AGENDA
Alameda County Plan for Older Adults Update
Friday, December 16, 2016
1:30 – 3:30 pm
6955 Foothill Blvd. 3rd Floor Suite 300
Oakland, California 94605
Big Sur Conference Room

Public participation is encouraged. We request that individuals limit their comments on any single item on the agenda to three minutes. The chosen spokesperson for a group may speak for five minutes.

1. Call to Order 1:30

2. Consent Calendar 1:30 – 1:35
   • Approval of Minutes

3. Public Comment for items not on the Agenda 1:35 – 1:40

4. Staffing Update 1:40 – 1:55

5. Alameda County Council for Age-Friendly Communities
   A. Bylaws 1:55 – 2:55


7. Next Steps 3:15 – 3:30
MINUTES
Planning Committee
Friday, November 18, 2016
1:30 – 3:30 pm
6955 Foothill Blvd, Suite 300
Oakland, California

Staff: Randy Morris, Tracy Murray, Jose Villaflor, Jee Yeong Witt,

Committee Members: Karen Grimsich, Amy Gunnarson, Coco Ramirez, Carol Sugimura, Tanya Washington, Donna Murphy, Maricela Foster, Ruben Briones, Lillian Schaechner, Andrea Dodge, Wendy Peterson, Dana Bailey

Community: Otra Paz

I. Call to Order:

Donna Murphy called to order the Planning meeting at 1:35 p.m.

II. Consent Calendar:

Motion to accept Minutes
(M) Tracy Murray
(S) Tanya Washington
Carried

III. Public Comment for items not on the Agenda:

There were no Public comments.

IV. Staffing Update:

Assistant Agency Director (AAD) Randy Morris provided the committee with a staffing update. Randy informed the committee that the Board of Supervisors (BOS) approved hiring a Management Analyst (MA) classification to support the ongoing efforts of the Older Adults Plan. The position will be jointly funded by the Social Service Agency (SSA) and Health Care Services Administration (HCSA). The announcement to hire the new MA is expected possibly as early as the week of November 21, 2016, with interviews anticipated soon thereafter.

In relation to the interview process, the committee would like input on the makeup of the hiring panel for the MA, including a recommendation for the use of non-county personnel.

V. County-wide Council Discussion:

A. Name, Purpose, Seats, Subcommittees:

AAA Director Tracy Murray led the discussion on the name, purpose, and bylaws of the new Council.

Name
Tracy asked the committee members for potential names for the new Council. The results are as outlined below:
1- Age Friendly Council for Older Adults- 4
2- Council for Healthy Aging.
3- Council for an Age Friendly Alameda County-1
4- Alameda County Council for Age Friendly Communities- received the majority of votes.

There may be more work required before the BOS meeting in January 2017.

Purpose

Tracy led the discussion on the Purpose of the Council. Several committee members said the purpose was "good". There was made mention to revise and/or remove "develop" within the purpose. The reframing of the purpose is as follows:

The purpose of the Council is to coordinate efforts to affect policy and system changes that enhance the health and social well-being of older adults. The Council will engage leaders, consumers and providers to develop and sustain a community framework that fosters healthy aging.

The council’s core functions are to provide analysis, recommendations, technical assistance, and develop. Committee members also stressed the importance of making an impact.

Seats

Council seats are a total of twenty three (23). See page four of October 2016 Planning meeting minutes as related to allocation of seats. There was discussion whether the Adult & Aging Director should have a seat on the council or be staff to the council, with consensus reached that it should be a position of staffing. Tracy will check in with County Counsel regarding the 12 year limitation that is typically placed on Council members.

There was a question in regards to the representatives from Cities. Should cities be represented within regions of Alameda County such as North, South, East, and West?

Subcommittees

Tracy continued the meeting to review job duties and subcommittees, suggesting a limit of 3-4 subcommittees for the council. Various ideas were presented for the subcommittees:
1- World Health Organization (WHO) subcommittee
2- Metrics subcommittee
3- Legislative subcommittee
4- Executive subcommittee

B. Bylaws:

The roles of the Bylaws subcommittee:
1. Age Friendly communication  
2. Legislative/policy subcommittee  
3. Impact subcommittee  
4. Coordinate new initiatives  

The Bylaws subcommittee will report to the Planning Committee at the December 2016 meeting.

C. Other Discussion

Additional issues and questions for consideration were raised by the committee. What is the role of the council related to funding, gaining resources, achieving gaps, and achieving sustainability of fundraising? How is the council structured? How will the council be sustainable? Other than “report outs” what mechanism will the council have? 

Tracy mentioned the idea of hosting a public forum, similar to those used to obtain feedback and ideas which contributed to the Needs Assessment portion of the Planning document, and “report out” to the BOS with an annual report on the work of Older Adults. There were also recommendations to “report out” to the cities and to track the indicators.

VI. Next Steps:

Planning Committee to reconvene on December 16, 2016.

Motion to Adjourn at 3:55 p.m.  
(M)  
(S)  
All Approved
Vision Statement

In Alameda County, older adults are valued, respected, and engaged in a community that is committed to healthy aging, inclusion, well-being and safety. Older adults, family caregivers, and seniors with disabilities have access to a comprehensive system of services, supports and opportunities that foster aging with dignity, a high quality of life and personal fulfillment.
ARTICLE 1
Name of the Council

The name of this Council shall be the "[Alameda County] Council for Age Friendly Communities," hereinafter referred to in these Bylaws as "The Council."

ARTICLE 2
Offices of this Council

The office for the Council is located at the Alameda County Social Services Agency, Department of Adult & Aging Services, 6955 Foothill Boulevard, Suite 300, Oakland, California 94605-2405.

ARTICLE 3
PURPOSE AND RESPONSIBILITIES OF THE COUNCIL

Section 1. General Purpose

The Council is appointed by the Alameda County Board of Supervisors to coordinate efforts to effect policy and system changes that enhance the health and social well-being of older adults. The Council will engage leaders, consumers and providers to develop and sustain a community framework that fosters healthy aging.

The major functions of this Council are: (insert functions)

1. To facilitate communication between leaders, consumers and providers that identify key issues for healthy aging communities
2. To conduct impact evaluations and analyze the effectiveness of age-friendly programs
3. To make policy recommendations and advance initiatives that promote the health and social well-being of older adults

Section 2. Specific Duties

In order to achieve its general purpose, the Council shall among other things:

a. Provide annual reports to the Board of Supervisors and other authoritative representatives on the initiatives impacting the older adult population in Alameda County
b. Host public forums on the state of aging in Alameda County with consumer representation

c. Support older adult programs through public outreach, advocacy and shared resources

d. Provide knowledge and expertise to policy makers and community-based long term care programs to enact policies and practices that impact aging communities
ARTICLE 4
Council Membership

Section 1. Appointments

(INsert text re appointments)

Section 2. Number and Composition

a) Representative from the Social Services Agency with responsibility for overseeing the Adult & Aging Department (1);
b) Representatives from the Health Care Services Agency (2);
c) Representative from the Community Development Agency (1);
d) Representative from the Area Agency on Aging (1);
e) Representative from a Transportation Program or Agency (1);
f) Representative from the In Home Support Services Public Authority (1);
g) Representative from the Senior Services Coalition (1);
h) Representative from an Independent Living Organization (1);
i) Representatives from Community Based Organizations (2);
j) Representative from a Health Provider (1);
k) Representatives from Cities (4);
l) District 1 (Member at Large) (1);
m) District 2 (Member at Large) (1);
n) District 3 (Member at Large) (1);
o) District 4 (Member at Large) (1);
p) District 5 (Member at Large) (1);
q) Two (2) additional at-large positions

Section 3. Term of Office and Resignations

All Councilmembers shall serve for three (3) year terms at the pleasure of the Board of Supervisors with a maximum of 12 successive years. Any vacancy on the Council shall be filled by the Board of Supervisors in the same manner as the original appointment. Any person appointed to fill a vacancy shall serve for the unexpired term of the member he or she succeeds. Any Council Member may resign by giving written notice to the Chairperson of the Council. The resignation shall be effective when the notice is given.

Section 4. Authorized Absence

The Executive Committee shall allow a leave of absence for a Councilmember not to exceed a period of six (6) months with proper documentation. Any approved leave shall not toll the time on the Councilmember's three-year term.

ARTICLE 5
Meetings

Section 1. Quorum
a. Unless a quorum is present, no business requiring a vote of the Council or any of its committees may be transacted. A quorum shall be the number of members equal to, or greater than, 50% of the appointed voting members of the Council, or its committees.

Section 2. Regular and Annual Meetings

a. Regular meetings of the Council shall be held each month at a site designated by the Council. Monthly meetings may be omitted, as long as the Council meets a minimum of ten times a year.
b. The Council and its committees shall comply with the rules established by the Ralph M. Brown Act (Government Code Section 59450 and a copy shall be provided to all Council members) in conducting all meetings.
c. Agendas for regular meetings, special meetings, and meetings of standing committees shall specify the time and place of the meeting and shall contain a brief description of each item of business to be transacted at the meeting, including items to be discussed in closed session. At least seven (7) days before a meeting, copies of the agenda shall be mailed to Council members (or standing committee members in the case of a committee meeting); posted in a place easily accessible to the general public; mailed to anyone who had made a written request for such notice during the current calendar year.

Section 3. Special Meetings

The Chairperson of the Council, the Vice Chairperson, or any two (2) Council members may call special meetings of the Council. Notice for a special meeting shall be made in the same manner as for regular meetings.

Section 4. Adjourned Meetings

Regular, special, and standing committee meetings may be adjourned in compliance with the Brown Act. All persons who were entitled to notice of the meeting shall receive notice of the date, time, and place to which the meeting is adjourned, or of the next meeting at which items on the agenda of the adjourned meeting will be considered. A notice of adjournment shall be posted in the place where the meeting would have been held, and in a place accessible to the general public, stating the date, time and place of the next meeting. In the case of a cancelled meeting, the notice should state whether the agenda items will be considered at the next committee meeting or at a meeting of the full Council.

Section 5. Closed sessions

Closed sessions shall be conducted in accordance with the Brown Act.

Section 6. Notice
Notice of the time and place of regular and special meetings shall be given to each Councilmember by First-Class mail at least seven (7) days before the time set for the meeting. For emergency meetings, notice shall be given by one of the following methods: (a) personal delivery; (b) telephone call either directly by the Chairperson or by a person designated by the Chairperson; or (c) electronic transmission at least seventy-two (72) hours before the meeting.

ARTICLE 6
Committees of the Council

Section 1. Executive Committee

a. The Executive Committee shall consist of the Chairperson, Vice Chairperson and three (3) Council Members appointed by the Chairperson, for a maximum of five (5) persons. Three (3) members of the committee shall constitute a quorum.

b. The Executive Committee shall meet at least once a month and on an emergency basis, when notified by the Chairperson. Monthly meetings may be omitted, as long as the Executive Committee meets a minimum of ten times a year.

c. The Executive Committee shall have the power to act on behalf of the Council at any time, provided that the Executive Committee quorum includes either the Council Chairperson or Vice-Chairperson and meets the three member quorum requirement. Any action taken by the Executive Committee on behalf of the Council must be ratified by the Council at its next regularly scheduled meeting.

d. The Executive Committee shall recommend when an Ad-Hoc or Standing committee should be established by the Council.

Section 2. Standing Committees

a. The standing committees of the Council shall be the Committee on Policy and Legislation, the Committee on Impact Analysis, and the Committee on Age-Friendly Communities. The Council may create additional standing committees by majority vote, each consisting of at least three (3) Council Members. Additional standing committees shall be subject to the same rules and procedures as the standing committees created in these Bylaws. The standing committees shall make recommendations to the full Council. The action of all committees is subject to the approval of the full Council.

b. The Council Chairperson shall make appointments to the committees.

c. The Council Chairperson may appoint one or more committee members as alternate members of any such committee, to replace any absent member of a committee at any meeting.

Section 3. Ad-Hoc Committees
a. Throughout the year, there are events or actions that are required by the Council that require the creation of an ad-hoc committee. These ad-hoc committees do not continue throughout the year but are necessary for a period of time.
b. The Council may create additional ad-hoc committees by majority vote, each consisting of at least three (3) Councilmembers. Additional ad-hoc committees shall be subject to the same rules and procedures as the ad-hoc committees created in these Bylaws. The ad-hoc committees shall make recommendations to the full Council. The action of all committees is subject to the approval of the full Council.
c. The Council Chairperson shall make appointments to the committees.
d. The Council Chairperson may appoint one or more committee members as alternate members of any such committee, to replace any absent member of a committee at any meeting.
e. Nomination Committee: This ad-hoc committee shall be appointed by the Council Chairperson in September to propose nominations for the officer elections in November. The committee shall report to the Council no later than the meeting in October with their nominations for the upcoming election. The committee shall be responsible for conducting the election process at the November Council meeting. The committee shall swear in the newly elected officers at the January Council meeting.

ARTICLE 7
Officers and Responsibilities

Section 1. Officers

The officers of the Council shall consist of the Chairperson and Vice Chairperson,

Section 2. Election and Term of Officers

a. The two (2) officers of the Council shall be elected at the annual regular meeting held during the month of November. Each Council Member shall cast one vote by ballot. Each Council Member voting must be present at the November meeting. No Councilmember may vote by proxy. The candidate receiving the highest number of votes in each of the two (2) positions shall be elected as that officer for the next calendar year.
b. No Councilmember shall be elected as an officer of the Council without serving a one (1) full year as a Councilmember.
c. No Councilmember shall serve as an officer of the Council for more than two (2) consecutive years.

Section 3. Chairperson

a. He or she shall preside at all meetings of the Council.
b. Shall determine whether there are extraordinary circumstances to warrant an excused absence of a Council member.
c. Shall appoint a Nomination Committee in the month of September.
d. Shall exercise and perform such other powers and duties as the Council may assign.

Section 4. Vice Chairperson

a. He or she shall perform all duties of the Chairperson, during his or her absence.
b. He or she shall have all powers of and be subjected to all restrictions of the Chairperson, during his or her absence.
c. Shall have such other powers and perform such other duties as the Council may assign.

ARTICLE 8
Staffing

The Social Services Agency shall provide, to the extent funds are made available by the Board of Supervisors, staff and supplies necessary to assist the Council in the performance of its duties, including but not limited to the issuance of notices and agenda for all meetings and maintaining a book of minutes for all meetings.

ARTICLE 9
Maintenance of Council Records and Reports

Section 1. The Council shall keep:

a. Written minutes of the proceedings of the Council and its committees.
b. A record of each Councilmember name, address, title, and Council responsibility.

Section 2. Council Inspection Rights

Every Councilmember may inspect the records, books and documents of the Council. Reasonable notice must be given to staff to make the records, books, or documents available.

Section 3. Copies and Extracts

Any inspection under this section may be made in person and the right to inspection includes the right to copy and make extracts.
ARTICLE 10
Compensation and Reimbursement of Councilmember

Any request for compensation or reimbursement for expenses incurred for conferences and meetings (including food, lodging, air, car, or bus costs must be approved prior to travel or purchase by the Social Services Agency and the Board of Supervisors. Any such authorized expenditure will be recorded as a line item in the Department of Adult and Aging’s financial or annual budget.

ARTICLE 11
Conflict of Interest Policy

The Council Chairperson shall ensure that each Councilmember and each staff person who is either subject to the conflict of interest policy or is responsible for investigating possible conflicts of interest on the part of the Council members or staff shall receive a copy of these Bylaws.

   a. All Council officers, members and committee members must neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or a member of his or her immediate family. To participate in a decision-making capacity includes discussing an issue and influencing, or trying to influence, other Council or committee members or staff to take a position for or against an issue.

   b. All Council officers, members and committee members will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or sub agreements made with the Council.

   c. All Council officers, members and committee members shall not be financially interested in any action made by them in their official capacity or in any action of the Council. Each member shall comply with the California Political Reform Act of 1974 - 2015 (a copy shall be provided to all Council members). No member shall make, participate in making or in any way attempt to use his or her official position to influence a decision of the Council in which he or she knows or has reason to know, he or she has a financial interest. A member of the Council has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect on the member or member’s immediate family or in his/her business entity, real property, or source of income.

   d. Each Council or committee member is required to disqualify him or herself from participation in a decision which may have a foreseeable material financial impact on his or her financial interests.
e. No Council or committee member shall receive at any time any money that was donated to, raised by, or held in the name of the Council.

ARTICLE 12
Rules of Order

The most recent edition of Roberts Rules of Order shall apply to all questions of parliamentary procedure used at all Council meetings.

ARTICLE 13
Amendment of Bylaws

Amendment of the Bylaws requires a two-thirds vote of the Councilmembers present at a meeting where a quorum is present. Approved amendments shall take effect once they are approved by the Board of Supervisors. Any amendments to the proposed amendments shall be handled according to the same procedures as the original amendments.

ARTICLE 14
Severability

If any part of these Bylaws is held to be null and void by any competent court of law, the remaining portion of the Bylaws shall not be affected.