

**SACRAMENTO COUNTY ADULT AND AGING COMMISSION
RULES AND PROCEDURES**

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**SACRAMENTO COUNTY ADULT AND AGING COMMISSION
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1. ROLE OF THE COMMISSION

1.1. LEGAL BASIS

1.1.1. BOARD OF SUPERVISORS RESOLUTION 94-1380

The Adult and Aging Commission was established by the Board of Supervisors by Resolution 94-1380, dated October 25, 1994, and amended by Resolution No. 2000-0024, which sets forth the powers, functions, and duties of the Commission and the conditions under which the Commission shall operate.

1.1.2. RALPH M. BROWN ACT (Government Code Section 54550 et seq.)

The Commission is subject to the Ralph M. Brown Act, which requires public bodies to conduct business at meetings open to the public.

1.1.3. CONFLICT OF INTEREST

Category 3 of Appendix B of the Conflict of Interest Code of the Boards, Committees, Commissions and Councils of Sacramento County shall cover members of the Adult and Aging Commission.

1.1.4. CONFIDENTIALITY

Members of the Commission shall hold in confidence client and case information as made known to them during the discharge of their duties.

1.2. STATEMENT OF MISSION

The mission of the Sacramento County Adult and Aging Commission is to advise the County Board of Supervisors on matters relating to dependent and older adults through the Commission's roles as an advocate, a systems oversight body and a voice in the community.

1.3. FUNCTIONS

The Commission:

- 1.3.1. Renders advice to the Board of Supervisors which is timely, reasonable, comprehensive and effective;

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- 1.3.2. Promotes and oversees the development of comprehensive, coordinated and effective systems for delivery of services which are reflective of the changing demographic nature of Sacramento County;
- 1.3.3. Advocates for human services programs, resources, services and issues;
- 1.3.4. Enhances community awareness of the varying needs of the adult and aging population, with particular emphasis on ethnic and minority populations, and fosters positive working relationships with the community as a whole.

1.4. GENERAL METHODS OF OPERATION

The Commission will operate in the following manner:

- 1.4.1. Develop recommendations based on a complete and thorough review of all available pertinent information and viewpoints;
- 1.4.2. Inform in a timely manner all affected public and private organizations of the Commission's position and/or recommendations on issues within its scope;
- 1.4.3. Represent any Commission position as official County policy when formally endorsed or approved by the Board of Supervisors;
- 1.4.4. Develop and advocate recommendations on state and federal legislation in accordance with the legislative advocacy policies and procedures of the County; and advocate on other policy issues affecting seniors and dependent adults; and
- 1.4.5. As a non-partisan body, the Commission will neither sponsor nor be represented in any activities that could compromise its non-partisan status.

2. INTERNAL OPERATIONS OF THE COMMISSION

2.1. MEMBERSHIP

2.1.1. NUMBER

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The number of voting members of the Commission shall be no less than fifteen nor more than twenty-one.

2.1.2. QUALIFICATIONS

Members shall be residents of Sacramento County. A majority of the members of the Adult and Aging Commission shall be at least 50 years old.

2.1.3. BALANCE FACTORS

Members shall be representative of the County's geographic areas, its focal points and neighborhoods, consumers and providers, and ethnic and minority populations and shall seek to include all Supervisory districts in Sacramento County.

2.1.4. TERMS

2.1.4.1. The term of office for each member shall be three years.

2.1.4.2. No member shall serve more than two (2) consecutive terms.

2.1.4.3. Service of a partial term in excess of 367 days shall constitute service for a full term.

2.1.4.4. Upon completion of two terms, former Commissioners must wait at least one year before reapplying to the Commission.

2.1.5. APPOINTMENT

Commissioners shall be appointed by and serve at the pleasure of the Board of Supervisors and may be removed during the member's term at the will of the Board. The full Commission will submit to the Board recommended appointments in accordance with the balance factors listed above. Names of those applicants not appointed will be kept on file for twelve months and reconsidered when vacancies occur on the Commission or on standing committees.

2.1.5.1. Commissioners wishing to resign shall communicate directly in writing with the Commission Chair and provide a copy to the County Clerk of Boards and Commissions.

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2.1.6. CONFLICT OF INTEREST

2.1.6.1. DEFINITIONS

Conflict of interest is a breach of an obligation to the Commission that has the effect or intention of advancing one's own interest or the interests of others in a way detrimental to the interests or potentially harmful to the fundamental mission of the Commission.

2.1.6.2. TYPES OF CONFLICT

A Commissioner or appointed community member is deemed to have a conflict of interest when he/she, or a relative or business associate, has one or more of the following relationships existing with a program under consideration or a competing program:

- Ownership;
- Directorship, trustee, or officer of the program;
- Employee of the program;
- Provider of goods or services to the program;
- Substantial interests that might inhibit objective decisions.¹

In addition to specific relationships to program consideration, Commissioners or appointed community members may find themselves in conflict when discussing other matters.

2.1.6.3. MEMBER'S RESPONSIBILITIES

Commissioners or appointed community members shall conduct themselves in such a way as not to convey the impression on any person that they can be influenced into actions that conflict with their personal duties. It is expected that all Commissioners or appointed community members conduct themselves with the highest ethical standards in a manner that will bear the closest scrutiny.

¹ Distinguishes between financial and perceived conflict of interest, in which case any "other substantial interest" could be any thing or issue that the individual has such a biased view that they are unable to fairly assess the issue. For example, someone represents an agency that would not directly benefit financially from a decision, but perhaps an agency that they refer a number of their clients to would. It would help out the offending member in question because they would be able to refer more clients.

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2.1.6.4. DISCLOSURE

Commissioners or appointed community members who have a conflict of interest shall so state before discussion of the issue in question and shall abstain from voting on said issue.

Any person having a conflict of interest relating to any funding or grant resources which are administered, managed, reviewed, the subject of recommendation by, or otherwise within the purview of Commission business, committee or subcommittee ministering to such financial resources shall have to make said disclosure.

2.1.6.5. DISCLOSURE FORMS

All Commission members will file an annual Statement of Economic Interest (Form 700) as provided by the Sacramento County Boards and Commissions office. When first appointed, Commission members shall also list memberships on other boards or commissions, and shall keep such information current in Commission files.

2.1.6.6. DISPUTES

Challenge by any member relative to a perceived conflict of interest shall be referred to and resolved by the Executive Committee.

2.1.6.7. REMOVAL

Any member may be removed from the Commission, all committees, and any liaison positions when it is determined that the member knowingly attempted to influence the Commission in an area of interest conflict.

2.1.7. DUTIES

The duties and responsibilities of individual voting members of the Commission are as follows:

- 2.1.7.1. Any member who attends fewer than 60% of the meetings held in a calendar year, or has three consecutive absences, shall be informed by the Executive Committee of its obligation to recommend to the Board

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of Supervisors their seat be declared vacant. Requests for leaves of absence will not be granted.

- 2.1.7.2. Serve on no less than one standing committee other than Executive and Nominating. Commissioners shall attend meetings of the committees to which they have been appointed. When serving on committees, Commissioners are expected to adhere to the same attendance and responsibility requirements as for Commission meetings;
 - 2.1.7.3. Discuss and critically evaluate issues before the Commission, recognizing and accepting valid differences of opinion and perspective on issues;
 - 2.1.7.4. Serve as disseminators of information to the general community. To fulfill this obligation a Commissioner shall: a) at least twice a year, make a presentation to an organization or participate in an activity to further the outreach and community awareness of the Commission and its objectives through the Program of Work or b) serve as a Liaison to an official AAC-recognized Liaison organization. This Liaison position must meet formally a minimum of four times a year.
 - 2.1.7.5. Make reports to the Commission; and
 - 2.1.7.6. Serve, when feasible, as an official Commission liaison with at least one other entity, with the following responsibilities:
 - Interpret the views of the Commission to the other entity and vice versa;
 - Distinguish clearly between personal opinions and Commission policy;
 - Vote in accordance with any position previously taken by the Commission. If the Commission has not taken a position on a specific issue, the Commissioner shall use his or her best judgment, consistent with Commission policy;
 - Submit written informational reports for distribution or make oral reports at regular meetings, as appropriate.
- 2.1.8. EX-OFFICIO MEMBERS

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2.1.8.1. A member of the Board of Supervisors, or a designated representative of the Board of Supervisors shall serve as an ex-officio, non-voting member of the Adult and Aging Commission.

2.1.8.2. A designated representative of a participating city council shall serve as an ex-officio, non-voting member of the Adult and Aging Commission.

2.1.8.3. ROLE

Ex-officio members, although non-voting, counsel and advise from the benefit of their knowledge of local government by:

2.1.8.3.1. Acting as liaisons between the Commission and the Board of Supervisors and participating city councils;

2.1.8.3.2. Alerting the Commission to matters affecting, and to possible conflict between, Commission activities and the county and participating city policy;

2.1.8.3.3. Keeping Commissioners advised of relevant issues that are of current interest to the Board of Supervisors or participating city council;

2.1.8.3.4. Advising the Commission on proper protocol.

2.1.8.4. To avoid the appearance of undue influence, the ex-officio members will not participate in a discussion involving review of a grant submitted by a department of the county or participating city.

2.2. OFFICERS

2.2.1. TITLES

Officers of the Commission will be: Chair and Vice-Chair.

2.2.2. QUALIFICATIONS

Qualifications of persons being considered for office are:

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- 2.2.2.1. Demonstrate knowledge of the Commission’s priority areas and the inter-relationship of the agencies within the aging network and the relationship of the Commission to the Board of Supervisors;
- 2.2.2.2. Hold a leadership role on one or more Commission committees or other related community organization;
- 2.2.2.3. Demonstrate the ability to represent the Commission to policy boards and the public;
- 2.2.2.4. Actively participate in meetings of the Commission and Commission committees on which serving.

2.2.3. DUTIES

2.2.3.1. CHAIR

- 2.2.3.1.1. Shall have primary responsibility for ensuring that the current year’s Program of Work is implemented;
- 2.2.3.1.2. Shall serve on the Executive Committee and call and preside over all meetings of the Commission and the Executive Committee and shall be considered an ex-officio member of all standing committees;
- 2.2.3.1.3. Shall be exempt from membership on any standing committee due to the extensive additional duties placed on the Chair.
- 2.2.3.1.4. Shall appoint the chairperson of all standing committees and task forces (except for the Nominating Committee, whose members are elected);
- 2.2.3.1.5. Shall perform such other duties as prescribed by the Executive Committee or the Commission as a whole.

2.2.3.2. VICE CHAIR

- 2.2.3.2.1. Shall function as chair in the absence of elected chair;

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2.2.3.2.2. Shall assist in developing and implementing the Commission Program of Work;

2.2.3.2.3. Shall serve on the Executive Committee;

2.2.3.2.4. Shall annually attend a meeting of each standing committee and ad-hoc committee on which not serving;

2.2.3.2.5. Shall be responsible for assisting the Nominating Committee in the orientation of new members on the Commission.

2.2.4. TERMS

Officers shall be elected annually at the June meeting and shall serve from July 1 through June 30 of the following year. Mid-year vacancies for Chair and Vice-Chair will be filled in conformance with the ELECTION PROCESS below.

2.2.5. ELECTION PROCESS

2.2.5.1. The Nominating Committee at the regular May meeting of the Commission will present a recommended slate of officers and at-large Executive Committee members.

2.2.5.2. At the June meeting, additional nominations will be accepted from the floor and election will be by a majority vote.

2.2.5.3. The Vice-Chair will fill a vacancy occurring in mid-year in the office of Chair.

2.2.5.4. If the Vice-Chair is unwilling or unable to fill the Chair position, the vacancy will be filled with recommendation of the Nominating Committee and majority vote of the full Commission.

2.2.5.5. Following election of officers, a five member Nominating Committee will be elected annually from candidates nominated from the floor.

2.2.5.5.1. The Nominating Committee will select its own Chair.

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2.3. PROGRAM COORDINATOR

2.3.1. ROLE

The Program Coordinator serves as the Commission's primary staff resource and is responsible for coordination and completion of all Commission activities in accordance with the Program of Work and these rules and procedures.

2.3.2. DUTIES

- 2.3.2.1. Responsible for day-to-day operations;
- 2.3.2.2. Prepare for review and approval by the Commission written reports and other materials;
- 2.3.2.3. Select (in accordance with CSPC procedures), train, and supervise all subordinate staff;
- 2.3.2.4. Inform others on all Commission policies and positions on issues;
- 2.3.2.5. Establish and maintain methods of communication with other entities in the human services network so as to bring to the attention of the Commission issues of significance;
- 2.3.2.6. Provide staff support to committees of the Commission and other committees when so authorized by the Commission;
- 2.3.2.7. Serve on committees or task forces when it is an appropriate staff function or when appointed by the Chair to represent the Commission;
- 2.3.2.8. Appear before Boards when an appropriate Commissioner is unavailable;
- 2.3.2.9. Inform the Executive Committee of members' notification of absence from meetings, pursuant to section; and
- 2.3.2.10. Perform such other duties as may be assigned by the Executive Committee or the Commission.

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2.4. COMMISSION MEETINGS

2.4.1. NUMBER

- 2.4.1.1. The Commission will hold a minimum of ten meetings per fiscal year.
- 2.4.1.2. Under most circumstances, Commission meetings will be held on the fourth Wednesday of the month.
- 2.4.1.3. Special meetings may be called by the Chair, or by a written request submitted to the Program Coordinator and signed by a majority of the voting members of the Commission. Such request will state the subject of the meeting and the requested date of the meeting.

2.4.2. LOCATION

- 2.4.2.1. Meetings of the Commission will be held in adequately sized facilities that are readily accessible to the public.
- 2.4.2.2. The Commission will select a single facility as the primary location for meetings.
- 2.4.2.3. Meetings outside this location may be held from time to time with a rotation of sites within the Supervisory Districts of the County.

2.4.3. NOTICE

The Commission staff will advertise all meetings through one or more means to meet legal requirements and to maximize community input to its deliberations.

2.4.4. AGENDA

- 2.4.4.1. The Program Coordinator will prepare an agenda for each meeting in consultation with the Chair and in conformance with the following process:
 - 2.4.4.1.1. Copies of the agenda and the minutes of the preceding meeting will be distributed to the public at least ten (10) days prior to the meeting; and

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2.4.4.1.2. Meeting packets, including copies of all action items, will be distributed to Commission members a week in advance of the meeting.

2.4.5. QUORUM AND VOTING REQUIREMENTS

2.4.5.1. A majority of the voting membership of the Commission shall constitute a quorum.

2.4.5.2. Formal actions of the Commission will be initiated by a motion and a second and will require affirmative votes of a majority of a quorum.

2.4.6. CHAIR PRO-TEM

In the absence of all officers at a meeting, a Chair Pro-Tem will be elected by a majority of the voting members present.

2.5. COMMITTEES

Standing committees will continue until abolished; Ad Hoc committees are abolished automatically when their assignment is completed.

2.5.1. APPLICATION OF THE BROWN ACT

All meetings of committees of the Commission shall be open to the public. All committees are exempt from posting requirements of the Brown Act based on an Attorney General's interpretation of Government Code Section 54952.3.

2.5.2. COMMITTEE STRUCTURE AND DUTIES

2.5.2.1. EXECUTIVE COMMITTEE

2.5.2.1.1. The Executive Committee consists of the following Commission members: the Chair, the Vice-Chair, the immediate past Chair of the Commission, and two members at-large. If the immediate past Chair cannot serve out a term for any reason, the vacancy thus occurring will be filled by appointment of the Chair.

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2.5.2.1.2. The Executive Committee carries out the business of the Commission between Commission meetings. Any action taken by the Executive Committee will be subject to ratification by the Commission at the next succeeding Commission meeting.

2.5.2.1.3. The Executive Committee will review progress made in completing the Program of Work, including review of special events such as Older Americans Month.

2.5.2.1.4. Meetings of the Executive Committee will be scheduled monthly; Chair may call more frequent meetings.

2.5.2.1.5. The Program Coordinator or designated staff serves as staff at all Executive Committee meetings.

2.5.2.1.6. The Executive Committee shall comment in writing on the Program Coordinator's work performance at least annually. One copy of those comments will be given to the Program Coordinator and one copy retained in the Executive Committee's files until their next comments are prepared. The Chair will discuss the Committee's comments with the Program Coordinator, and those comments will be the basis for any input that may be requested by the employer (if other than the Commission). A copy of the written comments may comprise such input, if the Program Coordinator agrees.

2.5.2.1.7. The Program Coordinator may ask the Executive Committee to comment on the work performance of other Commission staff.

2.5.2.2. STANDING COMMITTEES

2.5.2.2.1. The standing committees of the Commission are the Executive, Nominating, Oversight, and Program Review, Outreach, and Development (PROD).

2.5.2.2.2. Additional standing committees may be created by formal action of the Commission.

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2.5.2.2.3. The Chair of the Commission shall appoint a voting member of the Commission as chair of each standing committee, except the Nominating Committee.

2.5.2.3. AD HOC COMMITTEES / TASK FORCES

Ad Hoc committees (e.g. Budget Committee) and task forces may be created for a single defined task with a deadline for its completion.

2.5.3. COMPOSITION

2.5.3.1. The Chair of the Commission will serve as chair of the Executive Committee and will appoint the Chairperson of each Commission committee, except the Nominating Committee, contingent upon ratification by the full Commission. The Commission Chair and Vice-Chair will not serve as chairs of standing committees, nor of the Nominating Committee, during their terms of office.

2.5.3.2. Each committee will elect a vice-chair from among its membership.

2.5.3.3. Additional members of a committee, except for the Nominating Committee, may include Commissioners and community members at large.

2.5.4. TERMS

2.5.4.1. Appointments to standing committees will be annually reviewed for reappointment by the Chair.

2.5.4.2. Terms on Ad Hoc Committees will be for the duration of the Committee.

2.5.5. APPOINTMENT OF COMMITTEE MEMBERS

2.5.5.1. The Chair will appoint Commission and/or community members to committees based on stated interest and will fill vacancies;

2.5.5.2. Appointments by the Chair will be confirmed by formal action of the Commission.

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2.5.6. VOTING REQUIREMENTS

A majority of a committee's total membership shall constitute a quorum. Passage of committee motions requires an affirmative vote of a majority of committee members present.

2.5.7. DUTIES

2.5.7.1. Chairperson:

The committee chairperson is responsible to see that the committee's work contributes to the Commission's overall Program of Work, and is performed in accordance with these Rules and Procedures.

2.5.7.2. Members:

The duties of the members are to:

2.5.7.2.1. Attend all meetings of the committee.

2.5.7.2.2. Carry out tasks assigned by the committee chairperson.

2.5.7.3. Community Members

Committee community members who are non-commissioners are expected to adhere to the requirements as outlined and are expected to fully participate in the work of the committee.

2.5.7.3.1. Non-Commissioners may be appointed to serve on Commission committees for a term of one year.

2.5.7.3.2. Such appointment will generally be that of *Community Member*.

2.5.7.3.3. Appointments of *Community Members* will be primarily because of their unique experience, expertise and service within Sacramento County.

2.5.7.3.4. Annually, the Chair appoints and reappoints *Community Members*, and the full Commission ratifies the appointment.

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2.5.7.3.5. Appointed *Community Members* may be reappointed for additional annual terms at the discretion of the Chair. Reappointment is subject to ratification by the full Commission.

2.5.7.3.6. Appointed *Community Members* are subject to the same attendance, conflict of interest, and confidentiality policies as appointed Adult and Aging Commission members.

2.5.7.3.7. A conflict of interest form must be signed and on file.

2.5.8. PROCEDURES

Complete work products are subject to review and ratification by the full Commission at a regular meeting.

2.6. PROGRAM OF WORK

2.6.1. PURPOSE

2.6.1.1. Meet the Commission's obligation to the Board of Supervisors;

2.6.1.2. To provide a basis for purposeful action and accountability in Commission operations and for the preparation, justification and administration of the Commission's annual budget; and

2.6.1.3. To inform the community of the Commission's intended activities during the coming year.

2.6.2. DEVELOPMENT

2.6.2.1. Development of the Program of Work shall conform to the County's calendar timetable.

2.6.2.2. The Program Coordinator, with input from the Executive Committee, will annually prepare a procedure and timetable for developing the Program of Work, to include consideration of the following:

2.6.2.2.1. Suggestions for content from committees of the Commission;

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2.6.2.2.2. The status of the current Program of Work and of issues and concerns brought to the Commission's attention;

2.6.2.2.3. The relationship of the Program of Work to the Commission budget, its annual report, and other Commission products; and

2.6.2.3. Once considered and adopted by the Commission, the Program of Work shall be forwarded to the Board of Supervisors.

2.6.3. CONTENTS

The Program of Work document will include the following:

2.6.3.1. Intended accomplishments for the coming year(s) as they relate to Resolution 94-1380;

2.6.3.2. A clear identification of significant changes in current operations of the Commission;

2.6.3.3. The committee structures through which the Commission has functioned and any substantial changes that are proposed.

2.7. REPORTS TO THE BOARD OF SUPERVISORS

2.7.1. TYPES

2.7.1.1. Annual Report:

Shall include all the important elements of the current year and be formally submitted to the Board of Supervisors in conjunction with the Program of Work for the following year.

2.7.1.2. Subject Matter Reports:

When appropriate, reports will be sent to the Board which address specific areas of concern or problems of senior and dependent adults, and which may include recommendations for Board action.

2.7.2. PREPARATION

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- 2.7.2.1. The Program Coordinator has the primary responsibility for preparation of Commission reports to the Board.
- 2.7.2.2. Reports may be prepared by Commission members or committees when so assigned.

2.7.3. PROCESSING

- 2.7.3.1. Committee reports require Committee action before forwarding to the full Commission.
- 2.7.3.2. Under normal circumstances, the Commission will approve all reports at a public noticed meeting before they are forwarded to the Board. When prior approval by the full Commission at a regular meeting would prevent timely consideration on any issue, the Executive Committee may approve such communication to the Board and inform the Commission at its next regular meeting.
- 2.7.3.3. Commission reports shall be submitted to the Chairman of the Board for placement on the Board's agenda in conformance with County procedures.
- 2.7.3.4. Interested parties will be informed in advance of Commission communications to the Board that may affect them and will be notified of hearing dates for such communications so that their views may be expressed.

3. LIAISONS WITH THE HUMAN SERVICES NETWORK

3.1. PURPOSE

To provide mechanisms for communicating, information sharing, planning, coordinating and decision making among the various entities that have an interest in the adult and/or aging community so as to maximize the resources and energies available.

3.2. PRIORITIES

The Executive Committee will determine liaison priorities. Some will be ongoing while others will be determined by issue-oriented need.

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3.3. MECHANISMS

Liaison mechanisms may be ongoing or short term, depending on issue oriented need, and will include the following:

- 3.3.1. Commissioner(s) serving as voting member(s) of another body;
- 3.3.2. Commissioners and committee members serving as official liaison (non-voting) members of another community organization;
- 3.3.3. Representatives of other bodies appointed to a Commission established standing or ad-hoc committee, task force, coalition; and
- 3.3.4. Permanent and/or rotating agenda place for presentations to the Commission on a routine schedule.

4. NON-COMMISSIONER LIAISONS

- 4.1. Non-Commissioners may be appointed to represent the Commission on non-Commission committees, task forces, boards, etc.
- 4.2. In cases where the by-laws of the organization require the Commission liaison to be ratified by the Board of Supervisors the selected liaison's name shall be forward as a recommendation for ratification. (These seats will be referred to and known as "reserved" seats.)
- 4.3. Appointments of such persons will be primarily because of their unique experience and expertise and their service with Sacramento County.
- 4.4. Such appointment will generally be that of LIAISON.
- 4.5. Annually, the Chair will review non-reserved seat appointments and make changes as appropriate.
- 4.6. For reserved seats, the collaborating organization must inform the Commission in a timely manner when the seat is up for renewal so that the Chair may review and determine changes in appointed persons.

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- 4.7. Such persons must vote in accordance with any position previously taken by the Commission when serving for the Commission in a voting capacity on other organizations. If the Commission has not taken a position, the representative shall use his or her own best judgment.
- 4.8. The role of such persons is to keep the group to which they are appointed aware of Commission issues and concerns.
- 4.9. Such appointees shall attend at least four Commission meetings annually to remain current on activities of the Commission.
- 4.10. Such appointees will be expected to give timely verbal and/or written reports to the Commission at least two times a year and may, from time to time, be asked to consult with the full Commission, the Executive Committee, or a standing committee.
- 4.11. Such persons shall maintain communication with staff on a regular basis in order to apprise them of any activities of other organizations that the Commission should be aware of.

5. SUPPORT OF OTHER PUBLIC AND PRIVATE/NON-PROFIT AGENCIES

5.1. REQUESTS RELATED TO FUNDING

5.1.1. LEVEL I: GRANT APPLICATIONS

- 5.1.1.1. The Commission may support efforts of agencies to enhance their funding or to fund innovative projects through grant applications to foundations or private corporations.
- 5.1.1.2. All applicants requesting Commission support will be asked to demonstrate coordination with Focal Point lead agencies and use of Human Services Information System data, if applicable.
- 5.1.1.3. If the above condition has been satisfied, the Chair, without approval of the full Commission, may direct that a letter be written for agencies and programs that the Commission has historically supported.
- 5.1.1.4. For agencies not historically supported, the effect of the expanded program on the total system of services and compliance with the above

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condition must be demonstrated by the applicant and approval given by the full Commission.

5.1.1.5. The Commission will not write a support letter for individual agencies during a funding cycle for which the Commission is the first level of review. The Commission's recommendation on all applicants will be forwarded to each level of review body.

5.1.2. LEVEL II: ONGOING BUDGET SUPPORT

5.1.2.1. The Commission regularly testifies before the Board of Supervisors during budget hearings regarding county funded services. Emphasis will be placed on analyzing funding levels of each program in light of total funding available.

5.1.2.2. The Commission's policy in support of funding requests by community-based agencies with local government or other local funding contracts will be to:

5.1.2.2.1. Not give on-the-spot support unless the broad implications have already been studied; and

5.1.2.2.2. Only advocate during the funder's regular budget process.

5.2. REQUESTS FOR SUPPORT OF PUBLIC POLICY

5.2.1. The Commission is often asked to add its support to the position taken by another advisory board or agency on an issue of public policy. In these instances, the request must be reviewed and approved by the full Commission after approval by the county Legislative Advocate.

5.2.2. Once approved, the Commission's name may be listed as supporting the position or, when appropriate, the Chair or other designated person may testify before policy boards in support of the position.

5.3. REQUESTS FOR ACTIVITY OR EVENT SUPPORT

5.3.1. LEVEL I: COOPERATION

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5.3.1.1. The role of the Commission at this level of support is more that of a facilitator and communication channel, with limited or no participation in the events under question.

5.3.1.2. Cooperation is the appropriate response whenever the activity may be of interest but is unlikely to contribute directly to the Commission's goals and objectives or current Program of Work.

5.3.1.3. Use of the Commission's name is not permitted at this level of support and there will be no expenditure of Commission resources.

5.3.1.4. Commission staff may determine the appropriateness of support at this level.

5.3.2. LEVEL II: ENDORSEMENT

The Commission may endorse a program/event/study sponsored by another agency under the following circumstances:

5.3.2.1. The sponsoring agency is public or private/non-profit; or

5.3.2.2. The activity will contribute directly to the Commission's stated goals, objectives or current Program of Work.

5.3.2.3. The full Commission will permit endorsement only after approval.

5.3.2.4. The Commission's name may be used by the sponsoring agency, as in "endorsed by the Sacramento County Adult and Aging Commission".

5.3.3. LEVEL III: CO-SPONSORSHIP

5.3.3.1. Use of the Commission's name as a co-sponsor will occur only when the Commission has a voice in the direction and content of the program in question.

5.3.3.2. The full Commission will permit co-sponsorship only after approval.

5.3.4. LEVEL IV: SPONSORSHIP

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5.3.4.1. Sponsorship of an activity or event is appropriate only when the initiative comes from the Commission and the Commission has primary responsibility for planning, conducting and follow-up on the activity.

5.3.4.2. The full Commission will permit sponsorship only after approval.

6. USE OF ADULT AND AGING COMMISSION MAILING LISTS

6.1. Under general policy, the Commission's mailing lists will not be handed out to agencies or individuals requesting this information, in consideration of the privacy of those on the lists.

6.2. The roster of Commissioners' names and addresses will also not be distributed to agencies or individuals requesting this information. Agencies are encouraged to address mail for the Commissioners to the Adult and Aging Commission office and staff will see that it is distributed.