

ADVISORY COMMISSION ON AGING

Executive Meeting Minutes

Monday, March 27, 2023

COMMISSIONERS PRESENT: Laura McMichael-Cady (Co-Chair), Victoria Williams (Co-Chair), Flo Raskins, Howard Kirsch

ONLINE PRESENCE: Kester Watters (Vice-Chair), Sukhjinder Wraich, Donna Griggs-Murphy

STAFF PRESENT: Jennifer Stephens-Pierre, Charles Jones, Faith Battles, Sonya Frost

1. CALL TO ORDER

Chair McMichael-Cady called meeting called to order at 9:08am

2. AGENDA REVIEW & APPROVAL

No motion to approve Agenda set forth.

3. APPROVAL OF February 27, 2023 MEETING MINUTES

Previous Meeting Minutes for **2.27.23** have the incorrect date listed – Commission did not approve.

ACTION: SSA staff will amend the minutes for February to correct the date and redistribute revised minutes to the Commission.

4. PUBLIC COMMENTS

No public comments

5. AGENDA FOR NEXT ACA GENERAL MEETING

- Item 1. CWAP presentations – Kim Fogel will continue with weekly presentations at the CWAP Committee meetings. To be determined at which meeting the presentation should be held.
ACTION: *D. Griggs-Murphy (Chair of CWAP Committee) will bring back information from CWAP Committee meetings to share with the ACA Commission.*
- Item 2. Commission's Goals – to discuss who is doing what.
- Item 3. Include BOS Report for the next BOS-Senior Services Committee meeting on Monday, April 24th.
- Item 4. Introduction of new Commissioner Bobby Grant (contingent upon his completion of Oath before next meeting)
ACTION: *Chairs McMichael-Cady and Williams will access the Welcome email that Commissioners Kirsch and Watters arranged for onboarding new commissioners to prepare an email to Bobby.*
- Item 5. Legislative Updates (Wendy Peterson)
- Item 6. Events for the month of May: Older Americans Month and Seniors Rally Day
ACTION: *Consider adding standing Events/Announcements section to the agenda.*

Andrea Ford, Agency Director

Faith M. Battles, Assistant Agency Director

- Item 7. Commission to take a vote on future recess month(s)
- Item 8. Disseminating Information to the public for older adults regarding the recertification for Medi-Cal after 3-year Covid exceptions.
- Item 9. Establish process for approving and posting Meeting Minutes.

6. POSTING PAST MINUTES ONLINE

Chair McMichael-Cady has requested minutes be posted online. The Commission would like to review all prior minutes missing from the webpage and work on approving them. Commission members will decide if they should be posted publicly.

***ACTION:** Charle's will send the last 6 months of Meeting Minutes drafts to the Commission.*

***ACTION:** Commission Chairs will discuss the process for approving and posting minutes in the next ACA General meeting.*

- *Commission to make a decision after discussing the process in an effort to bring the minutes up-to-date.*

7. GENERAL COMMENTS

- a. K. Watters has suggested having the Commission take ownership of the design of all Commission materials, which is to include; Commission's webpage, meeting agendas & minutes, newsletters, business cards, name badges, literature and reports so the design reflects the Commission's preference.
 - Chair Williams expressed concern over the amount of time it would take to manage all of these items – realistically Commissioners do not have the time to dedicate to all of it.
***ACTION:** The Commission will work on putting together a list of prioritized items that they would like to work on (including changes or updates to any items listed above).*
***ACTION:** SSA will work on completing prioritized tasks the ACA has been asked to create concerning the items noted by Kester*
- b. Effectiveness Committee items (K.Watters):
 - Effectiveness Committee items should be taken up by the Effectiveness Committee
 - How can the Commission resolve end passes? (inaudible) and get answers to questions?
- c. The Commission needs a shared library (and an administrator) for an Orientation and Onboarding guide/process (K.Watters).
 - The County cannot share access to its network with the public due to security reasons, but the Commission can still set up its own process on how they want to share documents. SSA has been working with ITD to set up a process for storing & sharing files and will provide an update soon.
 - The AAA team has been working on a Commissioner Onboarding binder that is intended to provide general information to new members of either Commission that falls under the Social Services Agency. **Any specific content for future ACA members should be provided by the Commission as an attachment to the binder.** Additionally, the team is working on putting together a Welcome video to help facilitate the onboarding process.
- d. Storing of meeting recordings and minutes
The county has consulted with County Counsel and ITD for the storing of meeting recordings.

Andrea Ford, Agency Director

Faith M. Battles, Assistant Agency Director

Recordings will be stored for 60 days and Meeting Minutes can be stored for up to 7 years. The meeting recordings are NOT an official record for commission meetings. The meeting minutes will continue to be treated as the official meeting record.

8. ADJOURNMENT

Meeting adjourned at 10:26am.