AAA Advisory Council
Executive Committee Meeting

Tuesday, December 7, 2021
Zoom Meeting
11:00 a.m. – 12:30 p.m.
Draft Minutes

Present: Jenny Helman (Chair), Judy Rice (Vice Chair), Cynthia Scarborough (Secretary), Rosa Reynoza, Diane Spain, Terry Kelley

Absent: None

Staff: Paul Dunaway, Tracy Repp, Vanessa Finnigan

Minutes: Bron Anderson

1. Welcome (Helman) – Meeting called to order at 11:03 AM

2. Approve November Executive Committee Meeting Minutes (Helman)
   • (Motion) Spain/Rice (MSC) to approve November 9, 2021 meeting minutes. Motion passed unanimously. Ayes – 6, Noes – 0, Abstentions – 0

3. Chair Report (Helman)
   • California Department of Aging (CDA) Monitoring Visit – Occurred this week. CDA interviewed Chair Helman and Vice-Chair Rice as part of AAA Administration monitoring. Interaction was positive.
   • Report out of Full Advisory Council Meeting and Next Steps
     • Idea is to use the Group 2 format from the 3rd breakout room discussions to distill the brainstorm into a single document.
     • Rice and Spain will combine the ideas into one document for review at the January Advisory Council Meeting.
     • Note: the breakout room discussions have created great feedback and were a good use of time. Advisory Councilmembers and non-members have been highly engaged in the activities.
   • Advisory Council Applicants
     • Ashley Ward resigned from the Advisory Council effective 12/2/21.
     • An interview with a candidate was conducted last week.
     • An application was received. Need consensus to conduct interview
       • Motion to interview – Scarborough/Rice 6-0-0.
       • Interview committee will be Rice, Kelley, Repp.
     • Question arises about Councilmembers who move into different districts. Repp will seek information on what happens in those cases.
     • Currently 5 vacancies
       • Repp to speak to councilmembers Streeper and Shaat about to see if they can refer anyone from Supervisor Rabbitt’s district to apply to the Council.
• Advisory Council Application Review
  • Re-ordered some of the questions on the application to have a better flow of the information. Changed some of the language in the demographics section.

4. Staff Update (Dunaway)
• Budget Season for current and FY2022-23 are in process. Many of the programs funded and administered by Adult and Aging are receiving funding increases.
• The California Department of Aging (CDA) is monitoring the Older Americans Act funded programs, administration, fiscal, and data this week.

5. Advisory Council Bylaws
• Item moved to January 11, 2022 Executive Committee Meeting.
• Meeting will include Executives Team and Bylaws Committee together; members of the full council will be invited to participate.
• The review of the Bylaws will use the last hour of the regularly scheduled January Executive Committee Meeting, starting at 11:30AM.

6. Committee Reports
• Civic Engagement Committee
  • Short meeting with report outs and a discussion about MediCare
  • Survey Results determined that First Thursday of the Month at Noon will be the time for the meeting going forward.
• Planning and Funding Committee
  • AAA Program Monitoring scheduling has been set for January through March.

7. Review December 15 Advisory Council Agenda
• Reviewed and edited agenda for full Advisory Council Meeting.
• Topic of Remote Meetings will move to be a recurring topic for the Executive Committee.

8. Adjourned at 12:30PM