



### **AGENDA**

#### **Alameda County Plan for Older Adults Update**

**Friday, November 18, 2016**

**1:30 – 4:00 pm**

**6955 Foothill Blvd. 3rd Floor Suite 300**

**Oakland, California 94605**

**Big Sur Conference Room**

Public participation is encouraged. We request that individuals limit their comments on any single item on the agenda to three minutes. The chosen spokesperson for a group may speak for five minutes.

- |  |                    |
|--|--------------------|
| <b>1. Call to Order</b>                              | <b>1:30</b>        |
| <b>2. Consent Calendar</b>                           | <b>1:30 – 1:35</b> |
| • Approval of Minutes                                |                    |
| <b>3. Public Comment for items not on the Agenda</b> | <b>1:35 – 1:40</b> |
| <b>4. Staffing Update</b>                            | <b>1:40 – 1:55</b> |
| <b>5. County-wide Council Discussion</b>             |                    |
| <b>A. Name and Purpose</b>                           | <b>1:55 – 2:55</b> |
| <b>B. Bylaws</b>                                     | <b>2:55 – 3:55</b> |
| <b>B. Next Steps</b>                                 | <b>3:55 – 4:00</b> |
| • Next Meeting:                                      |                    |

## **MINUTES**

**Planning Committee  
Friday, October 14, 2016  
1:30 – 3:30 pm  
6955 Foothill Blvd. Suite 137  
Oakland, California**

**Staff:** Randy Morris, Tracy Murray, Delbert Walker, Jose Villaflor, Maaza Michael, Alicia Morales

**Committee Members:** Wendy Petersen, Maricela Foster-Narvaez, Ruben Briones, Karen Grimsich, Lara Calvert, Dana Bailey, Scott Means, Marlene Petersen, Andrea Dodge, Tanya Washington, Irene Yen, Angela Ball, Wendy Zastawney, Coco Ramirez

**Community:** Florita Maiki, Suzanne Shenfil, Trinh Phan, Krystle Pasco

**I. Call to Order:**

AAA Director Tracy Murray called the meeting to order at 1:30pm.

**II. Consent Calendar:**

Motion to accept Minutes

(M) Karen Grimsich

(S) Marcella Foster-Narvaez

Carried

**III. Public Comment for items not on the Agenda:**

There were no Public Comments

**IV. Recap of Presentation to the Joint Committee of the Board:**

SSA Assistant Agency Director (AAD) Randy Morris provided a general overview of the Older Adult Planning effort. A directive from the Board of Supervisors (BOS) essentially aligned the Older American's Act mandated planning effort with the local Countywide BOS mandated planning effort. There were many key players and parts involved in the formulation of the Plan for Older Adults. It was presented to the BOS Joint SSA-HCSA Sub-Committee on April 25, 2016. The BOS had questions for the Area Agency on Aging and requested an update in July 2016, which was subsequently rescheduled to September 2016.

Randy informed the group that a key activity to be completed in conjunction with the Older Adults planning effort is to repurpose an existing council (former Long Term Care Planning Council - LTPC). Essential repurposing activities include determining the seats and revising the bylaws.

Three goals of today's meeting are as follows: 1) achieve consensus on a name for the council, 2) achieve consensus on the seats of the council, and 3) identify the members to serve on the Bylaws Revision committee.

Randy informed group that a Management Analyst position has been approved by the Board of Supervisors to support this effort. The position will report to AAD Randy Morris, with primary priorities focused on 1) advancing the World Health Organization's (WHO) Age-Friendly Community work, 2) legislation and advocacy, 3) HCSA expansion and the HCSA safety net, and 4) and data. The position cost will be shared by the Health Care Services Agency and Social Services Agency.

**V. Discussion regarding Name, Purpose, and Seats of the County-wide Council:**

AAA Director Tracy Murray led the discussion on the name, purpose, and seats of the Council. The group began "brain storming" of the purpose for the Council. The idea is to have a "purpose" and "impact". Randy Morris let the group know that the purpose will be in progress and also be within the bylaws. Area Agency on Aging will formulate the purpose of the Council.

**Council Purpose Terms as suggested through Committee brainstorming activity:**

Older Adults  
Coordination  
Nexus  
Oversight/oversee  
Recommendations  
Advisory  
Collaborative  
Sustainable  
Global  
Inclusive  
Diversity  
Communication  
Cross County/County wide  
Interdisciplinary  
Progressive  
Cross Sector  
Implement and Develop  
Formulate/ Age Friendly  
"To have the impact", healthy life  
Equity  
Braiding/weaving  
Have "teeth/ accountable  
Accessibility, equal access  
Cultural sensitive  
Innovation/ Initiative  
Promoting Independence

Director Murray started the discussion on naming the Council and solicited ideas on the name of the Council. The final decision on the name of the Council will be determined at a future date. Some suggested names include:

- 1-Alameda County Age Friendly Coordinating Council
- 2-Age Friendly Alameda County Coordinating Council
- 3- Health Aging Coordinating Council
- 4- Alameda County Age Friendly Collaborative Council
- 5- Alameda County Age Friendly Collaborative Council for Older Adults
- 6- Age Friendly Council
- 7- Alameda County Age Friendly Policy and Planning Council
- 8- Older Adults Policy and Planning Council

Director Murray then began the discussion on the seats of the Council with a review of the existing seats of the LTPC. The selection activity concluded with the recommendation for 23 seats as follows:

- SSA -1 Seat
- AAA -1 Seat
- HCSA -2 Seats
- CDA -1 Seat
- Health/Medical Safety Net -1 Seat
- Board of Supervisors - 5 Seats (1 for each Supervisorial District)
- At Large – 2 Seats
- Independent Living -1 Seat
- Transportation - 1 Seat
- Public Authority – 1 Seat
- Senior Service Coalition – 1 Seat
- Alameda County Cities (At Large) – 4 Seats
- Community Based Organizations (Homeless and Direct Service) – 2 Seats

Wendy Petersen, Ruben Briones, and Flora Maiki agreed to serve on Bylaws Revision committee.

**VI. Next Steps:**

Planning Stakeholder Meeting Friday, November 18, 2016, 1:30 – 4:00 pm at the Eastmont Town Center - 3rd Floor - Big Sur Conference Room



## Potential Names

- (Alameda County) Coordinating Council for Age Friendly Programs and Services
- (Alameda County) Coordinating Council for Healthy Aging
- (Alameda County) Age Friendly Coordinating Council
- (Alameda County) Age Friendly Collaborative Council
- (Alameda County) Healthy Aging Coordinating Council
- (Alameda County) Age Friendly Collaborative Council for Older Adults
- (Alameda County) Age Friendly Policy and Planning Council

## Purpose

The purpose of the (insert name) is to engage leaders, consumers, and providers across the county to develop, coordinate and measure the effectiveness of age-friendly programs and initiatives that value, include and respect older adults. Council members will coordinate efforts to effect policy and system changes that enhance the health and social well-being of older adults and will collaborate to develop and sustain a community framework that fosters healthy aging.

## Seats

- a) Representative from the Social Services Agency with responsibility for overseeing the Adult & Aging Department (1);
- b) Representatives from the Health Care Services Agency (2);
- c) Representative from the Community Development Agency (1);
- d) Representative from the Area Agency on Aging (1);
- e) Representative from a Transportation Program or Agency (1);
- f) Representative from the Public Authority (1)
- g) Representative from the Senior Services Coalition (1);
- h) Representative from an Independent Living Organization (1)
- i) Representatives from Community Based Organizations (2)
- j) Representative from a Health Net Safety Provider (1)
- k) Representatives from Cities (4)
- l) District 1 (Member at Large) (1);
- m) District 2 (Member at Large) (1);
- n) District 3 (Member at Large) (1);
- o) District 4 (Member at Large) (1);
- p) District 5 (Member at Large) (1);
- q) Two (2) additional at-large positions

**(INSERT NAME)  
BYLAWS AMENDMENT**

**ARTICLE 1  
Name of the Council**

The name of this Council shall be "Insert Name."

**ARTICLE 2  
Offices of this Council**

The office for the Council is located at the Alameda County Social Services Agency, Department of Adult & Aging Services, 6955 Foothill Boulevard, Suite 300, Oakland, California 94605-2405.

**ARTICLE 3  
PURPOSE AND RESPONSIBILITIES OF THE COUNCIL**

Section 1. General Purpose

The Council is appointed by the Alameda County Board of Supervisors to (insert purpose)  
The major functions of this Council are: (insert functions)

Section 2. Specific Duties

In order to achieve its general purpose, the Council shall among other things:

(insert specific duties)

- a.
- b.
- c.
- d.

**ARTICLE 4**  
**Council Membership**

**Section 1. Appointments**

(INSERT TEXT RE APPOINTMENTS)

**Section 2. Number and Composition**

- a) Representative from the Social Services Agency with responsibility for overseeing the Adult & Aging Department (1);
- b) Representatives from the Health Care Services Agency (2);
- c) Representative from the Community Development Agency(1);
- d) Representative from the Area Agency on Aging (1);
- e) Representative from a Transportation Program or Agency (1);
- f) Representative from the In Home Support Services Public Authority (1)
- g) Representative from the Senior Services Coalition (1);
- h) Representative from an Independent Living Organization (1)
- i) Representatives from Community Based Organizations (2)
- j) Representative from a Health Provider (1)
- k) Representatives from Cities (4)
- l) District 1 (Member at Large) (1);
- m) District 2 (Member at Large) (1);
- n) District 3 (Member at Large) (1);
- o) District 4 (Member at Large) (1);
- p) District 5 (Member at Large) (1);
- q) Two (2) additional at-large positions

**Section 3. Term of Office and Resignations**

All Councilmembers shall serve for three (3) year terms at the pleasure of the Board of Supervisors with a maximum of 12 successive years. Any vacancy on the Council shall be filled by the Board of Supervisors in the same manner as the original appointment. Any person appointed to fill a vacancy shall serve for the unexpired term of the member he or she succeeds. Any Council Member may resign by giving written notice to the Chairperson of the Council. The resignation shall be effective when the notice is given.

**Section 4. Authorized Absence**

The Executive Committee shall allow a leave of absence for a Councilmember not to exceed a period of six (6) months with proper documentation. Any approved leave shall not toll the time on the Councilmember's three-year term.

**ARTICLE 5**



## **Meetings**

### **Section 1. Quorum**

- a. Unless a quorum is present, no business requiring a vote of the Council or any of its committees may be transacted. A quorum shall be the number of members equal to, or greater than, 50% of the appointed voting members of the Council, or its committees.

### **Section 2. Regular and Annual Meetings**

- a. Regular meetings of the Council shall be held each month at a site designated by the Council. Monthly meetings may be omitted, as long as the Council meets a minimum of ten times a year.
- b. The Council and its committees shall comply with the rules established by the Ralph M. Brown Act (Government Code Section 59450 and a copy shall be provided to all Council members) in conducting all meetings.
- c. Agendas for regular meetings, special meetings, and meetings of standing committees shall specify the time and place of the meeting and shall contain a brief description of each item of business to be transacted at the meeting, including items to be discussed in closed session. At least seven (7) days before a meeting, copies of the agenda shall be mailed to Councilmembers (or standing committee members in the case of a committee meeting); posted in a place easily accessible to the general public; mailed to anyone who had made a written request for such notice during the current calendar year.

### **Section 3. Special Meetings**

The Chairperson of the Council, the Vice Chairperson, or any two (2) Councilmembers may call special meetings of the Council. Notice for a special meeting shall be made in the same manner as for regular meetings.



#### **Section 4. Adjourned Meetings**

Regular, special, and standing committee meetings may be adjourned in compliance with the Brown Act. All persons who were entitled to notice of the meeting shall receive notice of the date, time, and place to which the meeting is adjourned, or of the next meeting at which items on the agenda of the adjourned meeting will be considered. A notice of adjournment shall be posted in the place where the meeting would have been held, and in a place accessible to the general public, stating the date, time and place of the next meeting. In the case of a cancelled meeting, the notice should state whether the agenda items will be considered at the next committee meeting or at a meeting of the full Council.

#### **Section 5. Closed sessions**

Closed sessions shall be conducted in accordance with the Brown Act.

#### **Section 6. Notice**

Notice of the time and place of regular and special meetings shall be given to each Councilmember by First-Class mail at least seven (7) days before the time set for the meeting. For emergency meetings, notice shall be given by one of the following methods: (a) personal delivery; (b) telephone call either directly by the Chairperson or by a person designated by the Chairperson; or (c) electronic transmission at least seventy-two (72) hours before the meeting.

### **ARTICLE 6 Committees of the Council**

#### **Section 1. Executive Committee**

- a. The Executive Committee shall consist of the Chairperson, Vice Chairperson and three (3) Council Members appointed by the Chairperson, for a maximum of five (5) persons. Three (3) members of the committee shall constitute a quorum.
- b. The Executive Committee shall meet at least once a month and on an emergency basis, when notified by the Chairperson. Monthly meetings may be omitted, as long as the Executive Committee meets a minimum of ten times a year.
- c. The Executive Committee shall have the power to act on behalf of the Council at any time, provided that the Executive Committee quorum includes either the Council Chairperson or Vice-Chairperson and meets the three member quorum requirement. Any action taken by the Executive Committee on behalf of the Council must be ratified by the Council at its next regularly scheduled meeting.
- d. The Executive Committee shall recommend when an Ad-Hoc or Standing committee should be established by the Council.

## **Section 2. Standing Committees**

- a. The standing committees of the Council shall be the Executive Committee, the Legislative/Policy Committee, the Data/Metrics Committee and the Age-Friendly Communities Committee. The Council may create additional standing committees by majority vote, each consisting of at least three (3) Council Members. Additional standing committees shall be subject to the same rules and procedures as the standing committees created in these Bylaws. The standing committees shall make recommendations to the full Council. The action of all committees is subject to the approval of the full Council.
- b. The Council Chairperson shall make appointments to the committees.
- c. The Council Chairperson may appoint one or more committee members as alternate members of any such committee, to replace any absent member of a committee at any meeting.

## **Section 3. Ad-Hoc Committees**

- a. Throughout the year, there are events or actions that are required by the Council that require the creation of an ad-hoc committee. These ad-hoc committees do not continue throughout the year but are necessary for a period of time.
- b. The Council may create additional ad-hoc committees by majority vote, each consisting of at least three (3) Councilmembers. Additional ad-hoc committees shall be subject to the same rules and procedures as the ad-hoc committees created in these Bylaws. The ad-hoc committees shall make recommendations to the full Council. The action of all committees is subject to the approval of the full Council.
- c. The Council Chairperson shall make appointments to the committees.
- d. The Council Chairperson may appoint one or more committee members as alternate members of any such committee, to replace any absent member of a committee at any meeting.
- e. Nomination Committee: This ad-hoc committee shall be appointed by the Council Chairperson in September to propose nominations for the officer elections in November. The committee shall report to the Council no later than the meeting in October with their nominations for the upcoming election. The committee shall be responsible for conducting the election process at the November Council meeting. The committee shall swear in the newly elected officers at the January Council meeting.



## **ARTICLE 7**

### **Officers and Responsibilities**

#### **Section 1. Officers**

The officers of the Council shall consist of the Chairperson and Vice Chairperson,

#### **Section 2. Election and Term of Officers**

- a. The two (2) officers of the Council shall be elected at the annual regular meeting held during the month of November. Each Council Member shall cast one vote by ballot. Each Council Member voting must be present at the November meeting. No Councilmember may vote by proxy. The candidate receiving the highest number of votes in each of the two (2) positions shall be elected as that officer for the next calendar year.
- b. No Councilmember shall be elected as an officer of the Council without serving a one (1) full year as a Councilmember.
- c. No Councilmember shall serve as an officer of the Council for more than two (2) consecutive years.

#### **Section 3. Chairperson**

- a. He or she shall preside at all meetings of the Council.
- b. Shall determine whether there are extraordinary circumstances to warrant an excused absence of a Council member.
- c. Shall appoint a Nomination Committee in the month of September.
- d. Shall exercise and perform such other powers and duties as the Council may assign.

#### **Section 4. Vice Chairperson**

- a. He or she shall perform all duties of the Chairperson, during his or her absence.
- b. He or she shall have all powers of and be subjected to all restrictions of the Chairperson, during his or her absence.
- c. Shall have such other powers and perform such other duties as the Council may assign.

## **ARTICLE 8**

### **Staffing**

The Social Services Agency shall provide, to the extent funds are made available by the Board of Supervisors, staff and supplies necessary to assist the Council in the performance of its duties, including but not limited to the issuance of notices and agenda for all meetings and maintaining a book of minutes for all meetings.



**ARTICLE 9**  
**Maintenance of Council Records and Reports**

**Section 1. The Council shall keep:**

- a. Written minutes of the proceedings of the Council and its committees.
- b. A record of each Councilmember name, address, title, and Council responsibility.

**Section 2. Council Inspection Rights**

Every Councilmember may inspect the records, books and documents of the Council. Reasonable notice must be given to staff to make the records, books, or documents available.

**Section 3. Copies and Extracts**

Any inspection under this section may be made in person and the right to inspection includes the right to copy and make extracts.

**ARTICLE 10**  
**Compensation and Reimbursement of Councilmember**

Any request for compensation or reimbursement for expenses incurred for conferences and meetings (including food, lodging, air, car, or bus costs must be approved prior to travel or purchase by the Social Services Agency and the Board of Supervisors. Any such authorized expenditure will be recorded as a line item in the Department of Adult and Aging's financial or annual budget.

**ARTICLE 11**  
**Conflict of Interest Policy**

The Council Chairperson shall ensure that each Councilmember and each staff person who is either subject to the conflict of interest policy or is responsible for investigating possible conflicts of interest on the part of the Council members or staff shall receive a copy of these Bylaws.

- a. All Council officers, members and committee members must neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or a member of his or her immediate family. To participate in a decision-making capacity includes discussing an issue and

influencing, or trying to influence, other Council or committee members or staff to take a position for or against an issue.

- b. All Council officers, members and committee members will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or sub agreements made with the Council.
- c. All Council officers, members and committee members shall not be financially interested in any action made by them in their official capacity or in any action of the Council. Each member shall comply with the California Political Reform Act of 1974 - 2015 (a copy shall be provided to all Council members). No member shall make, participate in making or in any way attempt to use his or her official position to influence a decision of the Council in which he or she knows or has reason to know, he or she has a financial interest. A member of the Council has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect on the member or member's immediate family or in his/her business entity, real property, or source of income.
- d. Each Council or committee member is required to disqualify him or herself from participation in a decision which may have a foreseeable material financial impact on his or her financial interests.
- e. No Council or committee member shall receive at any time any money that was donated to, raised by, or held in the name of the Council.

## **ARTICLE 12**

### **Rules of Order**

The most recent edition of *Roberts Rules of Order* shall apply to all questions of parliamentary procedure used at all Council meetings.

## **ARTICLE 13**

### **Amendment of Bylaws**

Amendment of the Bylaws requires a two-thirds vote of the Councilmembers present at a meeting where a quorum is present. Approved amendments shall take effect once they are approved by the Board of Supervisors. Any amendments to the proposed amendments shall be handled according to the same procedures as the original amendments.

**ARTICLE 14**  
**Severability**

If any part of these Bylaws is held to be null and void by any competent court of law, the remaining portion of the Bylaws shall not be affected.

FOR DISCUSSION



# ALAMEDA COUNTY BOARD OF SUPERVISORS

## \*\* MINUTE ORDER \*\*

*The following is action taken by the Board of Supervisors on July 8, 2003*

Approved as Recommended ☒ Other ☐

Unanimous ☐ Carson ☒ Haggerty ☐ Lai-Bitker ☐ Miley ☐ Steele ☐ - 4

Vote Key: A=Yes; N=No; AB=Abstain; X=Excused

Documents accompanying this matter:

☐ Resolution(s) \_\_\_\_\_

☐ Ordinance(s) \_\_\_\_\_

☐ Contract(s) \_\_\_\_\_

File No. 18120

Item No. 29

Copies sent to:

L. Kretz & K. Duncan

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:

Crystal Hishida, Clerk of the Board  
Board of Supervisors

By:

*Jamika Davis*  
Deputy

Chet P. Hewitt  
Agency Director

1106 Madison St., Oakland, CA 94607  
510-271-9100 / Fax: 510-271-9108  
CHewitt@co.alameda.ca.us  
[www.co.alameda.ca.us/assistance](http://www.co.alameda.ca.us/assistance)

June 17, 2003

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

Dear Board Members:

**SUBJECT:** Approval of Amendments to the Bylaws of the Alameda County Long Term Care Planning Council

**RECOMMENDATIONS:**

In order that the Alameda County Long Term Care Planning Council structures and procedures are updated to reflect current operational needs, it is recommended that your Board:

Approve the proposed Bylaw amendments for the Alameda County Long Term Care Planning Council, passed by the Council on August 6, 2002, as detailed in Exhibit A.

**SUMMARY:**

The proposed changes to the Long Term Care Planning Council Bylaws include the following issues;

1. Election of the Chair and Vice Chair shall occur at the June meeting, rather than the May meeting.
2. Officer's terms shall commence with the next regularly scheduled meeting of the Council.
3. Officers shall serve for a period of two years.
4. The Chair or a majority of the Council may change the sequence of the agenda to accommodate the needs of the Council.
5. Every member must be present to vote and no proxies are to be recognized.
6. The Council will meet bi-monthly. The Chair or a majority of the Council may schedule such other meetings as may be required to conduct normal business.
7. Written notice of special meetings shall either be delivered personally, by U.S. mail, or by e-mail.



8. The Agenda of each meeting, and the minutes of each meeting of the Council shall either be delivered personally, by U.S. mail, or by e-mail.
9. Any member who misses more than two consecutive meetings shall be contacted by Council staff to determine that individual's desire to remain on the Council. The Board of Supervisors shall be advised of any member absent for three or more meetings in a twelve-month period.
10. All reports of the Council shall be delivered personally, by traditional mail, or by e-mail.
11. Standing committees of the Council shall include: Advocacy/Legislative, Education, Membership, Planning, and Technical Assistance. The Bylaws Committee was removed as a standing committee.
12. All members must participate on at least one committee.

### **DISCUSSION:**

The Bylaws of the Long Term Care Planning Council were last amended in June of 1995. Over the past few years, the Council has experienced several barriers to efficient meetings, membership challenges, and procedures for electing officers. Hence the Bylaws Committee undertook a review to determine if changes would improve meetings, structures, and membership.

The Council used to meet each month, but now has chosen to meet every other month. The main reason for this change is that the Council no longer sponsors an annual conference. The work of the Council can usually be effectively carried out with the new meeting schedule, provided that committees continue to meet outside of regularly scheduled Council meetings.

The new meeting schedule requires several changes and suggests others. First, there is no longer a May meeting, so electing officers in June becomes logical. Because the Council now meets only six times each year, it makes sense for officers to hold office for two years. This gives each officer a chance to understand their role more completely before their term is expired.

Because of the advances in technology, the Council wished to ensure that official notices, agendas, minutes, and reports could be sent by e-mail, as well as other previously accepted methods. There was a request by several members to be able to vote by proxy, but this seems to be precluded by the Brown Act. To clarify the issue, the Bylaws Committee chose to include the requirement that members be present to cast votes in the proposed amendments. The Council also found that it frequently was without a quorum by the end of the meeting when decisions needed to be made, as members would leave for other obligations. The need to have the flexibility to change the order of business to accommodate the schedules of members seems a logical approach to this dilemma. The Bylaws Committee also requested that the issue of attendance and missed meetings be clarified. The Committee suggested that members be contacted by staff prior to their removal from the Council.

Finally, the Council felt that the Bylaws Committee is one that could become an ad-hoc committee,



June 17, 2003

convened when necessary. The Committee also recommended that committee participation become mandatory for Council members.

The proposed changes to the Bylaws are attached as Exhibit A.

**FINANCING:**

This request has no fiscal impact.

Sincerely,

A handwritten signature in cursive script that reads "Chet P. Hewitt". There is a small circled "SL" or similar mark above the end of the signature.

Chet P. Hewitt  
Agency Director

CPH:jp

VA\BoardLetters\2003\BylawsAmend.LTCPC5-03

c: County Administrator's Office  
County Counsel  
County Auditor-Controller

**EXHIBIT A**

**ALAMEDA COUNTY LONG TERM CARE PLANNING COUNCIL**

**BYLAWS**

**ARTICLE I**

**STATEMENT OF PURPOSE**

The Council was created in keeping with the Adult Day Health Care and Community Long Term Care legislation AB 1611, 1612, and 2860. The major functions of this Council are:

- A. To prepare and facilitate a County Plan for the development of a community-based system of quality long term care.
- B. To review applications for adult day health care licenses and other appropriate long term care applications for funding within the County, and make recommendations to the California Department of Aging.

It is the responsibility of the Council to set certain criteria based on the County Plan that shall include such factors as:

- 1. Geographic barriers and distances.
  - 2. Density and location of target populations, i.e., functionally impaired adults, minorities, and low income.
  - 3. Political boundaries.
  - 4. Fiscal feasibility
- C. To advocate for long term care services and make recommendations where appropriate, to groups such as the Alameda County Area Agency on Aging, the Alameda County Health Care Services Agency and the Alameda County Board of Supervisors.
  - D. To provide a focal point for coordination of community-based long term care in the County, to include education and information dissemination.
  - E. To provide technical assistance to groups interested in developing, maintaining and expanding community-based long term care programs.

3/02

Approved as to Form  
RICHARD E. WINNIE, County Counsel

By 

## ARTICLE II

### COMPOSITION OF THE COUNCIL

The Alameda County Social Services Agency will provide the staffing for the Council and will work with other County departments in the area of data collection and analysis.

The Council's membership is made up of two parts (listed below in A & B) to comply with its dual role.

- A. The Board of Supervisors of the County of Alameda, State of California, by resolution #177477, established by the Adult Day Health Care Council, and pursuant to the specifications regarding membership set forth in AB 1611 did adopt the following specifications for membership:

Section 1572.5 of the Health and Safety Code specifies membership of a seventeen-member council. Sixteen of the members must be appointed pursuant to the specifications. The seventeenth member is a member-at-large.

- B. According to Chapter 2 of the Welfare & Institutions Code, Section 9811, the Adult Day Health Care Council becomes the Long Term Care Council by the addition of four members. The Board of Supervisors of Alameda County established this by resolution R-88-970. The composition of the Council shall consist of the following:
1. Seven members of the Council shall be persons over 55 years of age who have demonstrated interest in special and social needs of the elderly who are representatives of organizations dedicated primarily to the needs of older persons, including those of low income and racial and ethnic minorities.
  2. Three functionally impaired adult members with a demonstrated interest in community based, long term care needs of the functionally impaired who are 18 or over, and under 55 years of age.
  3. A representative of the Area Agency on Aging designated pursuant to Public Law 94-135 or, if none, the County agency responsible for services to senior citizens.
  4. A representative of the County agency responsible for administration of health programs for senior citizens.



5. A representative of the County medical society.
6. A representative of a publicly funded senior transportation program.
7. A representative of a health facility or organizations of health facilities providing acute or long term care to the elderly.
8. A member at large who has demonstrated an interest in alternatives to institutional long term care.
9. A representative of the County Social Services Agency.
10. A representative of the Multipurpose Senior Services Project, or a long term care demonstration project.
11. A representative of a home health agency.
12. A representative from the area boards on developmental disabilities.
13. A representative of the local independent living centers.

Terms for all Council members, except member-at-large, shall be for three years. The member-at-large term shall be for one year. The Council shall comply with the system for new appointments, resignations and replacements specified by the Alameda County Board of Supervisors.

### ARTICLE III

#### OFFICERS

The officers of the Council shall be a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson shall be elected at the June meeting. The term of office will begin at the next regularly scheduled Council meeting. Each term of the officers shall be two years. An officer shall serve no more than two consecutive terms.

Should the office of the Chairperson become vacant, due to the resignation or death of the incumbent, the Vice-Chairperson shall temporarily assume the office. He or she shall immediately appoint a nominating committee, which shall meet and report to the next regularly scheduled Council meeting on its nominees to fill the expired term of the vacated office. The

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vacancy will be filled by a majority vote.

The same procedure shall apply if the office of Vice-Chairperson is vacated.

#### ARTICLE IV

##### DUTIES OF OFFICERS

The duties of the Chairperson shall be:

1. To preside at all meetings of the Council.
2. To call special meetings.
3. To appoint the members of all standing committees.
4. To appoint their respective Chairperson, with the approval of the majority of the Council.
5. To decide all points of order subject to reversal by the Council.
6. To serve as an ex-officio officer of all standing committees.
7. To work with the staff of the Council to prepare an agenda for each meeting.
8. To see that members of the public have an opportunity to speak on agenda items at the appropriate time.
9. To perform all other duties necessary or incidental to the office.

In the absence of the Chairperson or upon his or her inability to act, the Vice-Chairperson shall take his or her place and perform the duties. Upon the absence or inability to act of both the Chairperson and Vice-Chairperson, the remaining members of the Council shall appoint one of their members to act temporarily as Chairperson.

ARTICLE V

CONFLICT OF INTEREST

A Council member will abstain from discussion and voting when the issue being decided is in conflict with the program that the Council member is involved. The Council Chair will make the decision on each particular vote.

ARTICLE VI

ORDER OF BUSINESS

The Chairperson, or the Council, may, at any meeting, alter the sequence of the regular agenda to accommodate the needs of the Council. The order of business, ordinarily, shall be as follows:

1. Roll Call
2. Guest Speaker
3. Approval of Minutes
4. Communications and Correspondence
5. Reports of Committees
6. Provider Reports
7. Unfinished Business
8. New Business
9. Public Input/Announcements

Time will be allotted at each meeting for public input/announcements. Each person addressing the Council shall identify himself/herself by name, address and (if any) the organization represented.

Council members wishing to present speakers at meetings should consult with staff at least 24 hours before establishing the Agenda.

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## ARTICLE VII

### VOTING REQUIREMENTS AND PROCEDURES

Every member must be present in person to vote and no proxies are to be recognized. However, correspondence germane to the Agenda from excused absent members is to be read and considered as part of the discussion.

## ARTICLE VIII

### REGULAR MEETINGS OF THE COUNCIL

All meetings of the Council shall be open to the public. The Council shall hold regular bi-monthly meetings on the first Tuesday, at the regularly designated place. If the regular meeting day falls on a legal holiday, the Chairperson may fix another day therefore. The Chairperson or a majority of the Council may schedule such other meetings as may be required to conduct normal business.

## ARTICLE IX

### TEMPORARY MEETING PLACES - EMERGENCY

In case of an emergency, the Council, by resolution, shall designate another place to meet temporarily, specifying the time.

## ARTICLE X

### PUBLIC HEARINGS

Before adopting any revisions to the Alameda County Long Term Care and Services Plan, the Council shall hold public hearings at which comment shall be received and considered. The hearings shall be advertised in a manner prescribed by the State Department of Aging.

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## ARTICLE XI

### SPECIAL MEETINGS

Special meetings of the Council shall be called by order of the Chairperson or by a majority of the Council. Written notice of a special meeting shall be delivered personally, or by traditional mail or e-mail at least 24 hours before the meeting. The notice shall specify the time and place of the meeting and the business to be transacted.

## ARTICLE XII

### AGENDA AND MINUTES OF MEETINGS

The Agenda of each meeting of the Council shall be delivered personally, by traditional mail, or by e-mail to the members of the Council at least 24 hours before the time of the meeting.

A copy of the minutes of each meeting of the Council shall be delivered personally, by traditional mail, or by e-mail, as soon as possible, but before the next meeting or no later than 24 hours before the meeting, to each member of the Council, and be made available to all other persons at the next meeting at their request.

## ARTICLE XIII

### ATTENDANCE AT MEETINGS

All members of the Council shall be present at the hour appointed for each regular, special or recessed meeting of the Council. Council staff to determine that individual's desire to remain on the Council shall contact any member who misses more than two consecutive meetings. The Board of Supervisors shall be advised of any member absent for three or more consecutive meetings in a twelve-month period so that the Councilperson may be replaced.

#### ARTICLE XIV

##### QUORUM

A quorum for the transaction of official business shall consist of a majority of the currently appointed Council.

#### ARTICLE XV

##### REPORTS AND PUBLIC STATEMENTS

All reports of the Council ordinarily shall be delivered personally, by traditional mail, or by e-mail, at least 24 hours before the Council meets.

Approval of any report or public statement of the Council shall require the affirmative vote of the quorum. None of the above shall preclude any Council member from expressing his or her own opinions or recommendations to any outside party, when acting solely as an individual.

#### ARTICLE XVI

##### COMMITTEES

The standing committees of the Council shall be as follows:

- 1) Advocacy/Legislative
- 2) Education
- 3) Membership
- 4) Planning
- 5) Technical Assistance

The committees of the Council may be composed of non-Council members, but must include at least one Council member. Council members appointed by the Chairperson will serve terms of one year. The Chairperson shall also appoint, subject to the approval of the Council, the

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Chairperson of each committee. The Chairperson of each committee shall be responsible for calling the meetings of the committee after timely notice. All members must participate on at least one committee.

Ad hoc committees may be established by the Chairperson as the need arises.

#### ARTICLE XVII

##### PARLIAMENTARY RULES

On any question or point of order not contained in these rules and regulations, the Council shall be governed in its parliamentary actions by Robert's Rules of Order (revised).

#### ARTICLE XVIII

##### CHANGES TO AND SUSPENSION OF BYLAWS

Changes/suspension to the Bylaws shall be by motion and shall require an affirmative recorded vote of a majority of the members of the Council. When adopted, such changes/suspensions shall be recommended to the Alameda County Board of Supervisors for their review and approval.

Changes/suspension to the Bylaws must be presented in written form at least 24 hours before the meeting where they will be discussed.