

COMMITTEE: EXECUTIVE	JUNE 27, 2016	LOCATION: 10 NORTH SAN PEDRO ROAD, RM 1018
PRESENT: Allan Bortel, Ralph Marchese, Sybil Boutilier, Lee Pullen, Jim Monson, Salamah Locks, Chris Asimos		
EXCUSED: Jody Timms, Teri Dowling, Ellie Bloch ABSENT:		
RECORDER: Gary Lara		
Next Meeting: 10 N. San Pedro Rd., Conference Room 1018 - Monday, July 18, 2016		

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><u>Agenda</u></p> <p>Vice Chair Locks called the meeting to order at 10:40a.m. The agenda was approved as written.</p> <p><u>Minutes</u></p> <p>The May 23, 2016 minutes were approved as written.</p> <p><u>Public Comment</u></p> <p>None</p>	

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Chair’s Report

Vice Chair Locks chaired the meeting since Commission Chair Dowling is currently on vacation.

Locks reminded the executives about the July 7th General meeting. The topic is “End of Life Options and Implications.” The speakers are Dr. Lael Duncan and Dr. Marilyn Schlitz.

The Health and Nutrition Committee will introduce the speakers and provide index cards for meeting participants during Q&A. Locks noted the importance of having good management of time at the General meeting since there are two guest speakers.

Director’s Report

Director Pullen provided the following updates:

The commissioner retreat is scheduled for Friday, September 9th from 10:00a.m. – 3:00p.m. at St. John’s Episcopal Church in Ross. Lunch will be provided.

The second H&HS Media Team training will be offered next month. Gary Lara confirmed the date of Friday, July 22nd from 1:30pm. to 4:30p.m. at 20 N. San Pedro Rd and noted the material presented is the same as the first session.

The State budget still needs to be approved by the governor. After lots of advocacy for \$10+M, the following funding was awarded:

Ombudsman	1 million
Senior Nutrition & Congregate Programs	2 million
APS (training)	3 million

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The Civil Grand Jury issued a report on the 911 First Responder Referral program which received outstanding remarks about the operation and services of our Information and Assistance unit. This report and a copy of the Marin IJ press article were provided to the executives. Note: Locks asked Pullen to provide this update at the General meeting next week.

The California Commission on Aging (CCoA) has agreed to host a day and a half meeting in Marin in September 2017. Lee and Gary had a conference call last week with Sandi Fitzpatrick of the CCoA to discuss the logistics. The exact date is yet to be determined but it is anticipated to coincide with the General meeting for that month which would be September 6th and 7th. A couple of presentations will be scheduled in order to draw interest from the public. Aging staff will work with the H&HS Media Team to promote the event.

Action Item:

None

Discussion Items:

- a. Meeting presentations and locations:

Commissioner Marchese distributed the latest update of the venues selected for the General commission meetings during FY 2016-17 and noted he was in the process of working with Supervisor Sears office to waive the facility fee at the City of Mill Valley for the September 1st meeting.

After a brief discussion about new meeting venues and whether or not the commission has paid for meeting space in the past, the executives agreed they will commit to the \$200 fee being assessed to the commission for its meeting on September 1st by the City of Mill Valley.

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Marchese suggested creating a boiler plate letter which would outline protocols for selecting new meeting venues for the commission; similar to an FAQ sheet. This would serve as a guideline for logistical planning purposes; in particular it should be noted what the threshold dollar amount limit would be for any venue that requests a fee.

With regard to the September 1st meeting at the City of Mill Valley, Commissioner Boutilier suggested having Commissioner Brilliant and Commissioner Timms speak with the City of Mill Valley about waiving the facility fee. Boutilier noted a special invitation should be sent to Stephanie Moulton Peters, Councilmember of the City of Mill Valley in order for her to attend the September 1st meeting.

Marchese provided an update of the logistical planning of the General meeting schedule. Marchese noted there is a lack of clarity with regard to which individual is responsible for the various planning aspects for the meetings. Director Pullen noted there is a new procedure in place for Aging staff and the name of assigned staff can be added to the list of commission meeting dates.

Commissioner Asimos noted she has some questions regarding the September meeting. Since Commissioner Timms will be working on the September meeting with the Planning Committee, Asimos was instructed to contact Commissioner Timms directly.

Bortel noted that West Marin is missing from the meeting calendar. The executives agreed that the month of February would be a good chance to meet in West Marin. The executives agreed to have the meeting in San Geronimo. Marchese will follow up.

b. June 2017 General Commission meeting:

Director Pullen noted at least once a year, the Ombudman has a spot on the meeting calendar

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for a presentation to the commission. In regard to the June 2017 meeting, Pullen proposed this month as an opportunity to raise awareness around World Elder Abuse Day. Pullen noted that AAA staff would take the lead on the June 2017 meeting. Before final approval of this presentation, the commission will keep the date open as a placeholder in the event that other matters arise in the first months of the fiscal year that may need attention at the June 2017 meeting.

Vice Chair Locks asked the Executive Committee to review the entire meeting venue list Marchese distributed at this meeting and note the progress completed to date.

- July: end of life issues sponsored by the Health and Nutrition committee (H&N). Meeting is set. No follow up required.
- August: no meeting
- September: Marin Villages sponsored by the Planning Committee. Marchese noted Lisa Brinkmann is not available and suggested Loulie Sutro as an alternative speaker. The meeting venue is confirmed for the City of Mill Valley.
- October: economic security sponsored by the Aging Action Initiative Economic Security Workgroup. Site is confirmed as the Marguerita Johnson Senior Center in Marin City. The executives suggested that Supervisor Sears may want to provide input for this meeting.
- November: Department of Health and Human Services Strategic Plan update; speaker would be Dr. Grant Colfax. Pullen will contact Colfax's office to see if he is available. Pullen noted the Board of Supervisors' chambers may not be suitable due to the fixed seating. The Marin Health and Wellness Center on Kerner Blvd. was suggested has limited parking. Pullen will work on finding a location.

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- December: public policy; update by the Legislative Task Force. Commissioners Bloch and Boutilier will take the lead on planning the meeting content. Bortel noted Assemblyman Marc Levine should be available to present. Meeting site confirmed for the Redwoods in Mill Valley.
- January: housing options; sponsored by the Housing and Transportation Committee. Marchese to follow up with the Margaret Todd Senior Center as a venue option.
- February: fall prevention; sponsored by the Health and Nutrition Committee. The executives agreed to change the meeting venue from the Marin Valley Mobile Country Club to the San Geronimo Valley Community Center. Marchese will follow up to secure the venue.
- March: Age-Friendly Marin; sponsored by the Planning Committee. The Larkspur Central Marin Policy Authority is the confirmed venue.
- April: Public Hearing; sponsored by the Area Agency on Aging. Director Pullen asked Gary Lara to contact the City of San Rafael in order to secure this venue.
- May: symposium; sponsored by the Area Agency on Aging/ Commission on Aging. Vice Chair Locks would like to know if Commissioner Monson has agreed to serve on the symposium planning committee. Monson confirmed. Locks has a potential speaker in mind for the event. Pullen noted the commissioners will have time on the general meeting agenda this fall to comment and provide input for the direction of next year’s symposium.
- June: see discussion item “b” above. In addition, the executives decided to make this meeting topic tentative and will remain open for now. Pullen will advise Aging Program

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Manager Ana Bagtas regarding this matter.

In regard to the Great Age newsletter, the executives noted the meeting topic locations and calendar should be updated thru December on the next issue.

Committee Reports

- **Health and Nutrition:** Commissioner Asimos noted she will make the speaker introductions at the July 7th commission meeting and will make best use of the hour. The guest speakers are noted in the Chair’s report of these minutes.

Vice Chair Locks asked Gary to resend the flyer for the July 7th meeting to the commission in order for them to conduct outreach to the various churches, local synagogues and libraries in their city/town.

- **Housing and Transportation:** Commissioner Bortel has no report. The next meeting is Wednesday, July 20th at 20 N. San Pedro Rd. The committee’s new Chair is Ralph Marchese.
- **Legislative Task Force:** Commissioner Boutilier stated there has not been a meeting recently. No report. Pullen noted he would like to talk about the BOS policy platform at the next meeting of the task force.
- **Planning Committee:** Commissioner Boutilier stated there has not been a meeting recently. No report. The next meeting is July 14th at the Redwoods.

New Business/Other:

Commissioner Bortel inquired whether the agenda for the commissioner’s retreat in September had

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been finalized. Pullen noted that Chair Dowling has a draft outline. Any suggestions for content should be brought to Dowling’s attention.

Commissioner Monson provided a brief update about the AAI Steering Committee. The AAI is winding up its first year of implementation. \$150,000 in funding was distributed for facilitation and support of the various workgroup projects. During year two of the initiative, there will be—yet to be determined—changes in the steering committee membership. Monson will continue to keep the executives informed.

Pullen asked the executives if there are any action items for the July 7th commission meeting. The response was no items.

Commissioner Marchese informed the executives he will be meeting with the commission’s media team contact, Commissioner York, to discuss a working relationship with Marin’s public television group, Marin Community TV. Marchese noted there is a great need for programming content and would like to explore the option of broadcasting the commission meetings on this television network. This could potentially reach an audience of 65,000 households in Marin.

The meeting adjourned at 12:00p.m. The next meeting is Monday, July 18, 2016 from 10:30a.m. - 12:00p.m.