

APPROVED *

MAY 09 2006

BY *Mina Chiribadity*
CLERK OF THE BOARD



AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

** See Minute Order attached*

ITEM TITLE Consider recognizing the Senior Coalition of Solano County as the Board of Supervisors' senior issues advisory board; approve by-laws for the Senior Coalition of Solano County		BOARD MEETING DATE May 9, 2006	AGENDA NUMBER 22
Dept: Contact: Phone:	County Administrator's Office Robert Lawton 784-8116	Supervisory District Number All	
Published Notice Required? Public Hearing Required?		Yes: _____ Yes: _____	No: <u> X </u> No: <u> X </u>

DEPARTMENTAL RECOMMENDATION:

It is recommended that your Board

1. Designate the Senior Coalition of Solano County as the Board of Supervisors' senior issues advisory board; and,
2. Approve the attached by-laws governing the Senior Coalition's organization and operations.

SUMMARY:

The Senior Coalition of Solano County held its first meeting in November 2005. The Coalition's membership includes interested senior citizens as well as representatives of organizations serving Solano County's senior population. The Coalition was initiated at the request of Supervisor Mike Reagan in an effort to insure cooperation among public and private sector agencies throughout Solano County rather than the costly duplication of one another's efforts.

That initial gathering led to more than 30 hours of follow up meetings, refining the Coalition's approach and priorities and identifying matters of import to Solano seniors. The need for a countywide collaborative for seniors and those who serve them was immediately noted. The Coalition also observed that although the Board of Supervisors receives input from a number of advisory boards, no such venue existed to address issues affecting the senior community.

On March 24, 2006, your Board's *ad hoc* Senior Issues Committee received a briefing from the Senior Coalition on the need for a senior issues advisory board, and requested that the Coalition similarly brief the Board's Health and Social Services Committee. On April 19, 2006, your Board's Health and Social Services Committee received a similar briefing and recommended the issue for consideration by the full Board.

FINANCING:

Approval of the above recommendations will have no fiscal impact on the FY2005/06 County Budget. Future impact will be determined by Board action in the FY2006/07 budget and in subsequent fiscal years.

DISCUSSION:

The Senior Coalition's roots date back to the Elder Abuse Prevention Council. Unlike that advisory body, which no longer meets, the Coalition addresses the entire range of senior needs and issues. Because of its structure - combining public, private, city and county representatives with membership by individual seniors - the Coalition represents not only specific populations within the senior community, but the larger community itself.

California Department of Finance statistics project great changes in Solano County's population profile with respect to senior citizens. In 2000, the total number of seniors in Solano County was 94,555 - approximately the same as the number of children currently aged 0 to 14. By the year 2050, the senior population will reach nearly triple, becoming a third of the County's population at that time.

The Senior Coalition's mission is to advocate for and support efforts that improve and enrich the lives of seniors living and working in Solano County. The Coalition's vision - consistent with your Board's strategic goals - is that Solano County will be a place where seniors are healthy, safe and secure; share their skills and experience; and are valued and celebrated for their wisdom.

Among the obstacles to those goals, however, is a lack of coordination among the resources already in place to address senior issues. The Senior Coalition discovered a lack of coordinated efforts or collaborative planning on broad senior issues exists among the seven cities and county-wide agencies. However, there are examples of cooperative efforts on specific issues such as the development of F.A.S.T. to prevent senior financial abuse.

Among the Coalition's first actions was to determine if they should seek status as independent nonprofit organization or as an advisory body to the Solano County Board of Supervisors. After weighing the pros and cons of both types of organizations, the Senior Coalition decided it could have the greatest impact, soonest, in an advisory capacity to your Board. The Coalition, however, has not foreclosed the possibility of becoming an independent nonprofit organization at some time in the future.

The distribution of the Coalition's voting members is designed to ensure that the breadth of skills available matches the diversity of senior issues. More than 30 volunteers have indicated an interest on serving on the Senior Coalition if your Board designates the Coalition as an official advisory board. At the outset, it is anticipated that the Health and Social Services Department's Division of Older and Disabled Adult Services will provide necessary administrative staff support.

A key task for the Coalition will be the creation of a "Seniors Report Card", providing a baseline of information on services and issues, which will become the starting gate for community action. Although the Senior Coalition recommends outsourcing this function, staff would suggest that existing County resources first be considered for the task.

ALTERNATIVES:

Your board could choose not to recognize an advisory board for senior issues, but this is not recommended. Solano County's senior population will grow substantially in the near future. Such an advisory board will help inform your Board's decision-making process with respect to new and emerging issues associated with the community's growth.

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OTHER AGENCY INVOLVEMENT:

The County Counsel and the Department of Health and Social Services have been consulted in preparation of this Agenda Item.

COUNTY ADMINISTRATOR SIGNATURE:

Michael D. Johnson, CAO

Attachment A: Proposed by-laws of the Senior Coalition of Solano County
Attachment B: Senior Coalition Power Point Presentation

**BY- LAWS OF THE
SENIOR COALITION OF SOLANO COUNTY**

ARTICLE I - NAME

The name of this body shall be the Senior Coalition of Solano County (Coalition) and it shall serve as an advisory board to the Solano County Board of Supervisors.

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 a forum for interagency cooperation and coordination of efforts designed to improve and enrich the lives of seniors;
2. Promote public awareness of the issues affecting seniors and the resources available;
3. Recommend improvements in services affecting seniors;
4. Encourage and facilitate community support for seniors;

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5. Establish priorities in order to facilitate better integration of senior services within Solano County; and
6. 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.

ARTICLE IV - MEMBERSHIP

- A. The Coalition shall consist of up to twenty-seven (27) members. The Board of Supervisors shall appoint all members of the Coalition. The members shall be from the agencies and/or groups and in the numbers listed below. 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 (3):** 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 focused on the legal issues facing the senior community.
 4. **Community Based Organizations (6):** The representation from these organizations shall reflect two (2) non-profits, two (2) for-profits, two (2) faith-based organizations that provide services to the senior community.
 5. **Health & Medical (3):** 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 (3):** 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.
- C. The Coalition may in the future make recommendations to amend categories of membership on the Coalition to the Board of Supervisors.

ARTICLE V – VACANCIES & RESIGNATIONS

- A. Upon a member's absence from any three (3) general membership meetings in a one-year period, the absentee member's seat becomes vacant.
- 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. Voting shall be by majority vote unless otherwise specified in these Bylaws. Each member has one vote and shall disclose any conflict of interest.
- B. A quorum is necessary to conduct business and make recommendations. A quorum shall consist of a simple majority of the sitting membership.
- C. Members may, at any point in a meeting, decide to make decisions on a unanimous consent basis. Should consensus fail to be reached, 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, at noon in the County Administration Center.
- 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 Coalition will be provided with staff support by the Solano County (*Office of Family Violence Prevention or Older and Disabled Adult Services*). The staff will advise the Coalition on all matters and provide secretarial and other functions as required.

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ARTICLE IX - FISCAL POLICIES

- A. Nothing shall prevent the Coalition from receiving grants or other funding. All fundraising activities on behalf of the Coalition must have advance approval by the Board of Supervisors.
- B. All allocations, disbursements, or other commitment funds shall be made only upon duly agendized motions and approved by the Coalition.
- C. A charitable non-profit corporation under Internal Revenue Code section 501 (c)(3), shall be required to act as fiscal agent for the Coalition. This corporation will be authorized to receive funds on behalf of the Coalition and to disburse discretionary funds so received pursuant to Coalition direction, and according to a memorandum of Understanding (MOU) between the Coalition and the corporation.

ARTICLE X - OFFICERS

- A. The officers of the Coalition shall be the Chair, Vice Chair and Secretary/Treasurer.
- B. The Coalition shall elect from its members, at its regular meeting in March of each year, a Chair, Vice Chair, and Secretary/Treasurer. The Chair, Vice Chair and Secretary/Treasurer 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/Treasurer shall maintain the Coalition's by-laws, minutes, correspondence, and any fiscal matters.

ARTICLE XI - COMMITTEES

- A. There shall be an Executive Committee, consisting of the Chair, the Vice Chair, the Secretary/Treasurer and two (2) additional members of the 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 By-laws. 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.

ARTICLE XII - AMENDMENTS

These By-laws 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 XIII - ANNUAL REPORTS

The Coalition shall make an annual report to the Solano County Board of Supervisors of action taken by the Coalition and recommendations for action to be taken by the Board of Supervisors not later than one hundred twenty (120) days after the close of the fiscal year.

SOLANO COUNTY BOARD OF SUPERVISORS

Extract of the meeting
Of May 9, 2006

IN THE MATTER OF:
Agenda Item No. 22
Senior Coalition Solano County

The Board received a report by the Senior Coalition requesting that they be designated as the Board of Supervisors' senior issues advisory board to address issues affecting the senior community and to coordinate efforts or collaborative planning on broad senior issues among the seven cities and county-wide agencies. It was noted that the key task for the Coalition would be the creation of a "Seniors Report Card", providing a baseline of information on services and issues, which would become the starting gate for community action.

Discussion was held regarding the staffing of the proposed Senior Coordinator from existing Health & Human Services staff or to provide the Coordinator position as an independent contractor.

At the conclusion of discussion, the Board took the following action:

- A. Approved the designation of the Senior Coalition of Solano County as the Board of Supervisors' Senior Issues Advisory Board, implying disestablishment of the Elder Abuse Prevention Council.

MOTION: Reagan. SECOND: Kondylis
AYES: Kondylis, Kromm, Reagan, Silva, Vasquez.

- B. Approved the by-laws governing the Senior Coalition's organization and operations

MOTION: Reagan. SECOND: Kromm.
AYES: Kondylis, Kromm, Reagan, Silva, Vasquez.

Acted to reconsider approval of the by-laws governing the Senior Coalition's organization and operation.

MOTION: Silva. SECOND: Vasquez.
AYES: Kondylis, Kromm, Reagan, Silva, Vasquez.

Acted to approve the by-laws governing the Senior Coalition's organization and operations with an amendment to Article IV (A) - Membership to reflect that the Coalition shall consist of up to twenty-seven (27) members. The Board of Supervisors shall appoint 20 members of the Coalition and publish a public announcement looking for community members to fill positions on the newly created senior advisory body for the Board of Supervisors. Each of the seven cities within Solano County shall appoint one member to the Coalition.

MOTION: Reagan. SECOND: Kromm.
AYES: Kondylis, Kromm, Reagan, Silva, Vasquez.

- C. Directed the County Administrator bring back during the 2006/07 budget deliberations, information for the Board to consider both options, whether to fund the Senior Coordinator as an independent contractor or as County staff; proposed budget for the advisory board; cost, powers, duties and job description of a Senior Coordinator and the ability to seek grants; administrative and legal staffing; and designation of a County Administrative Analyst; and that information should discuss the County's vulnerabilities to public perception.

MOTION: Reagan. SECOND: Kondylis.
AYES: Kondylis, Kromm, Reagan, Silva, Vasquez.

- D. Directed the following community members of the steering committee continue meeting as "de facto appointees" until the Board of Supervisors can make "official appointments" as part of the appointment process:

Tracee Scott	Patrick Ward	Sally Livingston
Melanie Richardson	Linda Johnson	Leanne Martinsen
Robert Fuentes	Cookie Powell	Terri Restelli-Deits
Juliana Acker	Carmen Haban	Pat Dawes

MOTION: Reagan. SECOND: Kromm.
AYES: Kondylis, Kromm, Reagan, Silva, Vasquez.

Witness my hand and Seal of said Board
This 17th day of May, 2006


MYRA CHIRILA, Deputy
Clerk of the Board of Supervisors