

Advisory Council Orientation Manual



K/T AAA Advisory Council Member Orientation Manual

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Kings/Tulare Area Agency on Aging

Mission Statement

The mission of the Kings/Tulare Area Agency on Aging is to provide leadership at the local level in developing systems of home and community-based services that maintain individuals in their own homes or least restrictive, home-like environments. In particular, emphasis shall be placed on coordinating with local systems to enable individuals to live out their lives with maximum independence and dignity in their own homes and communities through the development of comprehensive and coordinated systems of home and community-based care.

JOINT POWERS AGREEMENT BETWEEN THE
COUNTIES OF KINGS AND TULARE

THIS AGREEMENT is entered into as of this ____ day of _____, 1980, between the COUNTIES OF KINGS and TULARE each of which is a political subdivision of the State,

W I T N E S S E T H:

WHEREAS, the parties hereto have the power in common to study, to plan, to set priorities for meeting and to meet the needs of the aging; and

WHEREAS, Area Fifteen, including each of the parties hereto, has been designated by the California Department on Aging as a planning and service area; and

WHEREAS, pursuant to the joint powers provisions of the California Government Code (§§6500 through 6515), the parties are authorized to enter into this agreement;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. There is hereby created an agency or public entity to be known as the ~~Area Fifteen "Area Agency on Aging"~~ [This change adopted by the Kings Co. Board of Supervisors 9/2/1980, Res. # 80-103; and by Tulare Co. Board of Supervisors 9/23/1980 by resolution 80-2347] "Kings/Tulare Area Agency on Aging." As provided by law, said Agency shall be a public entity separate from the Counties which are parties to this Agreement.

2. The powers to be exercised by the Agency shall be as follows:
- (a) To prepare a plan for meeting the needs of the aged and cause such plan to be implemented by joint action of the parties.
 - (b) To obtain financial assistance from the State of California and the United States under Title III of the Older Americans Act.

- (c) To expend funds received to continue effective study and planning, to coordinate existing programs designed to meet the needs of the aged, and, where such programs do not exist, to develop and implement such programs.
- (d) [Effective 11/12/1985] To provide services to persons 55 years of age or older, and, notwithstanding such age restriction, to provide to any person any services authorized or sponsored by the California Department of Aging and Long Term Care.

3. In carrying out the powers specified in paragraph 2 above, the Agency is hereby authorized, in its own name, to do all acts necessary for the exercise of said power for said purposes, including but not limited to any of the follows: to make, enter into and modify contracts, grants, subgrants, and other necessary agreements; to organize and train staff; to develop procedures for program planning, operation, assessment and fiscal management; to evaluate program performance and determine resulting need to reallocate resources; to acquire, maintain and dispose of personal property; to accept gifts and grants; to sue and be sued in its own name; and to incur debts, liabilities or obligations. No such debt, liability or obligation of the Agency shall constitute a debt, liability or obligation of either County. The powers of the Agency shall be exercised subject only to such restrictions upon the manner of exercising such powers as are imposed on the County of Tulare or the County of Kings in the exercise of similar powers, as provided in Section 6509 of the Government Code of the State of California.

4. The Agency shall have the authority to employ and contract with personnel and/or consultants to assist in conducting the activities authorized by this Agreement.

5. The Agency shall be administered by a governing board composed of the following members:

- (a) The three (3) members of the Board of Supervisors of Tulare County, selected by the Tulare County Board of Supervisors.
- (b) Two (2) members of the Board of Supervisors of Kings County, selected by the Kings County Board of Supervisors.

6. Upon execution of this Agreement by the parties, the Chairman of the Board of Supervisors of Tulare County shall call an organizational meeting to be held by the governing board of the Agency at which time the Agency Board shall select a Chairman and Vice Chairman and take such other action as they deem necessary to organize the Agency. The Chairman shall cause each member of the governing board to be advised of the time and place for such organizational meeting.

7. The members of the Agency Board shall hold office until either the respective Boards of Supervisors designates other representatives from their members or the member ceases to be a Supervisor.

8. When a vacancy occurs on the governing board, the vacancy shall be filled by the Board of Supervisors of the County from which the vacancy occurs.

9. The governing board of the Agency shall hold at least one regular meeting every three (3) months. The date, time and place of regular meetings shall be fixed by resolution of the governing board and may be changed from time to time. Special meetings may be called pursuant to the procedures set forth in section 54956 of the Government Code. All meetings of the governing board shall be subject to the requirements of the Ralph M. Brown Act.

10. The governing board of the Agency shall adopt all necessary rules governing the transaction of business at its meetings and the general conduct of the affairs of the Agency.

11. The officers of the Agency shall be a Chairman, Vice Chairman, and such other officers as the governing board may deem necessary. The Chairman and Vice Chairman shall be selected by the governing board. The Board may appoint an Executive Director who shall serve at the pleasure of the governing board. The Director shall perform such duties as specified by the governing board of the Agency, according to the area plan.

12. A majority of the persons serving on the governing board of the Agency shall constitute a quorum for the transaction of business by the governing board. Any resolution or other official action shall be adopted by the votes of at least three of the members of the governing board.

13. The County Treasurer and County Auditor of the County of Tulare are hereby designated as Treasurer and Auditor, respectively, of the Agency and, as such, they shall have the powers, duties and responsibilities specified in section 6505.5 of the Government Code of the State of California. Payment shall be made to the County of Tulare for such services.

14. In accordance with section 6506.1 of the Government Code, the Executive Director is hereby designated as the person who shall have charge of, handle, and have access to the property of the Agency.

15. The annual operating costs of the Area Agency shall be paid from funds received from the Federal and State Governments and funds contributed by the respective Counties. Contributions from the Counties shall be based upon the ratio of population of the respective County to the population of the area served.

16. The annual budget of the Agency shall be prepared on a fiscal year and/or grant period basis, and the fiscal year of the Agency shall be a period from July 1st of each year to and including the following June 30th.

17. ~~On or before the 1st day of February of each year, a copy of the proposed budget which has been adopted by the governing board for the next~~

~~ensuing fiscal and/or grant period shall be filed with both Counties. Each County shall file a written notification of approval of the budget with the governing board of the Agency on or before the 1st day of March.17.~~

17. [Effective as of 3/23/2004] On or before the 1st day of April of each year, a copy of the proposed budget which has been adopted by the governing board for the next ensuing fiscal and/or grant period shall be filed with both Counties. Each County shall file a written notification of approval of the budget and the acceptance of final figures regarding support with the governing board of the Agency on or before the 30th day of September of each year.

18. In the event that either party to this Agreement refuses to approve a proposed budget, in accordance with the provisions of paragraph 17 above, this Agreement shall terminate in accordance with paragraph 21.

19. Within thirty (30) days after the close of each fiscal year during which this Agreement remains in effect, the Tulare County Auditor shall prepare for distribution to the Counties and the State Department of Ageing and itemized report of all receipts and expenditures which have occurred under this Agreement during the preceding fiscal year.

20. In accordance with section 6505 of the Government code, an annual audit of the accounts and records of the Agency shall be made.

21. If any party to this Agreement does not approve a proposed budget of the Agency in accordance with paragraph 17, then this Agreement shall terminate at the end of the grant period following such failure to approve the budget. In addition, either party to this Agreement may, at least ninety (90) days prior to the end of any grant period, give written notice to the other party and to the Agency that it is terminating the Agreement, at the end of the grant period, in which case this Agreement shall terminate at the end of the grant period.

22. In the event this Agreement is terminated, the Agency shall automatically be dissolved on the effective date of its termination. However, the governing board of the Agency shall remain in existence for the sole purpose of winding up the affairs of the Agency and payment of all outstanding debts and obligations of the Agency and disposing of the assets of the Agency. After payment of all outstanding debts and obligations, the funds and property of the Agency shall be returned to the appropriate Federal or State agency to the extent required by law. Any property not required to be returned to a funding agency shall be divided equally between the parties.

23. The Agency created pursuant to this Agreement will serve the area included in Tulare and Kings Counties in the State of California.

24. The parties certify that the Agency created by this Agreement is not prohibited by State or local law from providing services to the entire geographical area of Tulare and Kings Counties.

~~25. The governing board of the Agency shall establish an advisory committee that satisfies the requirements of the Older Americans Act and the State Office of Aging.~~

~~25. [Effective 3/2/1982] There is hereby created an Advisory Council to the Agency which shall perform the duties and exercise the powers authorized by Government Code section 9361. The Advisory Council is authorized and required to adopt and follow bylaws concerning, but not necessarily limited to: terms of membership and office, election of officers, frequency and notice of meetings, accessibility of meetings to members of the general public, the conduct of Council and Council committee meetings, and the removal or resignation of members. Advisory Council members shall be appointed as follows:~~

25. [Effective from 4/10/2008 to present.] There is hereby created an Advisory Council to the Agency which shall perform the duties and exercise the

powers authorized by Government Code section 9402. The Advisory Council is authorized and required to adopt and follow bylaws concerning, but not necessarily limited to: terms of membership and office, election of officers, frequency and notice of meetings, accessibility of meetings to members of the general public, the conduct of Council and Council Committee meetings, and the removal or resignation of members. The Advisory Council is authorized and responsible for adopting a transition plan to ensure appointments comply with the Joint Powers Agreement as well as State and Federal law. Advisory Council members shall be appointed as follows:

a.——[Effective From 3/2/1982 through 9/7/1987]: ~~The Board of Supervisors for the County of Tulare shall appoint five members who shall be designated as Members Number One through Five. Member Number One shall reside within Tulare County Supervisorial District One. Member Number Two shall reside within Tulare County Supervisorial District Two. Member Number Three shall reside within Supervisorial District Three. Member Number Four shall reside within Supervisorial District Four. Member Number Five shall reside within Supervisorial District Five. The appointments shall be made so that at any given time no less than three members shall be over 60 years of age at time of appointment; two members shall be male and two members shall be female; one member shall have an annual income under \$15,000, and one member shall have an annual income over \$15,000; and two members shall be from the White/Caucasian/Anglo racial population, and one member shall be from the Hispanic ethnic population.~~

a.——[Effective From 9/8/1987 to present]: ~~The Board of Supervisors for the County of Tulare shall appoint ten members who shall~~

~~be designated as Members Number One through Ten. Members Number one and two shall reside within Tulare County Supervisorial District One. Members Number three and four shall reside within Tulare County Supervisorial District Two. Members Number five and six shall reside within Supervisorial District Three. Members Number seven and eight shall reside within Supervisorial District Four. Members Number nine and ten shall reside within Supervisorial District Five. The appointments shall be made so that at any given time no less than six members shall be over 60 years of age at time of appointment; four members shall be male and four members shall be female; two members shall have an annual income under \$15,000; and two members shall have an annual income over \$15,000; and four members shall be from the White/Caucasian/Anglo racial population, and two members shall be from the Hispanic ethnic population.~~

a. [Effective from 4/10/2008 to present]: The Board of Supervisors for the County of Tulare shall appoint five members, one per Supervisorial District. If possible, the members shall either reside or work in the Supervisorial District represented.

~~b. [Effective From 3/2/1982 through 9/7/1987]: The Board of Supervisors for the County of Kings shall appoint five members who shall be designated as Members Number Six through Ten. Member Number Six shall reside within Kings County Supervisorial District One. Member Number Seven shall reside within Kings County Supervisorial District Two. Member Number Eight shall reside within Kings County Supervisorial District Three. Member Number Nine shall reside within Kings County Supervisorial District Four. Member Number Ten shall reside within Kings County Supervisorial District Five. The appointments shall be made so that at any given time no less than three members shall be~~

~~over 60 years of age at time of appointment; two members shall be male and two members shall be female; one member shall have an annual income under \$15,000, and one member shall have an annual income over \$15,000; and two members shall be from the White/Caucasian/Anglo racial population, and one member shall be from the Hispanic ethnic population.~~

b. ~~—~~[Effective From 9/7/1987 to Present]: ~~The Board of Supervisors for the County of Kings shall appoint ten members who shall be designated as Members Number Eleven through Twenty. Members Number eleven and twelve shall reside within Kings County Supervisorial District One. Members Number thirteen and fourteen shall reside within Kings County Supervisorial District Two. Members Number fifteen and sixteen shall reside within Kings County Supervisorial District Three. Members Number seventeen and eighteen shall reside within Kings County Supervisorial District Four. Members Number nineteen and twenty shall reside within Kings County Supervisorial District Five. The appointments shall be made so that at any given time no less than six members shall be over 60 years of age at time of appointment; four members shall be male and four members shall be female; two members shall have an annual income under \$15,000, and two members shall have an annual income over \$15,000; and two members shall be from the White/Caucasian/Anglo racial population, and two members shall be from the Hispanic ethnic population.~~

b. [Effective from 4/10/2008 to present]: The Board of Supervisors for the County of Kings shall appoint five members, one per Supervisorial District. If possible, the members shall either reside or work in the Supervisorial District represented.

~~c. — [Effective From 3/2/1982 through 9/7/1987]: The Governing Board of the Agency shall appoint seven members who shall be designated as members Number Eleven through Seventeen. Members Number Eleven and Twelve shall reside within Kings County. Members Number Thirteen through Seventeen shall reside within Tulare County. The appointments shall be made so that at any given time no less than four members shall be over 60 years of age; one member shall represent a provider of services to the aging; three members shall be male and three female; one member shall have an annual income under \$15,000, and one member shall have an annual income over \$15,000; three members shall be from the White/Caucasian/Anglo racial population, two members shall be from the Hispanic ethnic population, and one member shall be from the Black, Indian, or Asian racial population; and one member shall represent the interests of the handicapped.~~

~~c. — [Effective From 9/7/1987 to Present]: The Governing Board of the Agency shall appoint six members who shall be designated as members Number twenty one through twenty six. Member Number twenty one shall reside within Kings County. Members Number twenty two through twenty six shall reside within Tulare County. The appointments shall be made so that at any given time no less than four members shall be over 60 years of age; one member shall represent a provider of services to the aging; three members shall be male and three female; one member shall have an annual income under \$15,000, and one member shall have an annual income over \$15,000; three members shall be from the White/Caucasian/Anglo racial population, two members shall be from the Hispanic ethnic population, and one member shall be from the~~

~~Black, Indian, or Asian racial population; and one member shall represent the interests of the handicapped.~~

c. [Effective 4/10/2008 to present]: The Governing Board of the Agency shall appoint five members at large. One of the members at large shall work or reside within Kings County and the others shall work or reside within Tulare County.

d.——[Effective From 3/2/1982 through 9/7/1987]: ~~The membership requirements set forth in subparagraphs (a) through (c), above, shall be complied with as vacancies occur among the membership of the Advisory Council established by the Governing Board of the Agency prior to this Amendment. For purposes solely of determining which membership position has become vacant, incumbent Helen Miller shall be deemed Member Number One; incumbent E.A. “Gus” Garrison shall be deemed Member Number Two; incumbent Omar Bacon shall be deemed member Number three; incumbent Lupe Romero shall be deemed Member Number Four; incumbent Constance Cone shall be deemed Member Number Five; incumbent Homer “Mel” Strong shall be deemed Member Number Six; the position of Member Number Seven, formerly occupied by Mercedes Chaparro, is vacant at the time of this Amendment; incumbent John W. Dudley shall be deemed member Number Eight; incumbent George Miller, Jr. shall be deemed Member Number Nine; incumbent Simon Lakritz shall be deemed member Number Ten; incumbent Bena Seaton shall be deemed Member Number Eleven; incumbent Nancy Shorb shall be deemed member Number Twelve; incumbent Jewell Wall shall be deemed Member Number Thirteen; incumbent Lynn Hirons shall be deemed Member Number Fourteen; incumbent William Finley shall be deemed Member Number Fifteen; incumbent J. J. Freeman shall be deemed Member Number~~

~~Sixteen; and incumbent Herbert Sense shall be deemed Member Number Seventeen.~~

d.——[Effective From 3/2/1982 through 9/7/1987]: The membership requirements set forth in subparagraphs (a) through (c), above, shall be complied with as vacancies occur among the membership of the Advisory Council established by the Governing Board of the Agency prior to this Amendment. For purposes solely of determining which membership position has become vacant, Merrilyn Maurer shall be deemed Member Number One; incumbent Beatrice Tucker shall be deemed Member Number Two; incumbent Ida Davis shall be deemed member Number three; William Finley shall be deemed Member Number Four; Merrill Goudie shall be deemed Member Number Five; Douglass Powell shall be deemed Member Number Six; Member Number Seven is vacant; Ramona Torrez shall be deemed member Number Eight; Connie Cone shall be deemed Member Number Nine; Herb Short shall be deemed member Number Ten; John Dudley shall be deemed Member Number Eleven; Thomas Martinez shall be deemed member Number Twelve; Martha Schwenk shall be deemed Member Number Thirteen; Alice June Kessler shall be deemed Member Number Fourteen; Mae Brixey shall be deemed Member Number Fifteen; Preston Green shall be deemed Member Number Sixteen; Member Number Seventeen is vacant; Member Number Eighteen is vacant; Gerald Jacobus shall be deemed Member Number Nineteen; Member Number Twenty is vacant; Janet Loftis shall be deemed Member Number twenty-one; Becki Eaton shall be deemed Member Number Twenty-two; Charles Keen shall be deemed Member Number Twenty-three; Layton Yost shall be deemed member Number Twenty-four; Francis Fisher shall be deemed

~~Member Number Twenty-five[;] [and] Evalyn Davidson shall be deemed Member Number Twenty-six.~~

d. [Effective 4/10/2008 to present]: In appointing members as set forth in subparagraphs (a) through (c), above, the Tulare County Board of Supervisors, Kings County Board of Supervisors, and the Governing Board of the Agency shall make appointments to ensure the advisory council includes individuals and representatives of community organizations who will help to enhance the leadership role of the Kings/Tulare Area Agency on Aging in developing community-based systems of services. In addition to the geographic requirements above, the advisory council membership shall include:

- (1) More than 50 percent older persons, including minority individuals, who are participants or who are eligible to participate in programs under 45 CFR 1321.57;
- (2) Representatives of older persons;
- (3) Representatives of health care provider organizations, including providers of veteran's health care;
- (4) Representatives of supportive services providers organizations;
- (5) Persons with leadership experience in the private and voluntary sectors;
- (6) Local elected officials; and
- (7) The general public.

e. A simple majority of the current membership shall constitute a quorum of the Advisory Council to the Kings/Tulare Area Agency on Aging for the conduct of business. The adoption of any motion shall require the affirmative vote of a majority of the members present at the meeting. An alternate may appear on behalf of an Advisory Council Member for purposes of establishing a quorum

only if the Advisory Council member who appointed them is not present.

f. All current members of the Kings/Tulare Area Agency on Aging Advisory Council shall maintain their positions on the advisory council until the member's term expires or is terminated.

The Bylaws and Bylaw Amendments shall be approved by the Governing Board of Kings and Tulare Area Agency on Aging.

26. ~~This Agreement shall take effect as soon as it has been executed by both parties.~~ [Effective 4/10/2008] This agreement shall become effective as of the date first above written. Except as provided above, all of the terms and conditions of the Joint Powers Agreement, as amended, shall remain in full force and effect.

3. [Effective as of 9/8/1987] ~~One third (1/3) of the current appointed membership shall constitute a quorum for the conduct of business. The adoption of any motion shall require the affirmative vote of a majority of members present at the meeting.~~ [Above paragraph stricken as of 4/10/2008 - Paragraph 3 of the September 8, 1987, Amendment to the Joint Powers Agreement is stricken].

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written pursuant to resolutions of the governing bodies of the respective parties, duly adopted, authorizing such execution.

COUNTY OF TULARE
Room 300, Courthouse
Visalia, California 93277

By _____
Chairman, Board of Supervisors

ATTEST:
Clerk to the Board of
Supervisors of the County
of Tulare

By _____
Deputy

COUNTY OF KINGS
County Government Center
Hanford, California 93230

By _____
Chairman, Board of Supervisors

ATTEST:
Clerk to the Board of
Supervisors of the County
of Kings

By _____
Deputy

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PUBLIC LAW 114-144—APR. 19, 2016

OLDER AMERICANS ACT REAUTHORIZATION
ACT OF 2016

PUBLIC LAW 114–144
114th Congress

An Act

Apr. 19, 2016
[S. 192]

Older Americans
Act
Reauthorization
Act of 2016.
42 USC 3001
note.

To reauthorize the Older Americans Act of 1965, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the “Older Americans Act Reauthorization Act of 2016”.

SEC. 2. DEFINITIONS.

Section 102 of the Older Americans Act of 1965 (42 U.S.C. 3002) is amended—

(1) by striking paragraph (1) and inserting the following:

“(1) The term ‘abuse’ means the knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm.”;

(2) by striking paragraph (3) and inserting the following:

“(3) The term ‘adult protective services’ means such services provided to adults as the Secretary may specify and includes services such as—

“(A) receiving reports of adult abuse, neglect, or exploitation;

“(B) investigating the reports described in subparagraph (A);

“(C) case planning, monitoring, evaluation, and other casework and services; and

“(D) providing, arranging for, or facilitating the provision of medical, social service, economic, legal, housing, law enforcement, or other protective, emergency, or support services.”;

(3) by striking paragraph (4) and inserting the following:

“(4) The term ‘Aging and Disability Resource Center’ means an entity, network, or consortium established by a State as part of the State system of long-term care, to provide a coordinated and integrated system for older individuals and individuals with disabilities (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)), and the caregivers of older individuals and individuals with disabilities, that provides—

“(A) comprehensive information on the full range of available public and private long-term care programs, options, service providers, and resources within a community, including information on the availability of integrated long-term care services, and Federal or State programs

that provide long-term care services and supports through home and community-based service programs;

“(B) person-centered counseling to assist individuals in assessing their existing or anticipated long-term care needs and goals, and developing and implementing a person-centered plan for long-term care that is consistent with the desires of such an individual and designed to meet the individual’s specific needs, goals, and circumstances;

“(C) access for individuals to the full range of publicly-supported long-term care services and supports for which the individuals may be eligible, including home and community-based service options, by serving as a convenient point of entry for such programs and supports; and

“(D) in cooperation with area agencies on aging, centers for independent living described in part C of title VII of the Rehabilitation Act of 1973 (29 U.S.C. 796f et seq.), and other community-based entities, information and referrals regarding available home and community-based services for individuals who are at risk for residing in, or who reside in, institutional settings, so that the individuals have the choice to remain in or to return to the community.”;

(4) in paragraph (14)(B), by inserting “oral health,” after “bone density,”;

(5) by striking paragraph (17) and inserting the following:

“(17) The term ‘elder justice’ means—

“(A) from a societal perspective, efforts to—

“(i) prevent, detect, treat, intervene in, and prosecute elder abuse, neglect, and exploitation; and

“(ii) protect older individuals with diminished capacity while maximizing their autonomy; and

“(B) from an individual perspective, the recognition of an older individual’s rights, including the right to be free of abuse, neglect, and exploitation.”; and

(6) in paragraph (18)(A), by striking “term ‘exploitation’ means” and inserting “terms ‘exploitation’ and ‘financial exploitation’ mean”.

SEC. 3. ADMINISTRATION ON AGING.

(a) BEST PRACTICES.—Section 201 of the Older Americans Act of 1965 (42 U.S.C. 3011) is amended—

(1) in subsection (d)(3)—

(A) in subparagraph (H), by striking “202(a)(21)” and inserting “202(a)(18)”;

(B) in subparagraph (K), by striking “and” at the end;

(C) in subparagraph (L)—

(i) by striking “Older Americans Act Amendments of 1992” and inserting “Older Americans Act Reauthorization Act of 2016”; and

(ii) by striking “712(h)(4).” and inserting “712(h)(5); and”;

(D) by adding at the end the following:

“(M) collect and analyze best practices related to responding to elder abuse, neglect, and exploitation in long-term care facilities, and publish a report of such best practices.”; and

(2) in subsection (e)(2), in the matter preceding subparagraph (A), by inserting “, and in coordination with the heads

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of State adult protective services programs and the Director of the Office of Long-Term Care Ombudsman Programs” after “and services”.

(b) TRAINING.—Section 202 of the Older Americans Act of 1965 (42 U.S.C. 3012) is amended—

(1) in subsection (a)—

(A) in paragraph (5), by inserting “health and economic” before “needs of older individuals”;

(B) in paragraph (7), by inserting “health and economic” before “welfare”;

(C) in paragraph (14), by inserting “(including the Health Resources and Services Administration)” after “other agencies”;

(D) in paragraph (27), by striking “and” at the end;

(E) in paragraph (28), by striking the period and inserting a semicolon; and

(F) by adding at the end the following:

“(29) provide information and technical assistance to States, area agencies on aging, and service providers, in collaboration with relevant Federal agencies, on providing efficient, person-centered transportation services, including across geographic boundaries;

“(30) identify model programs and provide information and technical assistance to States, area agencies on aging, and service providers (including providers operating multipurpose senior centers), to support the modernization of multipurpose senior centers; and

“(31) provide technical assistance to and share best practices with States, area agencies on aging, and Aging and Disability Resource Centers, on how to collaborate and coordinate services with health care entities, such as Federally-qualified health centers, as defined in section 1905(1)(2)(B) of the Social Security Act (42 U.S.C. 1396d(1)(2)(B)), in order to improve care coordination for individuals with multiple chronic illnesses.”;

(2) in subsection (b)—

(A) in paragraph (5)—

(i) in subparagraph (B), by striking “and” after the semicolon;

(ii) in subparagraph (C), by inserting “and” after the semicolon; and

(iii) by adding at the end the following:

“(D) when feasible, developing, in consultation with States and national organizations, a consumer-friendly tool to assist older individuals and their families in choosing home and community-based services, with a particular focus on ways for consumers to assess how providers protect the health, safety, welfare, and rights, including the rights provided under section 314, of older individuals;”;

(B) in paragraph (8)—

(i) in subparagraph (B), by inserting “to identify and articulate goals of care and” after “individuals”;

(ii) in subparagraph (D)—

(I) by inserting “respond to or” before “plan”; and

(II) by striking “future long-term care needs; and” and inserting “long-term care needs;”;

Consultation.

(iii) in subparagraph (E), by adding “and” at the end; and

(iv) by adding at the end the following:

“(F) to provide information and referrals regarding available home and community-based services for individuals who are at risk for residing in, or who reside in, institutional settings, so that the individuals have the choice to remain in or to return to the community;” and
(3) by adding at the end the following:

“(g) The Assistant Secretary shall, as appropriate, ensure that programs authorized under this Act include appropriate training in the prevention of abuse, neglect, and exploitation and provision of services that address elder justice and the exploitation of older individuals.”

(c) AUTHORIZATION OF APPROPRIATIONS.—Section 205 of the Older Americans Act of 1965 (42 U.S.C.3016) is amended by striking subsection (c).

(d) REPORTS.—Section 207(a) of the Older Americans Act of 1965 (42 U.S.C. 3018(a)) is amended—

(1) in paragraph (2), by striking “202(a)(19)” and inserting “202(a)(16)”; and

(2) in paragraph (4), by striking “202(a)(17)” and inserting “202(a)(14)”.

(e) AUTHORIZATION OF APPROPRIATIONS.—Section 216 of the Older Americans Act of 1965 (42 U.S.C. 3020f) is amended—

(1) in subsection (a), by striking “such sums” and all that follows through the period at the end, and inserting “\$40,063,000 for each of the fiscal years 2017, 2018, and 2019.”;

(2) by amending subsection (b) to read as follows:

“(b) There are authorized to be appropriated—

“(1) to carry out section 202(a)(21) (relating to the National Eldercare Locator Service), \$2,088,758 for fiscal year 2017, \$2,132,440 for fiscal year 2018, and \$2,176,121 for fiscal year 2019;

“(2) to carry out section 215, \$1,904,275 for fiscal year 2017, \$1,944,099 for fiscal year 2018, and \$1,983,922 for fiscal year 2019;

“(3) to carry out section 202 (relating to Elder Rights Support Activities under this title), \$1,312,904 for fiscal year 2017, \$1,340,361 for fiscal year 2018, and \$1,367,817 for fiscal year 2019; and

“(4) to carry out section 202(b) (relating to the Aging and Disability Resource Centers), \$6,271,399 for fiscal year 2017, \$6,402,551 for fiscal year 2018, and \$6,533,703 for fiscal year 2019.”; and

(3) by striking subsection (c).

SEC. 4. STATE AND COMMUNITY PROGRAMS ON AGING.

(a) AUTHORIZATION OF APPROPRIATIONS.—Section 303 of the Older Americans Act of 1965 (42 U.S.C. 3023) is amended—

(1) in subsection (a)(1), by striking “such sums” and all that follows through the period at the end, and inserting “\$356,717,276 for fiscal year 2017, \$364,456,847 for fiscal year 2018, and \$372,196,069 for fiscal year 2019.”;

(2) in subsection (b)—

(A) in paragraph (1), by striking “such sums” and all that follows through the period at the end, and inserting

“\$459,937,586 for fiscal year 2017, \$469,916,692 for fiscal year 2018, and \$479,895,348 for fiscal year 2019.”; and

(B) in paragraph (2), by striking “such sums” and all that follows through the period at the end, and inserting “\$232,195,942 for fiscal year 2017, \$237,233,817 for fiscal year 2018, and \$242,271,465 for fiscal year 2019.”;

(3) in subsection (d), by striking “such sums” and all that follows through the period at the end, and inserting “\$20,361,334 for fiscal year 2017, \$20,803,107 for fiscal year 2018, and \$21,244,860 for fiscal year 2019.”;

(4) in subsection (e)—

(A) by striking “(1)” and all that follows through “(2)”; and

(B) by striking “\$166,500,000” and all that follows through the period at the end, and inserting “\$154,336,482 for fiscal year 2017, \$157,564,066 for fiscal year 2018, and \$160,791,658 for fiscal year 2019.”

(b) ALLOTMENT.—Section 304 of the Older Americans Act of 1965 (42 U.S.C. 3024) is amended—

(1) in subsection (a)(3), by striking subparagraph (D) and inserting the following:

“(D)(i) For each of fiscal years 2017 through 2019, no State shall be allotted an amount that is less than 99 percent of the amount allotted to such State for the previous fiscal year.

“(ii) For fiscal year 2020 and each subsequent fiscal year, no State shall be allotted an amount that is less than 100 percent of the amount allotted to such State for fiscal year 2019.”; and

(2) in subsection (b), by striking “subpart 1 of”.

(c) PLANNING AND SERVICE AREAS.—Section 305(b)(5)(C)(i)(III) of the Older Americans Act of 1965 (42 U.S.C. 3025(b)(5)(C)(i)(III)) is amended by striking “planning and services areas” and inserting “planning and service areas”.

(d) AREA PLANS.—Section 306 of the Older Americans Act of 1965 (42 U.S.C. 3026) is amended—

(1) in subsection (a)—

(A) in paragraph (1), by striking “establishment, maintenance, or construction of multipurpose senior centers,” and inserting “establishment, maintenance, modernization, or construction of multipurpose senior centers (including a plan to use the skills and services of older individuals in paid and unpaid work, including multigenerational and older individual to older individual work),”; and

(B) in paragraph (6)—

(i) in subparagraph (G), by adding “and” at the end; and

(ii) by adding at the end the following:

“(H) in coordination with the State agency and with the State agency responsible for elder abuse prevention services, increase public awareness of elder abuse, neglect, and exploitation, and remove barriers to education, prevention, investigation, and treatment of elder abuse, neglect, and exploitation, as appropriate;”; and

(2) in subsection (b)(3)—

(A) in subparagraph (J), by striking “and” at the end;

(B) by redesignating subparagraph (K) as subparagraph (L); and

(C) by inserting after subparagraph (J) the following:
 “(K) protection from elder abuse, neglect, and exploitation; and”.

(e) STATE PLANS.—Section 307(a)(2)(A) of the Older Americans Act of 1965 (42 U.S.C. 3027(a)(2)(A)) is amended by striking “202(a)(29)” and inserting “202(a)(26)”.

(f) NUTRITION SERVICES INCENTIVE PROGRAM.—Section 311(e) of the Older Americans Act of 1965 (42 U.S.C. 3030a(e)) is amended by striking “such sums” and all that follows through the period at the end, and inserting “\$164,055,664 for fiscal year 2017, \$167,486,502 for fiscal year 2018, and \$170,917,349 for fiscal year 2019.”.

(g) SUPPORTIVE SERVICES.—Section 321 of the Older Americans Act of 1965 (42 U.S.C. 3030d) is amended—

(1) in subsection (a)—

(A) in paragraph (1), by striking “or referral services” and inserting “referral, chronic condition self-care management, or falls prevention services”;

(B) in paragraph (8), by striking “(including” and all that follows and inserting the following: “(including mental and behavioral health screening and falls prevention services screening) to detect or prevent (or both) illnesses and injuries that occur most frequently in older individuals;” and

(C) in paragraph (15), by inserting before the semicolon the following: “, and screening for elder abuse, neglect, and exploitation”;

(2) in subsection (b)(1), by inserting “or modernization” after “construction”;

(3) in subsection (c), by inserting before the period the following: “, and pursue opportunities for the development of intergenerational shared site models for programs or projects, consistent with the purposes of this Act”; and

(4) by adding at the end the following:

“(e) In this section, the term ‘adult child with a disability’ means a child who—

“(1) is age 18 or older;

“(2) is financially dependent on an older individual who is a parent of the child; and

“(3) has a disability.”.

(h) HOME DELIVERED NUTRITION SERVICES PROGRAM.—Section 336(1) of the Older Americans Act of 1965 (42 U.S.C. 3030f(1)) is amended by striking “canned” and all that follows through “meals” and inserting “canned, or fresh foods and, as appropriate, supplemental foods, and any additional meals”.

(i) NUTRITION SERVICES.—Section 339 of the Older Americans Act of 1965 (42 U.S.C. 3030g–21) is amended

(1) in paragraph (1), by striking “solicit” and inserting “utilize”; and

(2) in paragraph (2)—

(A) in subparagraph (J), by striking “and” at the end;

(B) in subparagraph (K), by striking the period and inserting “, and”; and

(C) by adding at the end the following:

“(L) where feasible, encourages the use of locally grown foods in meal programs and identifies potential partnerships and contracts with local producers and providers of locally grown foods.”

(j) EVIDENCE-BASED DISEASE PREVENTION AND HEALTH PROMOTION SERVICES PROGRAM.—Part D of title III of the Older Americans Act of 1965 (42 U.S.C. 3030m et seq.) is amended—

(1) in the part heading, by inserting “EVIDENCE-BASED” before “DISEASE”; and

42 USC 3030m.

(2) in section 361(a), by inserting “evidence-based” after “to provide”

(k) OLDER RELATIVE CAREGIVERS.—

(1) TECHNICAL AMENDMENT.—Part E of title III of the Older Americans Act of 1965 (42 U.S.C. 3030s et seq.) is amended by striking the subpart heading for subpart 1.

(2) DEFINITIONS.—Section 372 of such Act (42 U.S.C. 3030s) is amended—

(A) in subsection (a)—

(i) in paragraph (1), by striking “or who is an individual with a disability”; and

(ii) by striking paragraph (2) and inserting the following:

“(2) INDIVIDUAL WITH A DISABILITY.—The term ‘individual with a disability’ means an individual with a disability, as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102), who is not less than age 18 and not more than age 59.

“(3) OLDER RELATIVE CAREGIVER.—The term ‘older relative caregiver’ means a caregiver who—

“(A)(i) is age 55 or older; and

“(ii) lives with, is the informal provider of in-home and community care to, and is the primary caregiver for, a child or an individual with a disability;

“(B) in the case of a caregiver for a child—

“(i) is the grandparent, stepgrandparent, or other relative (other than the parent) by blood, marriage, or adoption, of the child;

“(ii) is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregivers of the child; and

“(iii) has a legal relationship to the child, such as legal custody, adoption, or guardianship, or is raising the child informally; and

“(C) in the case of a caregiver for an individual with a disability, is the parent, grandparent, or other relative by blood, marriage, or adoption, of the individual with a disability.”; and

(B) in subsection (b)—

(i) by striking “subpart” and all that follows through “family caregivers” and inserting “part, for family caregivers”;

(ii) by striking “; and” and inserting a period; and

(iii) by striking paragraph (2).

(l) NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM.—Section 373 of the Older Americans Act of 1965 (42 U.S.C. 3030s–1) is amended—

(1) in subsection (a)(2), by striking “grandparents or older individuals who are relative caregivers.” and inserting “older relative caregivers.”;

(2) in subsection (c)—

(A) in paragraph (1), in the matter preceding subparagraph (A), by striking “grandparents and older individuals who are relative caregivers, and who” and inserting “older relative caregivers, who”; and

(B) in paragraph (2)(B), by striking “to older individuals providing care to individuals with severe disabilities, including children with severe disabilities” and inserting “to older relative caregivers of children with severe disabilities, or individuals with disabilities who have severe disabilities”;

(3) in subsection (e)(3), by striking “grandparents or older individuals who are relative caregivers” and inserting “older relative caregivers”;

(4) in subsection (f)(1)(A), by striking “for fiscal years 2007, 2008, 2009, 2010, and 2011” and inserting “for a fiscal year”; and

(5) in subsection (g)(2)(C), by striking “grandparents and older individuals who are relative caregivers of a child who is not more than 18 years of age” and inserting “older relative caregivers”.

(m) CONFORMING AMENDMENT.—Part E of title III is amended by striking “this subpart” each place it appears and inserting “this part”.

42 USC
3030s–3030s–2.

SEC. 5. ACTIVITIES FOR HEALTH, INDEPENDENCE, AND LONGEVITY.

(a) GRANT PROGRAMS.—Section 411 of the Older Americans Act of 1965 (42 U.S.C. 3032) is amended—

(1) in subsection (a)—

(A) in paragraph (12), by striking “and” at the end;

(B) by redesignating paragraph (13) as paragraph (14);

and

(C) by inserting after paragraph (12) the following:

“(13) continuing support for program integrity initiatives concerning the Medicare program under title XVIII of the Social Security Act (42 U.S.C. 1395 et seq.) that train senior volunteers to prevent and identify health care fraud and abuse; and”;

(2) in subsection (b), by striking “out” and all that follows through the period at the end, and inserting the following: “out—

“(1) aging network support activities under this section, \$6,216,054 for fiscal year 2017, \$6,346,048 for fiscal year 2018, and \$6,476,043 for fiscal year 2019; and

“(2) elder rights support activities under this section, \$10,856,828 for fiscal year 2017, \$11,083,873 for fiscal year 2018, and \$11,310,919 for fiscal year 2019.”.

(b) NATIVE AMERICAN PROGRAMS.—Section 418(b) of the Older Americans Act of 1965 (42 U.S.C. 3032g(b)) is amended by striking “a national meeting to train” and inserting “national trainings for”.

(c) **LEGAL ASSISTANCE FOR OLDER AMERICANS.**—Section 420(c) of the Older Americans Act of 1965 (42 U.S.C. 3032i(c)) is amended by striking “national”.

(d) **REPEALS.**—Sections 415, 419, and 421 of the Older Americans Act of 1965 (42 U.S.C. 3032d, 3032h, 3032j) are repealed.

(e) **CONFORMING AMENDMENT.**—Section 417(a)(1)(A) of the Older Americans Act of 1965 (42 U.S.C. 3032f(a)(1)(A)) is amended by striking “grandparents and other older individuals who are relative caregivers” and inserting “older relative caregivers (as defined in section 372)”.

SEC. 6. AMENDMENTS TO COMMUNITY SERVICE SENIOR OPPORTUNITIES ACT.

(a) **OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM.**—Section 502 of the Community Service Senior Opportunities Act (42 U.S.C. 3056) is amended—

(1) in subsection (b)(1)—

(A) in subparagraph (C)(ii), by striking “513(a)(2)(D)” and inserting “513(a)(2)(E)”; and

(B) in subparagraph (N)(i) by striking “Workforce Investment Act of 1998 (29 U.S.C. 2801 et seq.)” and inserting “Workforce Innovation and Opportunity Act (29 U.S.C. 3101 et seq.)”;

(2) in subsection (d)—

(A) by inserting “and the local workforce development board” after “service area”; and

(B) by striking “and” after “State agency” and inserting “, the local workforce development board, and”; and

(3) in subsection (e)(3), by inserting “, with the State workforce development board and local workforce development board,” after “aging”.

(b) **ADMINISTRATION.**—Section 503 of the Community Service Senior Opportunities Act (42 U.S.C. 3056a) is amended—

(1) in subsection (a)—

(A) by redesignating paragraphs (6), (7), and (8) as paragraphs (7), (8), and (9), respectively;

(B) in paragraph (3), by striking “paragraph (7)” and inserting “paragraph (8)”; and

(C) in paragraph (4), by striking subparagraph (F) and inserting the following:

“(F) how the activities of grantees in the State under this title will be coordinated with activities carried out in the State under title I of the Workforce Innovation and Opportunity Act (29 U.S.C. 3111 et seq.) and other related programs (referred to in this subparagraph as ‘WIOA and related activities’), and how the State will reduce unnecessary duplication between the activities carried out under this title and the WIOA and related activities.”; and

(D) by inserting after paragraph (5) the following:

“(6) **COMBINED STATE PLAN.**—In lieu of the plan described in paragraph (1), a State may develop and submit a combined State plan in accordance with section 103 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3113). For a State that obtains approval of such a combined State plan, that section 103 shall apply in lieu of this subsection and a reference in any other provision of this title (other than this subsection)

Applicability.

to a State plan shall be considered to be a reference to that combined State plan.”; and

(2) in subsection (b)(2)(B)(i), by striking “Workforce Investment Act of 1998” and inserting “Workforce Innovation and Opportunity Act”.

(c) **COORDINATION.**—The heading of section 511 of the Community Service Senior Opportunities Act (42 U.S.C. 3056i) is amended by striking “**WORKFORCE INVESTMENT ACT OF 1998**” and inserting “**WORKFORCE INNOVATION AND OPPORTUNITY ACT**”.

(d) **PERFORMANCE.**—Section 513 of the Community Service Senior Opportunities Act (42 U.S.C. 3056k) is amended—

(1) in subsection (a)—

(A) in the subsection heading, by striking “**AND INDICATORS**”;

(B) in paragraph (1)—

(i) in the paragraph heading, by striking “**AND INDICATORS**”; and

(ii) by striking “and additional indicators of performance” each place it appears;

(C) in paragraph (2)—

(i) in subparagraph (A)—

(I) by striking “(A)” and all that follows through “The” and inserting “(A) COMPOSITION OF MEASURES.—The”; and

(II) by striking clause (ii);

(ii) by striking subparagraph (B);

(iii) in subparagraph (C)—

(I) by striking “(C)” and inserting “(B)”; and

(II) in the first sentence, by striking “(A)(i)” and inserting “(A)”; and

(III) by striking the second sentence; and

(iv) by striking subparagraphs (D) and (E) and

inserting the following:

“(C) **AGREEMENT ON EXPECTED LEVELS OF PERFORMANCE.**—

ANCE.—

“(i) **FIRST 2 YEARS.**—Each grantee shall reach agreement with the Secretary on levels of performance for each measure described in subparagraph (A)(i), for each of the first 2 program years covered by the grant agreement. In reaching the agreement, the grantee and the Secretary shall take into account the expected levels proposed by the grantee and the factors described in subparagraph (D). The levels agreed to shall be considered to be the expected levels of performance for the grantee for such program years.

“(ii) **THIRD AND FOURTH YEAR.**—Each grantee shall reach agreement with the Secretary, prior to the third program year covered by the grant agreement, on levels of performance for each measure described in subparagraph (A), for each of the third and fourth program years so covered. In reaching the agreement, the grantee and the Secretary shall take into account the expected levels proposed by the grantee and the factors described in subparagraph (D). The levels agreed to shall be considered to be the expected levels of performance for the grantee for such program years.

“(D) FACTORS.—In reaching the agreements described in subparagraph (B), each grantee and the Secretary shall—

“(i) take into account how the levels involved compare with the expected levels of performance established for other grantees;

“(ii) ensure that the levels involved are adjusted, using an objective statistical model based on the model established by the Secretary in accordance with section 116(a)(3)(A)(viii) of the Workforce Investment and Opportunity Act (29 U.S.C. 3141(a)(3)(A)(viii)); and

“(iii) take into account the extent to which the levels involved promote continuous improvement in performance accountability on the core measures and ensure optimal return on the investment of Federal funds.

“(E) ADJUSTMENTS BASED ON ECONOMIC CONDITIONS AND INDIVIDUALS SERVED DURING THE PROGRAM YEAR.—The Secretary shall, in accordance with the objective statistical model developed pursuant to subparagraph (D)(ii), adjust the expected levels of performance for a program year for grantees, to reflect the actual economic conditions and characteristics of participants in the corresponding projects during such program year.”; and

(D) in paragraph (3), by striking “and to report information on the additional indicators of performance”; (2) in subsection (b)—

(A) in paragraph (1)—

(i) in the matter preceding subparagraph (A), by striking “(a)(2)(A)(i)” and inserting “(a)(2)(A)”; and

(ii) by striking subparagraphs (B) through (E) and inserting the following:

“(B) the percentage of project participants who are in unsubsidized employment during the second quarter after exit from the project;

“(C) the percentage of project participants who are in unsubsidized employment during the fourth quarter after exit from the project;

“(D) the median earnings of project participants who are in unsubsidized employment during the second quarter after exit from the project;

“(E) indicators of effectiveness in serving employers, host agencies, and project participants; and

“(F) the number of eligible individuals served, including the number of participating individuals described in subsection (a)(3)(B)(ii) or (b)(2) of section 518.”;

(B) by striking paragraph (2);

(C) by redesignating paragraph (3) as paragraph (2); and

(D) in paragraph (2), as so redesignated, by striking “paragraphs (1) and (2)” and inserting “paragraph (1)”; (3) in subsection (c)—

(A) by striking “shall—” and all that follows through “annually evaluate” and inserting “shall annually evaluate”;

(B) by striking “(a)(2)(C)” and inserting “(a)(2)(B)”; and

- (C) by striking “(a)(2)(D)); and” and inserting “(a)(2)(E)).”; and
- (D) by striking paragraph (2);
- (4) in subsection (d)—
- (A) in paragraph (1)—
- (i) in subparagraph (A)—
- (I) by striking “2007” and inserting “2016”;
- (II) in clause (i)—
- (aa) by striking “(a)(2)(C)” and inserting “(a)(2)(B)”;
- (bb) by striking “(a)(2)(D)” and inserting “(a)(2)(E)”;
- (cc) by striking “described” and all that follows and inserting a period;
- (III) by striking clause (ii); and
- (IV) by striking “2006” and all that follows through “(i) met” and inserting “2016, met”; and
- (ii) in subparagraph (B)—
- (I) in clause (i), by striking “(A)(i); or” at the end and inserting “(A).”;
- (II) by striking clause (ii);
- (III) by striking “2006—” and all that follows through “(i) failed” and inserting “2016, failed”; and
- (IV) by striking “and achieve the applicable percentage”;
- (B) in paragraph (2)—
- (i) in subparagraph (A)—
- (I) by striking “(a)(2)(C)” and inserting “(a)(2)(B)”;
- (II) by striking “(a)(2)(D)” and inserting “(a)(2)(E)”;
- (ii) in subparagraph (B)(iii)—
- (I) by striking “(beginning with program year 2007)”;
- (II) by adding at the end the following:
- “(iv) USE OF CORE INDICATORS.—For purposes of assessing grantee performance under this subparagraph before program year 2017, the Secretary shall use the core indicators of performance in effect at the time of the award and the most recent corresponding expected levels of performance.”;
- (C) in paragraph (3)—
- (i) in subparagraph (A)—
- (I) by striking “(a)(2)(C)” and inserting “(a)(2)(B)”;
- (II) by striking “(a)(2)(D)” and inserting “(a)(2)(E)”;
- (ii) in subparagraph (B)(iii), by striking “(beginning with program year 2007)”;
- (D) by amending paragraph (4) to read as follows:
- “(4) SPECIAL RULE FOR IMPLEMENTATION.—The Secretary shall implement the core measures of performance described in this section not later than December 31, 2017.”;
- (5) by amending subsection (e) to read as follows:
- “(e) IMPACT ON GRANT COMPETITION.—Effective on January 1, 2018, the Secretary may not publish a notice announcing a

Deadline.

Effective date.

grant competition under this title, or solicit proposals for grants, until the day on which the Secretary implements the core measures of performance.”.

(e) **COMPETITIVE REQUIREMENTS.**—Section 514(c)(4) of the Community Service Senior Opportunities Act (42 U.S.C. 30561(c)(4)) is amended—

(1) by striking “and addressing additional indicators of performance”; and

(2) by striking “and additional indicators of performance”.

(f) **AUTHORIZATION OF APPROPRIATIONS.**—Section 517 of the Older Americans Act of 1965 (42 U.S.C. 3056o) is amended—

(1) in subsection (a), by striking “such sums” and all that follows through the period at the end, and inserting “\$445,189,405 for fiscal year 2017, \$454,499,494 for fiscal year 2018, and \$463,809,605 for fiscal year 2019.”; and

(2) in subsection (b)—

(A) in the 1st sentence—

(i) by inserting “Federal” after “available for”; and

(ii) by striking “July” and inserting “April”; and

(B) by inserting after the 1st sentence the following: “Such amounts obligated to grantees shall be available for obligation and expenditure by grantees during the program year that begins on July 1 of the calendar year immediately following the beginning of the fiscal year in which the amounts are appropriated and that ends on June 30 of the following calendar year.”.

(g) **DEFINITIONS.**—Section 518(a) of the Community Service Senior Opportunities Act (42 U.S.C. 3056p(a)) is amended—

(1) by redesignating paragraphs (5) through (8) as paragraphs (6) through (9), respectively; and

(2) by inserting after paragraph (4) the following:

“(5) **LOCAL WORKFORCE DEVELOPMENT BOARD; STATE WORKFORCE DEVELOPMENT BOARD.**—The terms ‘local workforce development board’ and ‘State workforce development board’ have the meanings given the terms ‘local board’ and ‘State board’, respectively, in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102).”.

Definition.

SEC. 7. GRANTS FOR NATIVE AMERICANS.

Section 643 of the Older Americans Act of 1965 (42 U.S.C. 3057n) is amended—

(1) in paragraph (1), by striking “such sums” and all that follows through the semicolon, and inserting “\$31,934,018 for fiscal year 2017, \$32,601,843 for fiscal year 2018, and \$33,269,670 for fiscal year 2019.”; and

(2) in paragraph (2), by striking “such sums” and all that follows through the period at the end, and inserting “\$7,718,566 for fiscal year 2017, \$7,879,982 for fiscal year 2018, and \$8,041,398 for fiscal year 2019.”.

SEC. 8. VULNERABLE ELDER RIGHTS PROTECTION ACTIVITIES.

(a) **AUTHORIZATION OF APPROPRIATIONS.**—Section 702 of the Older Americans Act of 1965 (42 U.S.C. 3058a) is amended—

(1) in subsection (a), by striking “such sums” and all that follows through the period at the end, and inserting “\$16,280,630 for fiscal year 2017, \$16,621,101 for fiscal year 2018, and \$16,961,573 for fiscal year 2019.”;

(2) by striking subsection (b) and inserting the following:

“(b) OTHER PROGRAMS.—There are authorized to be appropriated to carry out chapters 3 and 4, \$4,891,876 for fiscal year 2017, \$4,994,178 for fiscal year 2018, and \$5,096,480 for fiscal year 2019.”; and

(3) by striking subsection (c).

(b) OMBUDSMAN DEFINITIONS.—Section 711(6) of the Older Americans Act of 1965 (42 U.S.C. 3058f(6)) is amended by striking “older”.

(c) OMBUDSMAN PROGRAMS.—Section 712 of the Older Americans Act of 1965 (42 U.S.C. 3058g) is amended—

(1) in subsection (a)—

(A) in paragraph (2), by adding at the end the following: “The Ombudsman shall be responsible for the management, including the fiscal management, of the Office.”;

(B) in paragraph (3)—

(i) in subparagraph (A), by striking clause (i) and inserting the following:

“(i) are made by, or on behalf of, residents, including residents with limited or no decisionmaking capacity and who have no known legal representative, and if such a resident is unable to communicate consent for an Ombudsman to work on a complaint directly involving the resident, the Ombudsman shall seek evidence to indicate what outcome the resident would have communicated (and, in the absence of evidence to the contrary, shall assume that the resident wishes to have the resident’s health, safety, welfare, and rights protected) and shall work to accomplish that outcome; and”;

(ii) in subparagraph (D), by striking “regular and timely” and inserting “regular, timely, private, and unimpeded”;

(iii) in subparagraph (H)(iii)—

(I) by inserting “, actively encourage, and assist in” after “provide technical support for”; and

(II) by striking “and” after the semicolon;

(iv) by redesignating subparagraph (I) as subparagraph (J); and

(v) by inserting after subparagraph (H) the following:

“(I) when feasible, continue to carry out the functions described in this section on behalf of residents transitioning from a long-term care facility to a home care setting; and”;

(C) in paragraph (5)(B)—

(i) in clause (vi)—

(I) by inserting “, actively encourage, and assist in” after “support”; and

(II) by striking “and” after the semicolon;

(ii) by redesignating clause (vii) as clause (viii); and

(iii) by inserting after clause (vi) the following:

“(vii) identify, investigate, and resolve complaints described in clause (iii) that are made by or on behalf of residents with limited or no decisionmaking capacity and who have no known legal representative, and if such a resident is unable to communicate consent for an Ombudsman to work on a complaint directly

involving the resident, the Ombudsman shall seek evidence to indicate what outcome the resident would have communicated (and, in the absence of evidence to the contrary, shall assume that the resident wishes to have the resident’s health, safety, welfare, and rights protected) and shall work to accomplish that outcome; and”;

(2) in subsection (b)—

(A) in paragraph (1)—

(i) in subparagraph (A), by striking “access” and inserting “private and unimpeded access”; and

(ii) in subparagraph (B)—

(I) in clause (i)—

(aa) in the matter preceding subclause (I), by striking “the medical and social records of a” and inserting “all files, records, and other information concerning a”; and

(bb) in subclause (II), by striking “to consent” and inserting “to communicate consent”; and

(II) in clause (ii), in the matter before subclause (I), by striking “the records” and inserting “the files, records, and information”; and

(B) by adding at the end the following:

“(3) HEALTH OVERSIGHT AGENCY.—For purposes of section 264(c) of the Health Insurance Portability and Accountability Act of 1996 (including regulations issued under that section) (42 U.S.C. 1320d–2 note), the Ombudsman and a representative of the Office shall be considered a ‘health oversight agency,’ so that release of residents’ individually identifiable health information to the Ombudsman or representative is not precluded in cases in which the requirements of clause (i) or (ii) of paragraph (1)(B), or the requirements of paragraph (1)(D), are otherwise met.”;

(3) in subsection (c)(2)(D), by striking “202(a)(21)” and inserting “202(a)(18)”;

(4) in subsection (d)—

(A) in paragraph (1), by striking “files” and inserting “files, records, and other information”; and

(B) in paragraph (2)—

(i) in subparagraph (A)—

(I) by striking “files and records” each place such term appears and inserting “files, records, and other information”; and

(II) by striking “and” after the semicolon;

(ii) in subparagraph (B)—

(I) by striking “files or records” and inserting “files, records, or other information”; and

(II) in clause (iii), by striking the period at the end and inserting “; and”;

(iii) by adding at the end the following:

“(C) notwithstanding subparagraph (B), ensure that the Ombudsman may disclose information as needed in order to best serve residents with limited or no decision-making capacity who have no known legal representative and are unable to communicate consent, in order for the

Ombudsman to carry out the functions and duties described in paragraphs (3)(A) and (5)(B) of subsection (a).”; and (5) by striking subsection (f) and inserting the following:

“(f) CONFLICT OF INTEREST.—

“(1) INDIVIDUAL CONFLICT OF INTEREST.—The State agency shall—

“(A) ensure that no individual, or member of the immediate family of an individual, involved in the designation of the Ombudsman (whether by appointment or otherwise) or the designation of an entity designated under subsection (a)(5), is subject to a conflict of interest;

“(B) ensure that no officer or employee of the Office, representative of a local Ombudsman entity, or member of the immediate family of the officer, employee, or representative, is subject to a conflict of interest; and

“(C) ensure that the Ombudsman—

“(i) does not have a direct involvement in the licensing or certification of a long-term care facility or of a provider of a long-term care service;

“(ii) does not have an ownership or investment interest (represented by equity, debt, or other financial relationship) in a long-term care facility or a long-term care service;

“(iii) is not employed by, or participating in the management of, a long-term care facility or a related organization, and has not been employed by such a facility or organization within 1 year before the date of the determination involved;

“(iv) does not receive, or have the right to receive, directly or indirectly, remuneration (in cash or in kind) under a compensation arrangement with an owner or operator of a long-term care facility;

“(v) does not have management responsibility for, or operate under the supervision of an individual with management responsibility for, adult protective services; and

“(vi) does not serve as a guardian or in another fiduciary capacity for residents of long-term care facilities in an official capacity (as opposed to serving as a guardian or fiduciary for a family member, in a personal capacity).

“(2) ORGANIZATIONAL CONFLICT OF INTEREST.—

“(A) IN GENERAL.—The State agency shall comply with subparagraph (B)(i) in a case in which the Office poses an organizational conflict of interest, including a situation in which the Office is placed in an organization that—

“(i) is responsible for licensing, certifying, or surveying long-term care services in the State;

“(ii) is an association (or an affiliate of such an association) of long-term care facilities, or of any other residential facilities for older individuals;

“(iii) provides long-term care services, including programs carried out under a Medicaid waiver approved under section 1115 of the Social Security Act (42 U.S.C. 1315) or under subsection (b) or (c) of section 1915 of the Social Security Act (42 U.S.C. 1396n), or under a Medicaid State plan amendment

Compliance.

under subsection (i), (j), or (k) of section 1915 of the Social Security Act (42 U.S.C. 1396n);

“(iv) provides long-term care case management;

“(v) sets rates for long-term care services;

“(vi) provides adult protective services;

“(vii) is responsible for eligibility determinations for the Medicaid program carried out under title XIX of the Social Security Act (42 U.S.C. 1396 et seq.);

“(viii) conducts preadmission screening for placements in facilities described in clause (ii); or

“(ix) makes decisions regarding admission or discharge of individuals to or from such facilities.

“(B) IDENTIFYING, REMOVING, AND REMEDYING ORGANIZATIONAL CONFLICT.—

“(i) IN GENERAL.—The State agency may not operate the Office or carry out the program, directly, or by contract or other arrangement with any public agency or nonprofit private organization, in a case in which there is an organizational conflict of interest (within the meaning of subparagraph (A)) unless such conflict of interest has been—

“(I) identified by the State agency;

“(II) disclosed by the State agency to the Assistant Secretary in writing; and

“(III) remedied in accordance with this subparagraph.

“(ii) ACTION BY ASSISTANT SECRETARY.—In a case in which a potential or actual organizational conflict of interest (within the meaning of subparagraph (A)) involving the Office is disclosed or reported to the Assistant Secretary by any person or entity, the Assistant Secretary shall require that the State agency, in accordance with the policies and procedures established by the State agency under subsection (a)(5)(D)(iii)—

“(I) remove the conflict; or

“(II) submit, and obtain the approval of the Assistant Secretary for, an adequate remedial plan that indicates how the Ombudsman will be unencumbered in fulfilling all of the functions specified in subsection (a)(3).”; and

(6) in subsection (h)—

(A) in paragraph (3)(A)(i), by striking “older”;

(B) in paragraph (4), by striking all that precedes “procedures” and inserting the following:

“(4) strengthen and update”;

(C) by redesignating paragraphs (4) through (9) as paragraphs (5) through (10), respectively;

(D) by inserting after paragraph (3) the following:

“(4) ensure that the Ombudsman or a designee participates in training provided by the National Ombudsman Resource Center established in section 202(a)(18).”;

(E) in paragraph (6)(A), as redesignated by subparagraph (C) of this paragraph, by striking “paragraph (4)” and inserting “paragraph (5)”;

(F) in paragraph (7)(A), as redesignated by subparagraph (C) of this paragraph, by striking “subtitle C of the” and inserting “subtitle C of title I of the”; and

(G) in paragraph (10), as redesignated by subparagraph (C) of this paragraph, by striking “(6), or (7)” and inserting “(7), or (8)”.

(d) OMBUDSMAN REGULATIONS.—Section 713 of the Older Americans Act of 1965 (42 U.S.C. 3058h) is amended—

(1) in paragraph (1), by striking “paragraphs (1) and (2) of section 712(f)” and inserting “subparagraphs (A) and (B) of section 712(f)(1)”; and

(2) in paragraph (2), by striking “subparagraphs (A) through (D) of section 712(f)(3)” and inserting “clauses (i) through (vi) of section 712(f)(1)(C)”.

(e) PREVENTION OF ELDER ABUSE, NEGLECT, AND EXPLOITATION.—Section 721 of the Older Americans Act of 1965 (42 U.S.C. 3058i) is amended—

(1) in subsection (b)—

(A) in the matter preceding paragraph (1), by striking “(including financial exploitation)”;

(B) by redesignating paragraphs (5) through (12) as paragraphs (6) through (13), respectively;

(C) by inserting after paragraph (4) the following:

“(5) promoting the submission of data on elder abuse, neglect, and exploitation for the appropriate database of the Administration or another database specified by the Assistant Secretary;”;

(D) in paragraph (10)(C), as redesignated by subparagraph (B) of this paragraph—

(i) in clause (ii), by inserting “, such as forensic specialists,” after “such personnel”; and

(ii) in clause (v), by inserting before the comma the following: “, including programs and arrangements that protect against financial exploitation”; and

(E) in paragraph (12), as redesignated by subparagraph (B) of this paragraph—

(i) in subparagraph (D), by striking “and” at the end; and

(ii) by adding at the end the following:

“(F) supporting and studying innovative practices in communities to develop partnerships across disciplines for the prevention, investigation, and prosecution of abuse, neglect, and exploitation; and”;

(2) in subsection (e)(2), in the matter preceding subparagraph (A)—

(A) by striking “subsection (b)(9)(B)(i)” and inserting “subsection (b)(10)(B)(i)”; and

(B) by striking “subsection (b)(9)(B)(ii)” and inserting “subsection (b)(10)(B)(ii)”.

SEC. 9. BEHAVIORAL HEALTH.

The Older Americans Act of 1965 is amended—

(1) in section 102 (42 U.S.C. 3002)—

(A) in paragraph (14)(G), by inserting “and behavioral” after “mental”;

(B) in paragraph (36), by inserting “and behavioral” after “mental”; and

(C) in paragraph (47)(B), by inserting “and behavioral” after “mental”;

(2) in section 201(f)(1) (42 U.S.C. 3011(f)(1)), by inserting “and behavioral” after “mental”;

(3) in section 202(a)(5) (42 U.S.C. 3012(a)(5)), by inserting “and behavioral” after “mental”;

(4) in section 306(a) (42 U.S.C. 3026(a))—

(A) in paragraph (2)(A), by inserting “and behavioral” after “mental”; and

(B) in paragraph (6)(F), by striking “mental health services” each place such term appears and inserting “mental and behavioral health services”; and

(5) in section 321(a) (42 U.S.C. 3030d)—

(A) in paragraph (1), as amended by section 4(g), by inserting “and behavioral” after “mental”;

(B) in paragraph (14)(B), by inserting “and behavioral” after “mental”; and

(C) in paragraph (23), by inserting “and behavioral” after “mental”.

State
governments.
42 USC 3001
note.
Applicability.

SEC. 10. GUIDANCE ON SERVING HOLOCAUST SURVIVORS.

(a) IN GENERAL.—Because the services under the Older Americans Act of 1965 (42 U.S.C. 3001 et seq.) are critical to meeting the urgent needs of Holocaust survivors to age in place with dignity, comfort, security, and quality of life, the Assistant Secretary for Aging shall issue guidance to States, that shall be applicable to States, area agencies on aging, and providers of services for older individuals, with respect to serving Holocaust survivors, including guidance on promising practices for conducting outreach to that population. In developing the guidance, the Assistant Secretary for Aging shall consult with experts and organizations serving Holocaust survivors, and shall take into account the possibility that the needs of Holocaust survivors may differ based on geography.

(b) CONTENTS.—The guidance shall include the following:

(1) How nutrition service providers may meet the special health-related or other dietary needs of participants in programs under the Older Americans Act of 1965, including needs based on religious, cultural, or ethnic requirements.

(2) How transportation service providers may address the urgent transportation needs of Holocaust survivors.

(3) How State long-term care ombudsmen may address the unique needs of residents of long-term care facilities for whom institutional settings may produce sights, sounds, smells, emotions, and routines, that can induce panic, anxiety, and retraumatization as a result of experiences from the Holocaust.

(4) How supportive services providers may consider the unique needs of Holocaust survivors.

(5) How other services provided under that Act, as determined by the Assistant Secretary for Aging, may serve Holocaust survivors.

Consultation.

(c) DATE OF ISSUANCE.—The guidance described in subsection (a) shall be issued not later than 180 days after the date of enactment of this Act. Deadline.

Approved April 19, 2016.

LEGISLATIVE HISTORY—S. 192:

CONGRESSIONAL RECORD:

Vol. 161 (2015): July 16, considered and passed Senate.

Vol. 162 (2016): Mar. 21, considered and passed House, amended.

Apr. 7, Senate concurred in House amendment.



Administration on Aging



Administration on Aging (AoA)

The Administration on Aging (AOA) is the principal agency of the U.S. Department of Health and Human Services designated to carry out the provisions of the [Older Americans Act of 1965 \(OAA\)](#), as amended (42 U.S.C.A. § 3001 et seq.). The OAA promotes the well-being of older individuals by providing services and programs designed to help them live independently in their homes and communities. The Act also empowers the federal government to distribute funds to the states for supportive services for individuals over the age of 60.



Office of Supportive and Caregiver Services

For over 35 years, the AoA has provided home and community-based services to millions of older persons through the programs funded under the OAA. Services provided using AoA funds include, but are not limited to transportation, adult day care, caregiver supports and health promotion programs.

Office of Nutrition and Health Promotion Programs

The Office of Nutrition and Health Promotion Programs (ONHPP) manages **health, prevention, and wellness programs** for older adults. This includes **behavioral health** information, **chronic disease self-management education** programs; **diabetes** self-management, disease prevention and health promotion services ("Title IIID"), **falls prevention** programs; **HIV/AIDS** education, **nutrition services**, and **oral health** promotion.

Office of Elder Justice and Adult Protective Services

The Office of Elder Justice and Adult Protective Services manages the operation, administration, and assessment of the elder abuse prevention, legal assistance development, and pension counseling programs funded through the Older Americans Act and leads the development and implementation of comprehensive Adult Protective Services systems in order to provide a coordinated and seamless response for helping adult victims of abuse and to prevent abuse before it happens. Also implements and coordinates innovation and demonstration activities, and develops standards to improve delivery and effectiveness of such services, and provides support for the Elder Justice Coordinating Council.

Office for American Indian, Alaska Natives and Native Hawaiian Programs

In 1978, the OAA was amended to include Title VI which established programs for the provision of

- Programs

- + Older Americans Act (OAA) & the Aging Network
- + Home & Community Based Long-Term Care
- + Health, Prevention, and Wellness Programs
- + Elder Justice & Adult Protective Services
- + Special Projects
- + Tools & Resources

+ Program Results

+ Aging Statistics

For full information please log on to: <https://aoa.acl.gov/>

California

Association of Area Agencies on Aging

ABOUT US

The California Association of Area Agencies on Aging (C4A) is a nonprofit organization representing California's 33 area agencies on aging and is the leading voice on aging issues in California. C4A works closely with the Administration on Aging, the California Department of Aging, Department of Social Services, Department of Rehabilitation as well as key provider associations. C4A and its members provide programs that enable older Californians to live independently for as long as possible.

Of the 33 area agencies on aging, 19 agencies are part of a county structure and typically are integrated within the local social service system, eight are created by joint power agreements when there are multiple counties involved, and the remaining six are non-profit agencies.

The association is an advocate for meeting the needs of the elderly and adults with disabilities. Issues range from working on policy initiatives that benefit older persons, making transportation and meals available to older adults and helping caregivers find support and services.

The area agency network also provides assistance, information, referral, and support. Each year the network provides clients, and their caregivers, with services critical to keep seniors in their homes and communities as long as possible, serving thousands of meals, and delivering home-maker services and personal care.

The purpose of C4A is to advocate on behalf of older persons, persons with disabilities, their caregivers and families, to provide leadership within the aging and disability communities, and promote a service delivery system that provides individual choice.

C4A's primary goal for a long-term care system is maintaining individuals in their own homes in the least restrictive and most home-like environment. It is our goal that older persons and adults with disabilities have access to a wide range of options for community-based long-term services, enabling them to live in their local community with independence and dignity.

Over the last few years, C4A has committed itself to building networks, seeking partners, and developing coalitions. C4A has worked to bring senior organizations, service providers and allied associations to the table to promote understanding, trust, and a mutual agenda.

VISION STATEMENT

The vision for the California Association of Area Agencies on Aging is that all persons will live with dignity and choice.

MISSION STATEMENT

Lead in developing a statewide, comprehensive, and integrated home and community-based service system that supports dignity, diversity, and choice for older persons and persons with disabilities, their caregivers, and families.

STATEMENT OF PURPOSE

Advocate on behalf of older persons, persons with disabilities, their caregivers, and families, to provide leadership within the aging and disability communities, and promote a service delivery system that provides individual choice.

CORE VALUES

The California Association of Area Agencies on Aging is dedicated to a set of core values that underlie its basic organization and operation. These values are:

To be consumer and family centered

To hold others with respect

To act with fairness and integrity

To accept varying perspectives and opinions

To be accountable and responsible

To hold others with respect

To be compassionate and responsive

To honor our cultural diversity

In all these values C4A strives for excellence, professionalism, and integrity.

GOALS

The key goals of the California Association of Area Agencies on Aging are:

Public policy will reflect the priorities of C4A and its advocacy partners

All members of C4A will have access to the information, resources, and peer support necessary to fulfill their leadership role

The Association will have the financial resources to attain its Mission

The Association will have successful working relationships with all partners in the home and community-based services network

Educate and enlist the support of the public in furthering the priorities of C4A and its advocacy partners

STATEMENT OF PRINCIPLES

The California Association of Area Agencies on Aging (C4A) joins with its many partners in the consumer network to provide leadership in the development and restructuring of California's long-term care system.

C4A's primary goal for a long-term care system is maintaining individuals in their own homes in the least restrictive, most home-like environment. It is the goal that older persons and adults with

disabilities will have access to a wide range of options for community-based long-term services, enabling them to live in their local community with independence and dignity. As such, C4A endorses the development of a long-term care system for the State of California, which is built upon the following principles:

A service delivery system built on the concept of self-determination.

A service delivery system that responds to the total needs of the person, including the individual's mental, physical, social, and health needs.

A service delivery system that responds to the needs of individuals, their families, and caregivers.

A service delivery system that is responsive, effective, and efficient.

A service delivery system that recognizes that every person has the right to live with dignity, and choice.

A consumer directed service delivery system in which policy decisions and service design reflects the voice of the consumer.

A service delivery system that is based upon an expansive local planning process, and that promotes local decision-making and flexibility in program implementation.

A State financing structure that accommodates a funding methodology for implementing the concept of "money follows the person," in support of a comprehensive and coordinated system of care.

JOIN US

Individuals and advocacy groups are encouraged to join C4A as partners.

For more information please see website:

<http://www.c4a.info/index.php/about-us>



Listing of California Area Agencies on Aging

PSA 1

Area 1 Agency on Aging

Maggie Kraft, Executive Director
434 7th Street
Eureka, CA 95501
Phone: (707) 442-3763 ext. 201
Fax: (707) 442-3714
Serving: Del Norte and Humboldt Counties

PSA 2

PSA 2 Area Agency on Aging

Teri Gabriel, Executive Director
P.O. Box 1400
Yreka, CA 96097
Phone: (530) 842-1687
Fax: (530) 842-4804
Serving: Lassen, Modoc, Shasta, Siskiyou, and Trinity Counties

PSA 3

Area 3 Agency on Aging - PASSAGES

Joe Cobery, Director
25 Main Street, Suite 202
Chico, CA 95929
Phone: (530) 898-5923
Fax: (530) 898-4870
Serving: Butte, Colusa, Glenn, Plumas, and Tehama Counties

PSA 4

Area 4 Agency on Aging

Pam Miller, Executive Director
1401 El Camino Avenue, 4th Floor
Sacramento, CA 95815
Phone: (916) 486-1876
Fax: (916) 486-9454
Serving: Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba Counties

PSA 5

Area Agency on Aging Marin County Aging and Adult Services

Lee Pullen, Director
10 North San Pedro Road
San Rafael, CA 94903
Phone: (415) 473-7118
Fax: (415) 473-7042
Serving: Marin County

PSA 6

City and County of San Francisco Department of Aging and Adult Services

Shireen McSpadden, Interim Director
Aging & Adult Services
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Phone: (415) 355-6789
Fax: (415) 355-6785
Serving: San Francisco City and County

PSA 7

Contra Costa County Aging and Adult Services

Victoria Tolbert, Director
500 Ellinwood Way
Pleasant Hill, CA 94523
Phone: (925) 313-1579
Fax: (925) 313-1575
Serving: Contra Costa County

PSA 8

San Mateo County Aging and Adult Services

Lisa Mancini, Director
225 37th Avenue
San Mateo, CA 94403
Phone: (650) 573-3900
Fax: (650) 573-2193
Serving: San Mateo County

PSA 9

Alameda County Area Agency on Aging

Tracy Murray, Director
6955 Foothill Boulevard, Suite 300
Oakland, CA 94605
Phone: (510) 577-3530
Fax: (510) 577-1965
Serving: Alameda County

PSA 10

SOURCEWISE

Stephen Schmoll, CEO
2115 The Alameda
San Jose, CA 95126
Phone: (408) 296-8290
Fax: (408) 249-8918
Serving: Santa Clara County



Listing of California Area Agencies on Aging

PSA 11

San Joaquin County Aging and Community Services Bureau

Vacant
P.O. Box 201056
102 S. San Joaquin Street
Stockton, CA 95201
Phone: (209) 468-1650
Fax: (209) 932-2658
Serving: San Joaquin County

PSA 12

Area 12 Agency on Aging

Kristin Millhoff, Executive Director
19074 Standard Rd., Suite A
Sonora, CA 95370
Phone: (209) 532-6272
Fax: (209) 532-6501
Serving: Alpine, Amador, Calaveras, Mariposa, and Tuolumne Counties

PSA 13

Seniors Council of Santa Cruz and San Benito, Inc.

Clay Kempf, Executive Director
234 Santa Cruz Avenue
Aptos, CA 95003
Phone: (831) 688-0400
Fax: (831) 688-1225
Serving: San Benito and Santa Cruz Counties

PSA 14

Fresno-Madera Area Agency on Aging

Jean Robinson, Executive Director
3837 North Clark Street
Fresno, CA 93726
Phone: (559) 600-4405
Fax: (559) 243-5918
Serving: Fresno and Madera Counties

PSA 15

Kings / Tulare Area Agency on Aging

Laura Silva, Director
5957 South Mooney Boulevard
Visalia, CA 93277
Phone: (559) 623-0199
Fax: (559) 737-4694
Serving: Kings and Tulare Counties

PSA 16

Eastern Sierra Area Agency on Aging

Jean Turner, Director
P.O. Box 1799
Bishop, CA 93515
Phone: (760) 872-4245
Fax: (760) 873-5103
Serving: Inyo and Mono Counties

PSA 17

Central Coast Commission for Senior Citizens Area Agency on Aging

Joyce Ellen Lippman, Executive Director
528 South Broadway
Santa Maria, CA 93454
Phone: (805) 925-9554
Fax: (805) 925-9555
Serving: Santa Barbara and San Luis Obispo Counties

PSA 18

Ventura County Area Agency on Aging

Victoria Jump, Executive Director
646 County Square Drive, Suite 100
Ventura, CA 93003
Phone: (805) 477-7300
Fax: (805) 477-7312
Direct: (805) 477-7303
Serving: Ventura County

PSA 19

Los Angeles County Community and Senior Services

Cynthia Banks, Director
3175 West 6th St., Room 302
Los Angeles, CA 90020
Phone: (213) 738-2600
Fax: (213) 380-8275
Serving: Los Angeles County

PSA 20

San Bernardino County Aging and Adult Services

Ron Buttram, Director
686 East Mill Street
San Bernardino, CA 92415
Phone: (909) 891-3917
Fax: (909) 891-9077
Serving: San Bernardino County



Listing of California Area Agencies on Aging

PSA 21

Riverside County Office on Aging

Anna Martinez, Director
6296 River Crest Drive, Suite K
Riverside, CA 92507
Phone: (951) 867-3800
Fax: (951) 867-3830
Serving: Riverside County

PSA 22

Orange County Office on Aging

Renee Ramirez, Executive Director
1300 South Grand Avenue, Building B
Santa Ana, CA 92705
Phone: (714) 567-7500
Fax: (714) 567-7550
Serving: Orange County

PSA 23

San Diego County Aging and Independence Services

Ellen Schmeding, Director
5560 Overland Ave, Suite 300
San Diego, CA 92123
Phone: (858) 495-5885
Fax: (858) 495-5080
Serving: San Diego County

PSA 24

Imperial County Area Agency on Aging

Norma Saikhon, Director
778 W. State Street
El Centro, CA 92243
Phone: (442) 265-7030
Fax: (442) 265-7034
Serving: Imperial County

PSA 25

City of Los Angeles Department of Aging

Laura Trejo, General Manager
221 N. Figueroa Street, Suite 500
Los Angeles, CA 90012
Phone: (213) 482-7252
Fax: (213) 202-5651
Serving: City of Los Angeles

PSA 26

Area Agency on Aging of Lake and Mendocino Counties

Todd Metcalf, Director
Lake County Department of Social Services
P.O. Box 9000
Lower Lake, CA 95457
Phone: (707) 262-4517
Fax: (707) 263-3112
Serving: Lake and Mendocino Counties

PSA 27

Sonoma County Area Agency on Aging

Diane Kaljian, Director
P.O. Box 4059
Santa Rosa, CA 95402
Phone: (707) 565-5950
Fax: (707) 565-5957
Serving: Sonoma County

PSA 28

Area Agency on Aging Serving Napa and Solano

Leanne Martinsen, Executive Director
400 Contra Costa Street
P.O. Box 3069
Vallejo, CA 94590-5950
Phone: (707) 644-6612
Fax: (707) 644-7905
Serving: Napa and Solano Counties

PSA 29

El Dorado County Area Agency on Aging

Michelle Hunter, Director
937 Spring Street
Placerville, CA 95667
Phone: (530) 642-7300
Fax: (530) 295-2669
Serving: El Dorado County

PSA 30

Stanislaus County Aging and Veterans Services

Margie Palomino, Director
121 Downey Avenue, Suite 102
Modesto, CA 95354
Phone: (209) 558-7825
Fax: (209) 558-8648
Serving: Stanislaus County



Listing of California Area Agencies on Aging

PSA 31

Merced County Area Agency on Aging

Alexandra Pierce, Deputy Director

P.O. Box 112

Merced, CA 95341

2227 N Highway 59

Merced, CA 95340

Phone: (209) 722-1738

Fax: (209) 725-3836

Serving: Merced County

PSA 32

Monterey County Area Agency on Aging

Margaret Huffman, Director

1000 South Main Street, Suite 301

Salinas, CA 93901

Phone: (831) 755-4466

Fax: (831) 755-8477

Serving: Monterey County

PSA 33

Kern County Aging & Adult Services

Lito Morillo, Interim Director

5357 Truxtun Avenue

Bakersfield, CA 93309

Phone: (661) 868-1000

Fax: (661) 868-1001

Serving: Kern County

Planning and Service Areas (PSAs)



Planning and Service Areas (PSAs)
(The State is divided geographically into 33 PSAs. Within each PSA is an Area Agency on Aging [AAA] responsible for planning and administering services for seniors.)

California Commission on Aging

Standing Rules of the California Commission on Aging

(As amended 12/04/12)

Section 01: Purpose. The purpose of the Standing Rules is to provide guidelines for the conduct of the Commission's business.

Section 02: Adoption, Amendment, Suspension and Termination. Any standing rule shall be subject to adoption, amendment, suspension, or termination by a majority vote of the quorum present at any general or special meeting of the Commission provided that the proposed change in the Standing Rules has been placed on the agenda of a duly noticed meeting in which the proposed change is to be acted upon.

Section 03: Conflicts. No standing rule shall be adopted which is inconsistent with the bylaws of the Commission or with any applicable federal or state law or regulation.

Section 04: Meetings. Meeting dates of the Commission shall be established by the Executive Committee as appropriate.

Section 05: Conduct of Meetings. The order of business at all meetings shall be determined by the agenda as adopted by the Commission. All agendas and minutes may be obtained at the CCoA web site or by written request. Commission meetings are open to the public and are held in barrier-free facilities in accordance with the Americans with Disabilities Act. A Public Comment period shall be placed on all meeting agendas of the Commission and its committees immediately following the approval of the agenda and the approval of minutes from any past meeting(s). Members of the public, within appropriate time limits set by the Chair, may speak on any subject of interest to the Commission that is not scheduled on the agenda for discussion or action. The Commission or committee is not required to discuss such public comment and may not take action concerning it. Members of the public shall be given the opportunity to provide input on agenda items at any time designated by the chair, but before any action is taken on the item by the Commission.

The Chair shall, as frequently as practicable, invite to participate in Commission or committee meetings representatives from State departments or agencies that have a direct tie to the Commission's Operational Plan and/or issues or concerns of the Commission. Department and Agency representatives would be included on the meeting agenda to a) report on any emerging issues they foresee and/or items of specific interest to the Commission, and b) to participate in Commission discussions to assist the Commissioners in their understanding of issue(s) and decision making. Expenses for these non-voting representatives would not be authorized.

Section 06: Reports and Correspondence. All written reports, recommendations, and resolutions of the Commission, except as noted below, to be submitted by the Commission to other agencies or interested or affected parties, shall be approved by a majority of a quorum vote of the Commission and shall be signed by the Chair or the presiding officer. Correspondence, communications, and/or testimony reflecting previously taken CCoA policy positions do not require additional approval. Copies of all official reports, correspondence and resolutions shall be on file in the office of the Commission.

Section 07: Commission Participation. Appointment to the Commission is a privilege and responsibility that is conferred upon dedicated individuals who accept the charge by the Governor and Legislature to represent the best interests of California's older adults. It is expected, by the Commission, that by accepting the appointment that the appointee has the available time to and is committed to fully participate in all Commission activities throughout their appointed term(s). Commissioners are expected to attend all meetings and to actively participate in assigned committee activities as their lack of attendance impedes the function of the Commission. A Commissioner with two unexcused or two consecutive absences from meetings per year will be called by the Commission Chair to determine the member's interest in and ability to fulfill their commitment and trigger notification of the appointing authority. Commissioners who are unable to meet the Commission's attendance standards [Bylaws Article III Section 03 a & b] should consider voluntary resignation from the Commission.

Section 08: Commission Representation. Every member of the California Commission on Aging has the right to express his or her opinion on any subject whenever the member is acting as an individual and not on behalf of or at the expense of the Commission. Members who agree to represent the Commission in meetings, conferences, testimony in public hearings, speaking engagements, etc., and do so at the request of the Commission - with or without compensation - agree also to represent only the officially approved positions of the Commission. Members whose personal positions are in conflict with the Commission's official positions must represent either the Commission's positions only or decline the request to represent the Commission. A member is considered to be acting officially on behalf of the Commission whenever he or she states or implies that he or she is acting as a representative or member of the Commission, whenever the member is authorized by the Commission to represent it, or the activity of the member results in an expense - direct or indirect - to the Commission. Examples of such expenses would include but not be limited to: compensation for travel, per diem, phone calls, postage, use of Commission stationery, or other materials produced or furnished by the Commission. Nothing shall prevent members of the Commission from expressing their views as individuals in regular or special meetings of the Commission when these views bear directly upon policy issues under discussion.

Section 09: Committees

A. Duties

Each committee is authorized and directed to ascertain and analyze all facts relating to all matters, programs, proposed Legislation and administrative decisions dealing with the subject matter given to the committee as its charge by the Commission.

Recommendations by any committee for consideration to the Commission will be approved by a simple majority vote of a quorum of that committee. However, in the absence of a quorum, committee members present may informally discuss agenda items and, if there is consensus, present a "minority report" reflecting their discussions. Any action based on such minority reports would have to be moved and seconded by Commissioners not members of the reporting committee.

Reports and recommendations of all committees shall be made to the Commission, which may accept, adopt, amend, or reject the recommendation.

B. Meetings

Meetings of all committees shall be announced to all Commissioners at least ten (10) days in advance, but preferably at the Commission meeting preceding the committee meeting in order to facilitate the travel arrangements of Commissioners. All reimbursable travel of committee members shall be authorized in advance of the committee meetings by the Executive Director.

C. Committee Members

The Chair of the Commission appoints members to all Committees.

A Committee may invite outside experts, at the individual's own expense, to advise the Committee.

D. Sub-Committees

The chair of any committee may divide the committee into sub-committees in order to further the work of the committee. Such committee subdivisions may be abolished at the discretion of the chair of the full committee.

E. Standing Committees

1. Executive Committee.

Duties: Acts in the capacity of budget and personnel committees of the Commission. Develops and sets policy direction for the Commission. Advises the chair in the preparation of agendas for Commission meetings and advises the Commission on all matters not assigned to or dealt with by other standing committees. Acts on behalf of the Commission between Commission meetings.

The Committee shall not have the authority to undertake any of the following actions:

- a. Amend or repeal Bylaws or Standing Rules or adopt new Bylaws.
- b. Amend or repeal any resolution or policy statement, other than editorial changes approved by the Commission.
- c. Create additional Standing Committees without the consent of the Commission.

2. Legislative Advocacy Committee.

Duties: Guides the Commission's advocacy efforts, including reviewing and positioning legislation. Recommends legislation for CCoA sponsorship or support. Tracks legislation that impacts older adults and adults with disabilities.

3. Operational Procedures/Bylaws Committee.

Duties: Works with the Executive Director and staff to develop and implement the Commission's Operational Plan. Periodically reviews the Commission's Operational Plan and recommends updates. Reviews and recommends changes to the CCoA Bylaws and Standing Rules.

Section 10: Policy on Participation in Non-State Projects.

A. In evaluating a request for Commission participation in a non-state project, the Commission should answer the following questions. An affirmative answer to any one of the following three questions shall preclude the Commission from participating in the project or activity.

1. Is the request for the support or benefit of a commercial entity or for an association, asylum, hospital, or institution that is not operated or owned by the State?
2. Will the activity involve the marketing of any commercial venture or product?
3. Could the Commission's participation in the activity be perceived as an improper gift or use of public funds?

B. In further considering the value of Commission participation in a viable non-state project, the Commission may wish to consider the following questions:

1. Is the Commission's participation in the activity consistent with the Commission's statutory responsibilities?
2. Will the Commission's participation in the project further the cause of advocacy and/or information dissemination on behalf of older adults?
3. Will the activity or project in question generally benefit all older Californians, or a critical segment of that population?
4. Will the Commission's commitment to the project be a good and/or reasonable use of staff time?
5. Does the Commission's participation in the project represent an endorsement or commitment that could be politically sensitive?
6. Does participation in the project enhance the Commission's understanding of, or ability to further, the goals of any current California plan on aging?

Section 11: Executive Director Evaluation.

There shall be an evaluation of the Executive Director submitted by the Commission chair to the Commission for approval on the anniversary of the Executive Director's appointment and annually thereafter.

Section 12: Hiring of Consultants

The Executive Director has, with approval of the Executive Committee and consistent with State hiring practices, the authority to hire consultants as necessary to complete work relevant to Commission initiatives.

California Department of Aging (CDA)

2016 California Department of Aging (CDA) Population Demographic Projections by County and PSA for Intrastate Funding Formula (IFF)

Prepared by Data Team 10-31-15

| County Name | PSA # | Population 60+ | Non-Minority 60+ | Minority 60+ | Low Income 60+ | Medi-Cal Eligible 60+ | Geo. Isolation 60+ | SSI/SSP 65+ | Population 75+ | Lives Alone 60+ | Non-English 60+ |
|---------------|-------|----------------|------------------|--------------|----------------|-----------------------|--------------------|-------------|----------------|-----------------|-----------------|
| Source | | DoF & A | DoF & B | DoF & C | AoA-1 | DHCS & A | Census-1 | SSA & A | DoF & D | AoA-2 | AoA-3 |
| PSA 1 | | | | | | | | | | | |
| Del Norte | 1 | 6,869 | 5,634 | 1,235 | 1,065 | 1,230 | 2,523 | 352 | 2,004 | 1,585 | 30 |
| Humboldt | 1 | 33,579 | 29,499 | 4,080 | 3,525 | 4,527 | 9,202 | 1,105 | 8,950 | 7,090 | 290 |
| Total | | 40,448 | 35,133 | 5,315 | 4,590 | 5,757 | 11,725 | 1,457 | 10,954 | 8,675 | 320 |
| PSA 2 | | | | | | | | | | | |
| Lassen | 2 | 6,989 | 5,869 | 1,120 | 755 | 756 | 3,634 | 151 | 1,793 | 1,260 | 4 |
| Modoc | 2 | 2,996 | 2,614 | 382 | 410 | 437 | 2,075 | 131 | 1,070 | 810 | 15 |
| Shasta | 2 | 49,664 | 44,504 | 5,160 | 5,650 | 6,757 | 14,975 | 1,749 | 15,268 | 10,410 | 210 |
| Siskiyou | 2 | 15,286 | 13,253 | 2,033 | 2,170 | 2,135 | 8,733 | 555 | 4,399 | 3,365 | 35 |
| Trinity | 2 | 5,040 | 4,427 | 613 | 520 | 662 | 4,065 | 143 | 1,464 | 890 | 0 |
| Total | | 79,975 | 70,667 | 9,308 | 9,505 | 10,747 | 33,482 | 2,729 | 23,994 | 16,735 | 264 |
| PSA 3 | | | | | | | | | | | |
| Butte | 3 | 57,974 | 50,590 | 7,384 | 6,115 | 8,977 | 10,927 | 2,247 | 17,553 | 12,985 | 665 |
| Colusa | 3 | 4,547 | 2,816 | 1,731 | 450 | 762 | 1,435 | 240 | 1,368 | 880 | 310 |
| Glenn | 3 | 6,479 | 4,908 | 1,571 | 1,160 | 1,112 | 2,329 | 329 | 2,027 | 1,265 | 260 |
| Plumas | 3 | 7,227 | 6,588 | 639 | 650 | 734 | 4,931 | 166 | 2,109 | 1,390 | 30 |
| Tehama | 3 | 16,613 | 14,188 | 2,425 | 2,205 | 2,679 | 8,364 | 665 | 5,299 | 3,310 | 240 |
| Total | | 92,840 | 79,090 | 13,750 | 10,580 | 14,264 | 27,986 | 3,647 | 28,356 | 19,830 | 1,505 |
| PSA 4 | | | | | | | | | | | |
| Nevada | 4 | 33,881 | 31,383 | 2,498 | 2,885 | 2,618 | 11,707 | 395 | 10,085 | 6,120 | 110 |
| Placer | 4 | 93,570 | 80,222 | 13,348 | 7,230 | 6,672 | 12,428 | 1,735 | 30,800 | 16,655 | 635 |
| Sacramento | 4 | 285,594 | 181,444 | 104,150 | 30,415 | 55,678 | 6,251 | 22,034 | 82,852 | 58,445 | 10,615 |
| Sierra | 4 | 1,323 | 1,198 | 125 | 55 | 0 | 1,020 | 0 | 400 | 190 | 4 |
| Sutter | 4 | 19,917 | 12,967 | 6,950 | 2,825 | 4,619 | 2,905 | 1,608 | 6,391 | 3,765 | 990 |
| Yolo | 4 | 36,934 | 25,163 | 11,771 | 4,170 | 6,072 | 3,110 | 2,031 | 10,545 | 7,325 | 1,805 |
| Yuba | 4 | 13,515 | 9,950 | 3,565 | 1,800 | 2,763 | 4,215 | 882 | 3,842 | 2,380 | 275 |
| Total | | 484,734 | 342,327 | 142,407 | 49,380 | 78,422 | 41,636 | 28,685 | 144,915 | 94,880 | 14,434 |
| PSA 5 | | | | | | | | | | | |
| Marin | 5 | 73,848 | 64,153 | 9,695 | 5,040 | 5,485 | 5,180 | 1,390 | 21,516 | 17,325 | 460 |
| PSA 6 | | | | | | | | | | | |
| San Francisco | 6 | 186,225 | 72,750 | 113,475 | 31,075 | 56,756 | 0 | 27,404 | 60,173 | 45,430 | 21,155 |
| PSA 7 | | | | | | | | | | | |
| Contra Costa | 7 | 241,196 | 152,953 | 88,243 | 18,150 | 31,038 | 1,769 | 9,573 | 68,866 | 43,510 | 5,430 |
| PSA 8 | | | | | | | | | | | |
| San Mateo | 8 | 171,663 | 96,212 | 75,451 | 12,270 | 23,267 | 3,580 | 6,533 | 52,238 | 30,255 | 5,350 |

| County Name | PSA # | Population 60+ | Non-Minority 60+ | Minority 60+ | Low Income 60+ | Medi-Cal Eligible 60+ | Geo. Isolation 60+ | SSI/SSP 65+ | Population 75+ | Lives Alone 60+ | Non-English 60+ |
|-----------------|-------|----------------|------------------|--------------|----------------|-----------------------|--------------------|-------------|----------------|-----------------|-----------------|
| Source | | DoF & A | DoF & B | DoF & C | AoA-1 | DHCS & A | Census-1 | SSA & A | DoF & D | AoA-2 | AoA-3 |
| PSA 9 | | | | | | | | | | | |
| Alameda | 9 | 318,982 | 150,618 | 168,364 | 32,430 | 67,298 | 1,320 | 23,733 | 89,505 | 60,090 | 15,270 |
| PSA 10 | | | | | | | | | | | |
| Santa Clara | 10 | 361,566 | 183,462 | 178,104 | 32,960 | 73,981 | 4,347 | 29,188 | 108,781 | 54,090 | 16,930 |
| PSA 11 | | | | | | | | | | | |
| San Joaquin | 11 | 127,591 | 68,997 | 58,594 | 15,315 | 26,587 | 11,455 | 9,626 | 36,573 | 21,445 | 5,970 |
| PSA 12 | | | | | | | | | | | |
| Alpine | 12 | 450 | 369 | 81 | 30 | 0 | 276 | 0 | 122 | 75 | 0 |
| Amador | 12 | 12,765 | 11,322 | 1,443 | 1,090 | 903 | 7,670 | 144 | 4,104 | 2,205 | 50 |
| Calaveras | 12 | 16,763 | 14,809 | 1,954 | 1,735 | 1,314 | 11,030 | 195 | 4,973 | 2,695 | 65 |
| Mariposa | 12 | 6,520 | 5,724 | 796 | 675 | 579 | 5,411 | 124 | 2,112 | 1,130 | 4 |
| Tuolumne | 12 | 18,389 | 16,505 | 1,884 | 1,605 | 1,740 | 7,537 | 358 | 5,985 | 3,820 | 30 |
| Total | | 54,887 | 48,729 | 6,158 | 5,135 | 4,536 | 31,924 | 821 | 17,296 | 9,925 | 149 |
| PSA 13 | | | | | | | | | | | |
| San Benito | 13 | 10,804 | 6,110 | 4,694 | 1,140 | 1,527 | 2,576 | 366 | 2,878 | 1,605 | 630 |
| Santa Cruz | 13 | 60,995 | 47,809 | 13,186 | 5,645 | 7,776 | 7,012 | 1,888 | 14,703 | 11,685 | 1,775 |
| Total | | 71,799 | 53,919 | 17,880 | 6,785 | 9,303 | 9,588 | 2,254 | 17,581 | 13,290 | 2,405 |
| PSA 14 | | | | | | | | | | | |
| Fresno | 14 | 164,643 | 88,019 | 76,624 | 24,000 | 40,877 | 18,289 | 16,007 | 48,228 | 30,030 | 10,920 |
| Madera | 14 | 30,213 | 19,266 | 10,947 | 3,670 | 5,302 | 11,935 | 1,767 | 9,227 | 4,050 | 1,580 |
| Total | | 194,856 | 107,285 | 87,571 | 27,670 | 46,179 | 30,224 | 17,774 | 57,455 | 34,080 | 12,500 |
| PSA 15 | | | | | | | | | | | |
| Kings | 15 | 22,048 | 12,138 | 9,910 | 2,605 | 4,370 | 2,645 | 1,475 | 6,460 | 3,295 | 1,275 |
| Tulare | 15 | 74,131 | 41,459 | 32,672 | 11,730 | 19,749 | 12,008 | 6,697 | 21,656 | 12,100 | 5,130 |
| Total | | 96,179 | 53,597 | 42,582 | 14,335 | 24,119 | 14,653 | 8,172 | 28,116 | 15,395 | 6,405 |
| PSA 16 | | | | | | | | | | | |
| Inyo | 16 | 6,087 | 4,979 | 1,108 | 730 | 738 | 2,454 | 135 | 1,939 | 1,610 | 55 |
| Mono | 16 | 3,084 | 2,676 | 408 | 200 | 0 | 1,415 | 0 | 767 | 545 | 4 |
| Total | | 9,171 | 7,655 | 1,516 | 930 | 738 | 3,869 | 135 | 2,706 | 2,155 | 59 |
| PSA 17 | | | | | | | | | | | |
| San Luis Obispo | 17 | 71,801 | 61,524 | 10,277 | 5,450 | 6,027 | 10,669 | 1,217 | 21,292 | 13,415 | 460 |
| Santa Barbara | 17 | 88,781 | 62,943 | 25,838 | 8,145 | 11,378 | 5,447 | 3,220 | 29,164 | 18,155 | 3,280 |
| Total | | 160,582 | 124,467 | 36,115 | 13,595 | 17,405 | 16,116 | 4,437 | 50,456 | 31,570 | 3,740 |
| PSA 18 | | | | | | | | | | | |
| Ventura | 18 | 174,537 | 117,599 | 56,938 | 15,040 | 22,579 | 5,252 | 6,714 | 50,990 | 28,765 | 7,490 |
| PSA 19 | | | | | | | | | | | |
| Los Angeles Co. | 19 | 1,187,331 | 470,341 | 718,302 | 148,165 | 339,508 | 10,719 | 134,899 | 352,936 | 188,080 | 98,750 |
| PSA 20 | | | | | | | | | | | |
| San Bernardino | 20 | 346,805 | 180,947 | 165,858 | 44,975 | 72,893 | 21,182 | 23,543 | 92,011 | 52,710 | 15,950 |
| PSA 21 | | | | | | | | | | | |
| Riverside | 21 | 444,527 | 282,150 | 162,377 | 50,595 | 70,136 | 21,442 | 22,531 | 141,789 | 76,965 | 17,110 |

| County Name | PSA # | Population 60+ | Non-Minority 60+ | Minority 60+ | Low Income 60+ | Medi-Cal Eligible 60+ | Geo. Isolation 60+ | SSI/SSP 65+ | Population 75+ | Lives Alone 60+ | Non-English 60+ |
|-------------------|-------|----------------|------------------|--------------|----------------|-----------------------|--------------------|-------------|----------------|-----------------|-----------------|
| Source | | DoF & A | DoF & B | DoF & A | AoA-1 | DHCS & A | Census-1 | SSA & A | DoF & D | AoA-2 | AoA-3 |
| PSA 22 | | | | | | | | | | | |
| Orange | 22 | 622,907 | 378,590 | 244,317 | 56,930 | 111,198 | 827 | 43,742 | 189,030 | 100,565 | 27,665 |
| PSA 23 | | | | | | | | | | | |
| San Diego | 23 | 623,244 | 405,177 | 218,067 | 64,735 | 100,227 | 22,757 | 37,640 | 187,608 | 109,975 | 21,830 |
| PSA 24 | | | | | | | | | | | |
| Imperial | 24 | 33,270 | 7,978 | 25,292 | 7,125 | 13,841 | 4,789 | 5,805 | 10,661 | 4,830 | 6,840 |
| PSA 25 | | | | | | | | | | | |
| Los Angeles City | 25 | 701,725 | 288,295 | 412,218 | 122,000 | 200,652 | 723 | 79,726 | 213,907 | 138,985 | 64,710 |
| PSA 26 | | | | | | | | | | | |
| Lake | 26 | 20,141 | 17,035 | 3,106 | 3,240 | 3,684 | 6,066 | 744 | 5,549 | 4,385 | 85 |
| Mendocino | 26 | 25,371 | 21,680 | 3,691 | 3,135 | 4,403 | 11,133 | 914 | 6,683 | 5,745 | 305 |
| Total | | 45,512 | 38,715 | 6,797 | 6,375 | 8,087 | 17,199 | 1,658 | 12,232 | 10,130 | 390 |
| PSA 27 | | | | | | | | | | | |
| Sonoma | 27 | 123,789 | 104,094 | 19,695 | 10,475 | 13,346 | 17,953 | 2,680 | 33,982 | 27,160 | 1,510 |
| PSA 28 | | | | | | | | | | | |
| Napa | 28 | 34,743 | 26,686 | 8,057 | 2,930 | 3,698 | 5,223 | 771 | 10,742 | 6,850 | 610 |
| Solano | 28 | 92,092 | 49,316 | 42,776 | 7,285 | 12,142 | 3,719 | 3,578 | 24,770 | 15,270 | 1,455 |
| Total | | 126,835 | 76,002 | 50,833 | 10,215 | 15,840 | 8,942 | 4,349 | 35,512 | 22,120 | 2,065 |
| PSA 29 | | | | | | | | | | | |
| El Dorado | 29 | 51,761 | 45,749 | 6,012 | 2,935 | 3,890 | 16,600 | 674 | 13,877 | 7,305 | 220 |
| PSA 30 | | | | | | | | | | | |
| Stanislaus | 30 | 97,119 | 64,235 | 32,884 | 12,720 | 20,864 | 8,100 | 7,149 | 28,149 | 17,175 | 4,935 |
| PSA 31 | | | | | | | | | | | |
| Merced | 31 | 42,303 | 22,434 | 19,869 | 6,695 | 10,818 | 5,905 | 3,779 | 12,525 | 6,180 | 3,460 |
| PSA 32 | | | | | | | | | | | |
| Monterey | 32 | 77,803 | 45,797 | 32,006 | 7,520 | 12,604 | 10,445 | 3,511 | 23,137 | 13,400 | 5,190 |
| PSA 33 | | | | | | | | | | | |
| Kern | 33 | 139,644 | 84,041 | 55,603 | 19,600 | 29,087 | 17,295 | 9,648 | 38,646 | 24,345 | 7,835 |
| California | | 7,605,654 | 4,324,158 | 3,281,596 | 875,845 | 1,541,452 | 438,984 | 565,606 | 2,256,473 | 1,347,370 | 398,296 |

SOURCES

AoA-1 U.S. Administration on Aging, Aging Integrated Database (AGid), Web source retrieved on 08/07/15.

Source File: 2008-2012 American Community Survey (ACS) Special Tabulation on Aging, Ratio of Income in Previous Year to Poverty Level for the Population 60 Years and Over (S21043B)
<http://www.agid.acl.gov/DataFiles/ACS2012/Table.aspx?tableid=S21043B&stateabbr=CA>

AoA-2 U.S. Administration on Aging, Aging Integrated Database (AGid) . Web source retrieved on 08/07/15.

Source File: 2008-2012 American Community Survey (ACS) Special Tabulation on Aging, Sex by Household Type (Including Living Alone) by Relationship for the Population 60 Years and Over (S21010B)
<http://www.agid.acl.gov/DataFiles/ACS2012/Table.aspx?tableid=S21010B&stateabbr=CA>

AoA-3 U.S. Administration on Aging, Aging Integrated Database (AGid). Web source retrieved on 07/03/15.

Source File: 2008-2012 American Community Survey (ACS) Special Tabulation on Aging,

Age by Ability to Speak English for the Population 60 Years and Older (S21014B)

<http://www.agid.acl.gov/DataFiles/ACS2012/Table.aspx?tableid=S21014B&stateabbr=CA>

Census-1 U.S. Census, American FactFinder. Web source retrieved on 08/06/15.

Source File: Census 2010, American Fact Finder, QT-P1, Age Groups and Sex, Geography Rural, 2010 Summary File 1

http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=DEC_10_SF1_QTP1&prodType=table

Census-2 U.S. Census, American FactFinder. Web source retrieved on 08-06-15.

Source File: Summary File 1, 100% Data, Population, Housing Units and Area & Density, Geographic Area: CA-County & County (GCT-PH1) Subdivision & Place Tables

California Statewide, California Counties

http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=DEC_10_SF1_GCTPH1.ST05&prodType=table

Los Angeles City

http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=DEC_10_SF1_GCTPH1.ST10&prodType=table

DHCS State of California, Department of Health Care Services, Research and Analytic Studies Division. Source data emailed on 08/21/15.

[Source File: Medi-Cal Beneficiaries Age 60 and Over as of January 2015](#)

Special Run Request

Alpine, Mono, and Sierra county Medi-Care Eligibility data was not disclosed to avoid the identification of particular individuals.

Therefore, the data for Alpine, Mono, and Sierra is zero (0).

DoF Department of Finance, Demographic Research Unit. Web source retrieved on 07/03/2015.

Source File: Report P-2, State and County Population Projections by Race/Ethnicity and 5-Year Age Groups, 2010 through 2060 as of July 1.

(Data updated in December 2014.)

<http://www.dof.ca.gov/research/demographic/reports/projections/P-2/>

SSA U.S. Social Security Administration, Office of Retirement and Disability Policy. Web source retrieved on 08/24/14.

Source File: SSI Recipients by State and County, 2014

http://www.socialsecurity.gov/policy/docs/statcomps/ssi_sc/index.html

A The 2016 Los Angeles County (PSA 19) and Los Angeles City (PSA 25) 60+ Population and the Medi-Cal Eligible 60+ split calculated on actual population split from 2010 Census. (PSA 19 = 62.85315%; PSA 25 = 37.14685%).

B The 2016 Los Angeles County (PSA 19) and Los Angeles City (PSA 25) Non-Minority 60+ Population split calculated on actual population split from 2010 Census. (PSA 19 = 61.99823%; PSA 25 = 38.00177%).

C The 2016 Los Angeles County (PSA 19) and Los Angeles City (PSA 25) Minority 60+ Population split calculated on actual population split from 2010 Census. (PSA 19 = 63.54297%; PSA 25 = 36.45703%).

D The 2016 Los Angeles County (PSA 19) and Los Angeles City (PSA 25) 75+ Population split calculated on actual population split from 2010 Census (PSA 19 = 62.26346%; PSA 25 = 37.73654%).

THE BROWN ACT

OPEN MEETINGS FOR
LOCAL LEGISLATIVE BODIES



2003

CALIFORNIA ATTORNEY
GENERAL'S OFFICE

THE

BROWN

ACT

OPEN MEETINGS FOR
LOCAL LEGISLATIVE BODIES

Office of the Attorney General
Bill Lockyer
Attorney General

Prepared by the Division of Civil Law

Chief Assistant Attorney General Andrea Lynn Hoch
Deputy Attorney General Ted Prim, Editor



State of California
Office of the Attorney General
Bill Lockyer
Attorney General

Throughout California's history, local legislative bodies have played a vital role in bringing participatory democracy to the citizens of the state. Local legislative bodies - such as boards, councils and commissions - are created in recognition of the fact that several minds are better than one, and that through debate and discussion, the best ideas will emerge. The law which guarantees the public's right to attend and participate in meetings of local legislative bodies is the Ralph M. Brown Act.

While local legislative bodies generally are required to hold meetings in open forum, the Brown Act recognizes the need, under limited circumstances, for these bodies to meet in private in order to carry out their responsibilities in the best interests of the public. For example, the law contains a personnel exception based on notions of personal privacy, and a pending litigation exception based upon the precept that government agencies should not be disadvantaged in planning litigation strategy. Although the principle of open meetings initially seems simple, application of the law to real life situations can prove to be quite complex.

The purpose of this pamphlet is to provide a brief description of the Brown Act, along with a discussion of court decisions and opinions of this office that add to our understanding by applying it in specific factual contexts. We hope this pamphlet will assist both public officials and those who monitor the performance of local legislative bodies to minimize and resolve disputes over interpretations of the Brown Act. In recent years, both the California Supreme Court and the courts of appeal have recognized the benefit of pamphlets issued by our office. This recognition by the courts, along with many favorable comments from members of the public, strengthens our resolve to continue producing reliable informational materials on the Brown Act and other California laws. Publication of these materials constitutes a tradition of service that we value greatly.

Ideas and suggestions for future editions of this pamphlet are welcomed and should be addressed to the editor.

Sincerely,

BILL LOCKYER
Attorney General

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INTRODUCTION

This pamphlet concerns the provisions of the Ralph M. Brown Act, which govern open meetings for local government bodies. The Brown Act is contained in section 54950 et seq. of the Government Code. Accordingly, all statutory references in this pamphlet are to the Government Code unless otherwise noted. The pamphlet contains a table of contents, which may also serve as a topical outline for the reader. The pamphlet also includes a brief summary of the main provisions of the Brown Act, along with references to the appropriate Government Code sections and chapters of the text. The text includes a discussion of the law along with tips on how the law should be applied in particular situations. Numerous references are made to legal authorities throughout the text. A copy of the Brown Act in its entirety is set forth in the appendix to the pamphlet. Lastly, the pamphlet contains a table of authorities so that the reader can determine all of the places in the text where references are made to a particular authority.

In preparing this pamphlet, we relied on a variety of legal resources. Appellate court cases were consulted and are cited throughout the pamphlet. While most of the more significant cases are discussed, this pamphlet is not intended to be a compendium of all court cases in this area. In addition, we drew upon published opinions and unpublished letter opinions issued by this office. Attorney General opinions, unlike appellate court decisions, are advisory only and do not constitute the law of the state. However, with respect to the Brown Act, the courts have frequently adopted the analysis of Attorney General opinions, and have commented favorably on the service afforded by those opinions and this pamphlet. (*Bell v. Vista Unified School Dist.* (2000) 82 Cal.App.4th 672; *Freedom Newspapers v. Orange County Employees Retirement System* (1993) 6 Cal. 4th 821, 829.)

Published opinions are cited by volume and page number (e.g., 32 Ops.Cal.Atty.Gen. 240 (1958)). Unpublished letter opinions are cited as indexed letters by year and page number (e.g., Cal.Atty.Gen., Indexed Letter, No. IL 76-201 (October 20, 1976).) Published opinions are available through law libraries and some attorneys' offices. As a general rule, indexed letters are available only in the Office of the Attorney General. Copies may be obtained by a request to the Public Inquiry Unit of the Office of the Attorney General.

If you have specific questions or problems, the statutes, cases and opinions should be consulted. You also may wish to refer the matter to the attorney for the agency in question, a private attorney or the district attorney.

The pamphlet is current through January 2003 with respect to statutes, case law, and Attorney General opinions.

SUMMARY OF KEY BROWN ACT PROVISIONS

COVERAGE

PREAMBLE:

Public commissions, boards, councils and other legislative bodies of local government agencies exist to aid in the conduct of the people's business. The people do not yield their sovereignty to the bodies that serve them. The people insist on remaining informed to retain control over the legislative bodies they have created.

54950 Ch. I

GOVERNING BODIES:

Includes city councils, boards of supervisors, and district boards. Also covered are other legislative bodies of local government agencies created by state or federal law.

54952(a) Ch. I & II

SUBSIDIARY BODIES:

Includes boards or commissions of a local government agency as well as standing committees of a legislative body. A standing committee has continuing subject matter jurisdiction or a meeting schedule set by its parent body. Less-than-a-quorum advisory committees, other than standing committees, are exempt.

54952(b) Ch. II

PRIVATE OR NONPROFIT CORPORATIONS OR ENTITIES:

Covered only if:

- a. A legislative body delegates some of its functions to a private corporation or entity; or
 - b. If a legislative body provides some funding to a private corporation or entity and appoints one of its members to serve as a voting member of entity's board of directors.
- 54952(c)(1)(A) Ch. II
- 54952(c)(1)(B)

MEETING DEFINED

INCLUDES:

Any gathering of a quorum of a legislative body to discuss or transact business under the body's jurisdiction; serial meetings are prohibited. 54952.2 Ch. III

EXEMPTS:

- (1) Individual contacts between board members and others which do not constitute serial meetings; 54952.2(c)(1) Ch. III
- (2) Attendance at conferences and other gatherings which are open to public so long as members of legislative bodies do not discuss among themselves business of a specific nature under the body's jurisdiction; 54952.2(c)(2), (3) and (4)
- (3) Attendance at social or ceremonial events where no business of the body is discussed. 54952.2(c)(5)

LOCATIONS OF MEETINGS:

A body must conduct its meetings within the boundaries of its jurisdiction unless it qualifies for a specific exemption. 54954 Ch. IV

TELECONFERENCE MEETINGS:

Teleconference meetings may be held under carefully defined conditions. The meeting notice must specifically identify all teleconference locations, and each such location must be fully accessible to members of the public. 54953 Ch. III

PUBLIC RIGHTS

PUBLIC TESTIMONY:

Public may comment on agenda items before or during consideration by legislative body. Time must be set aside for public to comment on any other matters under the body's jurisdiction. 54954.3 Ch. IV & V

NON-DISCRIMINATORY FACILITIES:

Meetings may not be conducted in a facility that excludes persons on the basis of their race, religion, color, national origin, ancestry, or sex, or that is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase. 54953.2; 54961 Ch. V

COPY OF RECORDING:

Public may obtain a copy, at cost, of an existing tape recording made by the legislative body of its public sessions, and to listen to or view the body's original tape on a tape recorder or viewing device provided by the agency. 54953.5 Ch. V

PUBLIC VOTE:

All votes, except for those cast in permissible closed session, must be cast in public. No secret ballots, whether preliminary or final, are permitted. 54953(c) Ch. VI

CLOSED MEETING ACTIONS/DOCUMENTS:

At an open session following a closed session, the body must report on final action taken in closed session under specified circumstances. Where final action is taken with respect to contracts, settlement agreements and other specified records, the public may receive copies of such records upon request. 54957.1 Ch. IV, V & VI

TAPING OR BROADCASTING:

Meetings may be broadcast, audio-recorded or video-recorded so long as the activity does not constitute a disruption of the proceeding. 54953.5; 54953.6 Ch. V

CONDITIONS TO ATTENDANCE:

Public may not be asked to register or identify themselves or to pay fees in order to attend public meetings. 54953.3; 54961 Ch. V

PUBLIC RECORDS:

Materials provided to a majority of a body which are not exempt from disclosure under the Public Records Act must be provided, upon request, to members of the public without delay. 54957.5 Ch. V

REQUIRED NOTICES AND AGENDAS

REGULAR MEETINGS:

Agenda containing brief general description (approximately twenty words in length) of each matter to be considered or discussed must be posted at least 72 hours prior to meeting. 54954.2 Ch. IV

SPECIAL MEETINGS:

Twenty-four hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed. 54956 Ch. IV

EMERGENCY MEETINGS:

One hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency. 54956.5 Ch. IV

CLOSED SESSION AGENDAS:

All items to be considered in closed session must be described in the notice or agenda for the meeting. A model format for closed-session agendas appears in section 54954.5. Prior to each closed session, the body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session. 54954.2; 54954.5; 54957.1 and 54957.7 Ch. IV

AGENDA EXCEPTION:

Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda. 54954.2(b) Ch. IV

CLOSED-SESSION MEETINGS

PERSONNEL EXEMPTION:

The body may conduct a closed session to consider 54957 Ch. VI
appointment, employment, evaluation of performance,
discipline or dismissal of an employee. With respect to
complaints or charges against an employee brought by another
person or another employee, the employee must be notified, at
least 24 hours in advance, of his or her right to have the hearing
conducted in public.

PUBLIC SECURITY:

A body may meet with law enforcement or security personnel 54957 Ch. VI
concerning the security of public buildings and services.

PENDING LITIGATION:

A body may meet in closed session to receive advice from its 54956.9 Ch. VI
legal counsel concerning existing litigation, initiating litigation,
or situations involving a significant exposure to litigation. The
circumstances which constitute significant exposure to
litigation are expressly defined in section 54956.9(b)(3).

LABOR NEGOTIATIONS:

A body may meet in closed session with its negotiator to 54957.6 Ch. VI
consider labor negotiations with represented and unrepresented
employees. Issues related to budgets and available funds may
be considered in closed session, although final decisions
concerning salaries of unrepresented employees must be made
in public.

REAL PROPERTY NEGOTIATIONS:

A body may meet in closed session with its negotiator to 54956.8 Ch. VI
consider price and terms of payment in connection with the
purchase, sale, exchange or lease of real property.

REMEDIES AND SANCTIONS

CIVIL REMEDIES:

Individuals or the district attorney may file civil lawsuits for 54960; Ch. VII
injunctive, mandatory or declaratory relief, or to void action 54960.1
taken in violation of the Act.

Attorneys' fees are available to prevailing plaintiffs. 54960.5

CRIMINAL SANCTIONS:

The district attorney may seek misdemeanor penalties against 54959 Ch. VII
a member of a body who attends a meeting where action is
taken in violation of the Act, and where the member intended
to deprive the public of information which the member knew
or has reason to know the public was entitled to receive.

Return to Main Body

ROBERT'S RULES OF ORDER TRAINING

HOW TO CONDUCT A MEETING

The Chairperson presides over the meeting (unless the Chair is absent; then the Vice-Chair will preside.) To “preside” means lead the council in following the agenda or order of business. Below are a few of the steps to be taken in conducting a meeting, and the Chair should follow these in order to properly run the meeting. The Chair should be familiar with the agenda prior to the meeting and be prepared to:

- ❑ Call the meeting to order
- ❑ Approve the minutes of the previous meeting
- ❑ Hear any unscheduled appearances
(Check to see what the time limit is for your Committee)
- ❑ Handle any unfinished business from the last meeting
(i.e. – Only OLD BUSINESS listed on agenda or brought forward by unscheduled appearance)
- ❑ Hear any **new** business **listed on the agenda**
- ❑ Hear reports of officers, boards, standing committees, special committees
- ❑ Adjourn the meeting

Basic Rules of a Meeting:

Call the meeting to order – The Chair asks the Secretary if enough members are present to hold the meeting. In order to hold a meeting, there must be a certain number of members present, called a “quorum,” which is one more than half of the voting members. If there are not enough members present, there is no quorum and the Chair or Secretary must announce, “There is not a quorum present at the meeting, and the meeting stands adjourned.” No business may be discussed or voted upon at that time; the meeting will need to be rescheduled at a time when enough members can attend to constitute a quorum. If enough members are present, go on to the next item.

Approve the minutes – The “minutes” are a record of what happened at the previous meeting. To keep the public and the committee up to date on the activities, a secretary or other designated person (not the Chair) should take the minutes. Minutes should be completed prior to the mailing of the next meeting agenda and should be clear and not too burdensome. Minutes have to at least show the:

- 1) Name of group
- 2) Kind of meeting
- 3) Place, date, and time of the meeting
- 4) Names of Chair and members present
- 5) Approval of minutes from the previous meeting
- 6) A list of motions introduced, their proposers, and final outcome (pass/fail)
- 7) Time of adjournment

Hear unscheduled appearances – The Chair asks if there is anyone in the audience or on the Committee who wishes to appear under unscheduled appearances. If people have items they wish to have addressed, they should state their name and address for the record and present the item for discussion. If the item is determined by the Committee or Council as an emergency item (state of emergency has to exist) or as an urgent item (failing to decide on this item today could have dire consequences), then the Committee may act on the item. If the item is general and waiting until the next meeting will not create problems, the item will be scheduled for the next agenda.

Handle unfinished (OLD) business from the last meeting – Each meeting is like a continuation of the last meeting, and you take up where you left off. When the item appears on the agenda, you or staff explain the history of the item, what issues were discussed at the last meeting, and any new information that may help the Board/Committee make a decision on the item.

Handle New Business – This refers to any suggestion for action not discussed previously by the Committee. The Committee can ask for a discussion period after the presentation but before the public has a chance to speak on the item, to clarify any questions on the item with staff or other members of the Committee. This discussion is an exploration of the proposal, no one has to take sides, and all members can freely express their views about the proposed action.

Hear any announcements by the Committee members, the public, officers, special committees – Special Committees make reports to the Committee/Board, and their recommendations are advisory to the Board. Special Committees have one task, and when that task is completed, the committee is disbanded. Standing Committees are appointed all year long and will report to the Committee/Board with information on a regular basis. The public or officers can use this time to announce items pertaining to the Committee or Board. People love to know what is going on. Any event the Committee is planning should be announced. After the announcements have been made, an informal discussion and question period can occur to clarify information for all involved.

Adjourning the meeting – When all items on the agenda have been addressed, the Chairperson says: “If there is no further business, the meeting stands adjourned.” This is the time that the minute-taking ceases. Any discussion of the members after this point regarding any item on the agenda could be considered a violation of the Brown Act. Always discuss your items during the meeting.

MOTIONS

How to make a motion – A proposal for action is made in the form of a motion. For the group to consider the motion, at least two members must be in favor of it. The first member makes a motion and the second member seconds the motion. The main motion forms a starting point for any action to be taken by the group. The Chair states that we have a motion and a second. Informal discussion should be considered at this time if clarification on the motion is needed; if not, the Chair states either 1) “All those in favor say aye” (general consensus); or 2) roll call voting takes place, which involves the Secretary calling out the members’ names, beginning with the member who made the motion, then the second, and so on, with the Chair being the last name called. For a motion to pass, it needs a majority vote; all in favor, or one more than half voting aye. If this does not occur, the motion fails. Another motion may be presented at this time to be considered, and the same procedure is followed. Failed motions must be recorded as well as passing motions. The Chair will need to state for the record whether the motion passed or failed.

General consent voting/Voice voting – This method is used in handling routine business on matters of slight importance and on items when the members are quite clear of the proposal. The approval of the minutes can be handled by consensus vote if all in favor. If an objection is raised, a roll call vote is taken.

Show of hands – This method can be used by members but is not easily recorded for the minutes. The Chair must count the votes and state them out for the record.

Roll Call voting – This is permanent record of the way in which a member voted. The Chair announces “The Secretary/Clerk will now call the roll.” Each member’s name is called, starting with the one who made the motion and then the second and the following members, with the Chair being called last. The Chair then announces the result of the roll call vote for the record.

RULES TO LIVE BY

Every group succeeds best when it abides by self-selected rules or by-laws. Such rules are specific and must be approved by the majority of the members, after full discussion, and they are binding on all members. Once these by-laws or guidelines are in place, it will save endless discussions and avoid many arguments. Make them easy to accept and difficult to change; this will give you a solid foundation and will prevent many of the petty changes that cause arguments. To give your group a good start, frame a set of principles to guide you.

- 1) The name of the Group/Committee/Board
- 2) The purpose of the group (what you want to accomplish)
- 3) The requirements for membership (cannot be discriminatory, and must encompass all of the community)
- 4) The officers, how to elect them, terms of office, and authority
- 5) The time and place of the meetings
- 6) The ways of changing any of the above, by amendment.



SECTION 2

Advisory Council Information

Governing Board Organizational Chart

General Information

12 Month Meeting Calendar

Roster

By-laws

Advisory Council Key Responsibilities

Chair Person Responsibilities

Conflict of Interest Code

Advisory Council Functions

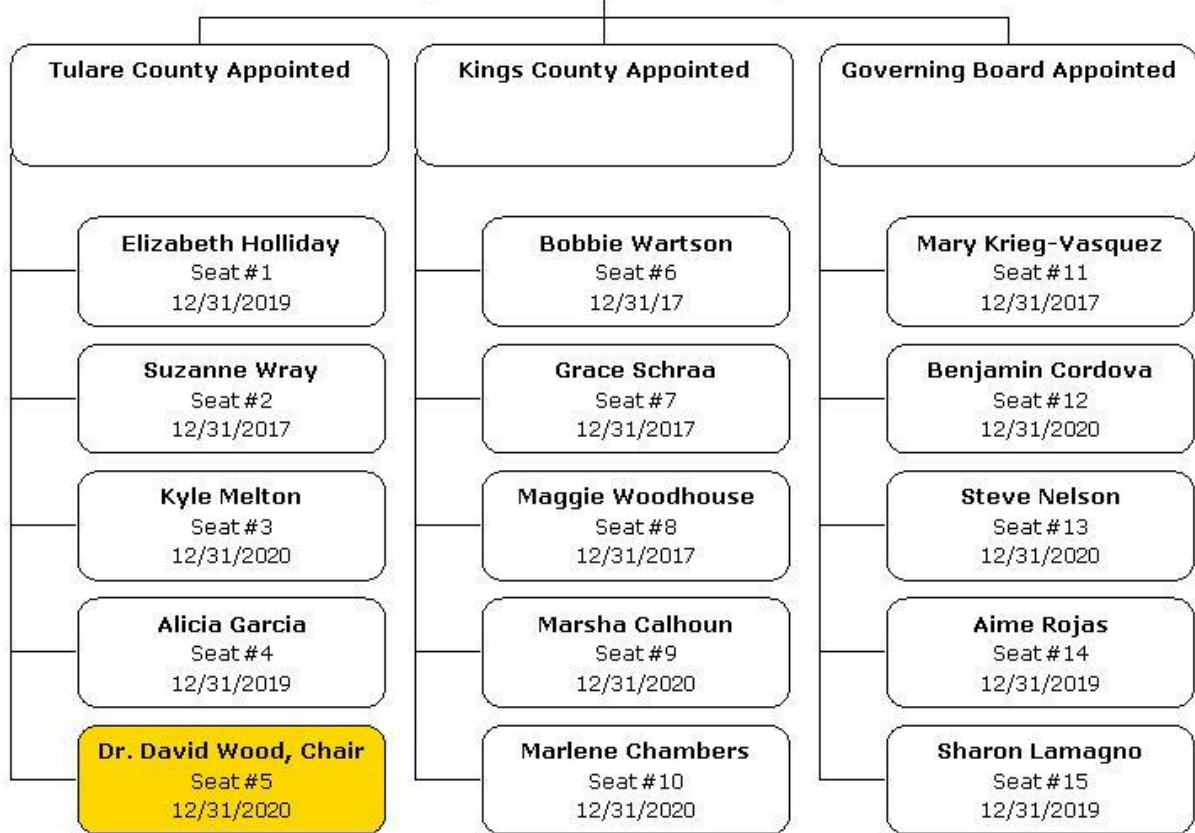
Job Description

Committee Information

**Kings Tulare Area Agency on Aging
Governing Board**



Advisory Council



Kings/Tulare Area Agency on Aging

Advisory Council

General Information

DEFINITION:

A voluntary group of citizens who provide information, guidance, advice, and support to the Area Agency to develop, coordinate, and administer services to older persons.

A *Governing Board* can be defined as a governing body whose purpose is to establish goals and policies for the Area Agency and to develop procedures for carrying out these responsibilities.

DIFFERENCES BETWEEN GOVERNING BOARDS AND ADVISORY COUNCILS:

Governing Board

Sets policies and procedures
Hires Area Agency executive
Authorizes Area Agency fiscal expenditures
Supervises Area Agency executive

Advisory Council

Advises on policy and procedures
Reviews resumes and makes recommendations
Makes recommendations on fiscal expenditures
Advises and assists Area Agency executive

AREA AGENCY RELATIONSHIP TO ADVISORY COUNCIL MEMBERS

Advisory Councils depend largely on support from Area Agency staff to carry out their responsibilities and functions.

Examples of ways staff can assist Advisory Councils include:

- Orienting Advisory Council members;
- Sharing Agency information with Council members;
- Briefing members about upcoming programs and problems affecting older persons;
- Legislative updates;
- Developing meeting agendas;
- Providing training;
- Reviewing and drafting recommendations;
- Contacting absent Council members; and
- Providing a budget to cover travel and other expenses when possible and appropriate.

ADVISORY COUNCIL COMPOSITION:

- A majority of membership must be 60 years of age or older.
- Service providers.
- Members who reflect the geographic, racial, economic, and social complexion of the planning and service area they represent.
- At least one member who represents the interests of the disabled.

MEMBERSHIP SELECTION:

- Appointed or elected to Advisory Council.
- Appointments made by the Governing Board, or County Boards of Supervisor

Revised to include two community meetings

K/T AAA Advisory Council Meetings 2017

| | | |
|----------------------------|-------------------------------------------------------------------------------------------------------|-------------------|
| January 23 2017 | Tulare County Board of Supervisors Conference Rooms A/B 2800 W. Burrel Avenue, Visalia | 10:45 a.m. |
| February | N/A | |
| March 20 2017 | Tulare County Board of Supervisors Conference Rooms A/B 2800 W. Burrel Avenue, Visalia | 10:00 a.m. |
| April | TBD | |
| May 15 2017 | Earlimart Senior Center 712 East Washington Avenue Earlimart, CA 93219 | 10:00 a.m. |
| June | TBD | |
| July | Tulare County Board of Supervisors Conference Rooms A/B 2800 W. Burrel Avenue, Visalia | 10:00 a.m. |
| August | TBD | |
| September | TBD | |
| October | Hanford Senior Center View Road Apts. 602 91/4 Avenue Hanford, CA 93230 | 10:00 a.m. |
| November | TBD | |
| December | TBD | |

*Please note, meetings are subject to change or cancellation. Please call to confirm (624-8063) any meeting you wish to attend.

*Additional meetings may be called by the Chair, if deemed needed.

K/T AAA Advisory Council

Tulare County Appointees

| SEAT # 1 | TULARE |
|----------------------------------------------------------------------------------|--------------|
| TERM ENDS: 12/31/2019 | |
| Elizabeth Holliday 43882 Manzanita Drive Three Rivers, CA 93271 | 510-875-4721 |
| elizabethholliday3r@gmail.com | |
| Appointed: 10/11/2016 | |

| SEAT # 2 | TULARE |
|------------------------------------------------------------------|----------------------------|
| TERM ENDS: 12/31/2017 | |
| Suzanne Wray 12821 Clyde Avenue Orosi, CA 93647 | 528-4127 Cell: 909-2203 |
| thatwrayslw@yahoo.com | |
| Appointed: 3/25/2014 | |

| SEAT # 3 | TULARE |
|----------------------------------------------------------------|----------|
| TERM ENDS: 12/31/2020 | |
| Kyle Melton 1224 S Cedar Ct. Visalia, CA 93292 | 733-7018 |
| kylehm@sbcglobal.net | |
| Appointed: 6/2003 | |
| Reappointed 8/2005; 7/2009; 11/2012,01/2017 | |

| SEAT # 4 | TULARE |
|----------------------------------------------------------|----------------------------|
| TERM ENDS: 12/31/2019 | |
| Alicia Garcia 3814 E. Elwin Ave. Visalia, CA 93292 | 740-7980 Cell: 303-8280 |
| g22a@aol.com | |
| Appointed: 08/2016 | |

| SEAT # 5 | TULARE |
|--------------------------------------------------------------|----------------------------|
| TERM ENDS: 12/31/2020 | |
| David Wood, Ph.D. P.O. Box 1240 Three Rivers, CA 93271 | 561-4958 Cell: 302-8413 |
| dwoodphd@aol.com | |
| Appointed: 06/15 | |
| Reappointed: 12/13/16 | |

Kings County Appointees

| SEAT # 6 | KINGS |
|------------------------------------------------------------|----------------------------|
| TERM ENDS: 12/31/2017 | |
| Bobbie Wartson 1856 W. Mallard Way Hanford, CA 93230 | 584-4601 Cell: 707-2652 |
| wartson@yahoo.com | |
| Appointed: 10/18/2016 | |

| SEAT # 7 | KINGS |
|-------------------------------------------------------------|----------------------------|
| TERM ENDS: 12/31/2017 | |
| Grace Schraa 860 E. Grangeville #15 Hanford, CA 93230 | 582-1327 Cell: 410-3747 |
| Appointed: 8/27/2013 | |
| Reappointed: N/A | |

| SEAT # 8 | KINGS |
|-----------------------------------------------------------|----------------------------|
| TERM ENDS: 12/31/2017 | |
| Maggie Woodhouse 817 Euclid Drive Hanford, CA 93230 | 582-1285 Cell: 362-8435 |
| Appointed: 8/27/13 | |
| Reappointed: N/A | |

| SEAT # 9 | KINGS |
|----------------------------------------------------------------------------------|----------|
| TERM ENDS: 12/31/2020 | |
| Marsha Calhoun P.O. Box 758 Armona, CA 93202 | 852-4820 |
| Addr: 10953 14th Ave., Armona, CA 93202 | |
| marsha.calhoun@co.kings.ca.us | |
| Appointed 12/23/14(partial term to 12/31/16) | |

| SEAT # 10 | KINGS |
|---------------------------------------------------------------|----------------------------|
| TERM ENDS: 12/31/2020 | |
| Marlene Chambers 1399 N. Lemoore Ave. Lemoore, CA 93245 | 924-5253 Cell: 707-7202 |
| Appointed: 2/9/2010 | |
| Reappointed: 12/18/2012 | |

K/T AAA Advisory Council

| SEAT # 11 | Kings |
|--------------------------------------------------------------------------|----------------------|
| TERM ENDS: 12/31/2017 | |
| Mary Krieg-Vasquez 748 North Fontana Ct Visalia, CA 93291 | 906-5089 720-7696 |
| runawayhide.mkv@gmail.com | |
| Appointed: 5/20/2013 | |

| SEAT # 12 | Tulare Co. |
|------------------------------------------------------------|------------|
| TERM ENDS: 12/31/2020 | |
| Benjamin Cordova 36114 Rd 196 Woodlake, CA 93286 | 756-4335 |
| crowac1958@aol.com | |
| Appointed: 1/ 27/2014 *(Partial Term to 2016) | |
| Reappointed: 1/23/2017 | |

| SEAT # 13 | Tulare Co. |
|------------------------------------------------------------|------------|
| TERM ENDS: 12/31/2020 | |
| Steve Nelson 625 E. Babcock Ave. Visalia, CA 93292 | 429-4828 |
| steve@alz-care.org | |
| Appointed: 01/23/2017 | |

| SEAT # 14 | Tulare Co. |
|----------------------------------------------------------------------|------------|
| TERM ENDS: 12/31/2019 | |
| Aime Rojas 1112 Hillsboro St Tulare, CA 93274 | 368-3483 |
| jesus.rojas@gentiva.com | |
| Appointed: 01/23/2017 | |

| SEAT # 15 | Tulare Co. |
|-------------------------------------------------------|----------------------------|
| TERM ENDS: 12/31/2019 | |
| Sharon Lamagno 156 S. H Street Exeter, CA 93221 | 592-2137 Cell: 799-8305 |
| Appointed: 3/19/07 | |
| Reappointed: 2/9/2009; 1/23/2012; 1/25/16 | |

Kings/Tulare Area Agency on Aging Advisory Council Committee Preferences

Name: _____

It will be helpful to the Advisory Council Chair if you will indicate your first and second choice of committee assignments. Your preferences will be considered and respected. Appointments will be made by the Chair.

PLEASE WRITE #1 FOR FIRST CHOICE AND #2 FOR SECOND CHOICE IN THE BLANK NEXT TO YOUR CHOICE OF COMMITTEES.

MONITORING/REVIEW

Responsible for reviewing* applications for federal and state funds for contracts, making recommendations to the Advisory Council on applications, and assisting staff in monitoring and assessment activities. Performs individual client monitoring visits. Advises staff on appropriate procedures to carry out its functions. Limited to no more than six members.

ISSUES/ADVOCACY

Responsible for reviewing major issues and legislation affecting the elderly, making recommendations to the Advisory Council on appropriate actions, developing strategies to effectively advocate in the best interest of elderly persons in the District. Represents the SSAC on significant positions adopted by the COG governing board, coordinates advocacy activities with other appropriate local and state-wide groups, and evaluates strategies, reports regularly to the Advisory Council. Limited to no more than nine members.

CARE PLANNING

Responsible for keeping informed about needs and services, advising and assisting staff and Advisory Council to develop plans and policies for a comprehensive system of long term care services for the elderly, including identification of needs, recommendations regarding service priorities, service standards/specifications, funding allocation plans. Limited to no more than nine members.

Chairs of the Nutrition and monitoring Review Committee, Chair and Vice-Chair of SSAC shall participate in meetings to develop recommendations for service priorities and the budget allocation plan

NUTRITION

Responsible for keeping informed on the Nutrition Program, considering needs and recommendations submitted by the Nutrition Program Manager, making recommendations on nutrition policies, procedures and specifications, assisting in securing funds for the nutrition program, and assisting staff in reviewing*, monitoring and assessing Nutrition Program Contract(s). (Any contractual changes or recommendation for continuation, probation or termination shall be in consultation with the Monitoring/Review Committee). Serves as a resource to the Advisory Council on matters pertaining to the Nutrition Program. Limited to no more than nine members.

MEMBERSHIP/NOMINATING

Consists of six Advisory Council members, at least one from each county. The committee shall conduct on-going recruitment and orientation activities for the Advisory Council and monitor monthly attendance. Also responsible for reporting a slate of nominees for members and officers at the May Advisory Council meeting. Shall also recommend nominees to fill vacancies in membership and officer positions.

* A six-member ad hoc committee, chaired by the Monitoring/Review Committee Chair and composed of three members for both the Nutrition and Monitoring/Review Committees, shall be formed as needed for the purpose of reviewing and making recommendations on Nutrition contract applications. Recommendations from this committee shall be presented to the SSAC by the chair of the Monitoring/Review Committee.

_____ **Check here if you would consider serving on two committees.**

BYLAWS

OF THE

KINGS/TULARE AREA AGENCY ON AGING

ADVISORY COUNCIL

Preparation Date: August, 2013

**Revised: Approved by the K/T AAA
Governing Board on August 19, 2013**

County Counsel Reviewed:

Resolution No. : 13-014

KINGS/TULARE AREA AGENCY ON AGING ADVISORY COUNCIL BYLAWS

ARTICLE I

GENERAL PROVISIONS

Section 1: Name and Structure

- A. The name of this organization shall be the Kings/Tulare Area Agency on Aging Advisory Council, hereafter referred to as the Advisory Council.
- B. The Advisory Council shall consist of a general membership of fifteen (15) members.
- C. The recommendations and reports of all committees shall be submitted to the Advisory Council. The Advisory Council shall determine the focus/topics for action committees.
- D. Advisory Council members shall be selected as outlined in Article II, Membership.

Section 2: Duties and Responsibilities

Pursuant to Resolution No. 80-007A, as amended, of the Governing Board of the Kings/Tulare Area Agency on Aging (K/T AAA), and Welfare and Institutions Code 9402 and 9003, the Advisory Council is delegated the following duties and responsibilities:

- A. Serve as advisor to the K/T AAA.
- B. Serve in an advisory or planning capacity for other organizations designated by either one or both of the Boards of Supervisors for Kings and Tulare Counties.
- 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 older persons;
- 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 older persons;

- F. Be actively involved in the development, implementation, and monitoring of the Area Plan and budget;
- G. Assist staff in holding public hearings on the area plan with no less than 30-day notification to the general public and the Aging constituency regarding dates, time, and location. Such notification shall contain understandable descriptions of Area Agency on Aging and community-level plans in order to promote informed input.
- H. Hold an annual area-wide meeting of senior advocates and organizations to prepare for the priorities for the ensuing year, as funding allows.

Section 3: Meetings

- A. All meetings of the Advisory Council shall be public. Any member of the public may speak on any agenda item, or an item not on the agenda that is within the subject matter jurisdiction of the Advisory Council.
- B. The Advisory Council shall hold **quarterly meetings, unless the Chair orders otherwise in advance.** Time and place of meetings shall be determined by the Advisory Council. Written notice of each meeting shall be sent to all members and posted as required by law.
- C. The calling, giving notice, and conduct of Advisory Council meetings shall be in accordance with the Brown Act and *Robert's Rules of Order, Newly Revised*.
- D. Advisory Council meetings shall be held in different communities served by the K/T AAA, when feasible.
- E. Special meetings may be called by the Chairperson when deemed necessary on an emergency basis, or must be called upon receipt of a written request signed by five members of the Council. Such meetings may be held at whatever location the Chairperson determines appropriate.
- F. A quorum for any Advisory Council meeting shall be one-half plus one of the appointed members of the Council.

ARTICLE II

MEMBERSHIP

Section 1: Members of the Advisory Council must be either residing or working in Kings or Tulare County. Additionally, membership of the Advisory Council shall be in accordance with Resolution No. 80-016, which states:

- A. No more than 50 percent of the Advisory Council shall be appointed by one official or body of officials.
- B. The Advisory Council membership shall be appointed through a process designated by the local governing bodies in the planning and service area within which the Area Agency on Aging operates.
- C. Membership shall be composed of:
 - A majority of persons 60 years of age or older
 - Service providers; no more than three (3) Advisory Council members may be affiliated with any single provider or agency
 - Members who reflect the geographic, racial, economic, and social complexion of the planning and service area they represent.
 - At least one member who represents the interests of the disabled.
- D. The Advisory Council composition requirements as stated in Section C above shall be taken into consideration as vacancies occur.
- E. Each Advisory Council member may appoint an Alternate member. Alternate members shall have all rights and privileges of Advisory Council membership except that they may not hold office and may vote only in the absence of the Council member who appointed them. Alternate members must be approved by the Advisory Council.

Section 2: Term of Membership

- A. The term of membership on the Advisory Council shall be four years; full terms shall begin on January 1. Members serve for 4-year terms or until a successor is seated. There are no term limits.

- B. The occurrence of any of the events specified in section 1770 of the Government Code of the State of California shall cause a vacancy in the office of a member. It shall be the responsibility of a member to inform the Chair or designated staff if he or she is unable to attend meetings or otherwise fulfill his/her responsibilities due to illness, and to notify the alternate, if applicable.
- C. Any member of the Advisory Council may recommend prospective members to the Membership Committee for screening for eligibility to membership on the Advisory Council. The Membership Committee shall make recommendations for membership to the Advisory Council, which shall review them and propose its final recommendations to the K/T AAA Governing Board or to the Boards of Supervisors for Tulare and Kings Counties.

Section 3: Responsibilities of Membership

- A. Members of the Advisory Council are required to:
1. Serve on at least one committee of the Advisory Council and monitor at least one area of senior activity within his/her community.
 2. Attend Advisory Council and assigned committee meetings.
 3. Abstain from voting on any issue in which there may exist a conflict of interest with any organization with which they are currently involved. If any member is unclear as to what might constitute a conflict of interest, the matter shall be referred to the Parliamentarian or brought before the Council for a decision. Advisory Council members are obligated by law to file annual Conflict of Interest Statements (Form 700).
 4. If requesting reimbursement for authorized expenses related to Advisory Council membership, members must present all receipts for travel, food, parking, and accommodations to staff in a timely manner, along with a completed volunteer claim form.
 5. The following shall be cause for a recommendation of immediate termination of membership unless an alternate member is fulfilling the attendance requirement:
 - Three unexcused absences from regularly scheduled meetings in any 12-month period
 - Five absences from regularly scheduled meetings in any 12-month period, excused or unexcused
 6. Failure to perform the above-mentioned required activities shall generate a performance review by the Membership Committee. The Membership

Committee shall make recommendations to the Advisory Council for corrective action or, if necessary, for dismissal procedures.

B. Members may be asked to:

1. Testify at public hearings and senior groups
2. Attend special meetings called by the Chairperson.

ARTICLE III

OFFICERS

Section 1: The Kings/Tulare Area Agency on Aging Advisory Council shall have the following officers:

- Chair – elected by Advisory Council
- Vice Chair – elected by Advisory Council
- Secretary – designated K/T AAA staff liaison
- Parliamentarian – appointed by the Chairperson

Section 2: Duties of the Chair

- A. Preside at all meetings of the Advisory Council and Executive Committee; may appoint any member of the Executive Committee to preside at an Executive Committee or Advisory Council meeting should both the Chair and Vice Chair be unable to attend.
- B. Develop agendas for Advisory Council and Executive Committee meetings, in conjunction with the other members of the Executive Committee;
- C. Inform the Governing Board of Advisory Council actions and decisions;
- D. Represent the Advisory Council at functions. An alternate may be appointed by the Chair to represent him/her at these events as needed, with the approval of the Advisory Council;
- E. Appoint Chairs of all committees except the Nominating committee, with the approval of the Advisory Council;
- F. Serve as an ex-officio member of all committees, except the Nominating Committee;
- G. Perform other tasks as authorized by the Advisory Council.

Section 3: Duties of the Vice Chair

- A. During the absence of the Chair, perform the duties and exercise the power of the Chair;
- B. Carry out other duties assigned by the Chair or Advisory Council;
- C. Automatically become Chair and assume the full powers and authority of the Chair until the end of the term, should the position of Chair become vacant.

Section 4: Duties of the Secretary (Ex-officio)

- A. Assure that the minutes of each and all meetings of the Executive Committee and Advisory Council are recorded and filed and mailed to each member along with the Agenda for the upcoming meeting;
- B. See that notices of meetings are properly sent and posted;
- C. Record member attendance at Advisory Council meetings as per the records of the Membership Committee.

Section 5: Duties of the Parliamentarian

- A. Give advice regarding parliamentary procedure to the Chair and other members when requested;
- B. Call the attention of the Chair to any error in proceedings that may affect the rights of any member or fail to comply with the Bylaws, the Governing Board directives, or *Robert's Rules of Order, Newly Revised*;
- C. Review the Bylaws prior to the last meeting of each calendar year for changes that might need to be made and make recommendations regarding necessary action by the Advisory Council.

Section 6: Nomination and Election of Officers

- A. In odd-numbered years, the Advisory Council shall elect a Nominating Committee of three members (one from Kings County and two from Tulare County) from the general membership of the Advisory Council. It shall be the duty of the Nominating Committee to nominate candidates for the offices to be **elected at the last meeting of the year**, and as needed should vacancies occur. The Nominating Committee shall secure the consent of each nominee before announcing him/her as a candidate and shall report its slate of officers at the last Advisory Council meeting of the year (or as needed in the case of

filling vacancies). Nominations shall also be accepted from the floor by any member of the Advisory Council at that time.

- B. 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.
- C. Election shall be by voice vote. Officers must be elected by majority vote of those present and voting.
- D. No member shall hold more than one office at any time, and no member shall serve more than two consecutive terms in the same office.
- E. Resignation of an officer shall be sent to the Chairperson, who shall request that the Advisory Council proceed as outlined in Section 6 A and C above. Should the Chair resign, his/her resignation shall be sent to the Vice Chair.

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

A. Standing Committees

1. Membership Committee

- i. 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.
- ii. 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.

2. Area Plan/Budget/Contracts (ABC) Committee

- i. 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.
- ii. 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.

3. Nominating Committee

- i. Shall be elected by the Advisory Council every other year. Membership shall include one member from Kings County and two members from Tulare County.
- ii. 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.

4. Executive Committee

- i. Shall consist of the Chairperson, Vice Chair, Parliamentarian, and all committee Chairs, and shall have the following duties, powers, and authorities:
- ii. Shall create agendas for all Executive Committee and Advisory Council meetings.
- iii. 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.
- iv. 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.

ARTICLE V

AMENDMENTS TO BYLAWS

Section 1: Procedures

- A. Amendments to the bylaws may be submitted to the Advisory Council by any Council member, at any regular meeting. The request to amend shall be presented to the Parliamentarian for review. The Parliamentarian may request the Chair to appoint an action committee to review and discuss the proposed changes.

- B. After full review and approval by the action committee, the Parliamentarian will present the suggested amendment to the Advisory Council at a meeting at which a quorum is present.
- C. At the next meeting of the Advisory Council at which a quorum is present, a second reading of the suggested amendment will be presented by the Parliamentarian for approval by the Advisory Council.
- D. An amendment requires a two-thirds vote of those present and voting.
- E. The suggested amendment, as approved by the Advisory Council, will be forwarded to Tulare County Counsel for review and comment. The Parliamentarian will then report County Counsel's comments and suggestions to the Advisory Council, and the suggested amendment will be sent to the Governing Board for final approval. The amended bylaws shall take effect as of the date of Governing Board approval.

This revision of the Bylaws was approved by the Kings/Tulare Area Agency on Aging Governing Board on May 19, 2008.

Advisory Council Key Responsibilities

Responsibility: Perform Customer Relations for K/TAAA.

Functions: Monitoring of Senior Service Sites and K/TAAA programs.

Purpose: To assist K/TAAA in assessing programs and /or implementing changes

- Routinely visit senior sites that provide services such as Nutrition, Transportation, Housing, Crime Prevention, Information and Assistance, Adult Day Car, In-Home Services, and Ombudsman.

Report on services to K/TAAA Staff Liaison.

Responsibility: Assist with the Area Plan process.

Function: Be actively involved in the development, implementation and monitoring of the area plan.

Purpose: To support and/or prioritize services the Agency provides.

- Analysis of service units and budget.
- Participate in the public input and planning process.
 - a) Needs Assessment
 - b) Targeting
 - c) Identification of Priorities
- Develop and review goals and objectives.
- Review annual report to Area Plan.

Responsibility: Act as Advocates for Seniors.

Function: Actively seek advice from community councils on aging, senior advocate organizations, local aging commissions, elected officials, and the general public.

Purpose: To advocate for and make formal presentations on issues of concern to seniors and to bring resolution to problems.

- Maintain awareness of current and pending legislation affecting seniors.
- Obtain and Analyze information.
- Disseminate information of interest and concern to seniors on community policies, programs, legislation, or actions that affect seniors and services to be delivered to them.
- Represent specific aging issues or interests on other councils or boards.

Chairperson Responsibilities

The Chairperson holds the keys to effective meetings and can be likened to the team captain. The Chairperson not only participates in the meeting, but also manages the process, the agenda items, and the people involved.

The Chairperson must balance being strong enough to move the meeting along with being democratic enough to involve all members in the meeting. To be effective, the Chairperson needs to support the members. Trust is built by evenhandedness and fairness to all participants. Trust also requires that the Chairperson not use the powers of the Chair unfairly to win a point or argument.

The effective Chairperson also:

- Keeps the discussion focused on the problem.
- Prevents overly dominant members from having a disproportionate influence.
- Solicits opinions, feelings, and positions from reticent members.
- Discourages finger-pointing and blame-oriented statements or questions.
- Protects colleagues and staff from verbal attacks.
- Encourages the generation of alternative solutions.
- Protects new thoughts from being rejected prior to consideration.
- Delays evaluation and analysis of alternatives until all are on the table.
- Moves the meeting along and does not let the members drift off the subject at hand.
- Guides the process of screening alternatives and selecting a solution.
- Attempts to build consensus among members.

***YOU HAVE TO HANG IN THERE AND DEAL WITH
THE PROBLEMS, BECAUSE THE PROBLEMS
DON'T GO AWAY IF YOU DON'T DEAL
WITH THEM***

CONFLICT-OF-INTEREST CODE FOR THE KINGS/TULARE AREA AGENCY ON AGING

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict-of-interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission to conform to amendments to the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the conflict-of-interest code of the Kings/Tulare Area Agency on Aging.

Designated employees shall file their statements of economic interests with the Kings/Tulare Area Agency on Aging.

APPENDIX A

TO THE CONFLICT-OF-INTEREST CODE OF THE
KINGS/TULARE AREA AGENCY ON AGING

| <u>Designated Employees</u> | <u>Disclosure Categories</u> |
|---------------------------------|------------------------------|
| Members of the Governing Board | All |
| Executive Director | All |
| Adult Services Division Manager | All |
| Consultants* | All |
| Members of the Advisory Council | All |

*The Executive Director may determine, in writing, that a particular consultant, although a “designated employee,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

Disclosure Categories

Persons designated to report in any of the following categories shall disclose relevant information concerning:

- (a) Investments in;
- (b) Sources of income from; or
- (c) His or her status as a director, officer, partner, trustee, employee, or any position of management in any business entities hereafter described.

Category 1: Business entities and, in the case of income, non-profit entities, of the type that contract with the Agency to provide services, supplies, materials, machinery, or equipment.

Category 2: Business entities and, in the case of income, non-profit entities, of the type that contract with the Agency to assist the Agency in carrying out the programs sponsored by the Agency.

Category 3: All interests in real property located within the jurisdiction of the Agency.

Advisory Council Functions

The following guidelines provide the scope and functions of our Advisory Council, as it operates in Kings and Tulare Counties:

1. Your primary function is to report on services, i.e., to be another set of eyes and ears at senior service sites. You routinely report to staff and the Director on the programs we offer at the various sites, such as transportation, mental health, or meal service. This function has proved extremely valuable when we have needed to restructure programs or implement changes. In this role, the members are customer relations officers.
2. The Council reviews the Area Plan. In this way, you fulfill your function as advisor to the K/T AAA Governing Board. By monitoring the services provided and reviewing the costs of these various services, you will be prepared to support and/or prioritize the services the Agency provides.
3. The Council has also developed ad hoc committees to address particular problems. For example, when Legal Services was restructured, it was orchestrated by a committee on which three Advisory Council members sat. They have had significant input in the kind and structure of legal services provided here by (a) assisting in the development of the "Request for Proposals"; (b) participating in the adjudicating of the proposals presented; and (c) making their recommendations to the Governing Board.
4. You also act as advocates; the Advisory Council makes writing and/or visiting congressmen and legislators a priority. By advocating for legislation, you may help to put in place policies that will benefit senior citizens for generations to come.
5. Finally, some members have developed special knowledge by participating in Agency programs (for example, geriatric mental health), and these individuals are asked to represent specific aging issues or interests on other Councils or Boards (e.g., the Mental Health Advisory Board). This interlocking membership we consider an extremely important form of coordination.

In summary, the Advisory Council helps the Agency know what is going on in our community, finding out the needs of our senior citizens and reporting these to the Governing Board. The Council provides valuable information as to the community's concerns, complaints, successes, needed improvements — what works and what doesn't, in other words. This gives the Agency a better idea of which programs need to be enhanced or adjusted, and enables us to put funding where it is most needed and effective. Your feedback will also indicate what types of programs and services need to be developed for the future. In this way, the Council helps the Agency to anticipate and be prepared for future generations of seniors.

Job Description

For The Kings/Tulare Area Agency on Aging Advisory Council

Under the direction of the Chairman of the Council, members will: perform varied tasks requiring analysis and evaluation of programs; work on committees formed by the Council; help coordinate activities with other senior groups; meet with seniors to promote and inform the public about the K/T AAA and its programs.

A Council member may be expected to: help identify the needs and priorities of older people in the area; propose, review, and comment on the objectives for the Area Plan, which outlines the programs and services that the Agency will provide for seniors; participate in committees; review the progress that the Agency and its service providers are making toward completion of the objectives in the Area Plan; advise the Governing Board of the Agency on issues relating to seniors; review and comment on community policies, programs, or actions that affect older persons; assist in the promotion of special events.

Minimum Qualifications:

In order to be a member of the Kings/Tulare Area on Aging Advisory Council, one must first of all be a resident of either Kings or Tulare County.

In addition, the Older Americans Act, which governs this Advisory Council, states:

The council shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community-based systems of services. The advisory council shall be made up of:

- 1. More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in programs under this part;*
- 2. Representatives of older persons;*
- 3. Representatives of health care provider organizations, including providers of veterans' health care (if appropriate);*
- 4. Representatives of supportive services providers organizations;*
- 5. Persons with leadership experience in the private and voluntary sectors;*
- 6. Local elected officials; and*
- 7. The general public.*

As you can see, there is a relatively broad range of categories from which Council members may be derived.

Education/Experience:

There is no specific level of education or experience necessary for being a member of the Advisory Council. However, it is expected that a council member will have sufficient education to be able to perform the above-mentioned duties. A sincere desire to utilize one's abilities in addressing the problems of senior citizens is a most important qualification.

Of course, it would be an asset to have professional knowledge in one of the following areas: health, law, social services, employment services, housing, nutrition services, or mental health. Having volunteer experience in providing community services would be another bonus.

Helpful Skills:

Desirable skills include the ability to write and print legibly; deal tactfully with the public and other council members; read and compare information in reports, memos, lists, and forms; collect, organize, and analyze information and draw conclusions sufficiently to evaluate programs; read and interpret the laws and regulations governing the various activities of the Agency; communicate verbally and in writing in a clear and concise manner.

Some knowledge of the problems and needs of senior citizens, as well as the goals and objectives of senior citizens' programs, and a familiarity with the techniques of utilizing community resources would be a plus.

Other Considerations:

An advisory council member will need to be willing to travel locally to attend meetings, workshops, or study sessions; assist with promoting and putting on such special events as Senior Law Day, Picnic in the Park, Senior California Legislature Elections, and Senior Day; take part in monitoring activities and/or programs funded by the Agency; develop a particular area of expertise in regard to senior needs and programs, e.g., mental health, nutrition, or transportation; advocate for senior needs and services before boards, elected officials, and commissioners.

Committees of the Advisory Council

All committees shall be chaired by a member of the Advisory Council, with membership to include Advisory Council Members and representatives of concerned community interests.

Pursuant to Resolution No. 80-007A, as amended, of the Governing Board of the Area Agency on Aging, and Welfare and Institutions Code 9361, the Council is delegated the following duties and responsibilities:

Member Requirements:

- Accept a committee assignment and monitor at least one area of activity within the community.
- Monitor the report committee activity to the Advisory Council.
- Testify at Public hearings and senior groups in his/her area as requested by the Chair.
- Attend committee meetings
- Attend meetings called by the Chair of the Advisory Council
- Attend an annual regional meeting of senior advocates and organizations.

Committees

Executive: The committee consists of the Chair, Vice Chair, Parliamentarian, and committee chairs.

Area Plan/Budget/Contracts: Consists of three Advisory Council members, to assist in all matters regarding the Area Plan, Budget, Contracts of the K/T AAA.

Nominating: Shall be elected by the Advisory Council every other year. Membership will include one representative from Kings County and two members from Tulare County.

California Senior Legislature - CSL

Tulare County Association of Governments – TCAG

Senior Site Committee: One member selected to represent each of the senior sites.

Action (Ad Hoc): Shall be formed when needed, to address topics that the Advisory Council has chosen to review. There shall no more than four action committees at any given time.

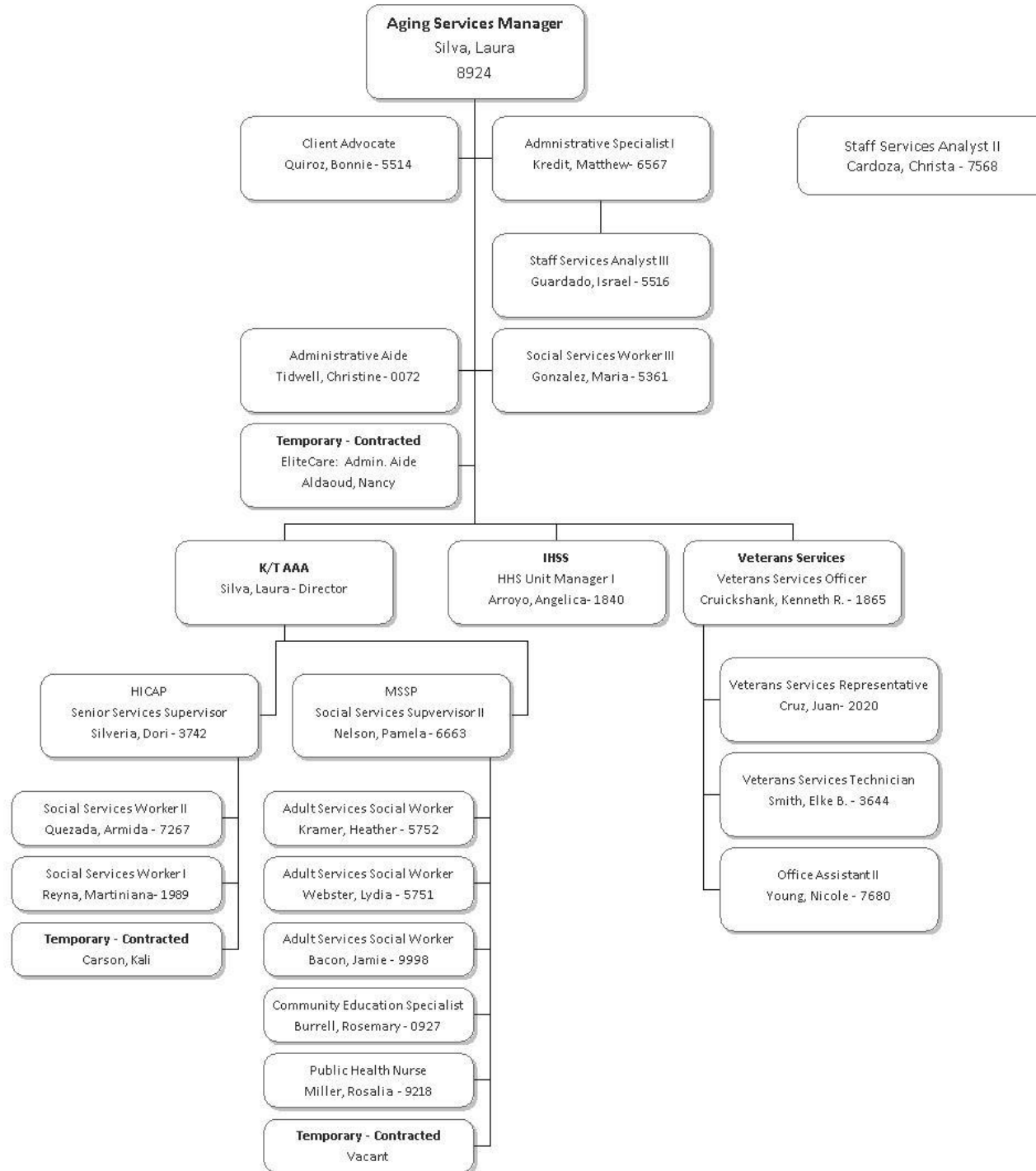


SECTION 3

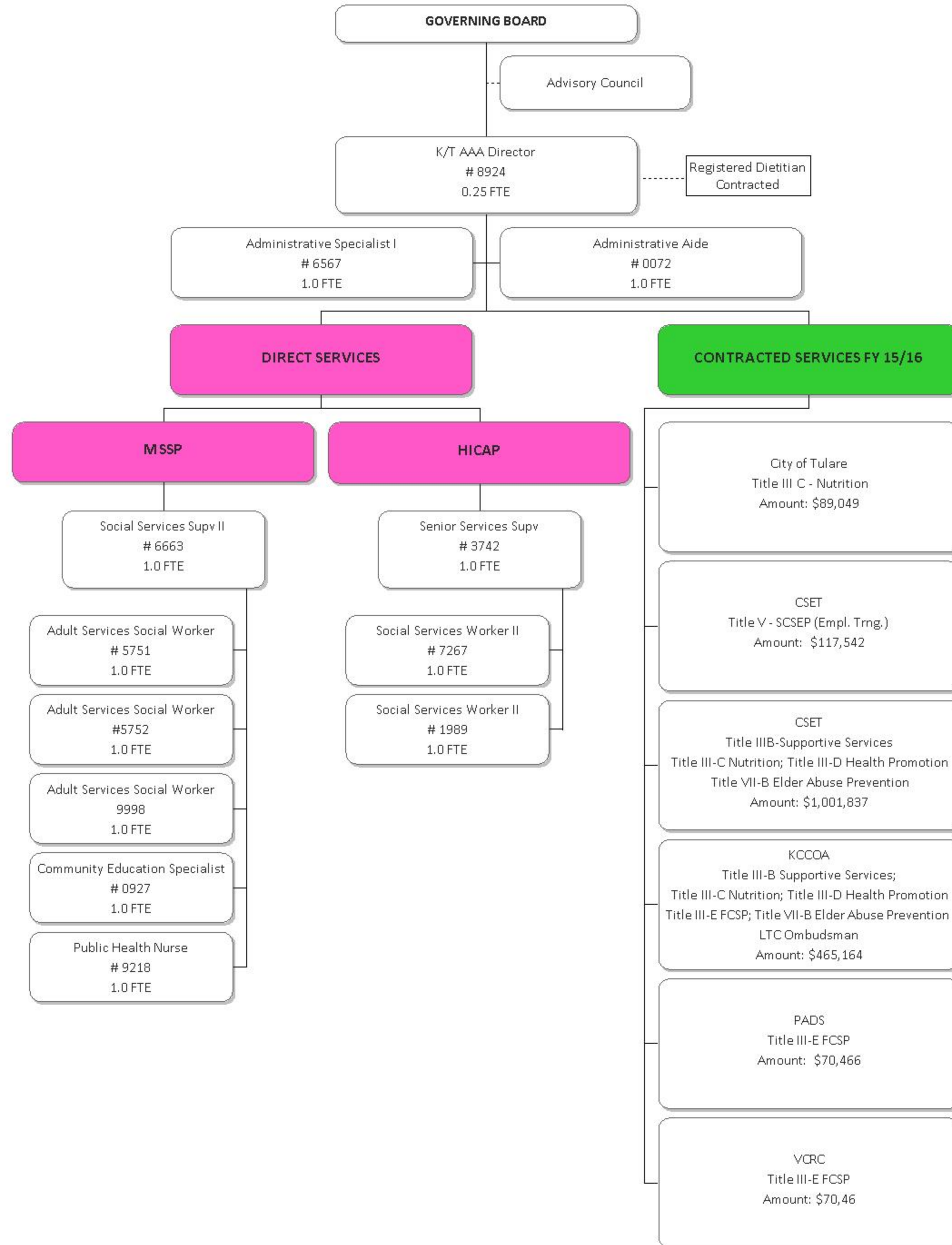
Kings/Tulare Area Agency on Aging

- *Tulare County Health and Human Services*
 - *K/T AAA Organizational Chart*
 - *District Map*
 - *K/T AAA Annual Calendar Events*
 - *Funding and Input Sources*
 - *Area Plan 2016-2020*

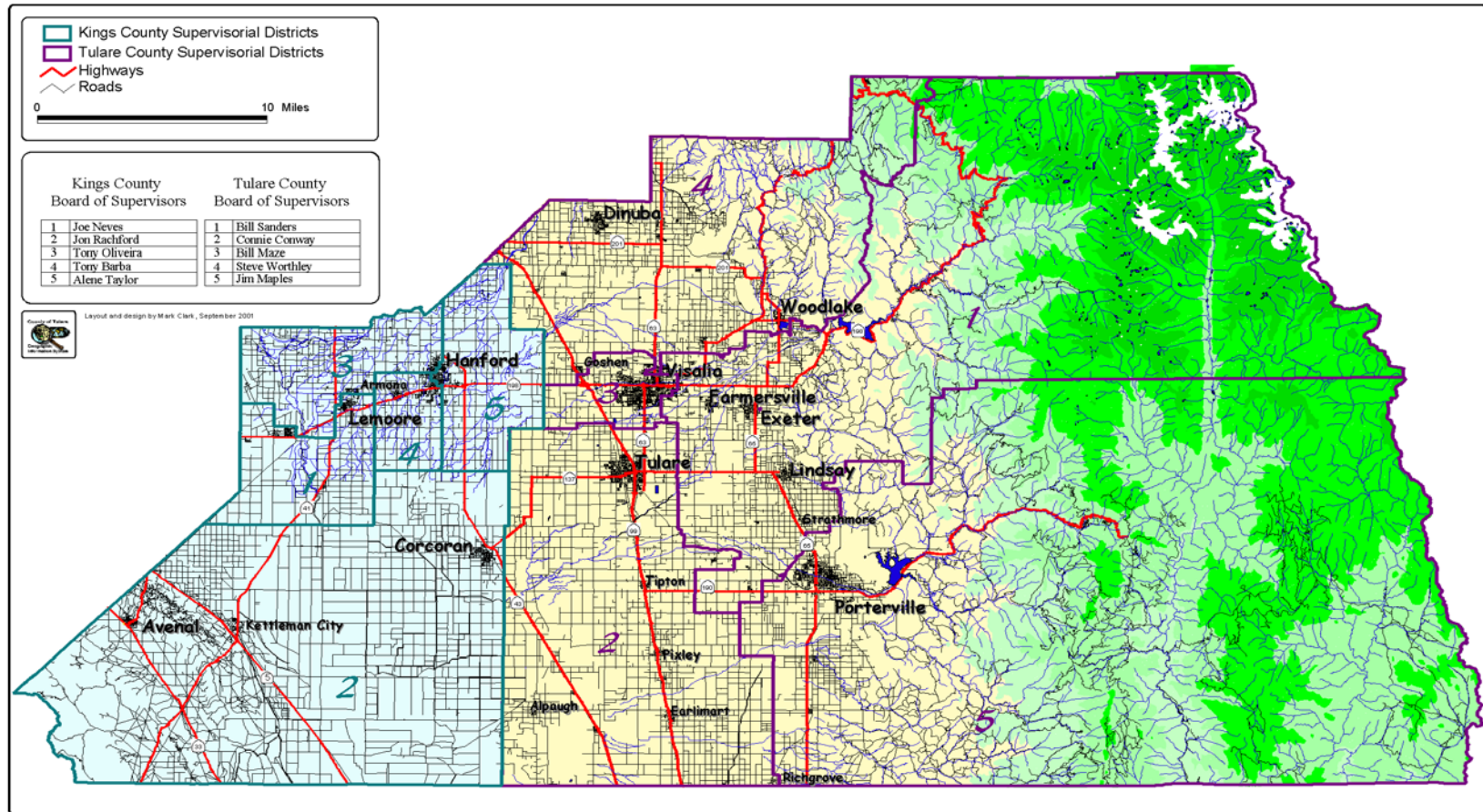
Tulare County Health & Humans Services Agency
 Agings Services Organizational Chart



**Kings/Tulare Area Agency on Aging
Organizational Chart**



District Map



Aging Services – Annual Calendar Events 2017

| Month | Task/Event | Program (if appl) | Staff | Prep Time Required (approx) | Comments |
|----------------|-------------------------------------------------------|----------------------------|-------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January | Q2 PEI Report | K/TAAA – PEI | Maria Gonzalez | | |
| January | Q2 CARS data upload to NAPIS | K/T AAA - Admin | Israel Guardado | 1 day | |
| January | County Mid-Yr Budget Process | Aging Svs-Admin | Matthew Kredit Israel Guardado Christa Cardoza | 1-2 days | |
| January 16 | Area Plan (process begins) | K/T AAA - Admin | Israel Guardado | | Due to the state by May 1. Requires public hearings and then approval by the GB. Because the GB doesn't approve until after the due date at their May meeting, draft is sent to state with signed transmittal letter to follow after approved. |
| January 23 | Senior Services RFP to CoCo | III-B; III-C; III-D; VII-B | Israel Guardado | | |
| January 23 | Governing Board Meeting | K/T AAA - Admin | Christine Tidwell | | Governing Board Meeting |
| January 30 | Title V - Q2 Narrative Progress Report | K/T AAA – Title V | Contracted | | |
| Jan - March | Monitor: Congregate Nutrition Sites; HD meals program | K/T AAA – III-C | K/T AAA RD | Contracted | Program Performance: Compliance with Title III-C, CRFC, Cal/OSHA |
| Jan - March | Monitor: Central Kitchens | K/T AAA – III-C | K/T AAA RD | Contracted | Program Performance: Compliance with CRFC, Cal/OSHA |
| February | MSSP budget | MSSP | Matthew Kredit Israel Guardado | 1 – 2 days | Due to state usually by March 1. |
| February | HICAP SHIP budget | HICAP | Matthew Kredit Israel Guardado | 2 days | Due to state |
| February-March | Order promo items for Senior Day | | Bonnie Quiroz Maria Gonzalez | | |
| March | Senior Day Planning escalates | | K/T AAA staff CSET Staff | | PSAs & Contracts, equipment orders, planning committees |
| March | Governing Board Budget MIPPA Budget | K/T AAA - Admin | Matthew Kredit | | Due to State by May; to be approved by GB in March 21, 2016 meeting. |
| March 6 | Senior Services RFP Released | K/T AAA – Senior Services | Israel Guardado Nancy Aldaoud Christine Tidwell | | |
| March 10 | AP Hearing Notices | K/T AAA - Admin | Israel Guardado | | Legal notices published in Tulare and Kings County |

Aging Services – Annual Calendar Events 2017

| Month | Task/Event | Program (if appl) | Staff | Prep Time Required (approx) | Comments |
|---------------|---------------------------------------------|----------------------------------|------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | publish date | | Christine Tidwell | | newspapers advertising public hearing dates (04/12 & 04/13) |
| March 21 | Governing Board Meeting | K/T AAA - Admin | Christine Tidwell | | Approve GB budget & MIPPA grant |
| March 20 | PEI Logic Model due | | Maria Christine | | |
| March 27 | Senior Services RFP Letter of Intent is Due | K/T AAA – Senior Services | Israel Guardado | | |
| Mar – April | County Budget Process Begins | Aging Svs-Admin | Matthew Kredit Israel Guardado Christa Cardoza | 1 – 3 days | |
| April | Q3 CARS data upload to NAPIS | K/T AAA - Admin | Israel Guardado | 1 day | |
| March/April | Send Match Ltrs to Kings & Tulare Co. | K/TAAA-Admin Gov Board-Budget | Christine Tidwell | 1 day | See: S Drive,/Match Letters (from previous years). Letter is sent to CAO of each County after the Gov Board approves its FY budget-usually at the March Mtg. *Print letter on current year letterhead with amount requested from ea. Co. |
| April | Q3 PEI Report | K/T AAA – PEI | Maria Gonzalez | | |
| April | Contract & Open PO's – new & renewals | Aging Svs-Admin | Israel Guardado | 1 – 2 weeks | Contact contractors and vendors to begin renewal process |
| April | Advisory Council ABC Committee | K/T AAA - Admin | Matthew Kredit Israel Guardado | | Meet with Advisory Council ABC committee to review Area Plan and solicit their feedback. |
| April | Dietary Directions Area Plan Review | Area Plan | Israel Guardado K/T AAA RD | | Have RD review and provide feedback on area plan |
| April | Farmers Market Coupon distribution | | Bonnie Christine | | |
| April 3 | Senior Services RFP Vendor Conference | K/T AAA Senior Services | Israel Guardado | | |
| April 12 & 13 | Area Plan Public Hearings | K/T AAA - Admin | Matthew Kredit Israel Guardado | 2 days | |
| April 18 | Title V – Q3 Narrative Progress Report | K/T AAA – Title V | Contracted – CSET | | |
| April 24 | Senior Services RFP Submission Deadline | K/T AAA Senior Services | | | |
| April-May | Contract Resolution – all contractors | | Clarice/fiscal | | For prior FY contract period |

Aging Services – Annual Calendar Events 2017

| Month | Task/Event | Program (if appl) | Staff | Prep Time Required (approx) | Comments |
|------------|-------------------------------------------------------------------|-------------------------|----------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------|
| Apr - June | Monitor: Central Kitchens | K/T AAA – III-C | K/T AAA RD | Contracted | Program Performance: Compliance with CRFC, Cal/OSHA |
| Apr - June | Monitor: Congregate Nutrition Sites; HD meals program | K/T AAA – III-C | K/T AAA RD | Contracted | Program Performance: Compliance with Title III-C, CRFC, Cal/OSHA |
| May | KTAAA Contracts | | Matthew Kredit | | Draft contracts and match to state language; must wait for CDA agreement with budget amounts before issuing |
| May | CDA budget due to state | K/T AAA Admin | Matthew Kredit | | |
| May | Letters to File with MH and TW | K/T AAA Admn | Matthew Kredit | | |
| May 1 | Submit Area Plan to CDA | K/T AAA - Admin | Israel Guardado | N/A | Due to state by May 1 |
| May 8 | Senior Services RFP Evaluation Committee Meeting | K/T AAA Senior Services | | | |
| May 12 | Senior Day in Park | K/T AAA III-C | Aging Svs CSET Staff | | CSET staff will take over Senior Day duties |
| May 15 | Governing Board Meeting | K/T AAA - Admin | Christine Tidwell | | Approve Area Plan RFP Contract Award Announcement |
| May – June | Update contractor Monthly Data Report (MDR) templates for next FY | All | Israel Guardado | 1-3 days | |
| May – June | Update contractor budget and invoice templates for next FY | All | Matthew Kredit | 1-5 days | |
| May - June | Monitor: City of Tulare | K/T AAA III-C | K/T AAA | TBD | Program Compliance with Title III-C; and contract requirements |
| May - June | Monitor: CSET | K/T AAA III-C | K/T AAA | TBD | Program Compliance with Title III and contract requirements |
| May - June | Monitor: Kings/KCCOA | K/T AAA III-C | K/T AAA staff | TBD | Program Compliance with Title III and contract requirements |
| July | Q4/year end PEI Report | K/T AAA – PEI | Maria Gonzalez | | |

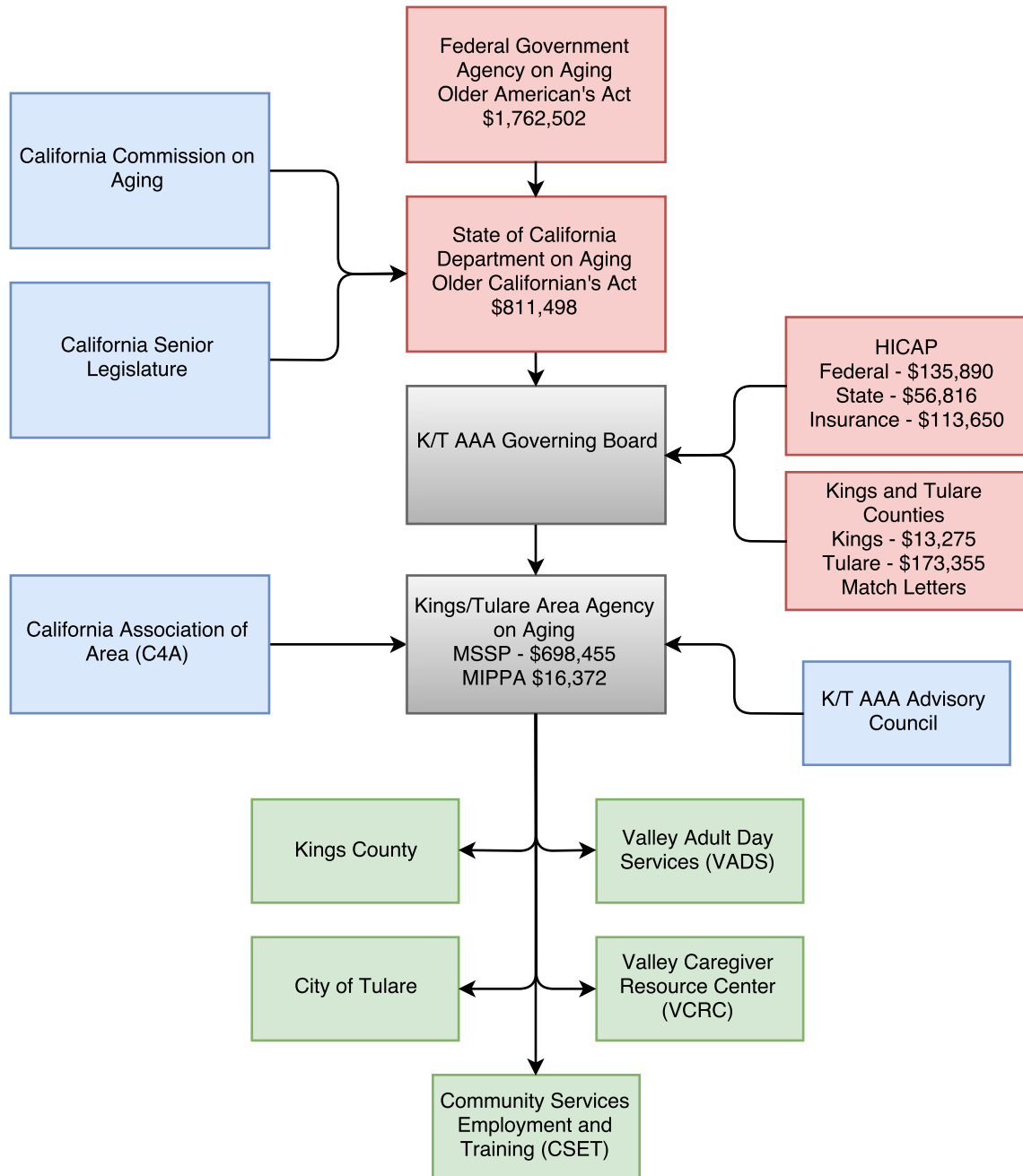
Aging Services – Annual Calendar Events 2017

| Month | Task/Event | Program (if appl) | Staff | Prep Time Required (approx) | Comments |
|------------|-------------------------------------------------------|-------------------|-----------------------|-----------------------------|----------------------------------------------------------------------------------------------------|
| July 18 | Title V – Q4 Narrative Progress Report | K/T AAA – Title V | Contracted – CSET | | |
| July 17 | Governing Board Meeting | K/T AAA - Admin | Christine Tidwell | | |
| July 30 | Title V Closeout | K/T AAA – Title V | Matthew Kredit Fiscal | | Due July 30 |
| July 31 | AP closeout | K/T AAA – AP | Matthew Kredit | | |
| July 31 | AP closeout – EQP INVENTORY | K/T AAA – AP | Nancy Aldaoud | | |
| Jul - Sept | Monitor: Congregate Nutrition Sites; HD meals program | K/T AAA – III-C | K/T AAA RD | Contracted | Program Performance: Compliance with Title III-C, CRFC, Cal/OSHA |
| Jul - Sept | Monitor: Central Kitchens | K/T AAA – III-C | K/T AAA RD | Contracted | Program Performance: Compliance with CRFC, Cal/OSHA |
| August | Q4/year end CARS data upload to NAPIS | K/T AAA - Admin | Israel Guardado | | |
| August 14 | HICAP closeout | K/T AAA – HICAP | Matthew Kredit | | |
| October | NAPIS data verification; Error Report response | K/T AAA - Admin | Israel Guardado | | Due by Sept 30 or October; and response to Error Report within 2 weeks of receipt of Error Report. |
| October | Senior Day – Begin Planning | K/T AAA – Admin | Multiple | | Planning occurs over next 8 months for May event |
| October | Q1 CARS data upload to NAPIS | K/T AAA - Admin | Israel Guardado | 1 day | |
| October | Q1 PEI Report | K/T AAA – PEI | Maria Gonzalez | | |
| October 16 | Governing Board Meeting | | Christine Tidwell | | |
| Oct-Nov | Fiscal Monitoring – all contractors | | Clarice/Fiscal | | Annual fiscal audit in first 3-4 months of the contract period |
| Oct - Dec | Monitor: Congregate Nutrition Sites; HD meals program | K/T AAA – III-C | K/T AAA RD | Contracted | Program Performance: Compliance with Title III-C, CRFC, Cal/OSHA |
| Oct - Dec | Monitor: | K/T AAA – III-C | K/T AAA RD | Contracted | Program Performance: Compliance with CRFC, Cal/OSHA |

Aging Services – Annual Calendar Events 2017

| Month | Task/Event | Program (if appl) | Staff | Prep Time Required (approx) | Comments |
|-----------|-----------------------------------------------------|---------------------|-----------------|-----------------------------|-----------------------------------|
| | Central Kitchens | | | | |
| Oct – Dec | Begin donation drive for senior Christmas Stockings | K/T AAA – Nutrition | | | |
| November | Riccardi Single KTAAA audit | K/T AAA - Admin | K/T AAA staff | 2 weeks | 1 week prep; 1 week with auditors |
| November | C4 Conference | K/T AAA Admin | K/T AAA staff | 1 week | |
| December | Home-Delivered Christmas Stockings | K/T AAA – III-C | Aging Svs staff | 1 week | |
| | DENOTES ONE TIME ONLY PROJECT | | | | |

Funding and Input Sources January 2017





SECTION 4

Resources

- *Directory*
- *Kings County*
 - *HICAP*
 - *MSSP*
 - *CSET*
- *Veterans*
 - *Title III*
- *Valley Adult Day Services*
 - *VCRC*

Medicare Counseling (HICAP)

Need assistance paying for Medicare costs, "Extra Help"?

Wondering how to sign up for Medicare now that you are almost 65?

Confused about all the different parts to Medicare—do you need A, B, C, D?

Have questions on prescription drug coverage, co-pays, or eligibility rules?

Need help filing an appeal or challenging a denial?

Considering long-term care insurance?

HICAP (Health Insurance Counseling and Advocacy Program) has answers to these and many other questions! Our counselors are trained in Medi-Cal and Medicare and can help you navigate the complex insurance options to find the best fit for you. HICAP services are free of charge and are available at several locations throughout Tulare and Kings Counties, including Visalia, Tulare, Porterville, Dinuba, and Hanford. You can also learn about Medicare or Medi-Cal by attending one of the many community presentations or conferences conducted by HICAP counselors.

To contact a HICAP counselor, or to request that HICAP make a presentation at your organization, conference, or place of business, please call: **1-800-434-0222**. Alternatively, you may email us your questions at ktaaa@tularehhsa.org.



Family Caregiver Assistance

Are you providing care for an elderly relative? Are you sandwiched between the needs of your parent and your children?

Then you know how stressful it can be. The demands on your time, energy, health, and finances may be significantly increased. Often, this puts a strain on your other relationships—marriage, family, career.

Fortunately, there are senior caregiving options that can help lighten your load and make it easier for you to provide the best possible care for your loved ones.

The Family Caregiver Support Program (FCSP) addresses the unique needs of family members who provide care to an elderly relative. Services are also available to other unpaid caregivers of individuals age 60 and over. Available services include:

- Providing information to caregivers about available services, and connecting caregivers to those services
- Arranging for respite care, so that you can have time to yourself, to attend to other responsibilities, or just to rejuvenate and recharge
- Providing training to caregivers and other family members who are responsible for frail, older adults

The K/T AAA currently contracts with the following organizations to provide Family Caregiver services. Visit their websites for further information:

Porterville Adult Day Services (PADS): www.portervilleadulthoodservices.org

Valley Caregiver Resource Center: www.valleycrc.org

Kings County Commission on Aging (KCCOA): www.kings.networkofcare.org/aging

You may also call us at **(800) 321-2462**, or email us your questions at ktaaa@tularehhsa.org.

Information, Assistance, Referral



1-800-321-2462

Give us a call if you need help finding services or resources. Our staff is trained to help you find answers and solutions to your questions and problems. Services available:

- Locate community resources or government benefits
- Find a caregiver to help at home
- Notarize documents
- Complete and understand forms
- Assist with problem resolution
- Connect you with other organizations that can help

We provide this comprehensive assistance by phone, by appointment at a community senior center, and through home visits.

Please call 1-800-321-2462 to get the help you need!

Or e-mail your questions to ktaaa@tularehhsa.org.

Food and Nutrition



Senior Center Dining Program (Congregate Meals Program)

Nutrition Sites

The K/T AAA provides nutritious meals for seniors at sites that are easily accessible, such as senior/community centers, where the opportunity to socialize with peers is as important a part of the program as the meal itself. Special programs, classes, games, or time to just chat are available at the nutrition sites in addition to the nutritious meals. Congregate meals are served five days a week at most senior centers in Tulare and Kings Counties.

Benefits

- Nutrition: meals must meet specific nutritional requirements.
- Socialization: provides an opportunity for seniors to "congregate," or come together, to socialize while enjoying a nutritious meal.
- Education: a registered dietician regularly offers free nutrition education and counseling.
- Other benefits: helps alleviate loneliness, great for socialization, helps participants stay on a budget.

Eligible Participants

- Persons 60 years of age or older
- Spouses of any age accompanying an eligible senior
- Persons with disabilities living with and accompanied by an eligible participant

Cost

A donation of \$2.50 per meal is requested but not required. All contributions are made anonymously. Non-eligible individuals who are the guests of eligible persons may be permitted to purchase a meal for a fixed price, with a prior reservation.

For information about the activities, hours of operation, and location of K/T AAA nutrition sites, please click [HERE](#).

Home-Delivered Meals Program

The Home-Delivered Meals Program offers temporary or long-term service to those 60 years and older and their spouses regardless of age, who, due to chronic illness or recent hospitalization, cannot prepare nutritious meals for themselves and do not have friends, relatives, or paid help to provide assistance. This program helps homebound individuals maintain adequate nutrition. A ten-day supply of frozen meals are delivered every other week to frail, homebound elderly who are unable to attend the congregate meal sites. A Registered Dietitian consults with the nutrition program and is available for individual consultations with clientele. As with the congregate meal program, there is no charge for home-delivered meals, but a donation of \$2.00 per meal is suggested. Donations are anonymous, and no eligible senior will be refused a meal due to inability to donate.

For additional information about the K/T AAA Nutrition Program, please call **1-800-321-2462**, or e-mail us your questions at the following address: ktaaa@tularehhsa.org.

Nutrition Sites



Community Dining

Senior meals are a great option--- they offer well-balanced, great-tasting, and affordable meals in a friendly atmosphere. And, they take the work out of eating healthy! If you have never taken part in the senior meals program before, we encourage you to give it a try!

The K/T AAA serves a delicious variety of healthy foods at local senior centers across Kings and Tulare Counties. Menus are prepared by a licensed, registered dietitian to ensure that meals are healthy and nutritious.

Reservations should be made a day in advance, in most cases. Meals are available at the following list of senior centers.

Click on the name of the senior center locations below for more information.

[Visalia Senior Center](#)
[Tulare Senior Center](#)
[Avenal Senior Center](#)
[Corcoran Senior Center](#)
[Cutler-Orosi Senior Center](#)
[Earlimart Senior Center](#)
[Exeter Senior Center](#)
[Goshen Senior Center](#)
[Hanford Senior Center](#)
[Lindsay Senior Center](#)
[Porterville Senior Center](#)
[Woodlake Senior Center](#)

Multipurpose Senior Services Program (MSSP)

When everyday tasks such as cooking dinner, getting to the doctor, or managing your money become too difficult, MSSP services are available to provide the needed support and enable frail seniors to continue living in their own homes.

MSSP services not only enhance the quality of life for those it serves but also reduce potential costs for care by decreasing the need for nursing home care. The program provides referrals to a broad array of community services to help overcome any barriers to receiving proper health care and to help clients perform daily tasks they would have trouble doing alone. Where needed, MSSP may also install grab bars, ramps, medication monitors, and other safety features in the home.

There are certain income criteria one has to meet, but once an individual qualifies for MSSP, there is no charge for the assistance he or she receives through the program. To qualify for MSSP, individuals must be 65 years or older and be eligible for or currently receiving Medi-Cal benefits.

MSSP provides services or referrals for the following:

- Home-delivered meals
- Transportation
- Homemaking needs
- Home safety modification
- Caregiver support / Respite care

For a copy of the MSSP brochure, please click [HERE](#).

For further information about this program, please call 1-800-434-0222, or e-mail your questions to us at: ktaaa@tularehhsa.org.

Senior Employment & Training

Are you 55+ and in need of job training? Do you need to brush up on your job search techniques? Polish up that resume?

Or are you a non-profit business or government agency looking for a stable, dependable worker with a wealth of work and life experiences?

If you meet eligibility requirements, the Kings/Tulare Agency on Aging may be able to help you. The Senior Employment & Training program offers temporary, part-time training opportunities in such settings as non-profit businesses or government agencies. In addition to on-site training, each person receives a full range of job search techniques, employment contacts, and placement assistance to enable them to find permanent employment.

In Tulare and Kings Counties, Community Services and Employment Training (CSET) works with the K/T AAA to provide assistance to seniors in resume writing, computer literacy, job search skills, and on-the-job training. To learn more about the Senior Employment & Training program, please contact CSET at the Employment Connection location nearest you:

Visalia Employment Connection

4025 West noble Ave, #B
(559) 713-5000

Tulare Employment Connection

115 East Tulare Avenue
(559) 684-1987

Porterville Employment Connection

1063 West Henderson
(559) 788-1400

You may also visit the Employment Connection website: <http://www.employmentconnect.org>

Long-Term Care Ombudsman Services

The purpose of the Ombudsman Program is to promote the interests, well-being, and rights of the residents of long-term care facilities (such as nursing homes and assisted living facilities).

How can an ombudsman help? Ombudsmen personally visit the residents in their facilities to look into their concerns and provide support and assistance in resolving them. They can provide residents, family members, friends, and caregivers with information regarding admission, resident care, rights, relocation, abuse, and many other long-term care issues.

As many as 50% of individuals living in long-term care facilities have no one to act on their behalf when issues arise regarding their treatment and care. Many residents of such facilities have little contact with the outside world, and many feel that they lack control over their own lives. It is especially important for seniors lacking a family support system to have access to someone who can assist them. Ombudsmen can act as a voice for these individuals.

An ombudsman can:

- Inform you of your rights. (For a complete list of Nursing Home Residents' Rights, click [HERE](#).)
- Communicate regularly with residents and listen to their concerns.
- Act on behalf of residents to help resolve problems.
- Work with residents, family members, and facility staff to help resolve concerns to your satisfaction.
- Speak to resident and family councils, facility staff, and community groups about residents' rights.

Examples of common issues in nursing homes include: discharges and evictions, medication administration, and matters of personal hygiene. Common issues in assisted living facilities include: menu quality, quantity, and variation; medication administration; and general housekeeping or cleanliness.

All ombudsman services are provided at no charge, and all complaints are confidential.

Interested in volunteering?

The Ombudsman Program includes professional staff as well as specially trained volunteer ombudsmen. For more information about becoming an ombudsman volunteer, contact the Kings County Commission on Aging at the number listed below.

For ombudsman services in both Tulare and Kings Counties, contact the Kings County Commission on Aging at (559) 852-2828, or 1 (800) 293-9714. You may also e-mail your questions about the Ombudsman Program to ktaaa@tularehhsa.org.

The CA State CRISISline is available to take calls and refer complaints 24 hours a day, 7 days a week. To contact the State CRISISline number, call: **1-800-231-4024**.