VENTURA COUNTY AREA AGENCY ON AGING
ADVISORY COUNCIL MEETING

November 13, 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

2. Pledge of Allegiance

3. Approval of Area Agency on Aging Advisory Council Minutes of September 11, 2019

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

5.1 Senior Nutrition and Health Issues Committee Report from September 11, 2019

5.2 Housing and Transportation Committee Report from September 11, 2019

DISCUSSION ITEMS/PRESENTATION/MOTION

6.1 Continued Discussion of the September 11, 2019, Advisory Council meeting and Recommendation of the By-Laws Committee to Approve Changes to the VCAAA By-Laws and Forward to the Board of Supervisors for Approval – Unincorporated Seat
6.2 Master Plan for Ventura County – Update, Polling Results and Next Steps Discussion

6.3 VCAAA Outreach PIO Report

INFORMATIONAL ITEMS

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

8. Advisory Council Meeting Schedule for FY 2019-2020

9. Other Committee Meetings:
   a. California Senior Legislature Update
   b. Triple A Council of California Update
   c. VCAAA Foundation Update
   d. LGBTQ Aging Coalition
   e. Dementia Friendly Ventura County

10. Comments from the Chair

11. Other Business

11:00 am 12. Adjournment

The next meeting will be:
Wednesday, January 8, 2020 (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
September 11, 2019

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

Advisory Council Members Absent
Dani Anderson (Focused Population)       Mike Williams (Service Provider)
John Gardner (Camarillo COA)             
Sylvia Stein (Veterans)                  

VCAAA Staff Present
Marleen Canniff                          Brian Murphy
Haleh Hashemzadeh                       Monique Nowlin
Victoria Jump                           Sycora Powell
                                           Gray Wilking

1. Call to Order and Review of Agenda - The meeting was called to order at 9:01 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 July 10, 2019, meeting was approved (Olson/Gossom/Passed).

4. Public Comments –
   - Karen Gorback spoke to being part of the committee to review the general plan for the city of Thousand Oaks.
- Suz Montgomery updated the committee on the City of Ventura’s strategic plan for older adults. She also encouraged all advisory council members to report what their city is doing and asked that it be added as an agenda item.
- Sandra fide reported on the census activities that the City of Moorpark is holding.
- Lori Harasta updated the group on the upcoming Fall Prevention Forum that VCAAA and partners is holding on September 20, 2019 in Oxnard.
- Toni Olson notified the Advisory Council that Congresswoman Katie Hill has visited the Simi Valley senior center a couple of times and will be starting a senior advisory committee.

5. Consent Agenda Items – The consent agenda containing the Housing and Transportation Committee Report from July 10, 2019, the Senior Nutrition and Health Issues Committee Report from July 10, 2019, and the Optimal Aging Committee Report from July 24, 2019, was accepted. (Evans/Dandekar/Passed).

6. Discussion Items/Presentation/Motion

6.1 2019 Legacy Awards – Toni Olson presented the 2019 Legacy Awards. The award recipients were as follows: Senior Concerns, Food Share and Harlene Rowen.

6.2 Legislative Update. Victoria Jump provided an update, going over the status of bills effecting older adults and people with disabilities, explaining which bills also received funding via the budget process and which bill have been signed.

6.3 Recommendation to Approve Changes to the VCAAA By-Laws and Forward to the Board of Supervisors for Approval. The council approved changes to the by-laws with the exception to eliminate the Board of Supervisors Seat representing the unincorporated areas. Further discussion regarding this item will occur at the November 2019 Advisory Council meeting. One the final item has been decided the by-laws will be forwarded to the Board of Supervisors for approval. (Evans/Sherbock/Passed)

6.4 Discussion regarding VCAAA outreach and opportunities. Jannette Jauregui provided an update on outreach activities and discussed the upcoming LiveWell guide. Members asked for a listing of businesses that are dementia friendly as well as an alphabetized list of resources. Monique provided a recap of the outcome of the discussion that occurred at the July meeting.
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 2019-2020 was included for informational purposes.

9. **Other Committee Meetings:**
   - CSL Update – Karen Gorback provided an update of her employment bill and Tony spoke about SB 309.
   - VCAAA Foundation - Marcy Sherbok provided an update.

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 11:08 am (Sherbock/Nugent/Passed).
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TO: VCAAA Advisory Council Members  
FROM: Sue Tatangelo – Chairperson  
DATE: September 11, 2019  
SUBJECT: Senior Nutrition and Health Issues Committee Report from September 11, 2019

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<th>Committee Members Present</th>
<th>Committee Members Absent</th>
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<tr>
<td>Loretta Allen (Thousand Oaks COA)</td>
<td>John Gardner (Camarillo COA)</td>
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<td>Smita Dandekar (Supervisory Appointee)</td>
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<td>Lori Harasta (Ventura COA)</td>
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<td>Alice Sweetland (Oxnard COA)</td>
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<td>Sue Tatangelo (Focused Population)</td>
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<th>VCAAA Staff Present</th>
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<tr>
<td>Marleen Canniff, Grants Administrator</td>
<td>Teri Helton, VC Homecare Association</td>
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<td>Patti Jaeger, Registered Dietitian</td>
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1. Call to Order – The meeting was called to order at 11:16 a.m. A quorum was present.

2. Public Comments – Sue Tatangelo suggested that all committee members participate in the Ventura County Master Plan and related activities.

3. Approval of Minutes from the 7/10/2019 Meeting – Approval of the minutes from the prior meeting passed unanimously.

4. Mission Statement – Future Committee Goals – Sue Tatangelo suggested that the committee explore how to support the Ventura County Health Needs Assessment Collaborative’s (CHNA) action plan to address the five final priority areas that was discussed at the last meeting. She also discussed key points from the Health Brain Initiative information handouts and expressed the importance of having the Healthy Brain Initiative included in this committee’s goals.
   a. Healthy Brain Initiative – Discussion progressed about getting on the agenda for the next Dementia Friendly Ventura County collaboration meeting to discuss how the Senior Nutrition & Health Committee might assist the DFVC efforts. Members discussed the AARP Health Sector Toolkit and taking interest to better understand the trends of Livable Communities rankings in Ventura County.
motion was made to include the 10 Early Signs and Symptoms of Alzheimer’s Disease on the agency’s web page at www.vcaaa.org/dfvc.
(Tatangelo/Allen/passed)
b. Needs Assessment – The committee discussed their desire to contribute health and nutrition-related questions on the VCAAA needs assessment this year. Some ideas include asking about vision and dental problems seniors might have that create health issues, caregiver-related questions, and trying to gauge food insecurity with questions related to ability to buy food and what types of food seniors have available to them. Members plan to email their suggestions to the committee chair, who will compile them all and send to VCAAA staff.

c. VCAAA Registered Dietitian Patti Jaeger shared her concern about the need to educate seniors about coming changes on nutrition labels. She would like to ramp up nutrition counseling by offering classes at VCAAA on a multitude of topics, including updates on the nutrition labels.

5. Community Health Improvement Plan 2018-2020 – Reduce Preventable Hospitalizations. Committee members decided to remove this item from current priorities.

6. Fall Prevention Program – Forum and Other Updates – None (A report was given at the Advisory Council meeting just prior to this meeting.)

7. Meal Count and Cost per Meal Year-to-Date – VCAAA meal sites served 42,858 meals year to date (July 1 through August 31, 2019), which is 112% of the baseline contract levels. This program served 1,708 congregate participants and 776 homebound seniors year to date. That’s an additional 146 congregate clients and 42 HDM clients served in the same period last fiscal year. The average number of congregate meals served per day grew from 316 to 329 since the start of this fiscal year, and the average number of home-delivered meals per day grew from 621 to 630 in the same period, totaling 958 meals served per day. Jordano’s-supplied meal count is 34,564, and the non-Jordano’s meal count is 8,294. While VCAAA’s budgeted food cost is $4 per meal, Jordano’s-supplied food cost is overbudget at $4.03. Currently, there are no waitlists for meal services, as VCAAA will be receiving additional baseline funding this quarter. Meal site were advised to continue serving over contracted levels if their staffing allows for it.

8. Shelf-Stable Meals/Emergency Food Program – Patti reported that the program has plans to order meal replacement drinks within the next few months. The Meal Replacement Drinks Program intends to reach out to homebound seniors through the Senior Nutrition Program, Multipurpose Senior Services Program (MSSP), Home and Community-Based Alternatives (HCBA) Program, local hospice organizations, and other partnering organizations that have clients eligible for this program and who would benefit from meal replacement drinks.

9. Other Committee Involvement/Notification – None

10. Other Business - Farmers’ Market Coupon Status – Patti Jaeger reported that a small number of additional coupons might be available for distribution, projected to arrive in
October. She'll keep the committee notified at the next meeting if this comes to fruition.

11. **Future Meeting Schedule** - The next Senior Nutrition & Health Committee Meeting is scheduled for **Wednesday, November 13, 2019, at 11 a.m.** or immediately following the Advisory Council Meeting. Committee meetings are scheduled for the second Wednesday of every other month immediately following the Advisory Council Meetings.

12. **Adjournment** – The meeting adjourned at 12:33 p.m.
Agenda Item #5.2

TO: VCAAA Advisory Council Members

FROM: Jay Evans, Chair

DATE: November 13, 2019

SUBJECT: Transportation Committee Report from July 10, 2019

Committee Members Present
Sandra Fide
Tony Gitt
Joyce Pinkard
Marcy Sherbok
Jay Evans
Bill Nugent
Suz Montgomery
Rose Gossom
David Birenbaum
Clark Owens
Martha A. Navarrete
John Posta

Committee Members Absent

VCAAA Staff Present
Monique Nowlin
Sonia Vaughn
Jason Sagar
Sonia Vaughn

Guests
Gena Bray

1. **Call to Order** – The meeting was called to order at 11:25 a.m. by the Chair, Jay Evans. A quorum was present.

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

3. **Public Comments** – None.

4. **Discuss Future Committee Goals** – The Committee decided to review the Roadmap to Livability, Transportation Workbook to aid them in developing Committee goals.

5. **VCTC Grants – ElderHelp and Mobility Management** – Jay provided an overview of the VCTC grant process and congratulated VCAAA on a successful grant submission. Jay also stated he would like the Committee to examine ways VCAAA can help support groups that have door through door transportation.
6. **ElderHelp; Stats for July & August; Ticket Availability Issues; Ticket Redemption** – Jason gave a report, delineating the numbers of tickets provided to clients in the various categories. Jason also discussed the ticket shortage VCAAA is experiencing with regards to certain tickets and he shared his strategy for ensuring as many clients as possible receive the tickets. Monique added that the ADRC Specialists are dealing with very frustrated clients who have gone for several weeks without transportation tickets. There was also continued discussion on identifying a method to determine redemption rate of tickets used by clients.

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 12:20 p.m.
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, 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, 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 VCAAA.

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 VCAAA.

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 VCAAA.

Section 3 – The Director and staff of the VCAAA 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 apprise the Advisory Council of agency matters relevant to the mission 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.

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 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 older adult service providers, community leaders and 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 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. 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. 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 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 complexion of Ventura County;

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) 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 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 older adult constituency to the California Senior Legislature.

D. Advisory Council composition requirements shall be complied 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 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 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 unincorporated areas whenever possible. 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 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 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 Supervisiorial 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 (1) committee 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 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 VCAAA 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 VCAAA 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) consecutive advisory council meetings (unexcused) may be automatically removed from the Council. The sponsoring authority shall elect/appoint another person. Members shall apprise the Director of the VCAAA 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 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 Chairpersons 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 a 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, By-Laws, Senior Nutrition and Health, Housing, Transportation, 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 VCAAA; selection and supervision of staff; preparation, implementation and monitoring of the annual budget and the Area Plan. The Director shall represent the VCAAA 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 VCAAA 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 VCAAA.

**ARTICLE XI – RESPONSIBILITIES OF THE BOARD OF SUPERVISORS**

Section 1 – The Board of Supervisors shall be the policy-making body of the VCAAA 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 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
2019-2020 COMMITTEE PREFERENCE

Name: ________________________________

Current Advisory Council by-laws call for all council members to participate on committees in order to stay better informed as to the needs of older adults and persons with disabilities. Please select your committee preferences for FY 2019-2020 and return to the VCAAA by July 30, 2019. You may continue with your present choice and add or change to another choice.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Membership</th>
<th>(place an X for committees you would like to join)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Nutrition and Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning and Allocation Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optimal Aging Committee</td>
<td></td>
<td></td>
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<tr>
<td>By-Laws Committee</td>
<td></td>
<td></td>
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<tr>
<td>Employment/Workforce</td>
<td></td>
<td></td>
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</tbody>
</table>
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### VENTURA COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL MEETING SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Advisory Council</th>
<th>Transportation</th>
<th>Housing</th>
<th>Senior Nutrition &amp; Health Issues</th>
<th>Optimal Aging</th>
<th>Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November</strong></td>
<td>November 13 9-11 am</td>
<td>November 13*</td>
<td>November 13*</td>
<td>November 13*</td>
<td>November 27 2-3 pm</td>
<td></td>
</tr>
<tr>
<td><strong>December</strong></td>
<td>January 8 9-11 am</td>
<td>January 8*</td>
<td>TDB</td>
<td>January 8*</td>
<td>January 22 2-3 pm</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td>March 11 9-11 am</td>
<td>March 11*</td>
<td>TDB</td>
<td>March 11*</td>
<td>March 25 2-3 pm</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td>May 13 9-11 am</td>
<td>May 13*</td>
<td>TDB</td>
<td>May 13*</td>
<td>May 27 2-3 pm</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**New Member Orientation will be on December 17 from 10-11 am in the Garden Room at the VCAAAA**

*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**
10/23/2019 Master Plan Polling Results

Current run (last updated Nov 3, 2019 4:08pm)

8 Polls
126 Participants

What do you think is the top priority that the housing sector needs to address?

<table>
<thead>
<tr>
<th>Response options</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocate for replacement of the Federal Poverty Level guidelines with a realistic</td>
<td>11%</td>
</tr>
<tr>
<td>measure of poverty by county</td>
<td></td>
</tr>
<tr>
<td>Increase affordable, universal/accessible design housing</td>
<td>24%</td>
</tr>
<tr>
<td>Increase funding for home modifications and assistive technology</td>
<td>8%</td>
</tr>
<tr>
<td>Develop early intervention programs and supports to address declining financial</td>
<td>21%</td>
</tr>
<tr>
<td>capacity and potential for homelessness</td>
<td></td>
</tr>
<tr>
<td>Develop and fund programming and supports for homeless older adults and people</td>
<td>21%</td>
</tr>
<tr>
<td>with disabilities</td>
<td></td>
</tr>
<tr>
<td>Build multi-generational affordable housing</td>
<td>15%</td>
</tr>
</tbody>
</table>

What do you think is the top priority that the transportation sector needs to address?

<table>
<thead>
<tr>
<th>Response options</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase affordable transportation including assistance with mobility</td>
<td>6%</td>
</tr>
<tr>
<td>Increase opportunity for affordable door-through-door transportation</td>
<td>13%</td>
</tr>
<tr>
<td>Increase opportunity for affordable on-demand transportation</td>
<td>6%</td>
</tr>
<tr>
<td>Develop a coordinated countywide transportation system</td>
<td>64%</td>
</tr>
<tr>
<td>Increase extended hours for transportation services</td>
<td>2%</td>
</tr>
<tr>
<td>Invest in mass transit alternatives</td>
<td>9%</td>
</tr>
</tbody>
</table>
What do you think is the top priority that the workforce/employment sector needs to address?

Response options

- Increase pay/benefits/opportunities for career advancement for direct care workers: 16%
- Address declining enrollment in geriatric programs (geriatricians, nurse practitioners): 7%
- Incentivize recruitment for skills set related to blind and hearing impaired and other disabilities: 1%
- Develop policies, programs, and services delivered by, for and with the engagement of aging and disabled individuals to best serve their needs: 24%
- Increase long term care specialty service workers to support older adults and people with disabilities to live well in the community: 39%
- Expand employer and government policies for flexible work schedules, tax credits and family leave: 12%

What do you think should be the most important priority that the health care sector needs to address?

Response options

- Invest in a person-centered approach to care to improve health outcomes: 3%
- Include family caregivers as a critical member of the care team to improve health outcomes: 8%
- Address the social determinants of health as a critical element of healthcare: 8%
- Increase the number of providers that have a geriatric specialty: 3%
- Create sustainable funding for expanded community-based services to decrease unnecessary health care utilization, reduce cost, and extend time that one could stay in the community: 57%
- Forge an enhanced partnership between medical and community-based providers and share information across the continuum to improve health outcomes: 16%
- Elevate the value of hospice and palliative care: 4%
What do you think should be the top priority to best support caregivers?

<table>
<thead>
<tr>
<th>Response options</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address projected decrease in both family and professional caregivers</td>
<td>2%</td>
</tr>
<tr>
<td>Address increased need for caregiver respite/support</td>
<td>1.8%</td>
</tr>
<tr>
<td>Incorporate caregivers in care plans</td>
<td>4%</td>
</tr>
<tr>
<td>Expand caregiver training to include increasingly complex caregiving tasks</td>
<td>7%</td>
</tr>
<tr>
<td>Address increased toll on caregiver physical and mental health by assessment and programming for caregivers</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Address financial impact on family/friend caregivers (lost wages, decreased retirement savings, use of own $ for person needing care)</strong></td>
<td><strong>53%</strong></td>
</tr>
<tr>
<td>Create tax incentives for family/friend caregivers</td>
<td>6%</td>
</tr>
</tbody>
</table>

What do you think is the top priority that needs to be addressed to support people with Alzheimer's and related dementias?

<table>
<thead>
<tr>
<th>Response options</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address the overarching impact of dementia on other city and county government services</td>
<td>4%</td>
</tr>
<tr>
<td>Educate health care providers on the behavioral issues surrounding dementia and the impact of the disease on the management of other medical conditions</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Assistance with cost of Adult Day Services, in-home care and Assisted Living/nursing home care due to the need for increased care over a longer period</strong></td>
<td><strong>61%</strong></td>
</tr>
<tr>
<td>Broaden community education to decrease dementia stigma and isolation</td>
<td>3%</td>
</tr>
<tr>
<td>Develop school curriculum regarding dementia and aging in order to develop empathy and incentivize entry into caregiving fields</td>
<td>5%</td>
</tr>
<tr>
<td>Elevate and increase mental health/social services to overcome isolation that accelerates mental and physical decline</td>
<td>20%</td>
</tr>
</tbody>
</table>
What do you think is the top priority that the disability/accessibility sector needs to address?

<table>
<thead>
<tr>
<th>Response options</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create opportunities for career development and employment training programs</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Streamline systems to be centralized, navigable, user-friendly, and cross-linked, providing access to information, resources, services and programs at the state, regional, and local level</strong></td>
<td>89%</td>
</tr>
<tr>
<td>Support increased availability of technology as a method for disabled individuals to live more independently</td>
<td>5%</td>
</tr>
<tr>
<td>Increase opportunity for social engagement to diminish loneliness</td>
<td>3%</td>
</tr>
</tbody>
</table>

What do you think most the important priority should be for addressing the needs of older adults?

<table>
<thead>
<tr>
<th>Response options</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase opportunity for social engagement to diminish loneliness</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Invest in community case management and care coordination to improve health outcomes and reduce cost of health care and promote independence in the community</strong></td>
<td>49%</td>
</tr>
<tr>
<td>Advocate for sustainable funding to expand community-based infrastructure to support living as independently as possible</td>
<td>17%</td>
</tr>
<tr>
<td>Create sustainable funding streams for transition services among and between hospital, rehab, nursing facilities and community-based services to reduce avoidable health care utilization</td>
<td>22%</td>
</tr>
<tr>
<td>Streamline program bureaucracy for ease of use for the older adult population</td>
<td>8%</td>
</tr>
<tr>
<td>Elevate and increase mental health/social services to overcome isolation that accelerates mental and physical decline</td>
<td>5%</td>
</tr>
</tbody>
</table>
Ventura County aging boom will intensify, experts predict

Tom Kisten, Ventura County Star

The data that tumbled out of a forum on aging Wednesday was powerful enough to turn hair gray.

The number of Ventura County residents 60 and older — now about 196,000 — will likely exceed the number of youth younger than 18 early in 2020.

County residents aged 85 and older will nearly quadruple in 40 years.

The aging surge could strain already existing issues like the nearly 70% of area renters 65 and older who pay at least 30% of their income on housing.

Care needs will explode too, possibly increasing the already mind-boggling number of uncompensated caregivers. In 2017, they contributed more than 18 billion hours of unpaid care nationwide.

The statistics, from sources including Ventura County Public Health and the Ventura County Community Foundation, forecast a storm. It is already here, according to Victoria Jump, director of the Ventura County Area Agency on Aging.

"You're going to have people moving through a system that wasn't designed to accommodate these numbers," she said, referring to long-term care services, other health needs and virtually all other services.

On Wednesday, leaders of health care, transportation and social services gathered in Camarillo with many others in Ventura County's first Master Plan for Aging Forum. Sponsored by the Area Agency on Aging and the Hospital to Home Alliance of Ventura County, the event was designed to continue preparations for what State Sen. Hannah-Beth Jackson, D-Santa Barbara, called the "coming of age of California."

Jackson said the aging surge means government agencies not only have to plan, but do it together. A goal is to mitigate what may be the biggest concern of the elderly.

"It's that fear and realization of being isolated," she said.

Area leaders talked about the need for more nursing homes and memory care facilities.

They discussed the exploding rate of Alzheimer's and the falling ratio of caregivers.
When it comes to access to doctor’s appointments and other care for older adults, one of the biggest barriers is transportation. Speakers zeroed in on the need for services that provide more than curb-to-curb deliveries, instead helping people leave their home and delivering them through the doors of their destination.

People totally reliant on public transportation are latchkey seniors, said Darren Kettle, executive director of the Ventura County Transportation Commission. He said their needs call for drastic changes in public transportation in part so seniors don’t have to take two buses or two vans just to travel across the county.

"There's nothing more I would like to do than say, 'We got this.' But I can't," said Kettle, emphasizing the work ahead in meeting the aging boom. He cited the need for different transit systems to communicate better and also underscored the increased financial resources required to bring change.

"The thing we're going to have to recognize is that none of this stuff is going to be cheap," he said.

Data punctuated the forum. Ventura County Public Health Epidemiologist Erin Slack noted the life expectancy throughout Ventura County is about 82 years.

But in the Oak View area zip code of 93022, life expectancy is 79.1 years. In the Conejo Valley zip of 91361, the number is 86.6 years, said Slack, suggesting such differences are sometimes linked to socio-economics among other factors.

"It shouldn't matter where you're born and how much your parents make in determining how long you're going to live," she said.

Fernando Torres-Gil, once the U.S. assistant secretary of aging in the Department of Health and Human Services, leads the UCLA Center for Policy Research on Aging. He explored the financial pressures of an aging boom that will further strain resources of Social Security, Medicare and Medicaid.

"Both Democrats and Republicans have pushed them to the side. 'We'll get to them later,'" he said of restructuring aid systems.

Torres-Gil commended Ventura County leaders for their ahead-of-the-curve efforts to come up with an aging master plan, telling them the efforts will pay off.

He predicted voters will eventually support more funding for efforts aimed at the aging boom. He offered a mild obscenity in suggesting support will emerge when people come to grips with their age.
Torres-Gil predicted they'll wake up one morning and say, "Oh (shoot), I'm old. Now what?"