Helton, Livingston Memorial VNA

**1. Welcome and Introductions**

The meeting was called to order at 1:10 PM.

**2. Public Comments**

- Lori shared information about the Ventura Council for Seniors.
- Sue shared information about the Camarillo Health Care District's REACH program.
- Patti announced that CAPS TV in Ventura would be featuring a program called "Nutrition for Seniors" on August 8, which will be a series.
- Christine stated she had recently spoken with Andrea Gallagher at Senior Concerns about Dr. Birenbaum presenting a seminar in September. Andrea said the facility is already booked for September.

**3. Review/Approval of Minutes from November meeting – Approved (Jay/Sue)**

**4. Farmers Market Coupons (added to agenda) - Patti Jaeger.** Patti reported that 50 percent of the coupons had been distributed. Regarding the change in the

coupon redemption format this year from \$2 to \$4 per coupon, there have been minimal remarks. The maximum redemption remains at \$20 per coupon booklet/person. This year the coupon book is comprised of five coupons worth \$4 each (whereas previously, there were ten coupons worth \$2 each).

5. **Evidence-Based Exercise Classes – Blair Craddock.** Blair reported the evidence-based classes continue to gain in popularity and attendance. Distribution of the Optimal Living Club T-shirt to individuals attending their first evidence-based class is being well received.
6. **Faith Leaders’ Health Symposium - Christine Voth and Teri Helton.** To continue the discussion from the June meeting, Christine provided a worksheet containing items to consider for planning such an event. Attendees thoughtfully reviewed and discussed the items on the worksheet. A summary of the discussion follows the end of this report.
7. **Dementia Friendly America Initiative Update – Christine Voth.** Christine shared more information about VCAAA’s new project to make Ventura County dementia friendly. These videos were shown: (1) *Dementia Friendly Communities – Alzheimer’s Society (3:35 mins.)*  
<https://www.youtube.com/watch?v=3PEXc63RF9c&list=PL6Qsh0P6vDZL16L1z2L9skyDq8h0IGlur>  
(2) *Small Changes Help Make a Dementia-Friendly Community - Alzheimer’s Society (3:35 mins.)*  
<https://www.youtube.com/watch?v=Fz8ACEu7Lho>
8. **Ventura County Fall Prevention Program- Victoria Jump.** Victoria provided an informative handout with statistics on the positive progress of the VCAAA’s Fall Prevention Program and talked about the link between evidence-based health fitness classes and the Fall Prevention Program. VCAAA staff members currently working in the Fall Prevention Program are Dina Ontiveras and Aaron Glover. Victoria added Dr. Duncan, leader of the Fall Prevention Coalition, has written a report for a national publication about the effectiveness of evidence-based fitness programs using data from our programs.
9. **Other Committee Involvement/Notification.**
10. **Next Meeting:** September 20, 2016, from 1 PM to 2:30 PM, VCAAA’s Advisory Council Conference Room.
11. **Adjournment.** The meeting adjourned at 2:48 PM.

**FAITH-BASED LEADERS' HEALTH SYMPOSIUM  
SUMMARY OF HEALTH ISSUES COMMITTEE DISCUSSIONS AS OF JULY 19, 2016**

Attendees agreed to the below-shown goals for the symposium:

1. Educate faith leaders on the importance and advantages of health promotion, which includes congregational enrichment and cohesiveness, and growing the congregation numerically.
2. Demonstrate how having healthy diet and lifestyle complements care of the body, mind, and spirit.
3. Provide tools and information to increase faith-leaders' awareness of the multiple support systems, community resources and health enhancing programs in Ventura County (with many being low cost or free).
4. Help faith-based leaders and organizations to develop and strengthen relationships with entities focused on health promotion and services that support well-being. These organizations include VCAAA, the Independent Learning Resource Center, Ventura County Public Health, Ventura County Behavioral Health, Camarillo Health Care District, Ventura County Evidence-Based Health Promotion Coalition, Cal-Fresh, Conejo Valley Senior Concerns, FOOD Share, Fall Prevention Coalition, local hospitals, senior centers that provide health and fitness activities, the three VCAAA-funded family caregiver centers, the SCAN Health and Wellness Center, Veterans Services, etc.

The committee agreed to the following items regarding the event:

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>When</b>            | No earlier than June 2017                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Where</b>           | Camarillo, because of its central location                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Type of Venue</b>   | Preferably a non-denominational venue such as the County Education Office. Two other Camarillo locations were suggested: the VCCF Building and CSUCI. Concern was expressed about the VCCF building because it is for sale, and CSUCI being too remote and charging a fee for parking.                                                                                                                                                                                  |
| <b>Day of the Week</b> | Many leaders are off on Monday and Tuesday.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Working Title</b>   | "You Are Not Alone"                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Target Audience</b> | Spiritual/faith-based leaders                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Contents</b>        | <p>REINFORCE THE CONNECTION BETWEEN PHYSICAL HEALTH, MENTAL HEALTH, AND SPIRITUAL HEALTH.</p> <p>To educate and inform leaders on:</p> <ul style="list-style-type: none"> <li>▪ How to and why to build a health component into their ministries, for the purpose of supporting the mental and physical health, along with the spiritual health of their congregants.</li> <li>▪ Provide resources for spiritual leaders especially about family caregiving.</li> </ul> |

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Potential Speakers</b>                 | Jay suggested Barry Carson, MD to the Dalai Lama. Dr. Carson was an internist in Ventura and has a connection with California Lutheran University. Dr. Carson visits our area every June. Teri said she would follow-up on this suggestion.                                                                                                                                                                                                                                                                                                                                        |
| <b>Ideas for Sponsors, Exhibits, etc.</b> | VCAAA, Independent Learning Resource Center, Ventura County Public Health, Ventura County Behavioral Health, Camarillo Health Care District, Ventura County Evidence-Based Health Promotion Coalition, Cal-Fresh, Conejo Valley Senior Concerns, FOOD Share, Ventura County Fall Prevention Coalition, local hospitals, senior centers that provide health and fitness activities, the three VCAAA-funded family caregiver centers, the SCAN Health and Wellness Center, Veterans Services, Ventura County Health Care Agency and Public Health, Dementia Friendly Ventura County. |

**Discussion items tabled to September 2016 meeting:**

1. Recommendations for additional presenters/speakers.
2. What time of day should the event start and end?
3. Recommend the names of faith-based leaders to be involved in the planning.
4. Identify who should serve on the planning committee for this event.
5. How will the event be funded?
6. How will the work required to produce an event be done, and by whom?

**To:** VCAAA Advisory Council Members  
**From:** Toni Olson, Chairperson  
**Date:** July 18, 2016  
**Subject:** **Senior Nutrition Committee Report from July 18, 2016**

Senior Nutrition Committee Members Present

Jay Evans (Camarillo COA)  
Rose Gossom (Supervisorial Appointee)  
Toni Olson (Simi Valley COA) - Chairperson  
Alice Sweetland (Oxnard COA)

Senior Nutrition Committee Members Absent

Donald Todd (Veterans Representative)  
Vicki Tripoli (Moorpark COA) Chairperson

VCAAA Staff Present

Marleen Canniff, Grants Administrator  
Patti Jaeger, Registered Dietitian  
Brian Murphy, Fiscal and Contracts Manager

Guests

None

1. **Call to Order** – Chairperson Toni Olson called to order the meeting at 10:00 a.m. A quorum was present.

**Welcome and Introductions**

2. **Public Comments** – None
3. **Approval of Minutes from the 6/20/2016 Meeting** – Jay Evans moved to approve the minutes from the above prior meeting; it passed unanimously.
4. **Committee Elect New Chair** - The committee elected Vicki Tripoli as the new Senior Nutrition Program Committee Chairperson.
5. **Meals Served Count and Food Cost per Meal through the end of FY15-16** – Having served **193,537** meals at fiscal year end, the cumulative meal count is at **111%** of the contracted amount. With 18,036 meals served in the month of June, we saw a 6% increase from last month's meal counts. Jordano's-supplied meal count is 16,136 for the month, and the

non-Jordano's meal count is 1,900. While VCAAA's budgeted food cost is \$4.10 per meal, Jordano's-supplied food cost per meal at year end is at **\$3.91**. VCAAA SNP sites served 19,440 meals served over contracted levels in FY15-16. This equates to an average food cost \$76,472. Since \$100,345 of the one-time-only funds were allocated to food costs this fiscal year, the unused funds will rollover and become part of the FY16-17 one-time-only funds.

**6. Senior Nutrition Action Council S.N.A.C. Update**

The Senior Nutrition Action Council (S.N.A.C.) continues to search for Board Members.

**7. SNP Site Donations/Program Income**

Staff reported the donation/program income amounts of each SNP meal site at this fiscal year end. The projected donation total for FY15-16 end is \$163,593 (not all closeout/program income reports have been received). Across all sites, the Congregate (C1) Program has an average total of \$1.20 in donations per meal, while the Home-Delivered Meal (C2) Program has \$0.67 in donations per meal, totaling \$0.85 in donations per meal for both programs. For congregate services, Santa Paula has the highest average donations per meal at \$2.20. Regarding home-delivered meal services, Camarillo Health Care District has the highest average donations per meal at \$1.09.

**FY15-16 Donations Per Site**

*(July 1, 2015 Thru June 30, 2016)*

|                                    | FY15-16      |                 |                       |              |                 |                       |                   |                     |                            |
|------------------------------------|--------------|-----------------|-----------------------|--------------|-----------------|-----------------------|-------------------|---------------------|----------------------------|
|                                    | C1 Donations | C1 Actual Meals | C1 Donations per Meal | C2 Donations | C2 Actual Meals | C2 Donations per Meal | C1 & C2 Donations | C1 & C2 Meal Counts | C1 & C2 Donations Per Meal |
| <b>Camarillo HCD</b>               | \$1,484      | 831             | <b>\$1.79</b>         | \$24,087     | 22,109          | <b>\$1.09</b>         | \$25,571          | 22,940              | <b>\$1.11</b>              |
| <b>Fillmore</b>                    | \$3,071      | 7,316           | <b>\$0.42</b>         | \$2,724      | 4,262           | <b>\$0.64</b>         | \$5,795           | 11,578              | <b>\$0.50</b>              |
| <b>Moorpark</b>                    | \$2,850      | 3,311           | <b>\$0.86</b>         | \$753        | 4,841           | <b>\$0.16</b>         | \$3,603           | 8,152               | <b>\$0.44</b>              |
| <b>Oxnard</b>                      | \$12,370     | 14,039          | <b>\$0.88</b>         | \$1,894      | 21,330          | <b>\$0.09</b>         | \$14,264          | 35,369              | <b>\$0.40</b>              |
| <b>Port Hueneme</b>                | \$0          | 0               | -                     | \$2,156      | 6,137           | <b>\$0.35</b>         | \$2,156           | 6,137               | <b>\$0.35</b>              |
| <b>Santa Paula</b>                 | \$10,021     | 4,555           | <b>\$2.20</b>         | \$856        | 1,479           | <b>\$0.58</b>         | \$10,877          | 6,034               | <b>\$1.80</b>              |
| <b>Simi Valley</b>                 | \$11,893     | 10,433          | <b>\$1.14</b>         | \$36,029     | 33,513          | <b>\$1.08</b>         | \$47,922          | 43,946              | <b>\$1.09</b>              |
| <b>Ventura</b>                     | *\$10,330    | 6,314           | <b>\$1.64</b>         | *\$4,061     | 15,538          | <b>\$0.26</b>         | \$14,391          | 21,852              | <b>\$0.66</b>              |
| <b>Conejo RPD</b>                  | \$21,867     | 13,059          | <b>\$1.67</b>         | \$0          | 0               | -                     | \$21,867          | 13,059              | <b>\$1.67</b>              |
| <b>HELP of Ojai</b>                | \$5,742      | 4,187           | <b>\$1.37</b>         | \$10,620     | 14,836          | <b>\$0.72</b>         | \$16,362          | 19,023              | <b>\$0.86</b>              |
| <b>Piru Mission</b>                | \$422        | 2,520           | <b>\$0.17</b>         | \$364        | 1,411           | <b>\$0.26</b>         | \$786             | 3,931               | <b>\$0.20</b>              |
| <b>TOTALS:</b>                     | \$80,050     | 66,565          |                       | \$83,543     | 125,456         |                       | \$163,593         | 192,021             |                            |
| <b>Average Donations per Meal:</b> |              |                 | <b>\$1.20</b>         |              |                 | <b>\$0.67</b>         |                   |                     | <b>\$0.85</b>              |

\*denotes estimates.

**Projected Donation Total:** \$163,593

**Meal Count Total\*\*:** 192,021

**Average Donations per Meal**

**Total: \$0.85**

*\*\*This total excludes the Aggregate Wasted Meal count. C1&C2 meal count total is actually 193,537.*



## 8. Other Committee Involvement/Notification

- a. Health Issues – Placemat Project: These placemats have become a sensation in the county, state and nationwide. VCAAA staff has begun discussing the most practical means of sharing the placemat with other interested parties nationally and will seek guidance from the Advisory Council on this topic in the near future. SNP Committee discussion developed a suggestion to sell an annual electronic subscription so that VCAAA could avoid the cost and time burden of printing them. This template would allow for the subscriber to customize each placemat for its location.

The placemats are stored in the VCAAA Freezer/Refrigerator room on shelving that accommodates the increased production, keeping the product well organized and easily accessible.

On August 2, Patti Jaeger will participate in a television interview about the placemats through CAPS Media ([www.capsmedia.org](http://www.capsmedia.org)).

## 9. Other Business

- b. New SNP Foods Status – All meal sites will be tasting the carrot ginger soup the third week in July, and the Lasagna Rollups, Grilled Chicken, and Buttered Tilapia are scheduled for tastings this month as well. The plan is to have these items on the menu by early fall, if the majority of the participants tasting the samples return a positive taste result.
- c. Freezer for Emergency Food Update – VCAAA purchased and installed an ENERGY STAR certified refrigerator earlier this month. These commercial appliances are in good working order, and the installation of a thermostatically controlled fan will likely be installed later this month to mitigate the heat in the room generated by the equipment.
- d. Gold Coast Health Plan Additional Funding – GCHP has sponsored 2,666 meals through VCAAA's Nutritious Meals for Older Adults in Ventura County project. This would allow for 10 Medi-Cal individuals to receive weekday meals for a year, or an equivalent number of meals to be delivered to more participants who might be in need of home-delivered meals for shorter periods of time, such as those recovering after hospitalization, so they can focus on getting better and not on how they will eat.
- e. Farmers' Market Program – Nearly half of all Farmers' Market coupons have been distributed to seniors at qualifying Farmers' Markets, with the remaining coupons to be distributed over the next few weekends.

## 10. Future Meeting Schedule

The next SNP Committee Meeting is scheduled for **Monday, September 19, 2016, at 10 a.m.** in the Advisory Council Room 148.

## 11. Adjournment

– The meeting adjourned at 11:25 a.m.

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**TO:** VCAA Advisory Council Members  
**FROM:** Sylvia Taylor-Stein, Chair  
**DATE:** September 14, 2016  
**SUBJECT:** **Legislative Committee Report from July 13, 2016**

Legislative Committee Members Present (12)

Nancy Healy (Thousand Oaks COA)  
Larry Hartmann (CSL)  
Sylvia Taylor-Stein (Service Provider) - Chair  
William (Bill) Witt (CSL)  
Neill Spector (Simi Valley COA)  
Sandra Fide (Moorpark COA)  
Donald Todd (Veteran Special Population Seat)  
Sue Tatangelo (Family Caregiver Special Population Seat)  
Marcy Sherbok (LGBT Special Population Seat)  
Bob Taylor (Camarillo COA)  
June Glasmeier (CSL)  
Deirdre Daly (Ojai COA)

Legislative Committee Members Absent (0)

None

VCAA Staff Present (1)

Monique Nowlin

Guests (3)

Suz Montgomery (Ventura COA)  
Sue Hughes, Legislative Analyst, CEO

1. **Call to Order** – The meeting was called to order at 10:56 a.m. by Chair, Sylvia. A quorum was present.
2. **Welcome and Introductions** – Ms. Daly introduced herself to the Committee. Ms. Tatangelo gave a brief legislative overview, highlighting that at present HICAP funding loss was “off the table”.
3. **Public Comments** – None
4. **Successes** –

- \$2 million dollars in Senior Nutrition Funds for California Approved – One Year

- \$1 million dollars in funding approved for Ombudsman – One Year
- \$500,000 in funding approved for CSL (California Senior Legislature) – One Year

Staff provided an overview of the aforementioned funding approvals for the Committee's edification.

- 5. Election of Committee Chair** – Ms. Taylor-Stein nominated Bob Taylor. Ms. Sherbok made a motion to accept the nomination and Mr. Taylor's subsequent appointment and Ms. Healy seconded. The motion carried.
- 6. Staff Report on Select Pending Legislation Affecting Seniors** – The Committee requested Staff provide an update on the following pending legislation:  
**AB1805** – Staff reported that there was still no specific language.  
**AB2366** – Staff provided a written summary of the bill for the Committee's review. This bill was re-referred to the Committee on Appropriations.  
**AB2554** – Staff reported that there was still no specific language.  
**SB1091** – Staff provided a written summary of the bill. The bill is still in Committee, 3<sup>rd</sup> reading
- 7. Annual Discussion on Development of the County's Legislative Platform (State and Federal)** - Ms. Hughes went over several ballot initiatives and provided handouts for the Committee. She also provided the Committee with the following communication materials: a Washington Update from the County's Washington D.C. Lobbyist Tom Walters; a Ventura County Budget Update by Platinum Advisors and a Ventura County Bill Status Update, also by Platinum Advisors. Ms. Hughes further stated that she would follow up with an email to provide the Committee with the November ballot initiatives. Additionally, Ms. Hughes took the time to review the Committee's legislative communication piece and deemed it a great communication piece for legislators and the public. Ms. Sherbok stated she would forward ballot initiatives the Congress of California Seniors are considering to Staff for email distribution to the Committee members for review.
- 8. HICAP/SHIP Funding Update** – Ms. Raley was not in attendance and will provide an update at the next meeting.
- 9. Final Version – Legislative Communication Piece – Revisions from June Meeting and Any Feedback from Other Committees** – The Committee approved the updates and barring any negative feedback from any other Committees, the Legislative Committee as a whole made the decision that this communication piece is ready for distribution.
- 10. Other Committee Involvement/Notification** – None.
- 11. Next Meeting Date** – Next meeting is September 14, 2016.
- 12. Adjournment** – The meeting was adjourned at 11:54 p.m. by the Chair, Ms. Taylor-Stein.

**TO:** VCAAA Advisory Council Members  
**FROM:** Marty Kaplan, Acting Committee Chair  
**DATE:** July 26<sup>th</sup>, 2016  
**SUBJECT:** Outreach Committee Report from June 28<sup>th</sup>, 2016

Committee Members Present

Cleo Anderson (Special Population Seat – Mental Health)  
Deirdre Daly (Ojai COA)  
Marty Kaplan (Supervisory Appointee)

Committee Members Absent

Kay Brainard (Oxnard COA)  
Rose Gossom (Supervisory Appointee)  
Nancy Healy (Thousand Oaks COA)  
Robert Taylor (Camarillo COA)

VCAAA Staff Present

Jannette Jauregui

Guests

None

1. **Call to Order** – The meeting was called to order at 9:05 a.m. by Acting Chair, Marty Kaplan.
2. **Welcome and Introductions** – General welcome. Dierdre Daly introduced herself as one of the newest members of the Advisory Council (representing the City of Ojai) and expressed interest in joining the Outreach Committee.
3. **Public Comments** No public comments.
4. **Vote for New Committee Chair** – Marty Kaplan served as the acting chair for this meeting. A new chair was not selected because more than half of the committee was absent from the meeting.
5. **Discussion of Legislative Committee Flyer and other current outreach projects** – The Committee decided to hold off on providing updates on other projects until the September meeting when more members are present. The committee members that were present, however, did provide feedback on the Legislative Flyer. All agreed that the flyer serves best as a promotional item for the Senior Nutrition Committee. All agreed that they do not see this item as a piece fit for the Legislative Committee. Marty would like to see information regarding how to contact County representatives in Sacramento. He would like that information to replace the information on the right side of the piece that currently provides information

focusing on Ventura County's senior nutrition sites. Marty and Cleo both expressed concern that the piece, as it currently exists, provides a mixed message with the left side of the document indicating the need but no information regarding how to address the need.

6. **Discussion of Outreach Committee Priorities for FY16-17** – The committee decided to hold off on this discussion until the September meeting when more members are present.
7. **Other Committee Involvement/Notification** – [OPTIMAL AGING] Marty mentioned that the Optimal Aging Committee is continuing their work to develop a tri-fold geared toward the pre-retirement community.
8. **Next Meeting Schedule** – The next meeting is scheduled for Sept. 27<sup>th</sup>, 2016, from 9:00 a.m. – 10:30 a.m
9. **Adjournment** – The meeting was adjourned at 9:46 a.m. by Acting Chair, Marty.

**To:** Advisory Council Members  
**From:** Toni Olson, Advisory Council chair  
**Date:** July 20, 2016  
**Re:** **Recommendation to Approve Changes to the VCAAA By-Laws and Forward to the Board of Supervisors for Approval**

By-Laws Committee Members Present

Toni Olson (Simi Valley COA)  
Vicki Tripoli (Moorpark COA)

By-Laws Committee Members Absent

Ginny Rockefeller (Ojai COA) - EA

VCAAA Staff Present

Victoria Jump  
Monique Nowlin

**Recommendation:**

It is recommended that your Advisory Council approve the changes to the By-laws as written and forward them to the Board of Supervisors for final approval.

**Discussion:**

The By-Laws review committee was tasked with reviewing current by-laws and making recommendations for necessary changes. The by-laws were last approved by the Board of Supervisors in July 2013. The by-laws committee last reviewed them in 2014. We are required to review them every two years.

The committee is recommending several changes including the following:

1. Scope: expanding the scope of the by-laws to include persons with disabilities is being suggested. Caregivers and people of the age of 60 are already represented. This change is being suggested as the Agency is now an Aging and Disability Resource Center in partnership with the Independent Living Resource Center.
2. Membership: changes are being suggested that in the absence of a council on aging or at the discretion of a senior center director (with Council on Aging approval) members can be appointed to the Advisory Council. The City Council would still have to ratify the decision. This will allow for a quicker and less cumbersome option for councils on aging to appoint members to the council in lieu of an election.
3. Responsibilities – the committee is recommending that Advisory Council members participate on at least two committees. With so much happening in the county, state and federally related to seniors, housing, transportation, meals, health care, etc. it is

imperative that Advisory Council members be able to participate, advocate and make informed decisions.

4. Meetings – the committee is recommending that meetings be reduced to 6 meetings a year (July, September, November, January, March and May). The June meeting would be eliminated.
5. Committees – the committees is recommending that standing committees be defined in the by-laws, the process of electing a chair and who is eligible to be the chair made more clear, and defining the responsibilities of the nominating committee

Per the requirements under the current by-laws, members must be given thirty days to review the by-laws prior to the September 14, 2016 meeting.





**VENTURA COUNTY AREA AGENCY ON AGING  
ADVISORY COUNCIL MEETING SCHEDULE**

| <b>Date</b>        | <b>Advisory Council</b> | <b>Outreach</b>          | <b>Leg.</b>      | <b>Livable Comm.*</b> | <b>Health Issues</b>  | <b>Senior Nut.</b>      | <b>Opt. Aging</b>                         |
|--------------------|-------------------------|--------------------------|------------------|-----------------------|-----------------------|-------------------------|-------------------------------------------|
| <b>July 2016</b>   | July 13<br>9-11 am      | July 26<br>9-10:30 am    | July 13<br>11-12 | July 13*              | July 19<br>1-2:30 pm  | July 18<br>10-11:30 am  | <del>July 27</del><br>2-3 pm<br>cancelled |
| <b>August 2016</b> | None                    | None                     | None             | None                  | None                  | None                    | None                                      |
| <b>Sept 2016</b>   | Sept 14<br>9-11 am      | Sept 27<br>9-10:30 am    | Sept 14<br>11-12 | Sept 14<br>11-12      | Sept 20<br>1-2:30 pm  | Sept 19<br>10-11:30 am  | Sept 28<br>2-3 pm                         |
| <b>Oct 2016</b>    | None                    | October 25<br>9-10:30 am | None             | None                  | Oct 18<br>1-2:30 pm   | Oct 17<br>10-11:30 am   | Oct 26<br>2-3 pm                          |
| <b>Nov 2016</b>    | Nov 9<br>9-11 am        | Nov 29<br>9-10:30 am     | Nov 9<br>11-12   | Nov 9<br>11-12        | Nov 15<br>1-2:30pm    | Nov 21<br>10-11:30 am   | Nov 30<br>2-3 pm                          |
| <b>Dec 2016</b>    | None                    | None                     | None             | None                  | None                  | None                    | None                                      |
| <b>Jan 2017</b>    | Jan 11<br>9-11 am       | Jan 31<br>9-10:30 am     | Jan 11<br>11-12  | Jan 11<br>11-12       | Jan 17<br>1-2:30 pm   | Jan 23<br>10-11:30 am   | Jan 25<br>2-3 pm                          |
| <b>Feb 2017</b>    | None                    | Feb 28<br>9-10:30 am     | None             | None                  | Feb 21<br>1-2:30 pm   | Feb 13<br>10-11:30 am   | Feb 22<br>2-3 pm                          |
| <b>March 2017</b>  | March 8<br>9-11 am      | March 28<br>9-10:30 am   | March 8<br>11-12 | March 8<br>11-12      | March 21<br>1-2:30 pm | March 20<br>10-11:30 am | March 22<br>2-3 pm                        |
| <b>April 2017</b>  | None                    | April 25<br>9-10:30 am   | None             | None                  | April 18<br>1-2:30 pm | April 17<br>10-11:30 am | April 26<br>2-3 pm                        |
| <b>May 2017</b>    | May 10<br>9-11 am       | May 30<br>9-10:30 am     | May 10<br>11-12  | May 10<br>11-12       | May 16<br>1-2:30 pm   | May 15<br>10-11:30 am   | May 24<br>2-3 pm                          |
| <b>June 2017</b>   | June 14<br>9-11 am      | June 27<br>9-10:30 am    | June 14<br>11-12 | June 14<br>11-12      | June 20<br>1-2:30 pm  | June 19<br>10-11:30 am  | June 28<br>2-3 pm                         |

**VENTURA COUNTY  
AREA AGENCY ON AGING**

**BY-LAWS**

**ARTICLE I – AUTHORITY**

Section 1 – The name of this organization is the Ventura County Area Agency on Aging (VCAAA), otherwise known as VCAAA, and its jurisdictional region is the County of Ventura.

Section 2 –The VCAAA is a public agency established in accordance with and having the authority defined in the Comprehensive Older Americans Act Amendment of 1978 (PL 95-478) for the purpose of the development, implementation and evaluation of a comprehensive and coordinated service delivery system for persons aged 60 and over in Ventura County.

Section 3 – The VCAAA consists of the Ventura County Board of Supervisors, as policy makers, and Advisory Council and staff.

**ARTICLE II – OBJECTIVE**

Section 1 – The objectives of the VCAAA include, but are not limited to:

- A. Providing leadership, advocacy and visibility for persons aged 60 and over within Ventura County.
- B. Integrating and consolidating the Older Americans Act Programs as an intrinsic part of the VCAAA's responsibility to contract, monitor, evaluate and give technical assistance to sub-grantees funded by the VCAAA.
- C. Conducting comprehensive planning, which includes the identification and prioritization of goals and related performance objectives as well as program costs projections.
- D. Developing the Ventura County Area Plan based on the above planning process.
- E. Developing the Plan with full knowledge of other public and private planners who are concerned with programs and services for persons aged 60 and over or persons with disabilities.
- F. Designing a service delivery system which is expressed in the Area Plan to meet the wide range and needs of persons aged 60 and over or persons with disabilities in Ventura County and which is consistent with, and implements, the Amended Older Americans Act at the local level.

- G. Evaluating the product, process, resource allocation and effect of total program, anticipated and actual.
- H. Through program development activities, coordinating and pooling existing public and private resources toward establishing or expanding services identified by the planning process as priority needs of persons aged 60 and over or persons with disabilities in Ventura County.
- I. Developing an evaluation procedure and conducting evaluations to monitor performance of sub grantees.
- J. Disseminating information to persons aged 60 and over or persons with disabilities in Ventura County. This shall include providing information regarding available services as well as providing reports on the activities of the VCAAA.
- K. Providing service to and advocating for persons under the age of 60 as required by the amended Older Americans Act and/or the Older Californians Act.

### **ARTICLE III - POLICY**

Section 1 – The Ventura County Board of Supervisors shall be the policy making body of the VCAAA.

Section 2 – Comments and recommendations by the Advisory Council on policy matters shall be submitted to the Board of Supervisors by the Director of the VCAAA.

Section 3 – The Director and staff of the VCAAA shall provide the Advisory Council with sufficient background material and information submitted in reasonable time to enable the Advisory Council to study and comment upon all matters requiring its input which is to be brought before the Board of Supervisors. Staff shall be required to apprise the Advisory Council of all other Agency matters brought before the Board of Supervisors at regularly scheduled Advisory Council meetings.

### **ARTICLE IV – ADVISORY COUNCIL**

Section 1 – The Advisory Council is a principal advocate body on behalf of all persons aged 60 and over within the Planning and Service Area (PSA).

Section 2 – The duties and powers of the Advisory Council shall be to:

- A. Serve as advisor to the VCAAA;

- B. Act as an independent advocate for persons aged 60 and older or persons with disabilities, taking positions on matters pertaining to federal, state and local policies, programs and procedures, and any legislation affecting older persons;
- C. Actively seek advice from community Councils on Aging, senior advocacy organizations, local aging commissions, elected officials, and the general public for the purpose of advocating for and making formal presentations on issues of concern to persons aged 60 and older or persons with disabilities and other interested parties.
- D. Inform local senior advocates and organizations on specific legislation pending before local, state and federal governments;
- E. Disseminate information of interest and concern to persons aged 60 and older or persons with disabilities;
- F. Be actively involved in the development, implementation and monitoring of the Area Plan. The Area Plan shall include recommendations gathered from surveys of senior service providers, community leaders and seniors themselves on the services needed to improve the lives of persons aged 60 and older or persons with disabilities. Programs recommended and developed will fall within the scope of the VCAAA. The Area Plan shall be made available to the Department of Aging (CDA), the California Commission on Aging (CCOA), and, insofar as resources permit, to all other interested parties that seek a copy of the report.
- G. Hold public hearings on the Area Plan with no less than 30-day notification to the general public and the senior constituency regarding dates, time and location;
- H. Review, comment on, and make recommendations on proposals submitted to VCAAA for funding;
- I. Act as a two-way communication link between the VCAAA and its communities and/or organizations.

Section 3 – The Advisory Council shall be non-partisan in the conduct of its duties and functions.

Section 4 – Advisory Council members shall be reimbursed by the VCAAA for all authorized actual necessary expenses (Advisory Council meetings, authorized committee meetings and authorized taskforces) and incurred while carrying out the duties of such Advisory Council within the Planning and Service Area (PSA). Provision for such reimbursement shall be made in the Area Plan budget at formally established rates.

Section 5 – The VCAAA shall provide staff assistance to the Advisory Council to assist in carrying out specified duties.

## ARTICLE V - ADVISORY COUNCIL MEMBERSHIP

### Section 1 -

- A. Total membership on the Advisory Council shall be no less than 20 and no more than 40 persons and shall reflect compliance with federal and state guidelines.
- B. Membership shall be selected through a process designed by the local governing bodies and the Planning and Service Area (PSA) within which the Area Agency on Aging operates. No more than fifty percent (50%) of the Advisory Council's membership shall be appointed by one official or body of officials.
- C. Membership shall be composed of:
  - 1. A majority of persons 60 years of age or older;
  - 2. At least one service provider;
  - 3. Members who reflect the geographic, racial, economic and social complexion of the Planning and Service Area they represent;
  - 4. At least one disabled person to represent the interests of people with disabilities ~~the disabled~~.
  - 5. At least one member must represent the interests of the family caregiver.
  - 6. At least one member to represent the interest of lesbian, gay, bisexual and transgendered (LGBT) seniors.
  - 7. At least one member to represent the interest of military veterans.
  - 8. At least one member to represent the mental health issues of seniors.
  - 9. In line with California Department of Aging requirements, three California Senior Legislature representatives to represent the interests of the VCAAA and its senior constituency to the California Senior Legislature.
- D. Advisory Council composition requirements shall be complied with as vacancies occur. Preference will be given to people age 60 and older.

Section 2 - The process for membership selection to the Advisory Council shall be as follows:

- A. Each local Council on Aging, at a regularly scheduled meeting of its membership, shall elect two (2) members to the Advisory Council.

1. The local Council on Aging shall recommend two (2) members to the City Council. The City Council shall then ratify or deny the recommendation
2. When ratified, the two (2) members shall be seated on the Advisory Council.
3. If denied, the local Council on Aging shall elect another member using the same process. This shall continue until such time as the City Council approves the local Council on Aging's designation.
4. This process will seat twenty (20) Advisory Council members.
5. In the absence of a local Council on Aging, the Senior Center Director shall appoint two (2) members to the Advisory Council.
  - a. The Senior Center Director shall recommend the two (2) members to the City Council. The City Council shall then ratify or deny the recommendation.
  - b. When ratified, the two (2) members shall be seated on the Advisory Council.
  - c. If denied, the Senior Center Director shall appoint another member using the same process. This shall continue until such time as the City Council approves the Senior Center Directors designation
6. The Senior Center Director, with approval from the Council on Aging, can appoint two (2) members to the Advisory Council.
  - a. The Senior Center Director shall recommend the two (2) members to the City Council. The City Council shall then ratify or deny the recommendation.
  - b. When ratified, the two (2) members shall be seated on the Advisory Council.
  - c. If denied, the Senior Center Director shall appoint another member using the same process. This shall continue until such time as the City Council approves the Senior Center Directors designation

~~4.~~

- B. The Board of Supervisors will appoint six (6) to the Advisory Council and in those appointments will ensure that the Agency requirements for minority representation are met. One (1) of these appointments will be from the unincorporated areas whenever possible. Supervisorial appointments will be made after ratification of members elected by the local Council on Aging.
- C. The Advisory Council will elect three California Senior Legislature representatives to serve four year terms.
- D. The twenty nine (29) Advisory Council members thus seated will elect two (2) Service Provider members, one (1) Family Caregiver representative, one (1) member to represent the interest of LGBT seniors, one (1) member to represent the interest of military veterans, (1) member to represent the interests of people with disabilities, and one (1) member to represent the interest of the mentally ill seniors. This shall be done by democratic process.
- E. The immediate past chairperson of the Advisory Council will sit as a member of the Advisory Council.

E.F. For mid-term vacancies, the appointing authority shall appoint a representative someone to serve the remainder of the term or shall follow the process of electing new member (see Article V, Section 2, A and D) .

Section 3 – All members have a duty to inform the Advisory Council, committee and/or taskforce if they have a conflict of interest. They are prohibited from casting a vote on any matter which has a direct bearing on the services to be provided by that member or by the entity which that member represents on the Council. Under AB 1234, the State of California requires board members to complete a biennial ethics course. Members are also required to file Form 700 forms at the start of the term, annually and upon leaving their position.

Section 4 – Names and required information about Supervisorial Advisory Council members shall be submitted to the Ventura County Board of Supervisors for review to ensure compliance with federal and state mandates concerning composition of the Advisory Council. In the event of non-compliance for any reason, the Advisory Council shall identify the cause of the non-compliance and shall make recommendations to the appropriate sponsoring authorities to attempt to correct the non-compliance. The VCAAA shall receive the recommendation, review it and adopt or alter the recommendation to achieve compliance. The Director of the VCAAA shall implement the action of the Board of Supervisors.

Section 5 – The term of membership for individuals on the Advisory Council shall be two (2) years. At the conclusion of a two-year term, an Advisory Council member may be re-elected or re-appointed for a second or third two-year term by the appointing authority. No individual may serve more than six consecutive years on the Advisory Council, but an An individual may serve again after at least a one-year absence. Exceptions may be made at the discretion of the appointing authority except for California Senior Legislature members, and for the members seated under Article V, Section 2D.

~~Due to the elimination of the separate delegate and alternate positions and the different rules regarding term limits, all members elected or appointed to serve on the VCAAA Advisory Council during FY 2007-2008 will start their first term. They will then be eligible to serve a second or third two-year term.~~

Section 6 – Each member of the Advisory Council is entitled to one vote on each matter submitted to a vote of the Advisory Council. Proxy voting and absentee ballot voting is not permitted.

Section 7 – Responsibilities of members of the Advisory Council:

Members shall:

A. Attend the duly called meetings of the Advisory Council;

- B. Read and study, in advance, all written material provided them in preparation for duly called meetings of the Advisory Council;
- C. Serve on at least two (2) ~~one~~ committees of the Advisory Council;
- D. Become knowledgeable about the problems and needs of the persons aged 60 and older;
- E. Become knowledgeable about the various service delivery systems which impact the elderly at the federal, state and local levels;
- F. Have the dual responsibility to accurately report facts and conditions of their constituency to the Advisory Council as well as the actions of the Advisory Council to their constituency and the general public including advocacy initiatives recommended by the Advisory Council.

Section 8 – Public statements on behalf of VCAAA shall reflect official positions of the Advisory Council and shall be issued through proper channels. Members who violate this provision shall be subject to removal by a majority vote of the Advisory Council subject to approval of the Board of Supervisors.

Section 9 – Members who have been absent from three consecutive meetings (excused or unexcused) shall may be automatically removed from the Council. The sponsoring authority shall elect/appoint another person. Members shall apprise the Director of the VCAAA of anticipated absences.

Section 10 – In the event of death or resignation of a member the sponsoring authority shall elect/appoint another member. A member may resign by addressing a written resignation to the Chairperson of the Advisory Council or the Director.

### ARTICLE VI – OFFICERS OF THE ADVISORY COUNCIL

Section 1 – The officers of the Advisory Council shall be Chairperson, Vice-Chairperson and Secretary.

Section 2 –

- A. Officers shall be elected at the regular June meeting each year by Advisory Council members. Nominations shall be made in two ways: (1) by a nominating committee, who will develop and present a proposed slate of officers, and (2) from the floor. Election shall be by simple majority.
- B. The Chairperson of the Advisory Council shall be 55 years of age or older.



Section 3 – The officers of the Advisory Council shall be elected for a one-year term. An officer may be re-elected for a second or third one-year term. No individual shall serve more than three full consecutive terms in the same office. No member shall hold more than one office at a time.

Section 4 – The Chairperson shall preside at all meetings of the Advisory Council, sign all letters, reports, and other communications of the Advisory Council, and perform any and all other duties prescribed by the Advisory Council from time to time. The Chairperson may serve as an ex-officio member of all committees.

Section 5 – The Vice-Chairperson shall represent the Chairperson and/or substitute in the performance of the Chairperson during his/her absence.

Section 6 – The Secretary shall have the responsibility for assuring that the minutes of all meetings of the Advisory Council are properly recorded, filed and disseminated. The Secretary shall also serve as Chair of the Nominating Committee.

#### ARTICLE VII – MEETINGS OF THE ADVISORY COUNCIL

Section 1 – The Advisory Council shall meet at least six (6) even (7) times a year.

Section 2 – The Advisory Council shall meet at a designated time and place. There shall be public notification of all meetings. Procedures for notification of regular meetings and special meetings shall be determined by the Advisory Council.

Section 3 – Special meetings of the Advisory Council may be called in the following ways:

- A. By the Advisory Council Chairperson;
- B. By any two officers (Vice Chair and Secretary) of the Advisory Council upon written request of five or more Advisory Council members;
- C. By the Board of Supervisors.

Section 4 – A quorum shall consist of a simple majority of the total required number of members. A quorum must be present at any meeting at which business is transacted that requires a vote to be taken for any proposal or action. A majority of members present, once a quorum is established, shall be required to approve, disapprove or act on any proposal. Without a quorum, meetings may be held at which informational items are presented and discussed, but no vote or motion can be made.

## ARTICLE VIII – COMMITTEES

Section 1 – The Chairperson of the Advisory Council shall appoint such standing or temporary committees as he/she deems appropriate with the approval of the Advisory Council. ~~He/she shall appoint, with the advice and consent of the Advisory Council, Chairpersons from among the members.~~ Committee members shall appoint a committee chair from among the Advisory Council committee members. Committee members ~~may~~ must be Council members and all other attendees are considered guests. ~~All-Only~~ Committee members may vote on that Committee's business. All members have a duty to inform the Advisory Council, committee and/or taskforce if they have a conflict of Interest. Standing committees include the following: Planning and Allocation, Legislative, By-Laws, Senior Nutrition, Outreach, Health Issues, Livable Communities and Optimal Aging

Section 2 – A minimum three (3) member Nominating Committee will be selected in March of each year in conformance with adopted Advisory Council procedures. Each year this Nominating Committee shall be tasked with reviewing applications and interviewing applicants for the Service Provider Seats (2), Special Population seats (5) and California Senior Legislature Seats (3) as well as ~~hall~~ bringing a slate of names (to serve as officers) before the full Advisory Council for their consideration and vote at the May June meeting. Additionally, the Nominating Committee shall inform the appointing and nominating authorities for all Advisory Council members of requirements for the nominees in compliance with the criteria established by the Older Americans Act, as amended, for representation in the VCAAA, including ethnic composition, disability and income levels. The Nominating Committee shall notify the appointing authorities in sufficient time to allow the seating of Advisory Council members at the July meeting of the Advisory Council. The same Nominating Committee shall be in place until the next one is seated in March. The Chair of the nominating committee will be the Secretary of the Advisory Council unless they are running for an office at which time they must step down due to the conflict of interest.

## ARTICLE IX – APPOINTMENT OF DIRECTOR

Section 1 – The Director shall be selected in accordance with County Personnel policies and shall meet the minimum qualifications as established in conformity with the personnel specifications outlined by California Department of Aging (CDA) policy statements and the Older Americans Act, as amended.

Section 2 – The Advisory Council shall elect representatives to participate in the oral interviews of the finalists conducted by County Personnel, and the names of the top applicants shall be submitted to the Board of Supervisors, ranked in order of preference.

Section 3 – The Board of Supervisors has final appointment and termination authority after consideration of the recommendations of the Advisory Council representatives and County Personnel.

#### **ARTICLE X – DUTIES OF EXECUTIVE DIRECTOR**

Section 1 – The duties of the Director shall include the administration of the daily operation of the VCAAA; selection and supervision of staff; preparation, implementation and monitoring of the annual budget and the Area Plan. The Director shall represent the VCAAA before public bodies and shall perform such other duties as required by the Board of Supervisors, the Advisory Council and state and federal laws.

Section 2 – The Director shall employ such other employees as are necessary to carry out the required program and policies of the VCAAA and the California Department of Aging (CDA); shall develop requests for proposals; shall monitor contracts and evaluate performance of sub-grantees; shall develop an Area Plan and budget; shall complete required state and federal reports; shall provide technical assistance to organizations seeking or providing services to the elderly; and shall perform all other such duties as appropriate to the operation of the VCAAA.

#### **ARTICLE XI – RESPONSIBILITIES OF THE BOARD OF SUPERVISORS**

Section 1 – The Board of Supervisors shall be the policy-making body of the VCAAA and shall be responsible for seeing that its policies are being carried out.

Section 2 – The Board of Supervisors shall select the Director to carry out the Agency's policies.

Section 3 – The Board of Supervisors shall ensure that the provisions of the California Department of Aging (CDA), Older Americans Act, as amended, and all other federal, state and county regulations are carried out.

Section 4 – The Board of Supervisors shall review and approve the preliminary and final annual agency budget and the Area Plan.

#### **ARTICLE XII – RESPONSIBILITIES OF THE COUNTY**

Section 1 – the County shall provide the following supportive services to the VCAAA:

- A. Administration of the budget shall be by the CEO's office and processing of revenue and expenditures shall be by the Auditor/Controller's office;
- B. Facility, services and supplies – this will include office equipment, county telephone system, and brown mail system;

**ARTICLE XIII – APPEALS**

An appeal by any person (including senior services providers or applicants for VCAAA grants) of any decision of the VCAAA shall be directed to the Board of Supervisors.

**ARTICLE XIV – REVIEW OF BY-LAWS**

Every two years the chair of the Advisory Council shall convene a meeting of the by-laws committee to review the by-laws and update as needed. The Advisory Council Policy and Procedures are incorporated by reference. The membership of the Advisory Council shall vote to approve any changes to or new Policies and Procedures.

**ARTICLE XV – AMENDMENTS TO THE BYLAWS**

These by-laws may be amended at a regular meeting of the Advisory Council after a 30-days written notice to the members of any proposed changes. Amendments shall be approved by two-thirds majority vote of the Advisory Council and adopted by the Ventura County Board of Supervisors.

Date:

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~~Peter Foy~~Linda Parks, Chair  
Ventura County Board of Supervisors