



STATE OF CALIFORNIA
CALIFORNIA SENIOR LEGISLATURE

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JOINT RULES COMMITTEE MEETING MINUTES

September 10-11, 2012

Vagabond Inn

Chair: Senior Assembly Member Don MacAllister

Vice Chair: Senior Senator Joe Cox

Vice Chair: Senior Assembly Member Evelyn Tom

I. Call To Order

The Joint Rules Committee Meeting was called to order by Chair, Don MacAllister at 1:12 pm.

Invocation by Senior Assembly Member Eleanor Bloch

Pledge of Allegiance was led by Senior Assembly Member Evelyn Tom

II. Roll Call

Present:

Senior Senators: Bruce Steir, Joanna Kim-Selby

Senior Assembly Members: Don MacAllister, Herbert Schwartz, Bernie Weintraub, Eleanor Bloch, Julia Rosenberg,

Staff: Clare Smith, Janice Bailey

A quorum was established.

III. Introductions

The following guests were introduced:

Senior Assembly Member Charles Mitchell

IV. Public Comments

No public comments.

Discussion/Action Items

V. Approve Agenda of September 10-11, 2012 JRC Meeting

A. Senior Assembly Member Ellie Bloch made a motion to move item X (Consulting Executive Director Report) to item VIII(A) (Budget & Finance).

Motion was seconded by Senior Assembly Member Richard Dahlgren.

B. Agenda approved as presented with revision.

VI. Approve Minutes of June 11, 2012 JRC Meeting

A. Minutes approved as presented.

VII. Correspondence

A. Correspondence from inmates to Senior Senator Bruce Steir was

Mission: To Improve the Quality of Life for Aging Californians

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

reviewed.

VIII. Sub-Committee Reports

A. Budget & Finance

1. Franchise Tax Board (FTB) CSL 402 Check Off Report Senior Assembly Member, Herbert Schwartz noted that the Code 402 was running behind last year.
2. Chair MacAllister reported that all meals and hotel fees would be run through the 402 (SMIF) account this year.
3. Senior Assembly Member, Herbert Schwartz, reported that the CFOA spent \$3,100 more than it brought in as of June 30, 2012.
4. Chair, MacAllister reported that the (SMIF) carry-over funds will run out eventually and the agency will need to increase the amount of money from donors.
5. Consultant Smith explored ways that the agency could expand marketing and possibly add additional staff.

B. Public Relations & Fund Development

Sub-committee Chairman, Senior Senator Bruce Steir provided an update on activity in local newspapers and press releases. Further discussion ensued regarding ways to promote CSL via local fairs

C. Policies & Procedures

1. Senior Assembly Member, Ellie Bloch provided an update on the status of the Resource Manual. Estimated cost of updating the manual is \$2300 for printing. She pointed out that the expense area needed to be redone.
2. She requested members submit any questions regarding the legislative section to Legislative Committee Chair, Julia Rosenberg.
3. Senior Assembly Member, Herbert Schwartz, made a motion to continue the action on the policies and procedures and look into creating a committee to tackle and put it into final form. Senior Assembly Member, Bernie Weintraub seconded the motion.

D. Session Planning

1. Senior Assembly Member, Evelyn Tom, provided an update on the status of session planning.
2. Assembly Member, Tom requested nominations for the Moira Jackson Award.

Senior Assembly Member, Bloch, nominated Lola Young. Senior Assembly Member, Tom indicated that Senior Senator Young had received the award in the past and doesn't want to receive it again.

Senior Assembly Member, Julia Rosenberg, nominated Senior Assembly Member, Herbert

Schwartz. Senior Assembly Member, Ellie Bloch seconded the nomination.

Senior Senator, Bruce Steir, nominated Senior Senator Jaffee. Senior Senator Carla Treuting seconded the nomination.

Chair, Don MacAllister, nominated Senior Senator Joe Cox. Senior Assembly Member Dahlgren seconded the nomination.

Senior Assembly Member Tom made a motion to close the nominations. Senior Assembly Member Rosenberg seconded the motion.

Committee voted for Senior Assembly Member Schwartz to receive the Moira Jackson Award for 2012.

3. Senior Assembly Member Tom indicated that Diane Boyer-Vine of Legislative Counsel will receive the Volunteer Award.

IX. Legislative Committee Report

Legislative Committee Chair, Rosenberg, provided an update on the Legislative Committee activities.

1. Chair Rosenberg, passed around a sample of the letter that Bill Hollabaugh used for the advertising solicitation to demonstrate the professionalism and weight of the paper. She recommends using a higher grade of paper on professional documents.
2. Chair Rosenberg made a motion that CSL have “note card” stationery with logo printed up, so that “hand written” notes can be sent. She suggested a rich crème “okra” color semi-formal.
3. Chair Rosenberg provided an update on the Legislator “meet and greet”. She said that Robert MacLaughlin had suggested utilizing the 6th Floor Deli with coffee, Danish with CSL leadership present. The time frame recommended was from 7:30-10:00am.
4. Chair Rosenberg provided a sample of a support letter. She recommended that the office send out a sample letter of a letter of support. She also suggested copies be included in the procedural manual.

Meeting recessed at 4pm

Meeting Reconvened at 9:05am on September 11, 2012

X. The meeting was opened with the Pledge of Allegiance led by Senior Assembly Member, Richard Dahlgren followed by a moment of silence in remembrance of September 11th.

XI. Senior Assembly Member Bloch requested an evaluation of the mini-conference be provided to the group. Senior Assembly Member Tom indicated that she would provide a copy at General Session.

XII. Old Business

- A. Chair MacAllister provided an update on the status of Consultant Smith's contract. Legal Services in review of the contract and have committed to providing a response today.
- B. Consultant Smith confirmed that the agency had received an email confirming that the SCIF worker's comp claim had been closed.
- C. Office Technician, Bailey, provided an update on the status of the photo copier. Senior Assembly Member Ellie Bloch made a motion for the agency to purchase the photo copier as outlined in the state mandated contract at a cost not to exceed \$4,000. Senior Assembly Member Bernie Weintraub seconded the motion. Motion carried.
- D. Office Technician, Bailey, provided an update on the status of the webhosting and exchange services with an estimate from Rowry Networks. Consultant Smith noted that costs could be reduced. Approximate cost of \$10,000 with monthly fees of approximately \$200 per month. Senior Assembly Member Rosenberg made motion for staff to proceed with web hosting and exchange services not to exceed \$10,000 and fees of no more than \$200 per month. Carla Treuting seconded the motion. Motion carried.
- E. Senior Assembly Member Weintraub requested that the item on regarding printing on the back of business cards be dropped and he will bring it up at a future date.

XII. New Business

- A. Changes to the Policy Committee Roster were discussed. Chair MacAllister explained that per the Resource Manual it is at the discretion of the Chair and Vice Chairs to assign policy committees. Chair MacAllister suggested members email him if they are aware of a section in the Resource Manual that indicates that members can not be moved between policy committees.
- B. Senior Assembly Member Tom discussed the mini conference and members made suggestions for location. Senior Assembly Member Tom requested volunteers to assist with the mini conference. The group has requested looking at options in Sacramento or the Bay Area near airports (San Jose, Oakland). Also it was requested to find a location with free parking.
- C. Office Technician, Janice Bailey, presented an option for the agency to be able to accept credit card payments via Pay-Pal. Senior Assembly Member Schwartz made a motion to proceed with Paypal. Senior Assembly Member Rosenberg seconded the motion. The motion carried.

- D. Senior Senator Bruce Steir suggested that the agency look at selling a CSL t-shirt as a form of promotion.
- E. Office Technician, Janice Bailey noted that prices had increased on name badges and requested permission to update the form and increase the cost.

Meeting was adjourned at 11:15am.