



# Sonoma County Area Agency on Aging Executive Committee Meeting

## Agenda

Tuesday, April 9, 2024

11:00 am – 12:30 pm

In-Person: Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

Public Zoom Meeting: <https://zoom.us/j/94345253525>

- 11:00 **1. Welcome & Introductions** (Shaath)
- 11:02 **2. Approval of 03.12.2024 Executive Committee Minutes** (Shaath)
- 11:05 **3. Public Comment**
- 11:15 **4. Staff Updates** (Dunaway/Parrish)
- 11:30 **5. New Member Nomination: Peñaherrera – Action** (Shaath)
- 11:35 **6. Nomination for Marge Ling Award – Action** (Shaath)
- 11:45 **7. New Member Recruitment Strategy – Action** (Shaath)
- 11:55 **8. Officer Election Procedures** (Beards)
- 12:15 **9. Advisory Council Agenda Review – April & May** (Shaath/Parrish)
- 12:30 **10. Adjourn** (Shaath)

**Attachments:** Minutes (03.12.2024), Membership Report, Advisory Council Draft Agenda

Supplemental materials related to an agenda item are available for public inspection during normal business hours at the Adult & Aging Office, 3725 Westwind Blvd., Suite 101, Santa Rosa. All listed times are approximate and subject to change. Agenda items are scheduled for consideration by the Advisory Council, which may or may not choose to act. Breaks may be called at the discretion of the Chair. If you need any accommodations to effectively participate please contact [aaa@schsd.org](mailto:aaa@schsd.org) or (707) 565-5238 at least 48 hours prior to the meeting. To receive the AAA Newsletter: [AAA@schsd.org](mailto:AAA@schsd.org).

**Executive Committee:** Chair: Diane Spain **Vice Chair:** Jenny Helman **Secretary:** Deanna Shaath  
**Former Chair:** Terry Kelley **Parliamentarian:** Trayce Beards



# SONOMA COUNTY AREA AGENCY ON AGING Executive Committee Meeting

## Minutes

Tuesday, March 12<sup>th</sup>, 2024 | 11:00 am – 12:30 pm

**Attendance:** Jenny Helman, Trayce Beards, Deanna Shaat, Eric Larson (non-voting member)

**Staff:** Katie Parrish, Cassandra Denson (notetaker) **Absent:** Diane Spain, Terry Kelly

1. **Welcome, Introductions** (Helman) (11:12)
2. **Approval of 02.13.24 Advisory Council Meeting Minutes** (Helman)
  - Accepted the minutes as written.
3. **Public Comment**
4. **Advisory Council Membership** (Helman)
  - New Member Nomination: McCabe – Action
  - Motion: Move Larry McCabe's membership application to the Advisory Council for review and acceptance as an At-Large Member.
  - 1<sup>st</sup> Motion: Dianne Shaat      2<sup>nd</sup> Motion: Trayce Beards Vote: Approved
  - Member Vacancies (4) Next Steps
    - a. Reviewing procedures and priorities for increasing diverse membership.
    - b. **Agendize in the next Executive Committee Meeting:** Discuss language around recruitment.
    - c. Katie Parrish will review legal language and requirements.
  - Nominations for the Marge Ling Award
    - a. Reviewed Suggestions
    - b. Awarded in May
    - c. **Add Action to the April Executives Meeting:** Nominate Rosa Reynosa as the recipient of the Marge Ling Award.
  - Volunteer Log Reminder Process
    - a. Reminder email will be sent out by Katie Parrish.
    - b. **Agendize in the next advisory council meeting:** forming an Ad Hoc to review the spreadsheet.
  - Chair Designee for April Executive Committee: Deanna Shaat
  - Public Relations/Communications Role (Larson)
    - a. Reviewed PowerPoint presentation by Eric Larson.
    - b. The goals of this position would be creating cohesive messaging regarding the goals, actions, and priorities of the council.
    - c. Role would provide strategic support for communication plans while the Chair or Council would provide messaging content.
    - d. **Agendize in next advisory council meeting:** Forming an Ad Hoc to review the Role and Job Description for the Communications "Advisor".
  - Tabling at Senior Expo July 2024 (Beards)

- a. Executive Committee agrees to book a table.
  - b. Would be an opportunity to roll out the new name of the Commission and the role the commission has in the community.
  - c. **Announcement at the Council meeting.**
5. **California Senior Legislature, TACC & Legislative Updates** (Kelley/Parrish)
  - California Senior Legislature/Triple A-Council of California (TACC)- Tabled
  - AT&T Relief of Carrier of Last Resort (COLR) Obligation – Action  
 Motion: Request that AAA staff write a letter of opposition on behalf of the Advisory Council for the AT&T Relief of Carrier of Last Resort Obligation Request.  
 1<sup>st</sup> Motion: Trayce Beards 2<sup>nd</sup> Motion: Deanna Shaat Vote: Approved
  - Ombudsman Budget Request – Action  
 Motion: Request that AAA staff write a letter of support on behalf of the Advisory Council for the Ombudsman Budget Request.  
 1<sup>st</sup> Motion: Trayce Beards 2<sup>nd</sup> Motion: Deanna Shaat Vote: Approved
  - Caregiving Legislation: AB817, SB37, AB1157 – Action  
 Motion: Request the AAA staff to write a letter on behalf of the Advisory Council in support of SB37, AB817, and AB1157.  
 1<sup>st</sup> Motion: Trayce Beards 2<sup>nd</sup> Motion: Jenny Helman Vote: Approved
  - Market Match Funding [Save Market Match | A crucial safety net for food-insecure Californians and California's small farms](#) – Action  
 Motion: Request that AAA Staff write a letter in support of saving the Market Match Program.  
 1<sup>st</sup> Motion: Jenny Helman 2<sup>nd</sup> Motion: Deanna Shaat Vote: Approved
6. **Public Hearing Planning** (Parrish)
  - 2024-2028 Area Plan Goals & Objectives (Shaat)
  - Request for Proposal Funding Recommendations (Helman)
7. **Advisory Council Agenda Review – March & April** (Helman)
8. **Adjourn** (Helman)(12:32)



# Sonoma County Area Agency on Aging Advisory Council Meeting

## Agenda

Wednesday, April 17, 2024

1:00 pm – 3:00 pm

In-Person: Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

Zoom Option for Public Attendees: <https://zoom.us/j/97001621952>

- 1:00    **1. Welcome, Introductions** (Helman)
- 1:02    **2. Approval of 03.20.24 Advisory Council Meeting Minutes** (Helman)
- 1:05    **3. New Board Appointed Member: Varma** (Shaat)
- 1:10    **4. New Member Applicant: Peñaherrera – Action** (Helman)
- 1:15    **5. In Home Supportive Services – Public Authority (IHSS-PA)**  
Presenter: Eric Glentzer – Overview of IHSS-PA and Introduction of IHSS-PA  
Advisory Committee Members
- 1:45    **6. Legislative Offices: Representative Reports** (Helman)
- Congressman Mike Thompson – Brendan Sweeney
  - Congressman Jared Huffman – Riley Ahern
  - Senator Bill Dodd – Steve Panages
  - Senate Majority Leader Mike McGuire – Hannah Appel
  - Assemblymember Cecilia Aguiar-Curry – Laura Beltran
  - Assemblymember Jim Wood – Outgoing, No Report
  - Assemblymember Damon Connolly – AnnaMaria Tamayo
- 2:05    **7. Public Comment and Council Member Open Forum**
- 2:10    **8. Break**
- 2:25    **9. Director/Staff Report** (Dunaway/Parrish/Avery)
- Staff Updates
  - Master Plan for Aging Updates
- 2:45    **10. Ad Hoc Committee Discussion**
- Ad Hoc: Develop Communication Advisory Role – Action (Thompson)
  - Ad Hoc: Volunteer Log Value & Purpose – Action (Beards)
- 3:00    **11. Adjourn** (Helman)

Supplemental materials related to an agenda item are available for public inspection during normal business hours at the Adult & Aging Office, 3725 Westwind Blvd., Suite 101, Santa Rosa. All listed times are approximate and subject to change. Agenda items are scheduled for consideration by the Advisory Council, which may or may not choose to act. Breaks may be called at the discretion of the Chair. If you need any accommodations to effectively participate, please contact [aaa@schsd.org](mailto:aaa@schsd.org) or (707) 565-5238 at least 48 hours prior to the meeting. To submit items for the AAA Newsletter, or to receive the AAA Newsletter: [AAA@schsd.org](mailto:AAA@schsd.org).

**Advisory Council Executive Committee Members:** **Chair:** Diane Spain **Vice Chair:** Jenny Helman  
**Secretary:** Deanna Shaat **Former Chair:** Terry Kelley **Parliamentarian:** Trayce Beards **Advisory Council Members:** Rick Baum, Kerrily Beaton, Suzanne Edwards, Sandra Hoevertsz, Erick Larson, Larry McCabe, Jamie Penaherrera, Freddy Piedrahita, Alain Serkissian, Don Streeper, Phyllis Sutter, Robin Thompson, Priyanka Varma  
**AAA Director:** Paul Dunaway **Community Services Program Manager:** Katie Parrish



**SONOMA COUNTY**  
**IN-HOME SUPPORTIVE SERVICES**  
**PUBLIC AUTHORITY ADVISORY COMMITTEE**

3725 Westwind Blvd., P.O. Box 1949, Santa Rosa, California 95402  
Phone: 707•565•5700 Fax: 707•565•5720



The Sonoma County In-Home Supportive Services (IHSS) Public Authority Advisory Committee was established by the Sonoma County Board of Supervisors in 2000 in accordance with AB 1682, and it has operated continually since that time. Welfare and Institution Code 12301.3 outlines the structure and responsibilities for IHSS Public Authority Advisory Committees.

The IHSS Public Authority Advisory Committee mandate is to provide advice and recommendations to the county Board of Supervisors, IHSS program, and IHSS Public Authority.

The Sonoma County IHSS Public Authority Advisory Committee consists of ten members. Five members are current or past consumers of personal assistance services paid for through public or private funds. Two members are current or former IHSS caregivers (providers). Two members have experience with older adults and/or people with disabilities and community advocacy. One, Ex-Officio, member is an employee of the Human Services Department of Sonoma County. Committee members are appointed by the Sonoma County Board of Supervisors to serve four-year terms.

IHSS Public Authority Advisory Committee members nominate and select members to be Committee Officers who hold designated roles of Chair, Vice-Chair, and Secretary to support the functioning of the committee. Administrative support to the committee is provided by IHSS Public Authority staff.

The Sonoma County IHSS Public Authority Advisory Committee is a member of the California IHSS Consumer Alliance (CICA) [www.cicaihss.org](http://www.cicaihss.org). CICA is a statewide organization with the goal of connecting with, educating, and mobilizing IHSS consumers and Public Authority Advisory Committees to improve the lives of those who use and provide IHSS.

The Sonoma County IHSS Public Authority Advisory Committee generally meets twice each year but may hold additional meetings if needed. All IHSS Public Authority Advisory Committee meetings are open to the public and deal with issues of concern to IHSS consumers and caregivers.

Please contact the IHSS Public Authority for an application or more information at 565-5700 or email [IHSS-PA@schsd.org](mailto:IHSS-PA@schsd.org)



---

# Role of the ADVISORY COUNCIL

**Area agencies on aging** were created to coordinate the delivery of social and nutrition services to older adults, adults with disabilities and their caregivers within a designated “planning and service area” (PSA). Sonoma County is one of 33 PSAs in California. The Sonoma County Area Agency on Aging (AAA) is governed by the Board of Supervisors and administered by Human Services Department staff. Each AAA is required to establish an Advisory Council to represent community interests.

## Role of an Area Agency on Aging <sup>1</sup>

- An Area Agency on Aging (AAA) is tasked with developing and coordinating a system of services that enables the area’s older adults (age 60+) and adults with disabilities to live out their lives with maximum independence and dignity in their own homes and communities.
- Every four years, AAA staff develop and implement an Area Plan, updated annually, that describes how services will be delivered. The plan considers available data and population trends, assesses the community’s needs for supportive and nutrition services, and identifies sources of funding.
- Social and nutritional services funded through the AAA include:
  - Information & Assistance
  - Case Management
  - Legal Services
  - Adult Day Programs
  - Transportation
  - Senior Nutrition Programs
  - Health Education
  - Caregiver Support & Respite
  - Long-Term Care Ombudsman
  - Health Insurance Counseling & Advocacy Program (HICAP)
  - Elder Abuse Prevention
- An Area Plan prioritizes outreach to older adults, adults with disabilities and their caregivers that have the greatest economic or social need.

---

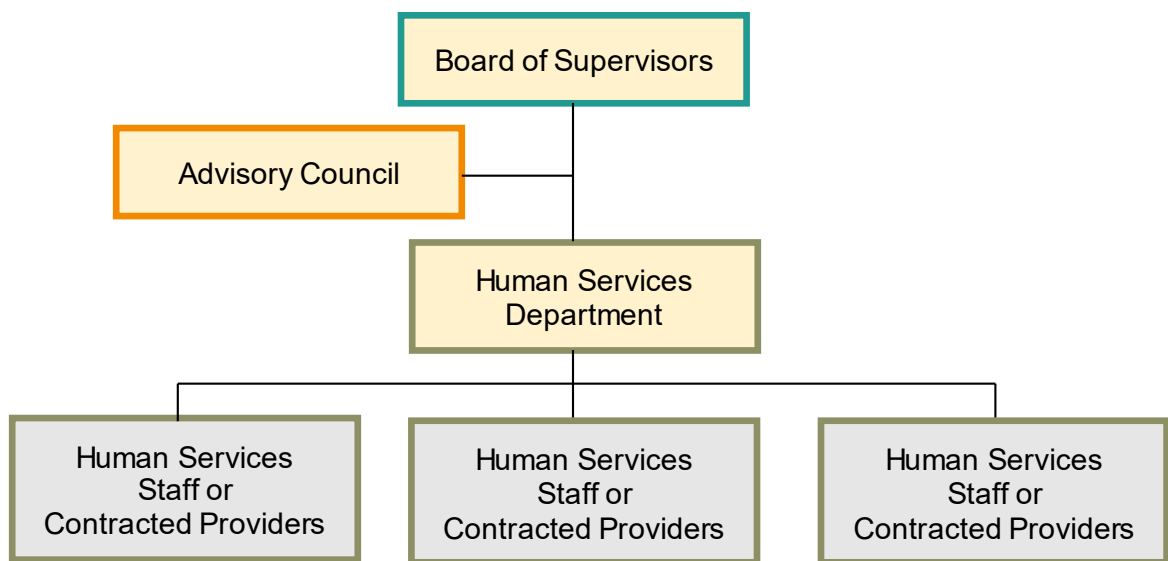
<sup>1</sup> 42 USC 3026(a); 45 CFR §1321.53 and §1321.61; Cal. Code Regs. Tit. 22, §7105; Cal. Welf. and Inst. Code §9010, §9015, and §9400(f).

The mission of the Sonoma County Area Agency on Aging:  
**To provide leadership, services and advocacy  
to promote the dignity, independence and quality of life  
for older adults, adults with disabilities and their caregivers.**

### Role of the AAA Advisory Council<sup>2</sup>

- The Advisory Council to the Sonoma County AAA supports the AAA’s mission to promote the dignity, independence and quality of life for Sonoma County’s older adults, adults with disabilities and their caregivers.
- The council consists of a diverse group of volunteers who represent and advocate for the interests of people in the community.
- Council members are empowered to study, investigate, and gather information in order to:
  1. Review and comment on all community policies, programs and actions that affect Sonoma County’s older adults, adults with disabilities and their caregivers, with the intent of assuring maximum coordination and responsiveness to community needs.
  2. Advise AAA staff throughout the development and administration of the Area Plan.
  3. Provide regular reports to the Board of Supervisors.
- Council deliberations and actions are taken at public meetings, with public comment welcome.
- The council is overseen by the Board of Supervisors and has no decision-making authority.

A simplified organizational chart to show relationship between AAA governing board, advisory council and staff (based on sample from California Department of Aging):



<sup>2</sup> 42 USC 3026(a)(6)(D); 45 CFR §1321.57; Cal. Code Regs. Tit. 22 §7300(e); Cal. Welf. and Inst. Code §9005, §9400(c), and §9402, BOS Resolution No. 89-2131 11/7/1989.



For more detail, here is where to find some of the official language related to Advisory Councils:

**1. United States Code  
42 USC 3026(a)(6)(D)**

The area agency on aging will establish an advisory council consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are:

- participants or who are eligible to participate in programs assisted under this chapter,
- family caregivers of such individuals,
- representatives of older individuals,
- service providers,
- representatives of the business community,
- local elected officials,
- providers of veterans' health care (if appropriate), and
- the general public,

to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan.

**2. Code of Federal Regulations**

**45 CFR §1321.57** Area agency advisory council.

(a) Functions of council. The area agency shall establish an advisory council. The council shall carry out advisory functions which further the area agency's mission of developing and coordinating community-based systems of services for all older persons in the planning and service area. The council shall advise the agency relative to:

- (1) Developing and administering the area plan;
- (2) Conducting public hearings;
- (3) Representing the interest of older persons; and
- (4) Reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

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

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

(c) Review by advisory council. The area agency shall submit the area plan and amendments for review and comment to the advisory council before it is transmitted to the State agency for approval.

**3. California Code of Regulations**

**Title 22 §7300(e)** Each AAA shall consult with the Advisory Council established in accordance with 42 U.S.C 3026 and Sections 9402 through 9403, Welfare and Institutions Code, throughout the development of the Area Plan.

**Title 22 §7302(a)(12)** [The Area Plan shall include] a description of the Area Agency on Aging Advisory Council which includes all of the following information:

- A. The names and titles of the Council's officers, along with each officer's term expiration date.
- B. The total number of the Council membership, including any vacancies.
- C. The number of Council members who are older individuals.
- D. The Race/Ethnic composition by percentage of the PSA's older population and percentage on the Council for each of the following categories: White, Hispanic, Black, Asian/Pacific Islander, Native American/Alaskan Native, Other.
- E. A statement as to whether the Council's membership includes any of the following, along with an explanation if any of the following is not included: Low income representative, Disabled representative, Supportive services provider representative, Health care provider representative, Local elected officials, Persons with leadership experience in the private and voluntary sectors.
- F. A description of the process designated by the governing board to appoint Council members.

**4. California Welfare and Institutions Code**

**§9005** "Advisory council" means a specific representative body of laypersons and service providers that represent the interests of older individuals within the boundaries of a planning and service area and that is officially recognized by the area agency on aging, the commission, and the department.

**§9400(c)** Each area agency on aging shall maintain a professional staff that is supplemented by volunteers, governed by a board of directors or elected officials, and whose activities are reviewed by an advisory council consisting primarily of older individuals from the community.

**§9402** The Legislature hereby declares and recognizes each area agency on aging advisory council as a principal advocate body on behalf of older individuals within a planning and service area. Area agency on aging advisory councils shall operate in conformance with applicable federal requirements. The local advisory councils shall meet regularly and provide advice and consultation on issues affecting the provision of services provided locally to older individuals.

**§9403** The Legislature hereby recognizes the Area Agency on Aging Advisory Council of California [TACC], comprised of the chairs of the local advisory councils.

**5. Excerpts from BOS Resolution No. 89-2131 11/7/1989**

- Advisory bodies are established for purposes of studying, investigating, gathering information, and advising the Board of Supervisors on public issues.
- Use of advisory bodies serve to increase public access to the decision-making process, thereby expanding interest, participating in, and understanding of public issues.
- Membership usually consists of private citizens who can bring a variety of views to bear on a problem.
- Advisory bodies shall adopt an annual work plan/schedule stating their goals and objectives, and completion dates for each task.
- Advisory bodies shall be required to submit a status report every six months to the Board of Supervisors, indicating the status on the Board approved work plan or schedule, accomplishments to date, and objectives to be completed.

- The basic responsibility of an advisory body is to provide policy advice and counsel to the Board of Supervisors. Advisory bodies are not empowered to take authoritative action. The legal responsibility and final decision lies with the Board of Supervisors. In view of the above, an advisory body shall initiate studies based upon its own perception of problem areas. A committee shall feel free to pursue at length and with thoroughness, analyses of program needs, and resources required to effectively respond to public needs in the affected area. In the conduct of its affairs, an advisory body is expected to:
  - Review, assess, make recommendations and provide comment to the Board of Supervisors regarding policy issues or funding allocations.
  - Conduct such studies as deemed appropriate or requested by the Board of Supervisors.
  - Hold fact gathering meetings with the public to better identify issues and problems.
  - Identify issues and document need for action by the Board of Supervisors.
  - Identify community points of view in matters under consideration by the Board of Supervisors.
  - Analyze highly technical or complex problem areas for the purposes of presenting understandable and documented alternatives to the Board of Supervisors.
  - Comply with any statutes or administrative requirements that may exist (i.e., Brown Act).
  - Encourage public participation by regularly scheduling meetings in public buildings.
- Departments assigned to staff advisory bodies shall assist advisory bodies in the conduct of their business.
  - The staff may be expected to do research, provide minutes of meetings, draft appropriate correspondence for the Chair's signature, and other work incidental to the work of advisory bodies.
  - The staff shall research and do studies only at the request of a majority of an advisory body.
  - In response to requests for studies, the staff shall report to the whole advisory group.
  - When departmental staff have day-to-day management and administrative responsibilities which must be met in addition to serving committees, major research, fact gathering or analytical work requested by advisory bodies should have the concurrence of the Board of Supervisors in order to avoid service disruptions of organized work schedules.
  - The administration of an agency, department or office rests with the department head who, in turn, is responsible to the Board of Supervisors. The following actions can be construed as departmental rather than advisory body responsibilities:
    - Appointment, removal or disciplining of an employee.
    - Assignment and supervision of personnel and establishment of work schedules.
    - Preparation of the annual budget unless mandated by federal or state statute or local ordinance.
    - Negotiation of leases, contractual services, purchase or disposal of property.
    - Daily management of agency operations.
    - Direction/supervision of staff services to advisory bodies.