VENTURA COUNTY AREA AGENCY ON AGING
ADVISORY COUNCIL MEETING

September 11, 2019
9:00 a.m. to 11:00 am
Area Agency on Aging Advisory Council Center
646 County Square Drive, Ventura

VCAAA Advisory Council Role – To provide leadership, input, and advocacy as facilitators between VCAAA and the community, in support of VCAAA’s mission.

VCAAA Role – VCAAA is the responsible agency to seek, serve, administer and manage available funding to ensure resources are allocated to serve Ventura County, creating integrated community-based services where older adults and people with disabilities can age in their community with dignity and respect.

AGENDA

9:00 a.m.  1.  Call to Order and Agenda Review   Suz
            Montgomery

   2.  Pledge of Allegiance   Suz
            Montgomery

   3.  Approval of Area Agency on Aging Advisory Council Minutes of May 8, 2019   Suz
            Montgomery

   4.  Public Comments

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

   5.  Consent Agenda Items   Suz
            Montgomery

       5.1  Senior Nutrition and Health Issues Committee Report from July 10, 2019

       5.2  Optimal Aging Committee Report from July 24, 2019

       5.3  Housing and Transportation Committee Report from July 10, 2019

DISCUSSION ITEMS/PRESENTATION/MOTION

   6.1  2019 Legacy Awards   Toni Olson
6.2 Legislative Update
Victoria Jump

6.3 Recommendation to Approve Changes to the VCAABy-Laws and Forward to the Board of Supervisors for Approval
Victoria Jump

6.4 VCAA Outreach - VCAA outreach and opportunities
Monique Nowlin & Jannette Jauregui
Victoria Jump

6.5 Ventura County Master Plan on Aging and related activities

INFORMATIONAL ITEMS

7. Advisory Council Committee Membership FY 2019-2020 (see separate handout to choose)
Suz Montgomery

8. Advisory Council Meeting Schedule for FY 2019-2020
Suz Montgomery

9. Other Committee Meetings:
   a. California Senior Legislature Update
   b. Triple A Council of California Update
   c. VCAA Foundation Update
   d. LGBTQ Aging Coalition
   e. Dementia Friendly Ventura County
Gitti/Gorback Olson Sherbok

10. Comments from the Chair
Suz Montgomery

11. Other Business
Suz Montgomery

11:00 am 12. Adjournment
Suz Montgomery

The next meeting will be:
Wednesday, November 13, 2019 (9:00 am – 11:00 am)
Area Agency on Aging Advisory Council Center
646 County Square Drive, Ventura

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Area Agency on Aging staff at (805) 477-7300 at least three days prior to the meeting.
VENTURA COUNTY AREA AGENCY ON AGING
ADVISORY COUNCIL MEETING MINUTES
Advisory Council Center
646 County Square Drive, Suite 100
Ventura, CA 93003
July 10, 2019

Advisory Council Members Present
Lorretta Allen (Thousand Oaks COA)    Bill Nugent (Ojai COA)
Dani Anderson (Focused Population)    Antoinette Olson (Simi Valley COA)
Deirdre Daily (Ojai COA)               Clark Owens (Oxnard COA)
Smita Dandekar (Supervisiorial Appointee)  Joyce Pinkard (Supervisiorial Appointee)
Jay Evans (Camarillo COA)              John Posta (Thousand Oaks COA)
Sandra Fide (Moorpark COA)             Martha Shapiro (Service Provider)
John Gardner (Camarillo COA)          Marcy Sherbok (Focused Population)
Tony Gitt (CSL)                       Alice Sweetland (Oxnard COA)
Karen Gorback (CSL)                   Sylvia Stein (Veterans)
Rose Gossom (Supervisiorial Appointee) Sue Tatangelo (Focused Population)
Lori Harasta (Ventura COA)            
Suz Montgomery (Ventura CFS)          

Advisory Council Members Absent
David Birenbaum (Supervisiorial Appointee)  Neill Spector (Simi Valley COA)
Bill Cunneen (Supervisiorial Appointee)    Mike Williams (Service Provider)
Glenn Rowe (Moorpark COA)                
Martha Navarrete (SP COA)               

VCAAAA Staff Present
Marleen Canniff
Patti Jaeger
Victoria Jump
Monique Nowlin
Gray Wilking
Sonia Vaughn

1. Call to Order and Review of Agenda - The meeting was called to order at 9:00 a.m. by Chair Suz Montgomery (Ventura CFS).

2. Pledge of Allegiance – Suz led the Pledge of Allegiance. A quorum was present.

3. Approval of Area Agency on Aging Advisory Council Meeting Minutes - The minutes of the May 8, 2019, meeting was approved (Nugent/Evans/Passed).

4. Public Comments –
• Suz Montgomery welcomed John Gardner the Advisory Councilmember from Camarillo.
• Alice Sweetland shared the new brochure for senior services that the city and the council of aging designed.
• Suz Montgomery honored Nick Fotheringham for his 10 years on the advisory, including serving as the chair for 2 years.
• Martha Shapiro provided a flyer in regard to the LGBT aging coalition and the showing of the documentary “Gen Silent” which will be shown at the Goebel in Thousand Oaks. All were invited to attend.
• Lori Harasta notified everyone of the upcoming Fall Prevention Forum to be held in Oxnard on September 20.

5. **Consent Agenda Items** – The consent agenda containing the Housing and Transportation Committee Report from May 8, 2019, the Senior Nutrition and Health Issues Committee Report from May 8, 2019, and the Optimal Aging Committee Report from May 22, 2019, was accepted. (Sherbok/Olson/Passed).

6. **Discussion Items/Presentation/Motion**

   6.1 **Legislative and State and Federal Budget Update.** Victoria Jump provided an updated, going over the status of bills affecting older adults and people with disabilities, explaining which bills also received funding via the budget process and speaking briefly about the Governors Executive order calling for a Master Plan on Aging.

   6.2 **Discussion regarding the unmet needs of the senior nutrition program, food insecurity and opportunities to address needs.** Marleen Canniff presented findings regarding unmet needs and potential solutions. Advisory Council members asked many pertinent to the topic and offered many suggestions.

   6.3 **Discussion regarding VCAAAL outreach and opportunities.** Monique Nowlin led the exercise. Suggestions were made on who to target, how to target, including new ideas as well as Advisory Council member commitment to a speakers bureau with canned presentations.

   6.4 **Title 5 program update.** Marleen Canniff provided an update on the Senior Community Service Employment Program, otherwise known as Title 5.
7. **Advisory Council Committee Membership.** The list was included for informational purposes. Advisory Council members were asked to submit their preferences for FY 2019-2020.

8. **Advisory Council Meeting Schedule for FY 2019-2020.** The meeting schedule for FY 2018-2019 was included for informational purposes.

9. **Other Committee Meetings:**
   - CSL Update – Tony Gitt went over the list of 25 bills submitted that will be considered by CSL for their top 10 in October.
   - TACC Update – Toni Olson provided an update of their meeting that she attended in May
   - VCAAA Foundation - Marcy Sherbok provided an update.
   - Dementia Friendly Ventura County – Staff provided a brief update of committee activities.

10. **Comments from the Chair** – Suz Montgomery asked that everyone on the council to use their voices and to update their City Councils on what is happening and what the needs are.

11. **Other Business** – None

12. **Adjournment** – the meeting was adjourned at 11:05 am (Olson/Gossom/Passed).
TO: VCAAA Advisory Council Members
FROM: Sue Tatangelo – Chairperson
DATE: July 10, 2019

SUBJECT: Senior Nutrition and Health Issues Committee Report from July 2019

Committee Members Present
Loretta Allen (Thousand Oaks COA)
Smita Dandekar (Supervisory Appointee)
John Gardner (Camarillo COA)
Lori Harasta (Ventura COA)
Toni Olson (Simi Valley COA)
Sue Tatangelo (Chair – Focused Population)

Committee Members Absent
Rose Gossom (Supervisory Appointee)
Alice Sweetland (Oxnard COA)

VCAAA Staff Present
Marleen Canniff, Grants Administrator
Patti Jaeger, Registered Dietitian

Guests
Erin Slack, MPH, Epidemiologist, Ventura County Public Health
Susana Willeford, Executive Director, Santa Clara Valley Hospice

1. Call to Order – The meeting was called to order at 11:21 p.m. A quorum was present.

Welcome and Introductions

2. Public Comments – None

3. Presentation – Community Health Needs Assessment (CHNA) – Erin Slack, MPH, Epidemiologist, Ventura County Public Health (VCPH). Slack presented information on what the Ventura County Health Needs Assessment Collaborative has been working on together since it first convened in May 2016. Highlights from the presentation include that Ventura County residents born today can expect to live 82 years, 3.4 years longer than the United States average. Disparities in our county exist in race and ethnicity as well as by geographic area, with residents in zip codes with lower socioeconomic status being associated with lower life expectancy. The top three leading causes of death in Ventura County from 2015-2017 were cancer, coronary heart disease, and Alzheimer’s disease. Alzheimer’s Disease is the fourth and sixth leading cause of death in California and the United States, respectively. Leading
causes of death statistics, however, tend to show how the aging population is dying, and these numbers don’t change significantly from year to year. Conversely, years of life lost (YLL) analysis shows how young people are dying, which moves the focus upstream in terms of prevention and could be more helpful in shaping emerging public health policy. Thus, VCPH analyzed the mortality data by looking at YLL: Cancer, accidents, and coronary heart disease are the lead causes of premature deaths in Ventura County from 2015-2017. In large part, these deaths are related to conditions influenced by the social determinants of health such as safe neighborhoods, educational opportunities, poverty status, and the built environment. To create a healthy Ventura County, the Collaborative advises expanding the public health focus upstream in terms of prevention, from a priority on providing access to health services to include an emphasis on addressing social determinants and creating healthy communities. The following lists the final priority areas for the CHNA:

- Improve Access to Health Services – Disparities in Asthma, Prenatal Care and Breastfeeding
- Reduce the Impact of Behavioral Health Issues – Drug Abuse (including prescription drugs), Alcoholism and Mental Health
- Improve Health and Wellness for Older Adults – Focus on the Medicare Population
- Reduce the Burden of Chronic Disease – Prevention and management of Cancer, Diabetes, and Poor Nutrition
- Address Social Needs – Housing and Homelessness and Food Insecurity

4. Approval of Minutes from the 5/8/2019 Meeting – Approval of the minutes from the prior meeting passed unanimously.

5. Mission Statement – Future Committee Goals – Sue Tatangelo expressed the importance of having the Healthy Brain Initiative included in this committee’s goals and suggested that the information handouts that were provided at last meeting be included again at the next meeting for discussion.


7. Fall Prevention Program – Forum and Other Updates – Tabled until next meeting.

8. Meal Count and Cost per Meal Year-to-Date – VCAAA meal sites served 242,457 meals at Fiscal Year End (FYE) (July 1 through June 30, 2019), which is 98% of the second amended contract amount and 115% of the original baseline contracts. This program served 3,483 congregate participants and 1,236 homebound seniors throughout the contract year. The average number of congregate meals served per day grew from 309 at the end of Quarter 3 (March 31, 2019) to 316 at FYE, and the average number of home-delivered meals per day grew from 612 to 621 in the same period, totaling 936 meals per day. Jordano’s-supplied meal count is 198,588, and the non-Jordano’s meal count is 43,869. While VCAAA’s budgeted food cost is $3.75 per meal, Jordano’s-supplied food cost at FYE is at $3.87. The budget for food
is set at $4 per meal beginning July 1, 2019. Currently, there are no waitlists for meal services.

9. SNP Renewal Applications & Contracts — All Senior Nutrition Program FY 2019-2020 contracts have been signed and submitted to the authorized purchasing agent at the Ventura County General Services Agency Procurement office for signature.

10. Shelf-Stable Meals/Emergency Food Program — Tabled until next meeting.

   Receivable: Staff will present its conclusions about program parameters for the Meal Replacement Drinks Program and eligibility requirements at the next Senior Nutrition and Health Issues Committee Meeting for discussion.

11. VCAAA Foundation Update
   None

12. Other Committee Involvement/Notification
   None

13. Other Business
   None

14. Future Meeting Schedule
   The next Senior Nutrition & Health Committee Meeting is scheduled for Wednesday, September 11, 2019, at 11 a.m. or immediately following the Advisory Council Meeting. SNHI Committee meetings are scheduled for the second Wednesday of every other month immediately following the Advisory Council Meetings.
      November 13, 2019
      January 8, 2020
      March 11, 2020
      May 13, 2020

15. Adjournment — The meeting adjourned at 12:32 p.m.
Agenda Item #5.2

TO: VCAAA Advisory Council Members
FROM: Jannette Jauregui, VCAAA Staff
DATE: July 26, 2019
SUBJECT: Optimal Aging Committee Report from July 24, 2019

Committee Members Present
Bill Cunneen
Lori Harasta
Toni Olson
Sylvia Taylor Stein
Alice Sweetland

Committee Members Absent
Rose Gossom
Martha Shapiro

VCAAA Staff Present
Jannette Jauregui

1. Call to Order – The meeting was called to order at 2:03 p.m. by committee chair, Sylvia Taylor Stein.

2. Welcome and Introductions – Sylvia welcomed committee members. There were no guests in attendance.

3. Public Comments – Lori announced the upcoming Fall Prevention Forum scheduled for Sept. 20th at the South Oxnard Senior Center. Alice shared a new trifold that focuses on services for older adults in the Oxnard area.

4. Discussion of 2019 LEGACY Awards: Jannette confirmed that the LEGACY Awards will be distributed at the September Advisory Council meeting. The committee requested that the awards presentation be at the beginning of the meeting. Jannette also confirmed that recipients will again receive framed certificates.

5. Review of 2019 LEGACY Nominations: The committee reviewed all nominations and asked if it would be possible to provide the selection committee with recommendations. Jannette informed the committee that she would have to discuss that with Victoria for approval. Jannette is working with Advisory Council members who are not part of the Optimal Aging Committee to establish a selection committee.
The selection committee will meet on August 12th to review all nominations and select recipients. The committee agreed to a special meeting in August to review the selections prior to the September meeting and presentation of the awards.

6. **Other Business** - None discussed.

7. **Other Committee Involvement/Notification** – None discussed.

8. **Next Meeting Schedule** – A special meeting is scheduled for August 13th at 2 p.m. The next regularly scheduled meeting is September 25th, 2019, at 2 p.m.

9. **Adjournment** – The meeting was adjourned at 2:50 p.m. by chair, Sylvia Taylor Stein.
TO: VCAA Advisory Council Members

FROM: Jay Evans, Chair

DATE: July 10, 2019

SUBJECT: Housing and Transportation Committee Report from July 10, 2019

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<td>Monique Nowlin</td>
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<td>Sonia Vaughn</td>
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1. **Call to Order** – The meeting was called to order at 11:15 a.m. by the Chair, Jay Evans. A quorum was present.

2. **Welcome and Introductions** – None.

3. **Public Comments** – None.

4. **Follow-Up to Discussion of Housing and Door through Door Transportation** – The Committee discussed the various options including efforts to provide this transportation in Thousand Oaks. There was also discussion on the transportation services provided by VCAA, which included discussion about ticket usage rate. The Committee requested that VCAA Staff follow up with a usage rate, per previous discussions. Jay stated that he would reach out to Tyler in Camarillo to find out what information they could possibly provide on usage rates. Jay queried rather VCAA could partner with Caregivers or other organizations to help expand volunteer pool of drivers for older adults countywide. The Committee would also like VCAA Staff to look into the possibility of providing grants to offset costs of mileage to volunteers at other organizations.
5. Review Area Plan Strategies (On Reverse of Agenda) – Remove the last bullet
   Collaborate with community-based organizations, including the Ventura County
   hospital to Home Alliance, to advocate for mental health and substance abuse
   programs that serve older adults (age 60+) and for staff training in geriatrics. Add
   expand existing services to add Door Through Door Assistance for Transportation.
   Staff needs clarification on this because VCAAA does offer Door Through Door
   Transportation.

6. Discuss Future Committee Goals – Tabled

7. Faith Based Educational Symposium on Housing & Transportation for Older
   Adults – Tabled Pending Committee’s request on County Counsel opinion on the
   Agency’s ability to host a Faith Based Symposium.

8. Adjournment – The meeting was adjourned at 12:09 p.m.
To: Advisory Council Members

From: Victoria Jump, VCAAA Director

Date: September 11, 2019

Re: Recommendation to Approve Changes to the VCAAA By-Laws and Forward to the Board of Supervisors for Approval

Recommendation:

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

Discussion:

As required under the current by-laws Article XIV, every two years the Chair of the Advisory Council shall convene a meeting of the by-laws committee to review the by-laws and update as needed. The by-laws were last approved by the Board of Supervisors in February 2017. The membership of the advisory council is required to review and vote on any suggested changes before they go to the Board of Supervisors for final approval. Copies of the proposed changes were emailed to Advisory Council members on August 9, 2019.

The committee is recommending the following changes be made to the by-laws and then be forwarded to the Board of Supervisors for approval:

1. In addition to adding language reflective of serving caregivers and people with disabilities (in addition to older adults) the following changes are suggested:
2. Membership - adding service providers (medical community), adding a consumer seat and deleting one Board of Supervisors seat.
3. Committees - updating the list to include deleting legislative, separating housing from transportation and adding workforce committee.
4. Providing clarifying language for the city appointments to make to process more in line with current city practice.
5. Reduce mandatory committee involvement from two committees to one committee.
6. Prohibit advisory council members from serving in two seats except in the case of immediate past chair.
7. Defining how a quorum is derived in instances of an emergency meeting being called. In addition to adding language reflective of serving caregivers and people with disabilities (in addition to older adults) the following changes are suggested:
8. Removing members who miss more than two consecutive Advisory Council meetings.
VENTURA COUNTY
AREA AGENCY ON AGING
BY-LAWS

ARTICLE I – AUTHORITY

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

Section 2 – The VCAAA is a public agency established in accordance with and having the authority defined in the Comprehensive Older Americans Act Amendment of 1978 (PL 95-478) for the purpose of the development, implementation and evaluation of a comprehensive and coordinated service delivery system for persons aged 60 and over in Ventura County. People with disabilities and caregivers are also included in the eligible and targeted service populations. A caregiver is defined as an adult family member, or another individual, who is an informal provider of in-home and community care to an older individual or to an individual with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction or a grandparent raising a grandchild under the age of 18.

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

ARTICLE II – OBJECTIVE

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

A. Providing leadership, advocacy and visibility for persons aged 60 and over, people with disabilities and caregivers within Ventura County.

B. Integrating and consolidating the Older Americans Act Programs as an intrinsic part of the VCAAA’s responsibility to contract, monitor, evaluate and give technical assistance to sub-grantees funded by the VCAAA.

C. Conducting comprehensive planning, which includes the identification and prioritization of goals and related performance objectives as well as program costs projections.

D. Developing and updating as needed the Ventura County Area Plan based on the above planning process.

E. Developing the Plan with full knowledge of other public and private planners who are concerned with programs and services for persons aged 60 and over, or persons with disabilities and caregivers.
F. Designing a service delivery system which is expressed in the Area Plan to meet the wide range and diverse needs of persons aged 60 and over, or persons with disabilities and caregivers in Ventura County and which is consistent with, and implements, the Amended Older Americans Act at the local level.

G. Evaluating the products, processes, resource allocation and effect of total program, anticipated and actual.

H. Through program development activities, coordinating and pooling existing public and private resources toward establishing or expanding services identified by the planning process as priority needs of persons aged 60 and over or persons with disabilities in Ventura County.

I. Developing an evaluation procedure and conducting evaluations to monitor performance of subgrantees.

J. Disseminating information to persons aged 60 and over, or persons with disabilities and caregivers in Ventura County. This shall include providing information regarding available services as well as providing reports on the activities of the VCAA.

K. Providing service to and advocating for persons under the age of 60 as required by the amended Older Americans Act and/or the Older Californians Act.

**ARTICLE III - POLICY**

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

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

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

**ARTICLE IV – ADVISORY COUNCIL**

Section 1 – The Advisory Council is a principal advocate body on behalf of all eligible persons aged 60 and over, people with disabilities and caregivers within Ventura County, the Planning and Service Area (PSA).
Section 2 – The duties and powers of the Advisory Council shall be to:

A. Serve as advisor to the VCAAA;

B. Act as an independent advocate for persons aged 60 and older, or persons with disabilities, and caregivers, taking positions on matters pertaining to federal, state and local policies, programs and procedures, and any legislation affecting older persons;

C. Actively seek advice from community Councils on Aging, senior-older adult advocacy organizations, local aging commissions, elected officials, and the general public for the purpose of advocating for and making formal presentations on issues of concern to persons aged 60 and older or persons with disabilities and other interested parties.

D. Inform local senior-older adult advocates and organizations on specific legislation pending before local, state and federal governments;

E. Disseminate information of interest and concern to persons aged 60 and older or persons with disabilities and caregivers;

F. Be actively involved in the development, implementation and monitoring of the Area Plan. The Area Plan shall include recommendations gathered from surveys of senior-older adult service providers, community leaders and seniors older adults themselves on the services needed to improve the lives of persons aged 60 and older or persons with disabilities. Programs recommended and developed will fall within the scope of the VCAAA. The Area Plan shall be made available to the Department of Aging (CDA), the California Commission on Aging (CCOA), and, insofar as resources permit, to all other interested parties that seek a copy of the report.

G. Hold public hearings on the Area Plan with no less than 30-day notification to the general public and the senior-older adult constituency regarding dates, time and location;

H. Review, comment on, and make recommendations on proposals submitted to VCAAA for funding;

I. Act as a two-way communication link between the VCAAA and its communities and/or organizations.

Section 3 – The Advisory Council shall be non-partisan in the conduct of its duties and functions.
Section 4 – Advisory Council members shall be reimbursed by the VCAAA for all authorized actual necessary expenses (Advisory Council meetings, authorized committee meetings and authorized taskforces) and incurred while carrying out the duties of such Advisory Council within Ventura County the Planning and Service Area (PSA). Provision for such reimbursement shall be made in the Area Plan budget at formally established rates.

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

ARTICLE V - ADVISORY COUNCIL MEMBERSHIP

Section 1 -

A. Total membership on the Advisory Council shall be no less than 20 and no more than 40 persons and shall reflect compliance with federal and state guidelines.

B. Membership shall be selected through a process designed by the local governing bodies in Ventura County and the Planning and Service Area (PSA) within which the Area Agency on Aging operates. No more than fifty percent (50%) of the Advisory Council’s membership shall be appointed by one official or body of officials.

C. Membership shall be composed of:

1. A majority of persons 60 years of age or older;

2. At least one three service providers, one of which represents the health care needs of adults and people with disabilities;

3. Members who reflect the geographic, racial, economic and cultural social complexion of Ventura County the Planning and Service Area they represent;

4. At least one person with a disability to represent the interests of people with disabilities.

5. At least one member must represent the interests of the family caregiver.

6. At least one member will be a current recipient of services being provided by the AAA or its subcontractors.

7. At least one member to represent the interest of lesbian, gay, bisexual and transgendered and questioning (LGBTQ) seniors older adults.

8. At least one member to represent the interest of military veterans.
9. At least one member to represent the mental health issues of seniors older adults.

10. In line with California Department of Aging requirements, three California Senior Legislature representatives to represent the interests of the VCAAA and its senior older adult constituency to the California Senior Legislature.

D. Advisory Council composition requirements shall be complied with as vacancies occur. Preference will be given to people age 60 and older.

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

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

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

B. The Board of Supervisors will appoint five six (56) to the Advisory Council and in those appointments will ensure that the Agency requirements for minority representation are met. One (1) of these appointments will be from the
Supervisorial appointments will be made after ratification of members elected by the local Council on Aging.

C. The Advisory Council will elect three California Senior Legislature representatives to serve four year terms.

D. The twenty nine (29) Advisory Council members thus seated will elect three two (23) Service Provider members one of which will represent the health care needs of adults and people with disabilities, one (1) Family Caregiver representative, one (1) member to represent the interest of LGBTQ seniors older adults, one (1) member to represent the interest of military veterans, (1) member to represent the interests of people with disabilities, and one (1) member to represent the interest of the mentally ill seniors older adults with mental health needs, and one (1) member to represent participants of the programs. This shall be done by democratic process.

E. The immediate past chairperson of the Advisory Council will sit as a member of the Advisory Council.

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

G. No member can serve in more than one seat.

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

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

Section 5 – The term of membership for individuals on the Advisory Council shall be two (2) years. At the conclusion of a two-year term, an Advisory Council member may be re-elected or re-appointed for a second or third two-year term by the appointing authority. No individual may serve more than six consecutive years on the Advisory Council. An individual may serve again after at least a one-year absence. Exceptions may be made at the discretion of the appointing authority except for California Senior Legislature members.
Section 6 – Each member of the Advisory Council is entitled to one vote on each matter submitted to a vote of the Advisory Council. Proxy voting and absentee ballot voting is not permitted except in the case when an emergency or special meeting is called under Article VII Section 3.

Section 7 – Responsibilities of members of the Advisory Council:

Members shall:

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

B. Read and study, in advance, all written material provided them in preparation for duly called meetings of the Advisory Council;

C. Serve on at least one of the twelve committees of the Advisory Council;

D. Become knowledgeable about the problems and needs of the persons aged 60 and older, people with disabilities and caregivers;

E. Become knowledgeable about the various service delivery systems which impact older adults, people with disabilities and caregivers the elderly at the federal, state and local levels;

F. Have the dual responsibility to accurately report facts and conditions of their constituency to the Advisory Council as well as the actions of the Advisory Council to their constituency and the general public including advocacy initiatives recommended by the Advisory Council.

Section 8 – Public statements on behalf of VCAA shall reflect official positions of the Advisory Council and shall be issued through proper channels. This does not apply to presentations to city councils by city appointees when providing VCAA updates. Members who violate this provision shall be subject to removal by a majority vote of the Advisory Council subject to approval of the Board of Supervisors.

Section 9 – Members who have been absent from two (2) three consecutive advisory council meetings (excused or unexcused) may be automatically removed from the Council. The sponsoring authority shall elect/appoint another person. Members shall apprise the Director of the VCAA of anticipated absences.

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

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

Section 2 –

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

B. The Chairperson of the Advisory Council shall be 55 years of age or older.

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

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

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

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

ARTICLE VII – MEETINGS OF THE ADVISORY COUNCIL

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

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

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

A. By the Advisory Council Chair;

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

Section 4 – A quorum shall consist of a simple majority of the total required number of members. A quorum must be present at any meeting at which business is transacted that requires a vote to be taken for any proposal or action. A majority of members present, once a quorum is established, shall be required to approve, disapprove or act on any proposal. Without a quorum, meetings may be held at which informational items are presented and discussed, but no vote or motion can be made. In an emergency meeting called under Section 3, a quorum may be established through other means such as Skype or via teleconference. The method will be determined and announced when public notice for the emergency meeting to provided.

ARTICLE VIII – COMMITTEES

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

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

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

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

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

ARTICLE X – DUTIES OF DIRECTOR

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

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

ARTICLE XI – RESPONSIBILITIES OF THE BOARD OF SUPERVISORS

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

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

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

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

ARTICLE XII – RESPONSIBILITIES OF THE COUNTY
Section 1 – the County shall provide the following supportive services to the VCAAA:

A. Administration of the budget shall be by the CEO’s office and processing of revenue and expenditures shall be by the Auditor/Controller’s office;

B. Facility, services and supplies – this will include office equipment, county telephone system, and brown mail system;

ARTICLE XIII – APPEALS

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

ARTICLE XIV – REVIEW OF BY-LAWS

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

ARTICLE XV – AMENDMENTS TO THE BYLAWS

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

________________________________________
Date:

Steve Bennett, Chair
Ventura County Board of Supervisors
**FY 2019-2020 Advisory Council Committee Membership**

<table>
<thead>
<tr>
<th>Advisory Council Member</th>
<th>Transportation &amp; Housing</th>
<th>Senior Nutrition &amp; Health Issues</th>
<th>Optimal Aging</th>
<th>Other</th>
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<td>Anderson, Dani</td>
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<td>C</td>
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<td>Gardner, John</td>
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<td>Taylor Stein, Sylvia</td>
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<td>C</td>
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<td>Williams, Mike</td>
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A – Member of the Planning and Allocation Committee  
B – Member of the By-Laws Committee  
C - Member of Dementia Friendly Ventura County  
D – Member of the VCAAA Foundation  
E – Member of the Nominating Committee
<table>
<thead>
<tr>
<th>Date</th>
<th>Advisory Council</th>
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<th>Senior Nutrition &amp; Health Issues</th>
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<td>June</td>
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*meets immediately following the Advisory Council meeting.

Reminder - A conference call dial in is available for all committee meetings:
Dial in Number: (515) 606-5381, Access Code: 729620