



STATE OF CALIFORNIA  
**CALIFORNIA SENIOR LEGISLATURE**

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**JOINT RULES COMMITTEE MEETING MINUTES**

May 20-21, 2013

Vagabond Inn Conference Room

909 Third Street, Sacramento, CA 95814

Chair: Senior Assembly Member Don MacAllister

Vice Chair: Senior Senator Alice Loh

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 12:04 p.m.

Invocation by Senior Senator Mickey Peabody

Pledge of Allegiance was led by Senior Senator Al Blum

**II. Roll Call**

**Present:** **Senior Senators:** Bruce Steir, Albert Blum, Alice Loh, Martha Overfield, Mickey Peabody  
**Senior Assembly Members:** Don MacAllister, Herbert Schwartz, Bernie Weintraub, Evelyn Tom, Julia Rosenberg, Richard Dahlgren  
**Excused:** Eleanor Bloch  
**Staff:** Clare Smith, Janice Bailey

A quorum was established.

**III. Introductions**

Senior Senator Lola Young attended as a guest.

**IV. Public Comments**

No public comments.

**Discussion/Action Items**

**V. Approve Agenda of May 20-21, 2013 JRC Meeting**

A. Senior Assembly Member Evelyn Tom made motion to approve the agenda. Senior Senator Marti Overfield approved the motion. Agenda approved as presented.

**VI. Approve Minutes of March 19, 2013 JRC Meeting**

- A. Chair Rosenberg requested revisions to the Legislative Committee Report and sections of the Chair's Report.
- B. Senior Senator Alice Loh made motion to approve the minutes. Senior

**Mission: To Improve the Quality of Life for Aging Californians**

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

Assembly Member Evelyn Tom seconded the motion. Minutes approved as amended.

## **VII. Correspondence**

- A.** Letter from individual Lynnette Ray requesting information on becoming a CSL member.
- B.** Senior Assembly Member Rosenberg provided details from a request from Senior Assembly Member Charles Mitchell and Zelda Hutcherson regarding the per diem not being increased. She indicated that Senior Assembly Member Hutcherson was able to get the per diem increased 10 years ago.

Chair MacAllister responded that the CSL does not control the State per diem and cannot change it. He will have staff forward a letter to members referencing the current per diem guidelines.

## **VIII. Sub-Committee Reports**

### **A. Public Relations (Steir)**

Senior Senator Bruce Steir noted the following recent public relations activities:

1. Senior Assembly Member Jo Bennett had a recent DVD produced regarding the CSL. The office is in receipt of the DVD. The office had difficulty putting the DVD on Facebook and other Social Media due to the file size. We will be able to put it on the new website as we move forward.
2. Senior Assembly Member Queen Johnson has written a news article "The Best Kept Secret" about the CSL. This will be shared in an upcoming CSL newsletter.
3. Senior Assembly Member MacAllister spoke to 70 at a Kiwanis meeting.
4. Top 10 article in the SF Chronicle.
5. Office staff reported the following:
  - a. 8,600 402 Cards have been distributed to members.
  - b. 255 Posters have been distributed to members.
  - c. Public Service Announcements were distributed in March and April to stations throughout the State.
  - d. PSA distributed to 175 radio stations in January.
  - e. 162 radio spots were purchased in target markets (52 in LA, 51 SFO, and 59 SMF).
6. Senior Assembly Member Evelyn Tom shared her Promotion of 402 on the cruise ship. She encouraged others to share with Veteran groups.
7. Senior Senator Bruce Steir reported that his committee is comprised of Jo Bennett, Queen Johnson and Chuck Molnar and they meet by telephone.

**Motion to Approve Public Relations Committee Report made by Senior Assembly Member Rosenberg. Senior Assembly**

**Member Herbert Schwartz seconded the motion.**

**B. Policies and Procedures (Weintraub)**

Senior Assembly Member Bernie Weintraub led discussion regarding proposed changes to Section III of the Resource Manual.

1. Chair MacAllister noted the most notable change is on page 3 item 6 regarding utilizing CSL title for personal gain. It was noted that all JRC members would be asked to sign a *Conflict of Interest and Confidentiality Statement*.
2. Senior Senator Marti Overfield made a motion to delete the words "at non-approved CSL events". Senior Assembly Member Rosenberg seconded the motion. Senior Senator Alice Loh suggested that it be changed to *I will not use my CSL title for any personal gain*. Motion carried as amended.
3. Consultant Smith suggested on page 11 that all acronyms (CARA) be spelled out. The Aging Alliance should be changed to Ageless Alliance. The Center for of Excellence for Elder Abuse and *Neglect* in the last paragraph needs the word Neglect added.
4. Senior Senator Blum made a motion on page 3 section 2 remove the word CSL staff at the end and add *and staff* after members. Senior Senator Loh seconded the motion. Motion Carried.
5. Senior Assembly Member Rosenberg and Guest Member Senior Senator Young discussed concerns with some sections of the Presentation section. It was noted that this section was drafted by Senior Assembly Member Krohn based on her experience and recommendations and serves as an outline only.
6. Senior Senator Blum made a motion to leave the word telephone in and add email on item 13 page 5. The committee accepted as amended.
7. Senior Senator Peabody suggested that the "*How To*" section on page 7-13 be moved to the public relations section. Mickey seconded the motion. Motion carried.
8. Senior Assembly Member Rosenberg suggested the June 30<sup>th</sup> bylaw deadline be added to the calendar.

**Senior Assembly Member Weintraub made a motion to approve the Policy and Procedure Committee Report. Senior Senator Loh Seconded the motion. Motion carried.**

**C. Session Planning (Tom)**

1. Janice Bailey, AGPA, provided a review of the session task list and items that have not yet been completed.
2. Senior Assembly Member Tom confirmed that sponsorship letters have gone out. Consultant Smith suggested that the success of obtaining sponsorships is based on personal relationships.
3. Senior Senator Loh provided a recap of the speakers that the committee has invited. Senior Assembly Member Tom

made a motion for Skip Humphrey from the Office of Older Americans at the Consumer Financial Protection Bureau to be the keynote speaker. Senior Senator Loh seconded the motion. Motion carried.

4. Senior Assembly Member Tom reported that Mary Ann Miller will be the volunteer coordinator this year.
5. Members reviewed the floor plan diagram with podium in the center of the room, seating for 140 at rounds, 1 banquet table of 10 in back for students/volunteers and 3 staff near the entertainment. Total capacity 153 max per night. It was recommended that each table have a JRC member seated at each table.
6. Senior Assembly Member Tom discussed the possibility of using a pre-assigned numbering system for seating, similar to what was used at the March Mini-Conference.
7. Senior Senator Peabody asked for clarification on budget for speakers. Chair MacAllister explained that there is not a set budget. However, the standard has been 1 night of lodging and meals.
8. Senior Senator Steir noted that he felt there were too many speakers last year and would like to see the number reduced.
9. Consultant Smith reminded members that for the cost of dinner to be covered by the State the group must have educational speakers at the banquets. Senior Senator Loh confirmed that she had selection criteria.
10. The Bay Area Caucus requested that Seema Jaffee be recognized with a CSL certificate. Senior Assembly Member Tom confirmed that she was working with Senior Assembly Member Bloch on recognizing those that have retired and passed away.
11. Guest Member Senior Senator Young suggested that Resolution be drafted for members or families that would be recognized and voted on at the General Session on Monday.
12. Senior Assembly Member Tom confirmed that Senior Senator Peabody and Senior Assembly Member Hutcherson will conduct the Policy Chair and Vice Chair orientation.
13. Senior Assembly Member Tom confirmed that Senior Senator Bortel and Senior Assembly Member Petty will teach the computer class and demonstrate the new website.
14. Guest Member Senior Senator Young confirmed that she would facilitate the new members' class.
15. Discussion of awards:
  - (a) Henry Mello Award
  - (b) Lifetime Achievement Award
  - (c) Ann Mack Award
  - (d) Partnership Award
  - (e) Volunteer Recognition Award

All nominations should be sent to Senior Assembly Member Tom. Nominations must be sent in writing including reason

- for nominations.
16. Bill Hollabaugh proposal review. The same process as last year. Prices are the same. Last year we ordered 450 books and that was too many. 84 left over. Janice Bailey suggested we order 350 books. Senior Assembly Member Marti Overfield made a motion to accept proposal. Senior Assembly Weintraub seconded. Motion carried.
  17. Senior Assembly Member Tom confirmed with Senior Assembly Member Rosenberg that she would be the escort for the Opening Ceremony.

**Senior Assembly Member Schwartz made a motion to approve the Session Planning Committee Report. Senior Senator Overfield seconded the motion. Motion carried.**

- D. Budget and Finance Sub-Committee (Schwartz)**
1. Senior Assembly Member Schwartz reviewed Actual Budget vs. Expenses as of March 31, 2013 (9 months). The Agency has spent \$240,000 of a budget of \$278,000 according to the report provided by Senior Assembly Member Schwartz.
    - a. Senior Assembly Member Schwartz reviewed sections was CSL was over-budget.
    - b. As of March 31, 2013, we have only \$319,000 of the carry-over funds available, per Senior Assembly Member Schwartz.
  2. Review and discussion on proposed 2013-14 budget and assumptions on the budget. Senior Assembly Member Tom made a motion to approve the budget. Senior Senator Loh seconded the motion. Motion carried.
  3. Review of the CFoA funds verbal report with an ending balance of \$4,246.09 as of 3/31/13. Discussed delays in getting reports and issues with inaccuracies in reporting.
  4. Chair MacAllister indicated that the JRC had approved \$10,000 in last budget for website and funds were not spent. The current 2013-14 budget has \$15,000 allocated. So we have a total allocation of \$25,000 for website development. AGPA, Janice Bailey, provided brief overview of the proposal for website development and the bidding process. Senior Assembly Member Evelyn Tom made a motion to move forward with website at cost not to exceed \$25,000. Senior Senator Overfield seconded. Motion carried with one abstention.
  5. Chair MacAllister to discuss how to solicit 402 contributions at the general session prior to the bylaw session.

**Senior Assembly Member Tom made a motion to approve the Budget and Finance Committee Report. Senior Senator Loh seconded the motion. Motion carried.**

## **IX. Legislative Committee Report**

- A.** Senior Assembly Member Rosenberg reported 7 proposals have been turned into bills and everything is moving forward. She explained the walk-the-halls process and described the hand-outs that they use during the walk-the halls including the spreadsheet that shows the 29 bills that CSL supported.
- B.** At the last “walk the halls”, the Legislative Committee had 5 people to cover for 12 people. Senior Assembly Member Rosenberg reported that one of the members that came decided she would rather watch the hearings and she only saw 5 of her people and others had to cover them. They covered 100%. For future reference, they have individuals that are well qualified and she would hope the JRC chair can understand. The committee is looking good and getting positive comments.
- C.** Senior Assembly Member Rosenberg discussed a request for a member to come to Sacramento and meet with Legislators. She indicated that these type of requests should not be approved and all members should be required to provide a written report of any type of CSL paid trip.

## **X. Chair’s Report**

- A.** The Chair discussed the support of non-CSL bills and the importance of appropriately limiting the number of bills.
- B. Consultant/AGPA Report**
  - 1. Staff gave review of the Office Report.
  - 2. Purchasing Authority DGS Standing Report Deficiencies were discussed.
  - 3. Overview of internal office manual procedures incorporating State requirements.
  - 4. Review of desk top audit from Procurement with final determination of low risk procurement.
  - 5. Review of Fi\$cal training and requirements for approval process.
  - 6. Review of Conflict of Interest and Confidentiality Agreement.
  - 7. Senior Assembly Member Rosenberg requested list of groups that CSL partners with. Consultant Smith provided brief overview of the collaborative group. Consultant Smith indicated that it is up to the JRC if we pull out of the collaborative group. Senior Assembly Member Rosenberg expressed concern over SCAN bags being used in the past. Senior Senator Peabody suggested that we seek legal counsel for these type of questions/concerns and not follow opinions of the members regarding partner activities.
  - 8. Senior Assembly Member Dahlgren commended staff on their work with all of the State agencies and departments.

## **XI. Adjournment**

Meeting was adjourned at 1:03 pm.