



# LOS ANGELES COUNTY COMMISSION FOR OLDER ADULTS

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**Board of Supervisors**  
Hilda L. Solis, 1<sup>st</sup> District  
Mark Ridley-Thomas, 2<sup>nd</sup> District  
Sheila Kuehl, 3<sup>rd</sup> District  
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**Executive Board**  
Linda Yamauchi, President  
Olga Sarabia, 1<sup>st</sup> Vice President  
Charles Mitchell, 2<sup>nd</sup> Vice President  
Arlene Okamoto, Secretary  
Diana Love, Fiscal Officer

**Executive Liaison**  
Anna Avdalyan, Program Manager

**Executive Director**  
Guillermo Medina

APPROVED SEPTEMBER 6, 2016

## MINUTES OF GENERAL MEETING

Monday, August 1, 2016

10:00 a.m. to 1:00 p.m.

3175 W. Sixth Street, Los Angeles, CA 90020

### COMMISSIONERS IN ATTENDANCE

District 1	District 2	District 3	District 4	District 5
Helen Romero-Shaw	Charles Mitchell	Kyo (Paul) Jhin	Candace Yee	Olga Sarabia
Elvia Torres	Richard Wolfe	Peter Mezza	Patricia Stanyo	Diana Love
Angelina Jauregui	Marva Cooper Bell	Anna Swett	Tanya Witt	Margaret Belton
Ruth Gonzales	Arvis Spriggs	Oleeta Igar	Jerry Gaines	Linda Yamauchi
Charles Treviño	Ron Jackson	Robert Boller	Julia Rosenberg	Peter McGrath
Denise Menchaca	Alice Craft			Dancingwater Taylor
Robert Jimenez	Zelda Hutcherson			Arlene Okamoto
				Gayle McKinney

### COMMISSIONERS EXCUSED ABSENCE

District 1	District 2	District 3	District 4	District 5
	Estella Beaver-Thomas			
	Lonnie McNamee			
	Elizabeth Payne			

### Guests:

Raymond Hall

Community and Senior Services (CSS) Staff in Attendance: Corneitha Kirk, Human Services Administrator II; Vera Castillo, Chief Community Services Analyst; Guillermo Medina, Human Services Administrator I; Michael Gavigan, Human Services Administrator I; Cynthia Ear, Human Services Administrator I; Trinkia Petties, Community Services Analyst III; Pei Liu, Management Analyst; Lisette Trujillo, Management Analyst; Keisha Stephens, Management Analyst; Monique Norman, Staff Assistant I; Nilda Anthony, Senior Typist Clerk.

#### 1. Call to Order

President Linda Yamauchi called the Los Angeles County Commission for Older Adults (LACCOA) Meeting to order at 10:02 a.m.

#### 2. Pledge of Allegiance

Commissioner Gayle McKinney led the Pledge of Allegiance.

### **3. Approval of Agenda**

**Motion:** Commissioner Jerry Gaines moved to approve the agenda as presented. The motion was seconded by Commissioner Margaret Belton. The motion passed.

### **4. Approval of Minutes**

Commissioner Charles Mitchell requested that item 15 on page five of the July 5, 2016 minutes be corrected. It should read that the next LACCOA General Board Meeting is on Monday, August 1, 2016. The meeting is open to the public. Commissioner Alice Craft stated that she requested to be excused from the July 5, 2016 meeting. The attendance records will be corrected.

**Motion:** Commissioner Patricia Stanyo moved to approve the July 5, 2016 minutes with the corrections. The motion was seconded by Commissioner Gayle McKinney. The motion passed.

### **5. President's Report**

President Linda Yamauchi stated the following points in her remarks:

- Gave a brief overview of the meeting agenda.
  - Approval of the agenda and minutes, Finance Report, and CSS Staff Reports will take place as usual.
  - There will be presentations on the Area Plan and Needs Assessment Report.
  - CSS Committee staff will each present seven issues that are important to Los Angeles County, as it relates to their respective committees.
  - Committee groups will meet to discuss the issues presented and select their top three issues to focus on for Fiscal Year (FY) 2016-2017. Committees will also finalize their meeting schedule for the year.
  - Each Committee Lead will present the top three issues for their committee to the General Membership.
  - After lunch, Commissioners will break out into their Supervisorial District groups to get to know each other, discuss how often and where they will meet, and discuss their goals for FY 2016-2017.
- President Linda Yamauchi reminded Commissioners to be respectful to one another during the breakout meetings, be an active listener, and discuss every idea presented.

### **6. Finance Report.**

The Finance Report included the following:

- Fiscal Officer, Commissioner Diana Love, stated that mileage and travel reimbursement claims are due by the 10<sup>th</sup> of each month, for travels of the previous month.
- Registration fees for Commissioners Linda Yamauchi and Jerry Gaines to attend the n4a Conference for \$1,250.00 was paid. The total expenses for the conference will increase once the Commissioners submit their travel reimbursement claim forms which will include lodging, mileage, and meals.
- Total expenses paid for the month of July 2016 was \$1,407.75.

**Motion:** Commissioner Charles Treviño moved to approve the budget as presented. The motion was seconded by Commissioner Margaret Belton. The motion passed.

## **7. CSS Department Report**

Vera Castillo elaborated on the following points in her Legislative Report:

- County Level: The following measures were taken off the ballot for the November 2016 elections:
  - The tax on legal marijuana.
  - Government's authority to implement a personal income tax on wealthy individuals.
  - Sales tax increase.
- State Level: There are two items of interest that were included in the Governor's state approved budget:
  - A one-time infusion of \$3 billion for Adult Protective Services (APS) training programs.
  - Additional money for the nutrition program, Meals on Wheels.
- Federal Level: Stated that Congress is currently on recess.

Guillermo Medina discussed the following items:

- Reminded Commissioners to submit their mileage reimbursement forms in a timely manner. Stated that MapQuest is used to verify mileage claims.
- Stated that the expenditures for July 2016 will increase once the expense claims for hotel, mileage, and food at the n4a Conference are submitted by Commissioners Linda Yamauchi and Jerry Gaines.
- Thanked Commissioner Jerry Gaines for the information regarding the three new Commissioners appointed to LACCOA at the Board of Supervisors (BOS) Meeting last month.

## **8. 2015 Needs Assessment PowerPoint Presentation**

Cynthia Ear discussed the 2015 Needs Assessment Report, and elaborated on the following:

- The purpose of the Needs Assessment is to identify present and future aging issues, including the needs and barriers faced by older adults and their caregivers.
- The requirement of Area Agencies on Aging is to conduct a Planning and Service Area Needs Assessment prior to developing the Area Plan.
- The report was a collaboration between LACCOA, graduate students from the University of Southern California (USC), volunteers from USC, Azusa Pacific University, and Los Angeles County Community and Senior Centers in developing the 2015 Needs Assessment.
- The components that make up the Needs Assessment Report.

Copies of the PowerPoint presentation will be made available.

**9. 2016-2020 Area Plan PowerPoint Presentation**

Michael Gavigan discussed the 2016-2020 Area Plan and elaborated on the following:

- The background of the Area Plan, the shared responsibility of the California Department of Aging (CDA), and the statewide network of 33 Area Agencies on Aging to plan for California's present and future aging and long-term care needs.
- The purpose of the Area Plan and how it describes the future activities of the Area Agencies on Aging.
- The components that comprise the Area Plan.

Copies of the PowerPoint presentation will be made available.

**10. Committee Expectations and Role for FY 2016-2017**

Each CSS staff member assigned to a LACCOA Committee presented seven issues that their respective committees will discuss during the breakout session. From the seven issues presented, each committee selected three to focus on for FY 2016-2017.

COMMITTEE	ISSUE
Area Plan Committee  Commissioner Robert Boller, Chair	<ol style="list-style-type: none"><li>1. Review the Area Plan, develop a committee action plan, and develop a mission statement.</li><li>2. Identify methods to increase participation and attendance at the Public Hearings.</li><li>3. Identify LACCOA members who will serve as Public Hearing Officers.</li></ol>
Communications Committee  Commissioner Angelina Jauregui, Chair	<ol style="list-style-type: none"><li>1. Reorganize the Speakers Bureau.</li><li>2. Revise the LACCOA brochure.</li><li>3. Press releases or quarterly publications on LACCOA.</li></ol>
Health, Nutrition, and Long-Term Care Committee  Commissioner Tanya Witt, Chair	<ol style="list-style-type: none"><li>1. Launch a Fall Prevention Awareness campaign.</li><li>2. Promote National Nutrition Month in March 2017.</li><li>3. Develop a workshop for the Older American Summit in 2017.</li></ol>
Housing and Transportation Committee  Commissioner Gayle McKinney, Chair	<ol style="list-style-type: none"><li>1. Focus on seating one of the subcommittee members on the Metro Board.</li><li>2. Research organizations that offer senior housing and schedule presentations for the General Board Meetings.</li><li>3. Work with the Legislative and Advocacy Committee on their goal regarding the Homeless Initiative.</li></ol>

Legislative and Advocacy Committee  Commissioner Jerry Gaines, Chair	<ol style="list-style-type: none"> <li>1. Identify policy objectives with all levels of government and make recommendations for action to be taken.</li> <li>2. Develop a strategy on how to interface with government related to making policies.</li> <li>3. Develop a workshop or training on how to be active and involved with local electives.</li> </ol>
Membership Committee  Commissioner Charles Treviño, Chair	<ol style="list-style-type: none"> <li>1. Recruit new members.</li> <li>2. Reach out to senior centers for new LACCOA members.</li> <li>3. Monitor attendance of Commissioners in the General Meetings and Committee Meetings.</li> <li>4. Work with the Area Plan Committee to ensure ethnic composition of LACCOA mirrors the Los Angeles County older adult population.</li> <li>5. Work with Executive Board to fill Ad Hoc Committees.</li> <li>6. Identify individuals who fit the criteria for Emeritus status.</li> </ol>

**11. Supervisory Districts**

Commissioners met with their respective Supervisory Districts to get to know each other and discuss their goals for FY 2016-2017.

**12. Unfinished Business**

None

**13. New Business**

None

**14. Informational Announcements**

None

**15. Public Comments**

None

**16. Next Meeting**

The next meeting will be on Tuesday, September 6, 2016.

**17. Adjourn**

President Yamauchi adjourned the meeting at 1:30 p.m.