



Camarillo Health Care District, Boardroom – Bldg F  
3615 E Las Posas Road, Camarillo, CA 93010

**Minutes**

**Thursday, September 12, 2013 – 9:00 a.m.**

1. The meeting of the Camarillo Council on Aging was called to order at 9:04 a.m., on September 12, 2013.
2. **Roll Call**  
LUIS ESPINOSA, Chair - Present  
VAL RAINS, Vice Chair - Present  
TODD TERRES, Treasurer - Present  
KAREN VALENTINE, Secretary – Present  
RENEE HIGGINS, Member - Present
3. **Amendments to the Agenda**  
Add Pledge and move item 5 (Board Conduct) after item 7 (Board Member Assignments)

The Pledge of Allegiance was lead by Luis Espinosa, before open communications.

4. **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.**
  - Council Chair Luis Espinosa, mentioned that at the next regular meeting there will be a report from VCAAA regarding the Senior Summit scheduled to be held on November 2, 2013 at Cal State Channel Islands.
  - Council Member Renee Higgins brought up her attendance and would like to discuss moving the day of the commission meeting from Tuesday to a different day of the week. Council Member Renee Higgins requested this topic be added to the **October 15, 2013 regular agenda.**
6. **Define Grant Program Process and Parameters – Update Grant Process and Procedures**
  - There was discussion regarding delaying moving forward with defining grant program process and parameters until there is clarification from the City Clerk, Jeffrie Madland, regarding the original scope of the Council’s ability to give funds to those requesting grants. – Council Member Val Rains would like direction to call City Clerk, Jeffrie Madland to find out if the council has the authority to award grants. This item will be added to the **October 15, 2013 regular agenda.**

**7. Board Member Assignments**

- Discussion regarding moving forward with an Advisory Committee and the responsibilities and potential members of the Advisory Committee.
- Add Expo to Committee – Board Member assignments will be discussed at the **September 17, 2013 meeting during the PVRPD MOU update.**

It was **MOVED** by Council Member Karen Valentine, **SECONDED** by Council Member Todd Torres, and the **MOTION PASSED** to table the discussion to the Regular Board Meeting of September 17, 2013.

**8. Senior Resource Guide**

It was **MOVED** by Council Member Val Rains, **SECONDED** by Council Chair Luis Espinosa, and the **MOTION PASSED** to publish a Senior Resource Guide in 2014.

**Roll Call Vote**

LUIS ESPINOSA	Aye
VAL RAINS	Aye
TODD TERRES, Treasurer	Abstain
KAREN VALENTINE, Secretary	Nay
RENEE HIGGINS, Member	Aye

There was a recommendation to have a workshop to determine the content of the Senior Guide in the future. Council Member Karen Valentine will contact Council Chair Luis Espinosa, with her availability.

**5. Board Member Conduct**

There was discussion regarding being professional, respectful, and not take anything personal.

- 9. Adjournment** – Council Member Val Rains moved for adjournment, seconded by Council Member Karen Valentine, passed unanimously at 10:17.

Respectfully submitted,

---

Karen Valentine  
Secretary  
Camarillo Council on Aging