



Camarillo Health Care District, Room E-119
3639 E Las Posas Road, Camarillo, CA 93010

Minutes

Tuesday, August 20, 2013 – 8:30 a.m.

1. The meeting of the Camarillo Council on Aging was called to order at 8:30 a.m., on August 20, 2013.
2. **Roll Call**
LUIS ESPINOSA, Chair - Present
VAL RAINS, Vice Chair - Present
TODD TERRES, Treasurer - Present
KAREN VALENTINE, Secretary - Present
RENEE HIGGINS, Member - Absent
3. **Pledge** - Luis Espinosa
4. **Amendments to the Agenda** - None
5. **Approval of Minutes** of the July 16, 2013 Meeting
 - Council Member Val Rains moves to approve the July 16, 2013 Minutes;
Council Member Karen Valentine seconds the motion
 - All in favor, no dissents
6. **Approval of Minutes** of the July 24, 2013 Meeting
 - Council Member Val Rains moves to approve the July 16, 2013 Minutes;
Council Member Karen Valentine seconds the motion
 - All in favor, no dissents
7. **Treasurer's Report** – Todd Terres
 - Beginning Balance \$12,320.91
 - Earnings \$.68
 - Expenses \$ 0.00
 - Ending Balance \$12,321.59
8. **Open Communications/Public Forum** - The Camarillo Council on Aging, Executive Board, will hear from the public on any item of interest that is not on the agenda. The

Executive Board cannot take action on any item not scheduled on the agenda. These items may be referred for administrative action or scheduled on a future agenda.

9. Discussion Items - None

10. Liaison Reports

A. Camarillo Health Care District (CHCD) – Sharon Tatelman

- Ongoing programs at CHCD include CPR & First Aid course and AARP driver courses.
- Tools for Caregiving series will start September 12th and the UCLA Memory Training course begins on August 27th.
- Free Produce Day is held the second Thursday of the month
- Arthritis Walk with Ease held at Arneill Ranch will resume September 16th.
- Six week Healthier Living: Chronic Disease Self-Management Program will begin in September.

B. Pleasant Valley Recreation and Park District (PVRPD) – Luis Espinosa on behalf of Jane Raab

- Upcoming Military Expo August 24th
- Senior Lunch and Movie will be hosted by Atria Las Posas on September 5th– the movie will be **The Guilt Trip**
- Took 60 Seniors to San Manuel Casino last week

C. Ventura County Area Agency on Aging (VCAAA) – Karen King

- They did not meet in August
- In July they had a kickoff meeting for the ByLaws Committee
- Meet again September

11. Old Business

A. Grant Program Policy and Council on Aging By-Laws Meeting with City Clerk Jeffrie Madland – Luis Espinoza

a. Reestablishment of Advisory Committee as defined in City Resolution

The City Resolution requires the establishment of a Committee to assist the CCoA in reporting to the City of what kind of senior issues and needs there are in the community. The Resolution mentions where to look in order to fill this Committee.

This item was tabled and will be discussed at the September 12, 2013 Policy and Procedure Workshop. Council Member Val Rains would like to discuss the specific areas to look for members and people that might fit those categories.

B. Define Grant Program Process and Parameters – Update Grant Process and Procedures to include:

Any organization who receives grant funding from the Camarillo Council on Aging may not apply for additional grant funds for a period of two (2) years.

City Clerk Jeffrie Madland and Council Chair Luis Espinosa discussed creating a policy for the grant program and Jeffrie Madland recommended that we establish a policy. The language above was not specifically discussed at the meeting between Jeffrie and Luis. This item was tabled and will be discussed at the September 12, 2013 Policy and Procedure Workshop.

Val would like to move ahead with checking the language with the Attorney and the City Clerk

*Discussion regarding giving grant to same group in consecutive years, may not be a practice we want perhaps the policy that it is suggested that... **Val's suggested wording...** It is suggested that any organization who has received grant funding from the CCOA not apply for additional grant funds for a period of one year or two years.*

- C. Board Member Assignments – Luis Espinosa**
 - Grants – Val Rains and Todd Terres
 - Secretary – Karen Valentine
 - Community Outreach – Luis Espinosa and Renee Higgins
 - Policy and Procedure – Luis Espinosa

There was discussion regarding the Advisory Committee and potentially more Board Assignments. This item was tabled and will be discussed at the September 12, 2013 Policy and Procedure Workshop.

- D. Senior Resource Guide – Luis Espinosa**
 - a. Eldercare Guide – Ventura County Star Publication**
 - b. Progress Reports**

It was **MOVED** by Council Member Val Rains, **SECONDED** by Council Chair Luis Espinosa, and the **MOTION PASSED** to table the discussion to the Regular Meeting of September 17, 2013. All Council Members will continue to move forward with their Senior Resource Guide Executive Committee Assignments.

- E. Camarillo Commission on Aging (CCOA) Outreach Efforts – Luis Espinosa**

There was discussion regarding attendance at CCOA meetings and how to reach out to more members of the community.

- F. September workshop for Policy and Procedures Manual – Luis Espinosa**

Policy and Procedures Manual Workshop will be held September 12, 2013. The time and location will be determined at a later date. Council Chair Luis Espinosa will contact Council Member Karen Valentine with details.

G. CCoA Meeting Location, Time, and Number – Luis Espinosa

The following locations and times were proposed:

September 17, 2013 Regular Meeting - 9:00 a.m. – Atria

October 15, 2013 Regular Meeting – 9:00 a.m. – AlmaVia

November 19, 2013 Regular Meeting – 9:00 a.m. - PVRPD

12. NEW BUSINESS

A. Pleasant Valley Recreation and Park District (PVRPD) MOU Renewal – Val Rains

Council Member Val Rains and Council Chair Luis Espinosa will form a sub-committee to review the Pleasant Valley Recreation and Park District MOU.

Once they have reviewed the MOU they will take their suggestions to the City Attorney and City Clerk and then they will meet with representatives from PVRPD to finalize the MOU.

13. BOARD PRESIDENT’S REPORT – Luis Espinosa

A. Meeting with PVRPD

Council Chair Luis Espinosa met with Amy Stewart from the Pleasant Valley Recreation and Park District and Jane Robb, who runs the Senior Center and discussed relationship building.

B. PVRPD invite for site tour of Simi and Thousand Oaks Senior Center

Council Chair Luis Espinosa will tour the Simi Valley and Thousand Oaks Senior Centers to identify how the relationship works in those locations.

C. CCoA invite to September/October Camarillo City Council workshop to discuss Senior Services.

At a September or October Camarillo City Council workshop Senior Services will be discussed. The CCoA will be invited to the meeting, after discussion it was determined that at least two members of the CCoA will attend the workshop.

14. Adjournment – Val Rains moved for adjournment, seconded by Karen Valentine, passed unanimously at 9:56 a.m.

Respectfully submitted,



Karen Valentine

Secretary

Camarillo Council on Aging