



STATE OF CALIFORNIA
STATE OF CALIFORNIA
CALIFORNIA SENIOR LEGISLATURE
1020 N Street, Room 513, Sacramento, CA 95814
Phone (916) 552-8056 Fax (916) 552-8013
www.4csl.org

JOINT RULES COMMITTEE MEETING MINUTES

Monday-Tuesday, April 11-12, 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 April 11-12, 2011 Joint Rules Committee Meeting was called to order by Chair Senior Assembly Member Richard Dahlgren at 12:37 p.m. Invocation was said by Senior Assembly Member Alice Loh. Pledge of Allegiance was led by Senior Assembly Member Don MacAllister.

II. Roll Call

Present: Senior Senators Jim Levy, Kitty Mesler, Lola Young, and Alice Loh; Senior Assembly Members Julia Rosenberg, Quincy Campbell, Evelyn Tom, Richard Dahlgren and Don MacAllister

Excused: Joe Cox

Staff: Clare Smith and Crystal Wallace

A Quorum was established.

DISCUSSION/ACTION ITEMS

III. Motion to Approve Agenda of April 11-12, 2011 JRC Meeting:

M/S/P (Don MacAllister/Alice Loh)

IV. Motion to Approve Minutes of February 14-15, 2010 JRC Meeting:

M/S/P (Evelyn Tom/ Julia Rosenberg)

One abstention

Mission: To Improve the Quality of Life for Aging Californians

Funded by the California Fund for Senior Citizens – FTB, Code 402

V. Correspondence

A. Correspondence and Informational emails from members

Chair Dahlgren reminded Committee members about office staff roles and responsibilities and encouraged members to take an active role in CSL leadership. Chair Dahlgren noted that the end of year reports by each Sub-Committee Chair are extremely helpful, and acknowledged that Assembly Member Tom sent out information that may be used for evaluating performance of JRC members. Chair Dahlgren announced that the JRC plaque was delivered to Anne Mack for her outstanding efforts as Legislative Chair. Chair distributed a list of all correspondence and informational emails received since the report.

VI. Sub-Committees Meetings and Reports (1:00 p.m. to 4:30 p.m.)

A. Fund Development/Public Relations - Senior Assembly Member Julia Rosenberg

- Chair Rosenberg remarked that Code 402 this year has been highly successful, and recognized the recent Public Service Announcement produced and distributed by Senior Assembly member Chuck Molnar on behalf of CSL. Senior Assembly Member Dahlgren updated members on the notable increase in the Code 402 contributions received during March through April 7, 2011. Chair Dahlgren also discussed the YouTube Spot and recommended that every member go to YouTube.com and checks it out.
- “Focus on 30” Campaign is well on its way and a recommendation was made to produce a Press Release after April promoting the “Focus on 30” Campaign
- Executive Director Smith reported that a few communication problems have arisen since the release of the Spanish language Press Release. A suggestion was made to create bilingual language teams of members who can be ready to assist callers. In the meantime, the office will take names and numbers (using basic Spanish language skills/words) and contact members as the need arises.

MOTION TO APPROVE COMMITTEE REPORT

M/S/P (Evelyn Tom/Kitty Mesler)

MOTION BY JRC TO ACCEPT REPORT

M/S/P (Jim Levy/Don MacAllister)

B. Policies and Procedures – Senior Senator Jim Levy

- Chair Levy addressed the issue of Resource Manuals and noted that approximately 48 members have not received a copy of the Resource Manual. However since the Resource Manual will be revised this year, Chair Levy recommended that the office provide a small number of hard copy versions to only to those members that do not have easy access to Internet. others can visit the CSL web site and down load the sections as needed. Chairman Levy

suggested that the Committee members split apart into teams that address sections of the Resource Manual for corrections, updates. The following Committee members were given their sections to review.

Part II. CSL Information -Senior Senator Mesler
Part III. CSL Member Responsibilities -Senior Senator Treuting
Part IV. CSL Rules -Senior Senator Young given
Part V. Legislation -Senior Assembly Member Loh
Part VI. Public Relations -Assembly Member MacAllister
Part VI. Annual Session -Senior Senator Levy
Part VIII. CSL Elections -Senior Senators Levy and Young
Part IX. Aging Network Roster -Consulting Executive Director Clare Smith

- The topic addressing member attendance policy and the Annual Session was tabled to next meeting.

MOTION TO APPROVE COMMITTEE REPORT:

M/S/P (Evelyn Tom/Kitty Mesler)

MOTION BY JRC TO ACCEPT REPORT:

M/S/P (Jim Levy/ Don MacAllister)

C. Budget and Finance – Senior Assembly Member Don MacAllister

- Chair MacAllister provided an illustration on how revenue flows from the state cash treasury to CSL. Chair MacAllister reminded the members that CSL has a fluid budget, and the the Surplus Money Interest Fund (SMIF) is an interest bearing account for all of the California Fund for Senior Citizen's (Code 402) contribution. The California Foundation on Aging (CFoA) CSL fund provides another way (as a 501(c)3) for people to donate to CSL. Donations through Code 402 or to the CFoA for CSL are tax deductible.
- Executive Director Smith distributed a detailed budget spreadsheet report for the Committee's review, and discussed the current status of the budget. Chair MacAllister recommended that the Budget/Finance Sub-Committee be more proactive with the Department of General Services (DGS) in the development of the annual budget.
-
- Staff were reminded that all State and Independent contracts must be renewed during this time of the fiscal year.
- Legislative Chair Loh requested confirmation of a motion (previously approved and adopted during the February 2011 JRC meeting, to support the travel budget for Legislative Committee in the amount of \$23,370 during the SFY 10/11

- Chair MacAllister inquired about the purchasing of three telephone desk sets to replace the old office equipment not to exceed a maximum of \$1,000 and computer equipment and software not to exceed \$8,000? Staff reported that the research and complicated purchase order process was underway and that purchases are expected to be completed prior to the end of the fiscal year.

MOTION TO APPROVE COMMITTEE REPORT:

M/S/P (Jim Levy/ Carla Treuting)

MOTION BY JRC TO ACCEPT REPORT:

M/S/P (Jim Levy/ Don MacAllister)

D. Session Planning

- Vice Chair Tom reviewed the updated Session Task List, and asked Assembly Member Rosenberg to give an update regarding hotel arrangements. The Hyatt Regency, Sacramento was chosen as the main location for the 2011 Annual Session. However, members may stay at other hotels if they so choose. Currently a block of 40 rooms have been reserved for members and 10 rooms are available for early arrivals. Questions regarding parking costs were discussed. The confirmed prices for self-parking are a \$17.00/day, and valet parking is \$25.00/day. An inquiry regarding the possibility of establishing a credit line for room charges was discussed and staff will research and report back on this question at the June JRC meeting.
- 1. Progress on determining banquet expenses, entertainment venue, and confirming keynote speakers is underway.
 2. A question regarding the availability of the 6th floor cafeteria (in the Capitol building) was discussed, and session planning staff will research and report back at the June JRC meeting.
 3. As noted above, no keynote speakers have been confirmed. It was recommended that the regional caucuses gather ideas from within their areas and also contact local legislators.
 4. The prices for program book ads will remain the same as last year.
 5. Several members have shared good ideas on legislators to lead the general floor session, but so far, no one has been confirmed.
 6. The General Session planning budget was developed by Vice Chair Tom, and distributed to members.
 7. The Session Task list was reviewed. The sponsor solicitation letters have been

sent out. The By-Law Change Forms and Abbreviated Schedule have been distributed to all members.

8. Consulting Executive Director Smith submitted a recommendation that Sherry Jenkins be retained as "Session Planning Coordinator" during May and June 2011.

MOTION TO HIRE SHERRY JENKINS FOR THE POSITION OF SESSION PLANNING COORDINATOR.

M/S/P (Jim Levy/Don MacAllister)

MOTION TO APPROVE COMMITTEE REPORT:

M/S/P (Kitty Mesler/Alice Loh)

MOTION BY JRC TO ACCEPT REPORT:

M/S/P (Jim Levy/ Don MacAllister)

E. Ad Hoc AARP/Wal-Mart Project - Senior Assembly Member Evelyn Tom

- Senior Assembly Member Loh gave report on how AARP and CSL are working together to support/co-sponsor three bills, AB 40 – Yamada, AB 138-Beall, SB 586 -Pavley.
- Senior Assembly Member Campbell and Chair Evelyn Tom reported on progress in the development of a three-year project with AARP. Several project ideas, including a promising idea submitted by Senior Assembly Member Shirley Krohn, have been reviewed and the development of a final proposal is in progress.
- It was reported that AARP has agreed to pay for a Whole page ad in the 2011 Annual Session Program Book.

MOTION TO APPROVE COMMITTEE REPORT:

M/S/P (Julia Rosenberg/ Richard Dahlgren)

MOTION BY JRC TO ACCEPT REPORT:

M/S/P (Don MacAllister/ Jim Levy)

F. Personnel/Resource Manual - Senior Senator Young

- Senator Young has been working with office staff to update and define the current CSL office staff and consultant' job descriptions and responsibilities.

Senator Young has developed three job descriptions that will be distributed to all members.

- Committee Chair Richard Dahlgren recommended that members take a look at the current CSL "Organizational Chart" which is located in the Resource Manual. The chart is outdated and needs to be revised to include contracted services. The organizational chart will be discussed at the next meeting.

MOTION TO APPROVE COMMITTEE REPORT:

M/S/P (Kitty Mesler/ Carla Treuting)

MOTION BY JRC TO ACCEPT REPORT:

M/S/P (Don MacAllister/ Jim Levy)

MOTION TO MOVE NEW BUSINESS TOPIC (F) TO CURRENT MEETING

M/S/P (Julia Rosenberg/ Carla Treuting)

- Office Technician, Crystal Wallace, was asked to give some remarks regarding the topic of Travel Expense Claim (TEC) Forms. Crystal acknowledged that the form can be complicated and distributed a handout for committee members to use as an example of a correct TEC. Members are encouraged to contact Crystal Wallace at the office for anything related to Travel Expense Claims.

MOTION TO APPROVE 60 DAY TIME LIMIT TO TURN IN TRAVEL EXPENSE CLAIMS AFTER MEETINGS ADJOURNMENT.

M/S/P (Don MacAllister/ Alice Loh)

Meeting recessed at 4:40 p.m. until Tuesday, April 12, 2011, 9 a.m.

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

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

X. Legislative Committee Report - Senior Assembly Member Loh

- Chair Loh recognized many other legislative Committee Members for their individual work in the Bay Area, Santa Cruz, and Sacramento and reminded that the goal for next year is better recognition with Legislators. Senior Senator Lola Young has been helping the Committee by creating and tracking all support/ sponsor bills. Weekly updates will be provided by Senator Young every Friday. Chair Loh would like to recommend that Legislative news be added to the content of the monthly Newsletter. Senior Senator Young strongly recommends that there be a continuation of purchasing State Net. Many members have been pulling together to make sure that as many hearings are attended as possible.

Reminded current Committee members that there will be a Legislative Committee Meeting with Alternates is scheduled for April 26, 27, & 28, 2011 and that anyone is welcome to participate in the In-Service Training.

X. Consulting Executive Director Comments - Clare Smith

- Clare Smith handed out an office staff activity report that contained all of the recent activity and accomplishments (Attached A). Primary accomplishments include improved working relationships with other interdepartmental agencies, acquiring a State issued Cal-Card for purchasing office supplies, establishing a petty cash account and new office furniture and equipment.

XI. Old Business

- Any Budget suggestions for the JRC Committee regarding next year's budget should be directed to Senior Assembly Member MacAllister.
- The Focus on 30 Campaign ... 30th Anniversary lapel pins will be given out at Annual Session.
- The Workers Compensation case was closed in August 2010. The State Compensation Insurance Fund (SCIF) covers workers' compensation insurance for state employees, and the consulting Executive Director is researching an accidental policy for volunteers.
- A By-Laws Committee was created and membership is as follows.
 - Chair, Jim Levy
 - Dorothy Sorenson
 - Chuck Mitchell
 - Zelda Hutcherson
 - Austin Lucero

A meeting will be scheduled for near future.

- The office sent out the By-Laws Change Form to every member and noted that the deadline date has been moved up to June 30, 2011 and to follow the instructions on the form. A special article will be placed in the newsletter reminding members about submitting by-law s changes.
- Senior Assembly Member MacAllister noted several questions related to how the the SMIF account interfaces with the CSL fund year to year. The Department of General Services (DGS) will be contacted with the questions and an update will be provided at the June JRC meeting.

XII. New Business - Senior Assembly Member Richard Dahlgren

- Joint Rules Committee Chair is working on continuing the contract for Consulting Executive Director Smith.

- A number of key measurements related to enhancing the performance on CSL projects include incorporating progress standards, strategic plans, project assessments, and measuring success by community progress were discussed. Chair Dahlgren suggested moving the topics of performance standards, strategic planning and the Annual Report to next meeting.
- The Los Angeles and Bay Area Caucus meetings were discussed. All agreed that the caucus meetings are a good way for members to stay connected and involved.

The JRC members decided to create a memorial plaque for Anne Mack. It will be called the "Anne Mack Perpetual Advocacy Award." This will be an annual award given to the writer with the "Best Proposal" (#1 in the top 10 State Proposals). Additionally Chair Dahlgren would like to appoint an Awards Committee. Chair Dahlgren assigned this task to the Policies and Procedures Committee.

MOTION TO CREATE AN ANNE MACK AWARD

M/S/P (Bruce Steir/ Don MacAllister)

Meeting was adjourned at 11:35 a.m.