



STATE OF CALIFORNIA
CALIFORNIA SENIOR LEGISLATURE
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JOINT RULES COMMITTEE MEETING MINUTES

Monday-Tuesday, September 12 & 13, 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

Monday, September 12, 2011, 12:30 p.m. to 5:00 p.m.

Location: Vagabond Conference Room
909 Third Street, Sacramento

- I. Call to Order (12:40 p.m.) (Dahlgren)
Invocation (Levy)
Pledge (MacAllister)

Moment of silence in remembrance of the events of 9/11
Moment of silence for CSL members that have passed away

- II. Roll Call (Wallace)

All members were in attendance.

- III. Introductions/Guests:

Bill Hollabaugh was introduced as a special guest.

- IV. Public Comments: (There were none)
(This section is for members of the public only; and is to provide the public an opportunity to comment and/or present information on any matter that is not on the agenda. Each public member will be afforded up to three minutes to speak. Written requests, if any, will be considered first under this section.)

DISCUSSION/ACTION ITEMS: (Staff provided packets that included the CSL

Mission: To Improve the Quality of Life for Aging Californians

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

Proposed Legislation books for the 2011 Annual Session, Award Ballots, TEC Forms, Agendas, Minutes, and related information)

- V. Motion to approve Agenda of June 13 & 14, 2011 JRC Meeting with a recommendation that the budget amendment item be moved up in the agenda (item VIII): MacAllister/Levy, CARRIED.
- VI. Motion to approve Minutes of August 8, 2011 Executive Committee Meeting: Rosenberg/Campbell, CARRIED (MacAllister Abstains)
- VII. Correspondence (Dahlgren)
Chair Dahlgren reviewed the following correspondence items:
- Bylaws Committee report received from Chair Levy;
 - Template for Agreement with College to pursue intern and grant opportunities was received from member Krohn;
 - Task list for office personnel was provided by Clare Smith;
 - California Commission on Aging Newsletter was received;
 - C4A meeting announcements were received;
 - Chair Dahlgren reported on the recent Triple A Council of California (TACC) meeting. (**TACC Chair needs to be invited to Annual Session Banquet**)
 - Correspondence was received from the Congress of California Seniors regarding their legislative efforts;
 - Communication continues with the California Foundation on Aging regarding foundation services to CSL; and
 - A letter dated August 31, 2011 was received from the Franchise Tax Board reporting the California Fund for Senior Citizens (Code 402) met the minimum contributions and will be included on the 2011 personal income tax return that will be filed in 2012.
- VIII. **Sub-Committees Meetings and Reports (1:00 p.m. to 4:30 p.m.):**

ATTENTION: Confidentiality is requested by the Dept. of Finance when submitting a Budget Change Proposal.

An emergency item to submit a budget change proposal for 2012-13 was discussed at this time as the amendment had to be taken immediately to the Department of Finance. The proposal to include the hiring of an Executive Director and increases in spending to fully cover Annual Session expenses was unanimously approved and signed by Chair Dahlgren. Executive Director Smith reported the request was delivered to the Dept. of Finance (DoF), and we hope it will be approved. More information will be provided in the next CSL update.

A. Session Planning (Estimate 2 hours for meeting) (Cox)
COX, TOM, ROSENBERG, MESLER, LOH, YOUNG

Guest Bill Hollabaugh provided information regarding the program book advertising, election of JRC and Legislative Committee Members, and

Prioritization of Proposals...

The following items were discussed by the committee:

- Banquet expenses (Rosenberg): A report was given regarding monitoring of Volunteers attending session banquets. Committee Chair Rosenberg recommended volunteers put in a minimum of 4 hours to receive lunch and 6 hours to receive dinner on the day they receive lunch or dinner. A review of banquet entertainment was also provided. **Reminder: If you sign up for dinner but do not attend you must pay for your dinner!**
- Upstairs lunch room at Capital (Loh): Members will be able to use their lunch tickets at the upstairs café this year.
- Key note speaker suggestions: Margaret Tatar (Cal Optima Foundation) has agreed to be keynote speaker.
- Prices/deadline for program book ads were discussed: The ad prices are the same as last year and the deadline for submitting ads is September 30th. It was noted that the **JRC and Leg Committee have not submitted their ads as of this date.**
- Legislators to lead floor sessions: Members Rosenberg and MacAllister submitted names of legislators to lead various floor sessions. This item will be reviewed by Session Chair Cox and Executive Director Smith.
- Session planning budget report (Tom): \$ 60 was added to the expense for the parliamentarian (Lorenzo Cuesta) thereby making the fee \$ 200 this year.
- Review and Discuss Task Lists: Dinner reservation forms. Notices to legislators, “back of room tables” (to date there are none); individual to sing National Anthem, session packets (Chair Cox announced CSL members should bring the Session Bags received last year); and Banquet sponsors (**we need more**) were discussed;
- Volunteer Coordinator: Seema Jaffee and Maryann Miller are serving as co-volunteer coordinators. (**Note the coordinators will monitor who qualifies for luncheon or banquet tickets**)
- Suggestions from Session Planning Members: Member Campbell suggested playing patriotic song by Ray Charles during the Monday general session following the Pledge of Allegiance.
- Escort Coordinator (Loh): Assistants have been selected and CSL members need to realize seating in the back of the chambers is reserved for dignitaries. Also proper dress was discussed (**remember to enter through side door of chambers**)

MOTION TO APPROVE COMMITTEE REPORT including the volunteer hour requirements: Loh/Mesler, CARRIED.

MOTION BY JRC TO ACCEPT REPORT ELIMINATING ANY HOUR REQUIREMENT FOR VOLUNTEERS TO RECEIVE LUNCH OR DINNER: Vote is 6 to 6 thereby motion fails.

MOTION BY JRC TO ACCEPT REPORT: Cox/MacAllister, CARRIED.

B. Budget and Finance (MacAllister)
MACALLISTER, CAMPBELL, STEIR, LEVY, TREUTING, DAHLGREN

The following items were discussed by the committee:

- On going meetings were held with the Dept. of General Services in preparing a budget amendment for 2012-13 fiscal year.
- California Fund for Senior Citizens (Code 402): \$ 4,113 was received in August making the total donations to date \$ 284,040. JRC Chair Dahlgren related it is critical for **All CSL Members** to continuously promote Code 402 as these are the funds that finance all CSL functions.
- "SMIF" Account: Committee Chair MacAllister explained this account is where all funds received through Code 402 are deposited in an interest bearing account. Traditionally CSL has not expended funds that have been available from year to year. The JRC recommendation to amend the budget was to meet the expanding workload and explore opportunities to provide better services to all CSL members.
- Operating Budget: The CSL budget is included in section 4185 of the Health and Human Services budget. The amount allocated for 2011-12 is \$ 278,000. The proposed budget amendment may increase this amount by up to \$ 128,000.
- Items from Committee Members: None

MOTION TO APPROVE COMMITTEE REPORT: Treuting/Campbell: CARRIED
MOTION BY JRC TO ACCEPT REPORT: MacAllister/Loh: CARRIED

Member Levy announced that Parliamentarian, Lorenzo R. Cuesta, would provide a session on Parliamentary Procedures at 6 p.m. this evening. Chair Dahlgren announced that attendance is voluntary!

CLOSED SESSION PERSONNEL

MEETING RECESSED UNTIL TUESDAY, SEPTEMBER 13, 2011, 9 A.M.

Tuesday, September 13, 2011, 9:00 a.m. to 12:00 p.m.

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

Carryover items:

- The need for giveaway items at the Annual Session was discussed: Session Chair Cox will work with staff to purchase items to be given away at the session.
- Member Levy pointed out the vote during discussion of volunteer hour requirements in order to receive lunch or banquet tickets on various days resulted in a 6 to 6 tie and there are only 11 voting members on the JRC (the past chair is ex-officio and can not vote). A new vote was taken and by a vote of

6 to 5 the minimum requirement for voluntary hours (4 or 6 hours) was eliminated. **Note: The Volunteer Coordinators with assistance of Staff will monitor which volunteers qualify for a luncheon or banquet ticket; (THERE ARE NO MINIMUM HOUR REQUIREMENTS).**

Recommendations from Closed Session

- Motion to ratify the hiring of Elizabeth M. Thorstad as a Retired Annuitant under guidelines established by the State of California, part time, through December, 2011: Mesler/Rosenberg: CARRIED
- Motion to ratify the approval of a contract with Clare Smith to serve as part-time Executive Director under guidelines approved by the State of California, through December 2011: MacAllister/Levy: CARRIED
- JRC Board authorized Chair Dahlgren to sign two evaluations prepared by the Executive Director for Office Technician, Crystal Wallace. The Office Technician will receive one more evaluation prior to the end of the September 30th probationary period.

C. Policies and Procedures & Awards Committee

(Levy)

LEVY, MESSLER, TREUTING, MACALLISTER, YOUNG, LOH

- CSL member attendance at Annual Session: Chair Levy explained the JRC has the authority to suspend members who miss two Annual Sessions without a proper excuse. Members who stay at the hotels on Sunday night must attend the Monday morning sessions. Any member who leaves early on the final day of the session will not be reimbursed for their expenses on that day.
- Items from members: None
- Member Reports: None

AWARDS COMMITTEE REPORT

- ❖ Moira Jackson Award: Four CSL members were nominated for this award. Members of the JRC marked their ballots to be counted by the Staff. Only the Awards Committee Chair and Staff will know who receives this award prior to the Awards Banquet.
- ❖ Volunteer Award: Robert McLaughlin was nominated to receive this award for outstanding volunteer service to CSL. Robert or a member of his family will be invited to the Awards Banquet to receive the award.
- ❖ Ann Mack Award: The CSL member writing the No. 1 State Legislative Proposal as chosen by the CSL will receive this award at the end of the 2011 Annual Session.
- ❖ Henry J. Mello Award is presented to the outstanding State Legislator as recognized by CSL. The JRC voted to present the award to State Assembly member Paul Fong.
- ❖ Certificates of Appreciation are given by any CSL member to an individual or organization who is worthy of recognition in their respective PSA's. **Recommendations must be submitted to the Office by October 10th.**

- ❖ Special Certificates are given to CSL members who had their proposal signed by the Governor or enacted into State or Federal law.
 - ❖ 6 year pins are presented to CSL members at the Awards Banquet
 - ❖ 10 year pins are presented to CSL members at the Awards Banquet
- NOTE: A special award will be presented during the session recognizing the work of Ann Mack.

MOTION TO APPROVE COMMITTEE REPORT: Accepted by acclamation on recommendation of Chair Levy.

MOTION BY JRC TO ACCEPT REPORT: Tom/MacAllister: CARRIED

D. By-Laws Committee Report (Levy)
LEVY, SORENSON, MITCHELL, HUTCHERSON, LUCERO

- By-Law change recommendation procedures: Written guidelines were provided by the Parliamentarian (Lorenzo Cuesta) for Chairperson Levy.
- Recommended By-laws: Nine by-law changes were submitted by members. The JRC accepted the by-law committee report including the changes. **Note: The proposed by-law changes as recommended by CSL members will be provided to the CSL membership with instructions for submitting written requests to testify on respective by-laws at the Annual Session.**
- Procedure for adopting by-law changes at Annual Session were discussed and will be presented to the CSL membership.

MOTION TO APPROVE COMMITTEE REPORT: Accepted by acclamation on recommendation of Chair Levy.

MOTION BY JRC TO ACCEPT REPORT: Mesler/Cox: CARRIED

E. Fund Development/Public Relations (Rosenberg)
ROSENBERG, CAMPBELL, TOM, COX, STEIR, DAHLGREN

Chair Rosenberg stated a written report would be presented at the next JRC meeting.

F. AARP Project (Tom)
TOM, ROSENBERG, CAMPBELL, COX, STEIR, DAHLGREN

Chair Evelyn Tom presented the following information:

- Working with AARP on items of mutual benefit is expected to be a three year project. Member Cox reported anyone can join conference calls with AARP on Fridays to discuss senior needs.
- A goal is to also work with other organizations in supporting legislation that will benefit seniors.
- An effort needs to be made by all CSL members to work with State Legislators in their respective PSA's to maintain CSL's respect as a lead organization in sponsoring legislative proposals that eventually become State law.

- Work of this committee is expected to result in a grant application for regional conferences to discuss needed legislation and related services to benefit older Californians.

Chair Tom recommended report be approved by acclamation.

MOTION BY JRC TO ACCEPT REPORT: MacAllister/Cox: CARRIED

G. Personnel/Resource Manual

(Young)

YOUNG, LEVY, MESLER, TREUTING, MACALLISTER, LOH

SUBMIT A BRIEF WRITTEN REPORT: Chairperson Young presented an example of how one section of the Resource Manual could be revised (Section IV). JRC Chair Dahlgren stated it is important for all committee members to submit their recommendations in writing to be reviewed by the JRC at a later date.

Regarding Personnel, Chair Young, submitted a written report which included:

- ❖ Proper Business Attire and Casual Business Attire for all office personnel.
- ❖ Office Technician duties and responsibilities.
- ❖ Consulting Executive Director duties and responsibilities.
- ❖ Annual Session Coordinator duties and responsibilities.

Note: Duties and Responsibilities for part-time retired annuitant position and Interns will be added at a later date.

Chair Young recommended report be accepted by acclamation.

MOTION BY JRC TO ACCEPT REPORT: MacAllister/Levy: CARRIED

IX. Legislative Committee Report

(Loh)

Chairperson Loh reported only one team was absent at their July meeting. The Leg Committee reviewed all Legislative Proposals submitted by members and assigned the proposals to respective Senior Senate and Senior Assembly Policy Committees. Two proposals were rejected because they were not related to Senior Issues; Chair Loh informed the authors of this decision.

Sixty-two proposals were submitted this year and 73 members of the Senior Assembly's 80 members were either authors or co-authors of proposals. Eight proposals were picked up by State Legislators....proposals waiting to be signed by the Governor need the support of all CSL members. **Certificates need to be presented to State Legislators who authored legislation as a result of CSL proposals.** Legislation approving Senior Volunteer month was passed and Chair Dahlgren reported the Legislative Proposal regarding Senior Center Month may be presented in the form of a State Resolution by Assembly Member Cathleen Galgiani during the C4A conference in November.

MOTION BY JRC TO APPROVE REPORT: Mesler/Rosenberg: CARRIED

- X. Chair's Report (Dahlgren)
No other information to report

Executive Director Comments; a written report was submitted including but not limited to the following (report available at CSL office):

- Research related to budget records and fiscal accounting systems continues.
- Budget amendment prepared for 2012-13 fiscal budget submitted.
- Purchase of IT equipment and software for office is completed.
- Update of CSL roster, TEC form processing, Ethics Training records, Purchase Orders, etc. is ongoing.
- Executive Director traveled to and visited with members of Orange County, Los Angeles, and Bay Area Caucuses.
- Promotion of CSL to other organizations by attending meetings and hosting conference calls.
- Extensive engagement in tasks and follow-up on items related to planning and preparing for the CSL Annual Session.
- Completed Legislative Proposal Book for 2011 Annual Session.
- Continue efforts to coordinate with the California Foundation on Aging and Bill Hollabaugh regarding sponsors for the annual session.

The Legislative Proposal book was printed by the State in three days.
MOTION to recognize State Agencies who go above and beyond the call of duty in assisting CSL: MacAllister/Rosenberg: CARRIED

- XI. Old Business (Dahlgren)

- "Focus on 30 campaign" and Code 402: Chair Dahlgren reminded all CSL members to continue to promote these two campaigns. A special press release regarding the "Focus on 30 Campaign" ending in October will be prepared by the Chair.
- California Foundation on Aging (**Invited Guest**): A member of the CFOA was unable to attend the meeting. Member MacAllister presented a report prepared by Herbert Schwartz which included two parts: (a). Format for financial report to the Membership of CSL; and (b). A commentary and critique on the financial reporting and accountability of CSL to its membership. Member Schwartz recommends:
 - ❖ Developing programs to carry the message of CSL to the public.
 - ❖ Regular meetings with State Officials with reference to increased goals for CSL and the means of financing these goals.
 - ❖ Institute regional meetings, throughout the State, with the CSL membership.
 - ❖ Resolve the relationship with the Foundation on Aging, if needed.
- Strategic Planning and Annual Report: Chair Dahlgren reported he will prepare a one page report highlighting CSL progress the past two years. Code 402 will be promoted on the back side of this report. Executive Director Smith reported the Strategic Planning is ongoing and can best be achieved if the budget amendment is approved by the State.

XII. New Business

(Dahlgren)

A. ENJOY THE ANNUAL SESSION OCTOBER 24 thru 27, Sacramento

Note: If you are arriving on Sunday you must attend the Monday morning meetings.

XIII. Adjournment

Meeting was adjourned at 12:00 pm.

Information regarding JRC agendas and meeting minutes may be obtained at www.4csl.org or by writing to the California Senior Legislature, 1020 N Street, Suite 513, Sacramento, CA 95814.