



STATE OF CALIFORNIA
CALIFORNIA SENIOR LEGISLATURE
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JOINT RULES COMMITTEE MEETING MINUTES

Monday-Tuesday, February 14-15, 2011
Vagabond Inn
909 Third St, Sacramento, CA 95814

Chair: Senior Assembly Member Richard Dahlgren
Vice Chair: Senior Senator Jim Levy
Vice Chair: Senior Assembly Member Julia Rosenberg
Senior Senators Joe Cox, Kitty Mesler, Bruce Steir, Carla Treuting
Senior Assembly Members Quincy Campbell, Don MacAllister, and Evelyn Tom
Immediate Past Chair: Senior Senator Lola Young
Chair, Legislative Committee: Senior Assembly Member Alice Loh

I. Call to Order

The February 14-15, 2011 Joint Rules Committee Meeting was called to order by Chair Senior Assembly Member Richard Dahlgren at 12:30 p.m. Invocation was said by Senior Assembly Member Evelyn Tom. Pledge of Allegiance was led by Senior Assembly Member Julia Rosenberg.

II. Roll Call

Present: Senior Senators Jim Levy, Kitty Mesler, Joe Cox, Lola Young, and Alice Loh; Senior Assembly Members Julia Rosenberg, Quincy Campbell, Evelyn Tom, Richard Dahlgren and Don MacAllister
Staff: Clare Smith and Crystal Wallace
A Quorum was established.

III. Introductions: Clare Smith, Consulting Executive Director; Crystal Wallace, Office Technician

DISCUSSION/ACTION ITEMS

V. Motion to Approve Agenda of February 14 – 15, 2011 JRC Meeting:

M/S/P (Don MacAllister/Julia Rosenberg)

VI. Motion to Approve Minutes of November 15, 2010 JRC Meeting:

M/S/P (Evelyn Tom/ Don MacAllister)
Three abstentions

VII. Correspondence

A. Correspondence and Informational emails from members
Chair Dahlgren distributed a list of correspondence received during November 2010 – February 2011. Discussion continued regarding the need for more advertising with regards to Code 402 for the remainder of this year's tax session.

Sub-Committees Met from 1:00 p.m. to 3:30 p.m.

Fund Development/Public Relations	1:00 p.m. to 1:30 p.m.
Policies and Procedures	1:30 p.m. to 2:00 p.m.
Budget and Finance	2:00 p.m. to 2:30 p.m.
Session Planning	2:30 p.m. to 3:00 p.m.
AARP/Wal-Mart Project	3:00 p.m. to 3:30 p.m.

A. Fund Development Report – Chair Senior Assembly Member Julia Rosenberg

-- The items addressing the 2010 Session Planning Evaluations and the AARP/Wal-Mart Project item was referred out to Session Planning Sub-Committee by Chair Senior Assembly Member Julia Rosenberg.

-- Chair Richard Dahlgren discussed the Public Service Announcement (PSA) using Atomic Productions and the Chuck Molnar Advertising Agency. The project scope of work and invoice were provided to the CSL in March 2010, but no decision was rendered on whether to move forward on the production. Some concerns were raised regarding distribution after production, especially when considering highly populated regions such as Los Angeles and the Bay Area. Ideas were shared describing different opportunities for members to work locally to get the information out to radio stations.

MOTION TO HAVE EXECUTIVE DIRECTOR STAFF CONTACT CHUCK MOLNAR REGARDING THE AD CAMPAIGN AND MOVE FORWARD ON THE PROJECT ADHERING TO A BUDGET NOT TO EXCEED \$2,500 (SAME AS THE AMOUNT USED FOR THE “CHECK-OFF CALIFORNIA CAMPAIGN”).

M/S/P (MacAllister/Treuting)
1 opposed

B. Policy and Procedures Report – Chair Senior Senator Jim Levy

-- Discussion of 2010 Year –End Report Senior Senator Levy never received any other report than a year-end report from the Joint Rules Committee.

-- Recommendations were made to make changes to CSL Standing Rules. Senior

Assembly Member Don MacAllister posed a question related to members and meeting attendance requirements. Senior Senator Kitty Mesler stated that no decisions on that issue had been made official and that Planning and Service Areas (local Area Agencies on Aging) should have a role in following up in their regions. A reminder that CSL candidates must live within the PSA in order to represent that PSA.

- A discussion was held that members who do not attend the annual session may lose their CSL membership, an additional recommendation was presented stating that this attendance rule may be included in the CSL Resource Manual.

MOTION TO ACCEPT POLICY & PROCEDURE REPORT AS GIVEN.

M/S/P (MacAllister/Rosenberg)

C. Budget and Finance Report –Chair Senior Assembly Member MacAllister

- Executive Director Smith provided highlights from a meeting with the Department of General Services Accounting Unit. Focus of the meeting was on the CSL Surplus Money Interest Fund (SMIF) account. CSL operates on funds contributed to the California Fund for Senior Citizens (Code 402) using a Cash in State Treasury (CIST) account and the SMIF. The CIST serves as the “checking account” and the SMIF serves as the interest-earning “savings” account. Funds are transferred from the SMIF on an as needed basis to the CIST to cover expenses according to DGS Accounting Administrator Eugene. Chair MacAllister that an analysis of the SMIF (July 2010 - March 2011) be prepared to reflect trends in the flow of funds in and out of the SMIF. Chair MacAllister will engage members of the newly formed SMIF Account Sub Sub-Committee to assist in the development of the 2011-12 Operating Budget.
- Chair MacAllister distributed the February 2011 “Budget and Expenditures Summary” provided by the DGS. The current 2010-11 Annual Budget is set at \$287,000 (revenue from the California Fund for Senior Citizens). There are currently funds available for purchasing needed telephone equipment, as well as upgrading computer equipment and software in the office. Some discussion took place regarding state rules related to CSL’s purchasing delegation authority. Office staff will research what is needed in order increase CSL’s purchasing authority beyond \$4,999. It was agreed that a higher purchasing authority amount would be helpful to CSL especially before and during the annual legislative session.
- A summary report (quarterly) reflecting the California Foundation on Aging (CFoA) CSL account balance was distributed. Lastly, the Franchise Tax Board Voluntary Contributions monthly report was distributed which reflected the most recent contributions (as of January 2011).

MOTION TO ACCEPT BUDGET & FINANCE REPORT AS GIVEN.

M/S/P (Levy/Campbell)

MOTION FOR PAYMENT TO BE ISSUED TO MR. SAMUEL PARK FOR HIS WORK ON THE 30TH ANNIVERSARY PINS.

M/S/P (Dahlgren/Levy)

MOTION TO DIRECT STAFF TO RESEARCH AND OBTAIN NEW TELECOMMUNICATIONS EQUIPMENT PURCHASE FOR CSL OFFICE.

M/S/P/ (Dahlgren/Cox)

D. Session Planning Report – Chair Senior Senator Joe Cox

- Senior Assembly Member Rosenberg stated it is too early to schedule Hotel Dinner/Entertainment, but that this year's session will reflect a Mexican theme. "Rotary Rooters" will be considered for entertainment venue. Senior Assembly Member Rosenberg will explore the inclusion of vendor tables, possibly arts and crafts vendors. A discussion on the menu was tabled until the next meeting.
- Prior Session Evaluations were analyzed by Senior Assembly Member Tom. Her assessment revealed positive results on the food and entertainment. A variety of ideas were shared that suggested improvements in the following areas:
 1. Test audio-visual equipment prior to use
 2. Ensure that two greeters are available to greet attendees, especially during the banquets.
 3. Prepare checks in advance, so that payment can be made in a timely fashion to the hotel and other services
 4. Create "back-up" positions for session staff so that tasks can be handled by various volunteers, and not just one person
 5. Set-up 2-3 registration tables, instead of one

Sherry Jenkins has offered to be the Volunteer Coordinator for 2011 October Session.

- Proposal Introduction Forms will be mailed out both electronically and ground US mail on February 17, 2011. It was suggested that there be a limit of two proposals submitted per member. This issue was referred to the Legislative Committee for further guidance.
- Joint Rules Committee will obtain the necessary permission from the State Capitol for the Los Banos Color Guard to carry firearms as part of the opening ceremony.
- Senior Assembly Member Tom and Senior Senator Cox are working on the development of a budget that will clearly reflect all Annual Session expenses.
- Senior Assembly Member Tom distributed a promotional publication produced by the Office of the Chief Clerk that provides an overview of the State Assembly. The brochure features a wide angle photograph of the members, and easy to

read text. All agreed that a publication of this type would be a good promotional piece for CSL.

MOTION TO APPROVE EXPENSES FOR PHOTOGRAPHER, TERRY REED, OF LOS BANOS.

M/S/P (Young/Rosenberg)

MOTION TO APPROVE JRC SUB-COMMITTEE SESSION PLANNING REPORT AS GIVEN.

M/S/P (Loh/MacAllister)

- E. Ad Hoc AARP/Wal-Mart Sub-Committee Report – Chair Senior Assembly Member Evelyn Tom

Guests: Betty Mulholland

Chair Assembly Member Tom is researching possible project activity ideas that will catch AARP and the Walmart Foundation's attention.

The Walmart Foundation supports initiatives focused on enhancing opportunities in our four main focus areas:

1. Education
2. Workforce Development / Economic Opportunity
3. Environmental Sustainability
4. Health and Wellness

AARP's current priority areas:

1. State Budget
2. Health Care
3. Economic Security/Elder Abuse
4. Livable Communities
5. Utilities Programs

- Senior Assembly Member Campbell strongly suggests a partnership with AARP. A Three Year Plan proposal is under development. A draft of the plan was distributed. Various project ideas were discussed included the following ideas:

Southern and Northern Caucus come together to promote basic importance issue of both AARP and CSL.

Gather once a year with L.A. Caucus (as part of the C4A Allied Conference)

Chair Assembly Member Tom's suggested considering what CSL needs, and also what type of activity could also meet AARP's needs and priorities.

Some ideas included:

- Supporting and promoting Code 402 Donations
- Community Education, such "How to Walk the Halls", or Write Proposals

- Enhancing collaboration and coalition-building with other organizations

Chair Tom reported on AARP's offer to include CSL in Friday teleconference call briefings on legislative issues, and also to continue conference calls for the Walmart project planning purposes. In addition, AARP has offered their toll free conference call line for CSL use.

MOTION TO APPROVE AARP/WAL-MART SUB-COMMITTEE REPORT AS GIVEN.

M/S/P (Levy/Treuting)

Tuesday, February 15, 2011, 9:00 a.m. to 12:00 p.m.

**Location: Vagabond Conference Room
909 Third Street, Sacramento**

- IX. Legislative Committee Report was presented by Committee Chair Senior Assembly Member Alice Loh. An update on CSL proposals and legislative activity was provided. In addition, Chair Loh distributed an "Estimated Travel Expenditures" summary reflecting Legislative Committee members' expenses from January 2011- April 2011. The figures were based on the 'Worksheet for legislative Budget' dated December 28, 2010.
- X. Chair's Report was provided by Chair Dahlgren
Executive Director Comments were given by Clare Smith. Smith reported that processing travel expense claims (TECs), researching CSL budget issues and learning about administrative operations are current focus areas.
- XI. Old Business
 - A. Discussion of 2010 Annual Session, Dates
Dates were set for the future Annual Session (October 24-27, 2011)
 - B. Office Technician Recruitment
Crystal Wallace was hired and started on January 18, 2010.
 - C. Consulting Executive Director Recruitment
Clare Smith' contract was executed on December 15, 2010
 - D. Budget Reports
Including the status of contracts; this includes but is not limited to the following:
 - (a) Department of General Services MOU
 - (b) State Controller's Office Contract
 - (c) California Fund for Seniors (Code 402)
 - (d) "SMIF" Account
 - (e) "Budget and Expenditures Summary" Operating Budget
 - (f) California Foundation on Aging (CFoA) Account

- E. "Focus on 30 campaign" and Code 402
It was noted that a Code 402 flyer is posted on CSL website. It was suggested that 30th Anniversary lapel pins be mailed out to all contributors to the 30/30 campaign in addition to every CSL member.
- F. Workers Compensation Case
The WC case was settled August 12, 2010.
- G. By-Laws Committee
Chair Dahlgren appointed Jim Levy as Chair of the By-Laws Committee. A recommendation was made to recruit and appoint new members for the committee as follows: 2 members from Southern California, 2 members from the Bay Area and 2 members from Northern California.
- H. SMIF Account Committee
Chair of the Budget and Finance Sub-Committee Don MacAllister will set-up a work plan for committee responsibilities and report on progress at the next meeting.

XII. New Business

- A. Policy Committee and Alternates
Chair Dahlgren discussed the need for Alternates for standing Sub-Committees. Alice Loh's alternate is Billie Taylor; Carla Treuting, Jim Levy, Bruce Steir, and Julia Rosenberg need to appoint alternates.
- B. Proposal for 2011 Session Book
Review and discussion of proposal from Bill Hollabaugh regarding the production of the 2011 Session Book. Advertisement rates will remain the same.

MOTION TO APPROVE BILL HOLLABAUGH'S PROPOSAL TO PRODUCE THE 2011 SESSION PROGRAM BOOK.

M/S/P (Dahlgren/Cox)

- C. Check-off California Campaign (Code 402).
Chair Dahlgren reported that due to staffing changes, the Campaign will not be active this year so CSL will need to be extra vigilant in promoting Code 402.
- D. Disposition of Old Files
A request from staff that guidance is needed regarding what files should be kept and what files may be purged. Office staff were directed to seek guidance from members as needed, and use discretion in purging old files.

Meeting was adjourned at 11:55 a.m.