ADVISORY COUNCIL MINUTES

(of) July 18, 2016

 2800 W. Burrel Avenue

Visalia, CA 93291

**MEMBERS PRESENT:**

Marlene Chambers

Benjamin Cordova m

Kyle Melton

Dr. David Wood

Maggie Woodhouse

Suzann Wray

**GUESTS & ALTERNATES PRESENT:**

Albert Cendejas, CSET

Alicia Garcia, Candidate for Membership

Bobbie Wartson, KCCOA Interim Director

**MEMBERS ABSENT:**

Marsha Calhoun

Fern Haller

Mary Krieg-Vasquez

Sharon Lamagno

Grace Schraa

**STAFF PRESENT:**

Laura Silva, K/T AAA Director

Christine Tidwell, Administrative Aide

Nancy Aldaoud, Administrative Aide

Bonnie Quiroz, Client Advocate

1. **Call to Order** – Kyle Melton, Acting Chair, called the meeting to order at11:05 a.m.
2. **Introductions** – Introductions were given by meeting attendees, including guests: Alicia Garcia, Albert Cendejas, and Bobbie Wartson.
3. **Public Comments**
* K/T AAA Director, Laura Silva, said that she on behalf of the K/T AAA and with a very heavy heart, needed to report that Council member Don Turner passed away on July 12, 2016. She said Mr. Turner was a leader and mentor to those working with the Council and in the aging services community and will be greatly missed. Information on memorial services for Mr. Turner was distributed.
* Ms. Silva also reported that the Council’s Chair, Sharon DeMasters had recently resigned; noting that, due to this change, some of the agenda items may be addressed out of order.
1. **Approval of Minutes** – The minutes for the meetings of January 25, 2016 and December 14, 2015 were presented for approval. Due to lack of a quorum at previous meetings, the approval of the minutes was postponed until this meeting. (Notes from the April 25, 2016 meeting were available, but due to lack of a quorum, that meeting was conducted as an informational meeting only).
2. **Announcements and Correspondence** – A letter of condolence written from the Advisory Council members to Don Turner’s family was circulated for signatures, along with a sympathy card for personal messages.

1. **Milestone Updates –** No milestone updates to report.
2. **Letter to Council Member Fern Haller –** Kyle Melton, Membership Committee Chair said this item is a formality that is required of the Council. He said often Council members are no longer able to participate for various reasons, with health being the primary one. Mr. Melton noted that Council Bylaws specifically state that three unexcused absences, or five, excused or unexcused absences in a 12 month period makes a member subject to dismissal, thus freeing up the seat for a new candidate. Council member Fern Haller has been unable to attend meetings since January 2014. The Council voted unanimously to move forward with the notification letter to declare Seat # 13 vacant.

Director Laura Silva said she wanted to recognize the amazing time, energy, and dedication that Ms. Haller gave to this Council over the years that she served on it. It was noted that Ms. Haller was a great advocate for senior issues during her time as a Council member.

Ms. Silva said as Council members go off, the K/T AAA continues to reach out to and remembered them with visits and phone calls to keep in touch, especially during holiday events and drives. She said in recognition of their service to K/T AAA it is important to include them in the Agency’s effort of serving seniors and giving back to seniors.

1. **Election of Chair and Vice Chair** – Mr. Melton, speaking on behalf of the Nominating Committee, said that typically the election for the officer positions of Chair and Vice Chair take place at the December meeting of even numbered years, with the newly elected Chair beginning his or her term in January of the following year. Due to an oversight, this matter was not taken care of at the December 2015 meeting and as such has rolled over to the current meeting. The candidate for Chair and Vice Chair are Dr. David Wood (Chair) and Mary Krieg-Vasquez (Vice-Chair). Nominations can also be accepted from the floor, but none were submitted. Ms. Krieg-Vasquez currently serves as Vice Chair and has agreed to serve another term. (She was not in attendance at this meeting). Both candidates were voted unanimously into their respective offices.

Council member Suzann Wray asked if a Chairperson is from Tulare County, should the Vice Chair be from Kings County. Ms. Silva said the Council Bylaws do not stipulate that as a criterion.

Council member Don Turner served the Council as Parliamentarian. Due to his recent death, the position needs to be appointed. Bylaws state that the Parliamentarian is to be appointed by the Chair. After some discussion, Suzanne Wray accepted the assignment of Council Parliamentarian. Further training and guidance will be offered for her to take up that position, and she will do some on-line research for further information.

 At this point, the gavel was passed to Dr. Wood as the new Chair to continue the meeting.

1. **Membership Committee –** Kyle Melton, Membership Chair introduced Alicia Garcia as a candidate for Council membership, noting that her name had been submitted several months ago, but due to a lack of a quorum at several previous meetings, the vote to move her name forward to the Board of Supervisors (BOS) for appointment has been delayed. On behalf of the Membership Committee, Mr. Melton requested the Council approve Ms. Garcia for appointment. Suzann Wray motioned to approve and submit Ms. Garcia’s name to the Tulare County BOS for appointment. Maggie Woodhouse seconded the motion; and the Council vote was unanimous in agreement. (The BOS is the appointing body).

Bonnie Quiroz, Tulare County Elder & Dependent Adult Family Advocate spoke to the Council about recruiting ideas for new membership and suggested the possibility that Council members might be interested in going along with her on visits to the senior sites. This would also afford an opportunity for the seniors at the sites to become better acquainted with the Council members and a way to bring back information to the Council. Ms. Quiroz will provide a schedule to those interested in joining her on site visits or outreach events.

Member Benjamin Cordova said that he has a person in mind who may be interested in becoming a Council member and asked what steps should he take. Mr. Cordova was given a membership application to pass on to the perspective member.

Dr. Wood said he would like to take the opportunity to visit the senior centers and the Council should consider holding its meetings at the centers, also. He said even with a full complement of Counsels members, it is still important for the public to know what the K/T AAA is and what it does.

1. **Discussion of Committee Appointments** – Currently, there is no formal agenda item on this topic. The Chair deferred to Mr. Melton to get more information. Mr. Melton said that many committees in the past were short term, and to deal with certain issues, although some are on-going. He said it is important every few years to review the Council Bylaws to make sure the Council is on pace to where it should be; so, a Bylaws review committee might be an idea. Also, there is an on-going Membership Committee, (which is currently down one person). He suggested it may also be a good idea to brainstorm with Laura Silva (the K/T AAA director), for other ideas. He said it is important to have flexibility in order to add and subtract, as needed.

Dr. Wood said at this point it is important to get as many candidates interested, as quickly as possible and then explore the possibility of a retreat. A retreat might be a half day or so, providing the opportunity to discuss: Who are we? Where have we been (Council history)? Where do we want to go and what do we want to do? Dr. Wood said, for example, we are now minus representation at the California Senior Legislature. It was also suggested that there be a Transportation Committee. The Council Chair said the first order of business is to fill the vacant membership slots; second order of business is to look at how the Council conducts business in terms of the Bylaws, (including the frequency of meetings). The Chair suggested that the Council consider meeting more often than the current quarterly meeting schedule. These ideas will be discussed at the proposed retreat, as well as discussion about what direction the Council takes from here.

Ms. Silva said also it would be a good idea to update the Council membership binder, so it is a current and useful tool for members, especially new members coming in. Additionally, providing trainings at each meeting, to include useful information about the programs that K/T AAA offers will be beneficial. Dr. Wood stated that the Mental Health Board provides a binder to each new member outlining various aspects of the Board and it functioning. It was also said that there are presentations at each meeting about concerns that might be of interested to the Board. He noted there is an outline “tool” to keep the information presented relevant to what the Board needs.

Ms. Silva said that it is important that the Council has a voice to express to the Governing Board any information received from the seniors and the community or concerns the Council has become aware of, in its advisory capacity. She said the opportunity to report out to the Board is important to fulfill its roll and to help the Board make informed decisions.

The Chair reiterated Council priorities as: first, to fill vacant membership slots and prepare the membership binder, and to have a sense of what the resources are in terms of the programs that are currently being done – including what the contracts are and who the contractors are. From there, it can be determined what the focus and emphasis of the group will be in the up-coming year.

Council member Benjamin Cordova said he thinks the idea of a retreat is important and will give members a sound foundation to work from, especially for new members because it will better define the rolls and responsibility of Council members, including how far to advocate and for what causes to advocate.

It was decided to have an August Council meeting, which was set for Monday, August 15, 2016, at 10:30 a.m.

1. **Staff Reports –** An information sheet was sent around for Council member to share their phone and email contacts**.** On a related note, Ms. Silva shared that there is a Cyber Seniors video that would be good to share at a Council meeting.
2. **Additional Member Comments**
* Council member Suzann Wray reported that the City of Dinuba has taken over the management of the Dinuba Senior Center, and includes providing meals for the seniors.
* Mr. Cendejas reported that CSET has gone out for bid proposal for both Congregate and Home-Delivered Meals, as well as for legal services. For the nutrition services request, CSET received only one applicant, which was from the current contractor, Fresno Economic Opportunities Commission (EOC). For legal services, only the current provider, California Legal Services, submitted a proposal. Mr. Cendejas also noted that the City of Farmersville has asked CSET for support in providing meals for the Farmersville Senior Center. If all things go as planned, CSET will be assisting Farmersville in its support services and nutrition programs.
* Mr. Cendejas reported that there was a Senior Prom event at the Porterville Senior Center. Seniors from all the centers were transported to the Porterville site by charter bus. Eagle Mountain Casino helped with cash vouchers and donated funds to support the event. Approximately 160 seniors attended.
* Council member Marlene Chambers announced that Kings County held its Senior Friendship Day with over 300 seniors in attendance. Many beautiful items had been donated to be used as raffle gifts.
1. **Adjourn** – Meeting ended 12:05 p.m.