 ADVISORY COUNCIL MINUTES

 (of) July 15, 2017 Meeting

 Tulare Co. Board of Supervisors Bldg.

2800 W. Burrel Ave., Conf. Room A/B

 Visalia, CA 93291

**MEMBERS PRESENT:**

Marsha Calhoun

Benjamin Cordova

Dan Fox m

Sharon Lamagno

Kyle Melton

Bobbie Wartson

Dr. David Wood, Chair

**MEMBERS ABSENT:**

Marlene Chambers

Betsey Foote

Suzann Wray

Maggie Woodhouse

**STAFF PRESENT:**

Juliet Webb, K/T AAA Director

Bonnie Quiroz, Client Advocate

Matthew Kredit, Administrative Specialist

Israel Guardado, Analyst

Nancy Aldaoud, Administrative Aide

Christine Tidwell, Administrative Aide

**GUESTS & ALTERNATES PRESENT:**

Albert Cendejas, CSET

Grace Henn

Marilee K. Stevens

Susan Darsey

Grace Klassen

Shakoya Antoine

1. **Call to Order** – Dr. David Wood, Chair, called the meeting to order at 11:04 a.m.
2. **Introductions of Guests and Council Members** – Introductions were given by the K/T AAA Director, Council members, staff, and guests (see attendees above).
3. **Public Comment** – No public comment.
4. **Approval of Minutes** – The Chair entertained a motion from Dan Fox to approve the minutes of the May 15, 2017, meeting. The motion was seconded by Kyle Melton and the minutes were approved, unanimously.
5. **Announcements and Correspondence**
* The Chair reported that in the Tulare County community of Three Rivers, because it is not incorporated, often it needs to create solutions of its own for issues its residents need to resolve. Recently, at a meeting of the Three Rivers Village Foundation the Deputy Sheriff recommended that a “cooling center” be designated for Three Rivers. He said local authorities had received calls from people that did not have adequate home air conditioning/cooling capacity. The organization, Aging in Community (AIC) stepped up and made a phone number available for seniors to get transportation to a cooling center. Currently, the Three Rivers library is a designated cooling center and two local churches have made their locations available, as well. In conjunction with this information, lists of the cooling centers in Tulare and Kings Counties were distributed to Council members. Dr. Wood reiterated the concept of Council members being available as the “go to” people for the senior community, noting this will be a good resource especially in light of this summer’s heat wave.
* Dr. Wood commented that there is an organization composed of Area Agencies on Aging throughout California and he would like to invite Betsey Foote to attend because she can also represent the Tule River tribe. This also allows the K/T AAA to send either the Chair or Vice Chair. He noted the involvement is important in becoming acquainted with what K/T AAA’s sister agencies are doing.
1. **Milestone Updates** – There were no milestone updates at this time.
2. **Presentation by the Aging in Community (AIC), Three Rivers –** Grace Klassen of the AIC said that all AIC members are volunteers. The group was started in 2014 as a result of noticing that some elder residents were “falling through the cracks,” feeling isolated, and were in need of services but due to the rural nature of the community were not getting or did not have access to appropriate services. That discussion lead to the question of what the possibilities might be to help the situation. AIC grew out of the concept and tradition of people helping people. The four steps of the group’s mission are: to promote independence and sustained quality of life for older adults living and that are “aging in place” in Three Rivers; to connect older adults to service providers; to provide outreach and education for older adults and their caregivers; and to cultivate a health and wellness approach to growing older*.* As a part of their research the group members discovered there is a large movement of people promoting the concept of aging in place. Because Three Rivers is so rural it lead to the question of what will this need to be in Three Rivers. Ms. Klassen said, according to the last census (2010), 46 percent of the citizens in Three Rivers are 55 years old, or older, which is twice the national statistic. After a community assessment to determine the service gaps, a local resource guide was developed. The group eventually formed a Board and in 2015 received its non-profit status.

In 2016, AIC fielded 222 phone calls and members are now attempting to accurately record data so they can apply for grants from organizations that can help them grow. It was noted that Saint Anthony’s Retreat has provided an incredible ally and partner for the group.

Needs are ascertained by an intake sheet the group has developed and uses when a potential client calls in. The most frequent request is for transportation. The group does not do medical assistance, taxes, or finances. Another core purpose is friendly visits in order to establish relationship with the seniors and to create a network of support.

There is also collaboration with the Three Rivers School involving the students and seniors exchanging messages. Additionally, the group organizes a movie-a-month program at St. Anthony’s. This provides a social outing, with lunch included for a minimal amount, and a movie – creating a fun bonding experience for the seniors.

AIC has also started an oral history project to record and capture the seniors’ stories for posterity. This took the shape of a created binder of transcripts – six volunteers interviewed 18 elders and transcribed the recordings. The recordings and transcriptions were then sent to the Visalia public library and it will also be sent to the State archives. A copy is also housed in the Three Rivers historical museum and one is kept at the Three Rivers library. A local artist did a painting of each of the contributing seniors. AIC is in the process of getting the book published for broader circulation. This will be an ongoing project.

As part of their outreach and education effort, AIC has organized educational workshops for seniors and their caregivers. Upcoming on the schedule is a series of free workshops entitled, “The Aging Brain,” which will be facilitated by a retired UCLA professor and will be held at St. Anthony’s Retreat.

It was noted that fund-raising is always a concern, but as word has gotten out, AIC was able to raise $10,000 through good word-of-mouth advertising. AIC has, at this point, partnered with 34 organizations in the community and that will expand as the organization grows. Grant writing will become a more important part of the fund raising effort as the group expands. Currently, an honor garden is being designed and as part of that, commemorative bricks will be available for sale at the Becket House, (restored to its original condition) at the Three Rivers Historical Museum.

Council member, Dan Fox said it might be good to explore an “Uber” concept wherein volunteers would be reimbursed for the travel miles used to help the seniors – not as a money making effort, but enough for cost reimbursement. Mr. Fox said he may be able to help with information on available transportation funding sources.

Albert Cendejas, CSET senior services, commented that if a senior ever needs meal provision that AIC should refer him or her to CSET. In connection to this, Dr. Wood suggested the possibility of a central distribution point. Mr. Cendejas said that because of the required temperature restriction to keep the frozen meals frozen, it is difficult to have that model.

Council member, Ben Cordova commented that Woodlake has started a food distribution service on a regular basis on the second Tuesday of the month and he was surprised at the number of families that are coming to participate. AIC said they have a similar program for greens on the last Wednesday of every month at the Bread Basket, which is a food pantry.

1. **Mental Health Survey Participation –** Dr. Wood said the Department of Mental Health is doing a needs assessment survey as part of its 3-year plan for Mental Health services in Tulare County. The printed copy of the survey was included in the Council packet when it was mailed to Council members. He encouraged all members to either complete the print copy or go online to complete the electronic version. This is important to convey to the Dept. of Mental Health the type of services that are needed. Surveys should be submitted by the end of July. It was noted that the Senior Advocate, Bonnie Quiroz has taken the survey to seniors at the Porterville and Lindsay Senior Centers and will be going to the Woodlake and Cutler-Orosi centers next week. Christine Tidwell said in connection with this, K/T AAA arranged a focus group for senior participants, which was held at the Meadows senior living facility. It was well attended and the participants had much good input for the facilitator.
2. **Membership Recommendations –** Kyle Melton, Council Membership Chair said that Grace Henn completed an application for Council membership several months ago. Ms. Henn currently works with the Gentiva Hospice organization and has a strong interest in and affection for working with seniors.

The Chair made a recommendation that the Council move forward on this candidacy, to be voted upon at the next Council meeting. Once approved, the recommendation will be forwarded to the K/T AAA Governing Board for the official appointment to a Council seat.

Dr. Wood also welcomed and congratulated newly appointed Council member, Dan Fox, for his recent appointment by the Tulare County Board of Supervisors, to Seat 4. He also said that he is in receipt of contact information for the Tachi tribe in Lemoore and plans to follow up with the Tachi tribe to see what the possibilities are for recruiting from that elder Council. Additionally, he has contacted PFLAG (Parents, Families and Friends of Lesbians and Gays) and the Source Center for possible member recruiting and to get as diverse a group and as diverse a perspective as possible for the Council.

1. **Clarification on Committee “Scope of Work” Details** – Israel Guardado, the K/T AAA Staff Analyst gave out information on the scope of work for Council committees and sub-committees. As a follow up to a request at the previous meeting, he presented some clarification on what the Committee work entailed and what the responsibilities were. He read the Bylaws section which outlines the Council committees and their purpose. (\*See attached section of the Bylaws included at the end of the minutes).

The Standing Committees are: Membership; Area Plan, Budget, Contract (ABC); Nominating Committee; and the Executive Committee. The Council has the option to create any sub-committee it deems necessary, for example, a Transportation sub-committee.

Mr. Guardado noted that earlier this year he relied on the ABC committee to review the Area Plan (and updates) each year to make recommendations. It is a required committee in the Bylaws. Responsibilities associated with the ABC committee are to review K/T AAA grant applications, recommend recipients, review and evaluate program objectives and achievements, and work to identify public and private resources, as well as to assist in the development of the Area Plan, and recommend priority goals.

It was decided this information will be forwarded to the Council members.

1. **Staff Reports**
* Christine Tidwell said the June meeting that was canceled was scheduled to be at the new Farmersville Center. She proposed the August Council meeting be held in Farmersville and the Council agreed.
* Bonnie Quiroz said she had updated calendars for the remaining Farmers Markets where she will be distributing coupons. Additionally, she and Albert Cendejas will begin distributing *brown bags* of market produce to Home-Delivered Meals clients through the coupon proxy program. Ms. Quiroz said the markets are going well but the heat wave has considerably curtailed the number of people who turnout. Bobbie Wartson, Director of the Kings County Commission on Aging, said that Kings County has also nearly finished distribution of its portion of coupons.
* Juliet Webb, K/T AAA Director said that a second round of interviews for the Aging Services Manager position will be conducted. It is anticipated the position will be filled soon. Dr. Wood will also be part of the interview panel. Ms. Webb said the slate of candidates is impressive and she is excited about it.
* On a different note, Ms. Webb said the building where many of the K/T AAA offices are currently located is scheduled to be remodeled in the very near future, so the current office will be temporarily (for approximately 8-12 months) be relocated to a near-by building. It shouldn’t create any challenges in terms of communications because phone numbers, etc. will not be changing and it shouldn’t affect any Advisory Council meetings.
1. **Development of August Council Agenda**
* If meeting in Farmersville, rather than having a presentation topic, it will be a chance to introduce the new Aging Services Manager
* More discussion of Committee assignments
* Move forward with membership applications
* Possible opportunities for a Council member to attend the upcoming C4A meetings in September & November. Ms. Webb clarified that the monthly C4A meeting is for Area Agency on Aging Directors only. There is a C4A conference upcoming which will provide an opportunity for Council member participation. More information will be provided at future meetings.
* Dr. Wood said he will circulate information on the Triple-A Council of California (TACC), a group he is hoping the K/T AAA can become involved in.
1. **Additional Member Comments**
* Kyle Melton said the Nominations Committee was basically “collapsed” into the Membership Committee, for the sake of efficiency. He said last time, nominations for the Chair and Vice Chari were not done timely, according to the Bylaws, prior to the elections for the Council Executive positions. In preparations for any upcoming elections, he wanted clarification on the requirements and to make sure the nominations item was on the agenda for the meeting prior to the election process. Bylaws (Article III, Section 6 B) states the following:

*“Elections shall be held by the Advisory Council on odd-numbered years, at the last meeting of the calendar year. Officers are elected to serve for two years or until their successors are elected****.*** *Terms shall begin January 1 of even-numbered years and expire on December 31 of odd-numbered years.*

Dr. Wood suggested that at the October meeting, nominees be proposed and it can be reviewed and discussed in November, and the election should be held not later than December. The Executive officers can then be seated in January of the new year.

* In closing several comments were made in appreciation of the presenting group, “Aging in Community”, with Dr. Wood commenting that he hopes that the Council can also develop into a similarly well-coordinated team.
* The August Council meeting will be held at the new Farmersville Senior Center, 623 N. Avery Avenue, Farmersville, 93223 (adjacent to the library and Boys and Girls Club). In connection to this, Dr. Wood said that it would be interesting to have an adopt-a-grandparent/grandchild model and or a pen pal activity similar to the one started up by AIC in Three Rivers.
1. **Adjourn** – The meeting adjourned at 12:26 p.m.

**The following is copied from the Advisory Council Bylaws. It was referred to in item # 10.**

**ARTICLE IV**

**COMMITTEES OF THE ADVISORY COUNCIL**

Section 1: Structure

A. The Advisory Council shall from time to time establish and abolish such standing or action committees as it deems necessary to carry out its work. No standing or action committee may exercise the authority of the Advisory Council.

B. Advisory Council members shall volunteer to serve on the standing or action committee(s) of their choice. From the group of volunteers for each committee, the Advisory Council Chairperson shall appoint a Chair for the committee.

C. All committee chairs shall be responsible for preparing agendas for committee meetings, reporting attendance to the Membership Committee, and preparing a written report/minutes for the Advisory Council. Copies of reports/minutes shall be provided to the Secretary.

D. All Committees shall meet monthly or as needed to ensure necessary business is completed.

E. For meeting purposes, a quorum shall consist of one-half plus one of the Committee members.

Section 2: Committees

1. Standing Committees
	1. Membership Committee

* + 1. Shall consist of three (3) Advisory Council members. To allow for many members of the Advisory Council to become experienced in the responsibilities of this committee, members shall serve 2-year staggered terms on the Membership committee, with one member rotating out every year.
		2. The duties of the Membership Committee shall be to organize recruitment of new members, screen member applications, make recommendations for membership to the Advisory Council, and conduct orientation and/or arrange for mentoring of new members. It shall also be responsible for monitoring attendance at action committee meetings and Advisory Council meetings. The Membership Committee shall make recommendations to the Executive Committee when corrective action or dismissal are in order.
	1. Area Plan/Budget/Contracts (ABC) Committee
		1. Shall consist of three (3) Advisory Council members. To allow for many members of the Advisory Council to become knowledgeable in the workings of the area plan, budgeting, and contract processes, members shall serve 2-year staggered terms on the ABC committee, with one member rotating out every year.
		2. Duties of the ABC committee shall be to review K/T AAA grant applications; to recommend recipients; to review and evaluate program objectives and achievements; to work with the K/T AAA to identify public and private resources; to assist in development of the area plan; to recommend priority goals and objectives; to perform other related duties.
	2. Nominating Committee
		1. Shall be elected by the Advisory Council every other year. Membership shall include one member from Kings County and two members from Tulare County.
		2. It shall be the duty of the Nominating Committee to determine a slate of members for election to the Advisory Council offices in even-numbered years, as per Article II, Section 6 of these bylaws, and as needed throughout the year to fill vacancies.
	3. Executive Committee
		1. Shall consist of the Chairperson, Vice Chair, Parliamentarian, and all committee Chairs, and shall have the following duties, powers, and authorities:
		2. Shall create agendas for all Executive Committee and Advisory Council meetings.
		3. May act on emergency matters without a formal meeting, providing a majority of Executive Committee members have approved such action after a personal telephone poll. A report on emergency matters shall be made at the next Advisory Council meeting. Decisions made at such meetings shall be subject to approval of the Advisory Council, where time permits.
		4. The Secretary shall be an ex-officio member and have the responsibility of taking notes at all Executive Committee meetings.

 B. Action Committees (Ad hoc)

1. Action committees shall be formed as needed to address topics that the Advisory Council has chosen to review. However, there shall be no more than four action committees at any given time.