



SOLANO COUNTY BOARD OF SUPERVISORS ADVISORY BOARD/COMMISSION REVIEW SHEET

Date: October 1, 2014

Name of Advisory Board: Senior Coalition of Solano County

Name of person completing review sheet: Rochelle Sherlock

Name and Department of County Contact/Staff assigned to Board: Stephan Betz, Deputy Director, ODAS

PURPOSE

1. What is the purpose of the advisory board?

- Provide a forum for interagency cooperation and coordination of efforts designed to improve and enrich the lives of seniors;
- Promote public awareness of the issues affecting seniors and the resources available;
- Recommend improvements in services affecting seniors;
- Encourage and facilitate community support for seniors;
- Establish priorities in order to facilitate better integration of senior services within Solano County; and
- Provide advice and recommendations to the Board of Supervisors regarding the adoption and implementation of Board policies and actions that may be necessary in order to accomplish the Coalition's purposes.

2. Does the board/commission have a mission statement? If so, please provide.

The mission of the Senior Coalition is to advocate for and support efforts that improve and enrich the lives of seniors living and working in Solano County.

3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.

See Attached.

4. Please reference how, why and when the board/commission was created.

The Senior Coalition was established in May 2006 when a gap in addressing senior issues was noticed. Interested community members and senior service providers work

together to advise the County Board of Supervisors on senior issues. There is no other group that serves the same function as the Senior Coalition in Solano County.

MEETING SCHEDULE

1. How often does the advisory board meet?

The Senior Coalition meets monthly with the exception that we typically do not meet in January or July as the first Friday of the month falls so close to National Holidays.

2. Does the board/commission adopt an annual work plan? If so, please provide a copy and include the County staff involved? If there is no work plan, explain why there is not one?

The Senior Coalition establishes a strategic plan with short and long term goals (see attached). We set goals and objectives from the strategic plan and use it as a work plan. County staff was not involved in the development of the strategic plan although their input was collected on priorities prior to the development of the strategic plan. The Senior Coalition will be updating its strategic plan in the spring of 2015.

3. Please attach membership list and attendance records for October 2013 through September 2014 or since the last reporting period.

BROWN ACT REQUIREMENTS

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered "no" to any of the questions below, please explain:

A. Was a quorum present at each meeting?

Yes.

B. Did each new member receive training and written guidelines on the Brown Act?

No. We have several new members within the last six months. New members will receive training and written guidelines within the next six months (or within one year of their appointment) in compliance with the Board of Supervisors Advisory Board Principles and Policies, Policy 5-D, "Newly appointed advisory board members must receive training and written guidelines on the Brown Act within one year of appointment to an advisory board".

C. Did existing members receive a review of the Brown Act?

Yes. The Senior Coalition reviews the Brown Act and provides Ethics training every other year in accordance with Policy 5-B of the BOS Principles and Policies document, "Advisory boards shall review the Brown Act requirements every two years". The last Brown Act review was held in August 2013 for existing members.

D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Polices?

Yes.

OBJECTIVES AND ACCOMPLISHMENTS

9. **List primary goals and objectives from the last reporting period and note if they were met.**

One of the purpose areas of the Senior Coalition is to raise awareness and education on senior issues. To that end we regularly contribute articles to the Daily Republic Life Over 50 issue, publish information and events on Facebook, as well as host a variety of public events.

We accomplished the following in 2013-2014:

- Four major events:
 - 4-week Mini-Medical School: Aging with Vitality (over 400 participants across the four weeks)
 - Photo Contest Essence of our Elders
 - 8th Annual Centenarian Commemoration
 - Senior Poverty Summit I: Identifying the Problem
- Co-leading the Senior Poverty Working Group, and its committees, in the development of short-term, no-cost solutions, and long-term solutions to senior poverty.
- Partnered with the National Senior Citizens Law Center (NSCLC) in creating a video of local seniors who live in poverty telling their story. The video will be used by NSCLC to advocate for state and federal legislative changes that would help low-income seniors. It will also be used broadly as a tool to raise awareness and provide education on the prevalence and severity of the problem of senior poverty.
- 13 articles
 - 9 articles published in the Life Over 50 Section of the Daily Republic
 - 4 articles published in the Prime Time Living magazine and in the small newspapers such as Delta Breeze, Benicia Herald, Rio Vista Breeze
- 2 presentations, one of which was a keynote for the Kaiser Community Benefits Luncheon
- 2 resource fairs (we attended and had a table)
- A sponsor of the Solano Safety Net Summit in November 2013.
- 3 proclamations (May as Older American's Month, Fall Prevention Awareness Week, and Centenarian Week)
- Presentation to the Board of Supervisors on March 25th reporting on the issues identified in the Senior Coalition's position papers
- At the request of the Board of Supervisors, we developed strategies to address the senior issues identified in the position papers, and wrote a strategy report.

- Conducted research on evidenced based fall prevention programs and wrote summary report.
 - Led the advocacy effort to build partnerships with Public Health, ODAS, and the Fall Prevention Partnership and to secure funding for a community-based fall prevention program in Solano County.
 - Serve as a conduit for information on senior related topics and events throughout the county. The distribution list of the Senior Coalition of Solano County is one of the primary county-wide mechanisms for distributing information.
 - In addition, the Senior Coalition has supported the efforts of countless other efforts through-out the county building good-will. The Consultant of the Senior Coalition is a representative on the Senior and Disabled Transportation Advisory Council, the Real Estate Fraud Advisory Team (REFAT), and the Solano Safety Net Summit Steering Committee. Other members of the Coalition serve as representatives to the other Senior Roundtables and participate on a variety of committees throughout the county.
 - Developed a logo and tagline as part of our branding and outreach efforts.
10. **List primary goals and objectives for the current reporting period.**
- Senior Poverty Summit II: Solutions – October 16, 2014.
 - Participate in the implementation of short-term solutions to address senior poverty (e.g., increase access to services).
 - 4-week Mini-Medical School: Aging with Vitality. It was incredibly well-received, and in high demand.
 - Host the Living Legacy Awards.
 - Enhance systems collaboration and integration of planning and activities among community partners and stakeholders. Specifically, convene a forum of non-profit and government senior service providers to identify key issues, challenges, needs, and to develop a plan to leverage expertise and resources in order to maximize services.
 - Outreach and engagement of community groups.
 - Education. We want to host workshops and work with community partners to bring vital information to seniors (e.g., financial abuse protection, Medicare, etc.).
 - Give at least four presentations.
 - Continue submitting articles to the Daily Republic and other local publications.
 - Centenarian Commemoration.
 - Advise the Area Agency on Aging and the Fall Prevention Partnership in the development and execution the community-based fall prevention program.
 - Establish a website with our new logo and tagline as part of our branding and outreach efforts.

- Update the Senior Coalition's strategic plan.

11. **Briefly outline accomplishments for the current reporting period (October 2013 – September 2014), and how those accomplishments were shared with other agencies.**

Emeritus Senior Living has been, and continues to be, our primary sponsor and partner in public events. They provide food, decorations, and support to the Coalition's efforts. We couldn't do any of these things without them. Joe Niccoli with Vacaville Convalescent and Rehab provides corsages each year for the centenarians, and this year Kaiser Permanente, Senior Helpers, Paradise Valley Estates, Casa de Suisun, Courtside Cottages, and Jim Spering sponsored the Photo Contest Essence of our Elders. Faith in Action is our fiscal agent and key partner in the receiving of funds to host our events.

It is the generosity and partnership of these agencies that enables us to host wonderful events. The Senior Coalition has no budget to pay for food, or supplies, or materials and our events are supported by our community partners. In addition to agency support, individual volunteers have played a significant role in accomplishing the activities of the Senior Coalition. They invest time and personal resources (e.g., paying for flowers) to ensure the events are successful.

We partner with the hospitals and the KROC Center to host the 4-week Mini-Medical School.

We partner with North Bay, Kaiser, Partnership Health Plan, Area Agency on Aging, Older and Disabled Adult Services, and Public Health in fall prevention efforts.

The Senior Poverty Summit is sponsored by the Solano Safety Net Steering Committee and Emeritus Senior Living.

ADDITIONAL INFORMATION

12. **Please add any additional comments. Comments should be 150 words or less.**

The Senior Coalition serves a critical need in Solano County. As the senior population ages, the county and other service providers are going to be hard pressed to meet the growing need for services and the growing need for information and public-private partnerships. The partnership the Senior Coalition has established has resulted in a much greater impact in raising awareness, working together to solve problems and provide education, etc. The Senior Coalition is a leader on addressing senior issues collaboratively and creatively. Professionals outside the County of Solano have looked to us as an example of collaboration and to replicate some of our projects. The Senior Coalition has in effect mobilized many individuals beyond the "official members" to support projects and disseminate information. At public events individuals often provide unsolicited comments about the value of the Senior Coalition in keeping them apprised of key events and information, as well as, their desire to become a partner. Since its inception, the Senior Coalition has raised awareness and begun the essential work of engaging key decision makers at the local government (e.g., city) levels and in other industries such as senior care and medical providers.

Senior Coalition of Solano County Advisory Board
Attendance Record
October 1, 2013 through September 30, 2014

Committee Position <i>(List all committee positions)</i>	Member <i>(List names or Vacant)</i>	Term	October	November	December	January (no meeting)	February	March	April	May	June	July (No Meeting)	August	September	Date of Last Brown Act Training and/or Review	Date of Last AB 1234 Training	Received Copy of BOS Principles and Policies	
Health/Medical	Debbie Mason	Oct-14	A	X	X		X	X	X	X	X		X	X	13-Aug	13-Sep	Yes	
Senior	VACANT																	
Senior	Barbara Ewing	Feb-16	A	X	X		X	A	X	X	X		X	X	13-Aug	13-Sep		
Senior	Cori Labrado	Feb-16	X	A	X		X	X	A	X	A		A	X	13-Aug	13-Sep	Yes	
Seniors	JoAnne Van der Bruggen	Feb-16	X	A	X		X	X	X	X	X		X	X	9/2/11	13-Sep	Yes	
Law/Legal California Senior Legislator	Lauren Rolfe	Mar-16	X	X	X		A	X	A	X	X		A	X	13-Aug	13-Sep	Yes	
Law Enforcement/Legal	Bob Stalker	Sep-16	X	X	A		A	X	A	X	X		X	X	9/2/11	13-Sep	Yes	
Law Enforcement/Legal	Laverne Appleby-Stewart	Jan-16	X	A	A		A	A	A	X	X		A	X	N	N	Yes	
Minutes sent to BOS			Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	X = PRESENT			
Minutes sent to CAO			Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	A = ABSENT			
Quorum Present *			Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y = YES			
															N = NO			
Agenda Posting Locations:			County Administration Center Bulletin Board															
			CAC 675 Texas Street, Fairfield CA															

BYLAWS OF THE SENIOR COALITION OF SOLANO COUNTY

ARTICLE I - NAME

The name of this body shall be the Senior Coalition of Solano County (Coalition). *The Coalition is an Advisory Board to the Solano County Board of Supervisors (“Board of Supervisors”) and is governed by the County Charter and the Board of Supervisors Advisory Board Principles and Policies (“Principles and Policies”), adopted by the Board of Supervisors on June 7, 2005.*

ARTICLE II – MISSION, VISION and VALUES

The mission of the Coalition is to advocate for and support efforts that improve and enrich the lives of seniors living and working in Solano County. The vision of the Coalition is that Solano County is a place where seniors are healthy, safe and secure; share their skills and experience; and are valued and celebrated for their wisdom and contributions. The values of the Coalition are Inclusion, Wellness, Respect, Safety and Leadership. The values are defined as:

- **Inclusion:** The Coalition reflects the rich ethnic, cultural, and religious diversity of Solano County without regard to sexual orientation.
- **Wellness:** The Coalition promotes the physical and mental health efforts that lead to self-sufficiency and the personal well-being of seniors.
- **Respect:** The Coalition ensures its efforts value the personal dignity of seniors.
- **Safety:** The Coalition brings together and successfully engages people and organizations who impact the quality of life for seniors.
- **Leadership:** The Coalition provides guidance and recommendations on senior issues to the Board of Supervisors.

ARTICLE III - PURPOSE

A. The purpose of the Coalition is to:

1. Provide advice and recommendations to the Board of Supervisors regarding the adoption and implementation of Board policies and actions that may be necessary in order to accomplish the Coalition’s purposes;
2. Provide a forum for interagency cooperation and coordination of efforts designed to improve and enrich the lives of seniors;
3. Promote public awareness of the issues affecting seniors and the resources available;

4. Recommend improvements in services affecting seniors;
5. Encourage and facilitate community support for seniors; and
6. Establish priorities in order to facilitate better integration of senior services within Solano County.

ARTICLE IV - MEMBERSHIP

- A. The Coalition shall consist of up to twenty-seven (27) members. The Board of Supervisors shall appoint 20 members of the Coalition. Each of the seven cities within Solano County shall appoint one member to the Coalition. The members shall consist of representatives from the agencies and/or groups listed below. Concerted efforts will be made to ensure that there is at least one representative from each of the categories. Terms are for two years. Members must live or work in Solano County.
1. **Solano County Board of Supervisors representatives (5):** Representatives shall be directly appointed by members of the Board of Supervisors with one (1) representative from each Supervisorial District.
 2. **City Appointed Representatives (7):** Representatives shall be directly appointed by the respective cities of Vallejo, Benicia, Dixon, Rio Vista, Fairfield, Suisun City and Vacaville.
 3. **Legal and Law Enforcement:** The representation in this category is encouraged to include, but is not limited to, those individuals involved in the enforcement and prosecution of senior-specific crimes and legal professionals facing the senior community.
 4. **Community Based Organizations:** The representation from these organizations shall reflect non-profits, for-profits, and faith-based organizations that provide services to the senior community.
 5. **Health, Mental Health, and Medical:** The representation of this category is encouraged to include, but is not limited to, those individuals involved in providing medical care or care facilities that provide services to seniors, such as skilled nursing providers, hospital administration and direct health care providers.
 6. **Seniors:** Individuals in this category must be at least age 55 and have an active interest in and wish to be active participants in the Coalition.
- B. Representatives from Solano County departments, such as Health and Social Services, District Attorney, Sheriff, and Office of Family Violence and Prevention are encouraged to participate in an advisory role to the Coalition.

ARTICLE V – VACANCIES & RESIGNATIONS

- A. Upon a member's absence from any three consecutive general membership meetings or four *general membership* meetings in a one-year period, the member *is subject to removal from the Coalition at the discretion of the Executive Committee*. The one-year period begins July 1st and ends June 30th. A leave of absence will be considered *by the Executive Committee* under extenuating circumstances. The Coalition will keep the Board of Supervisors apprised of any absenteeism issues.
- B. The Board of Supervisors shall appoint members to fill vacancies as they occur. The Coalition may make recommendations for members to fill such vacancies.
- C. Attendance at all meetings is recorded on a sign-in sheet. Members are responsible for signing the attendance sheet.
- D. A resignation of a member from the Coalition shall be in writing.

ARTICLE VI - CONSENSUS AND VOTING REQUIREMENTS

- A. *Unless otherwise specified in these bylaws, a majority vote of a quorum is required to take any action.* Each member has one vote, shall disclose any conflict of interest and recuse themselves from voting on any matter in which they have a disqualifying conflict of interest under applicable law.
- B. A quorum is necessary to conduct business and make recommendations. A quorum shall consist of a majority (51%) of the *seated* members.
- C. *In the event of a tie vote, the Chairperson may cast the deciding vote. If the Chair chooses to abstain, the Chair may direct that the item be brought back for reconsideration at the next meeting of the Coalition.*
- D. Members may, at any point in a meeting, decide to make decisions on a unanimous consent basis. *If there is any objection, regular voting procedures under Robert's Rules of Order apply.*

ARTICLE VII - MEETINGS

- A. Meetings of the Coalition shall be held on a regular schedule as established by the Coalition, not less frequently than six (6) times a year.
- B. All meetings of the Coalition are subject to the provisions of the Ralph M. Brown Act and shall be open and public, with minutes recorded and an agenda posted. All interested persons shall be permitted to attend such meetings. Time shall be set aside for limited public comment on items not on the posted agenda, and the public shall be given an opportunity to make limited comment on all agenda items.
- C. Written notice of each regular meeting of the Coalition, specifying the time, place, and agenda items, shall be sent to each member not less than seven (7) calendar days before the meeting.

ARTICLE VIII - STAFFING

The Solano County Department of Health and Social Services will provide the Coalition with staff support. Staff will assist the Coalition and provide secretarial and other functions as required including maintaining the bylaws, correspondence, meeting attendance sign-in sheets and posting meeting agendas.

ARTICLE IX - OFFICERS

- A. The officers of the Coalition shall be the Chair and Vice Chair and Secretary.
- B. The Coalition shall elect from its members, at its regular meeting in March of each year, a Chair, a Vice Chair, and a Secretary. The Chair, Vice Chair and Secretary should not serve more than two consecutive one-year terms. The newly elected officers shall take office upon election. A vacancy in either position shall be promptly filled by the Coalition, and such replacement officer shall serve out the remainder of the term.
- C. It shall be the duty of the Chair to preside over all meetings of the Coalition, to appoint chairs of any standing or ad hoc committees, and to exercise such other powers and perform such other duties as prescribed by the Coalition.
- D. It shall be the duty of the Vice Chair to assist the Chair in the execution of that office, to preside at meetings in the event of the absence of the chair, and to exercise such other powers and to perform such other duties as may be delegated by the Chair or as may be prescribed by the Coalition. E. The Secretary shall maintain the Coalition's minutes.

ARTICLE X - COMMITTEES

- A. There shall be an Executive Committee, consisting of the Chair, the Vice Chair, the Secretary and at least two additional members of the Coalition. The additional members shall consist of chairs from one or more of the committees of the Senior Coalition or shall be appointed by the Chair of the Senior Coalition. The Chair of the Coalition shall facilitate meetings of the Executive Committee.
- B. The purpose of the Executive Committee shall be to advise and assist the membership in attaining the purpose set forth in Article III of these bylaws. The Executive Committee may perform all administrative duties necessary for the efficient operation of the Coalition as a whole.
- C. The Coalition may form standing or ad-hoc committees when it appears necessary. Committee meetings shall be called by the chairperson of such committee or by the Chair of the Coalition. These committees may consist of but not be limited to membership, public education and legislation.
- D. *The Coalition should call ad hoc meetings with the Senior Issues Committee, as the Coalition's oversight committee, as necessary, to discuss and evaluate Coalition-recommended policies before taking them to the full Board of Supervisors.*

ARTICLE XI - AMENDMENTS

These bylaws may be amended by a majority vote of a quorum of the Coalition at any regular or called meeting provided that written notice of the amendment shall have been submitted to each Coalition member at least seven (7) days prior to the meeting, and that, subsequent to Coalition action, the amendment is approved by the Solano County Board of Supervisors.

ARTICLE XII - ANNUAL REPORTS

The Coalition shall make an annual report to the Solano County Board of Supervisors *no* later than one hundred twenty (120) days after the close of the fiscal year *as part of the annual goals and accomplishments of appointed advisory boards agenda item that is prepared for the Board in November of each year for the 12 month period ending September 30th.*