



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

Tuesday, November 15, 2011
Marriott Los Angeles Downtown
333 South Figueroa Street, Los Angeles, CA 90071

Chair: Senior Assembly Member Don MacAllister
Vice Chair: Senior Senator Joe Cox
Vice Chair: Senior Assembly Member Evelyn Tom
Senior Senators: Jim Levy, Kitty Mesler, Bruce Steir, and Carla Treuting
Senior Assembly Members: Herb Schwartz, Bernie Weintraub, and Ellie Bloch
Immediate Past Chair: Senior Assembly Member Richard Dahlgren
Chair, Legislative Committee: Senior Assembly Member Julia Rosenberg

I. Call to Order

The meeting was called to order by Chair, Senior Assembly Member Don MacAllister at 9:03 a.m. The Invocation was said by Senior Assembly Member Evelyn Tom. The Pledge of Allegiance was led by Senior Senator Joe Cox.

II. Roll Call

Present: Senior Senators Joe Cox, Jim Levy, Kitty Mesler, Bruce Steir and Carla Treuting; Senior Assembly Members Eleanor Bloch (via telephone conference), Richard Dahlgren, Don MacAllister, Julia Rosenberg, Herbert Schwartz, and Evelyn Tom and Bernard Weintraub.

Staff: Consulting Executive Director Clare Smith and Office Technician Crystal Wallace
A Quorum was established.

III. Introductions

Senior Senators Nneenah Frazier, Margaret Sowma and Estella Thomas; Senior Assembly Members Zelda Hutcherson and Charles Mitchell attended as guests.

IV. Public Comments

None

(Over)

DISCUSSION/ACTION ITEMS

V. Approve Agenda of November 15, 2011 JRC Meeting

Chair, Don MacAllister requested an addition to the Agenda. Under XII "New Business" add Item H – Survey of Chico State Students.

Agenda is approved with addition.

VI. Approve Minutes of October 24 and 27, 2011 JRC Meetings

Senior Senator Levy pointed out that a correction was needed in the October 2011 meeting minutes: Senior Senator Carla Treuting was incorrectly identified as a Senior Assembly Member.

Minutes are approved with correction.

VII. Correspondence

None

VIII. Sub-Committees Reports

- A. Carry-Over Reports from Standing Committee Chairs for 2011
Several Carry-Over Reports have not yet been turned in. The office will locate outstanding reports and report back at the next meeting.
- B. Turn in Chair Binders

IX. Legislative Committee Report – Chair Senior Assembly Member Julia Rosenberg

A Legislative Committee Budget report has been completed for this Year in the amount of \$19,770.00, spanning from January 2012 through June 2012. Chair Rosenberg thanked Vice Chair Senior Senator Lola Young and Senior Assembly Member Eleanor Bloch for their help and assistance. Legislators will be in office after the holidays beginning in early January 2012. Tentative dates for the "Walk the Halls" event were scheduled for the first or second week in January. It was agreed that Tuesday and Wednesday are the best days to visit with Legislators. Chair Rosenberg will develop a "Walk the Halls" team list and send to the office for reproduction and distribution.

X. Chair's Report

A. Consulting Executive Director Report –Clare Smith

Budget Reports:

California Fund for Senior Citizen's Fiscal Year 2011/2012 budget has been allotted by the State a total of \$287,000.00. The amount of \$234,000.00 will be directed towards General Operations of the Agency. This amount has decreased from last year due to mandated reductions to the overall state budget.

(Over)

The CSL develops the budget in partnership with the Department of General Services (DGS) accounting staff. Smith is in communication with the Department of Finance (DOF), and will set-up a meeting with DOF after the Christmas holiday and report any updates at the next meeting.

California Foundation on Aging (CFoA) account is where all donations and sponsorship dollars are deposited. Currently the balance is extremely low due to Session expenses. There are currently three outstanding invoices. In addition, Smith reminded the Committee that a new Memorandum of Understanding (MOU) is needed.

Surplus Money investment Funds (SMIF) Chair MacAllister said it is the CSL's intent to request and justify a budget increase again later this fiscal year. We must be better prepared and have all documentation ready. Senior Assembly Member Herbert Schwartz will be assisting the Consulting Executive Director with collecting all financial and budgetary information. There is a clear need to establish a precise protocol when recording State regulated items, i.e. donations, contributions, gifts of public funds, etc.

XI. Old Business

- A. Discussion of 2011 Annual Session
JRC Vice Chair, Evelyn Tom completed a summary report of the Session's Evaluations; from members and volunteers. She distributed a handout comparison report from earlier years versus this year's Annual Session. The main area for improvement continues to be Volunteer Coordination. An average of 60% of our Membership stated that the recent 2011 Annual Session was overall a much better success than prior years.
- B. Member reimbursement requests related to attending non-CSL meetings
Reimbursement of expenses of non-CSL sponsored activities that are of benefit to the CSL will not be authorized unless prior approval has been obtained by the JRC Chair and documented proof of authorization is attached to the reimbursement request. Requests will be considered on a case-by-case basis by the JRC Chair.
- C. Resource Manual Revision and Update 2012
The Resource Manual 2012 Revision duties will be assigned to the Policy and Procedures Committee. The Resource Manual must be updated by 2012.
- D. Budget Reports:
See Consulting Executive Director's Report.

XII. New Business

- A. Sub-Committee Chairs' and Members' Appointment
 - 1. Budget & Finance
S.A. Herbert Schwartz, Chair
S.S. Fran Givens

(Over)

2. Public Relations and Fund Development
S.S. Bruce Steir, Chair
S.A. Evelyn Tom
S.A. Richard Dahlgren
 3. Policies & Procedures
S.S. Bernard Weintraub, Chair
S.A. Ellie Bloch
 4. Session Planning
S.S. Joe Cox, Chair
S.A. Evelyn Tom, Co-Chair
- B. Set dates for Joint Rules, Legislative Committees and Annual Session
Final calendars for JRC and Legislative Committees will be completed and distributed once finalized.
 - C. Follow-up on Annual Session attendance by members
No discussion took place at this meeting.
 - D. Organizing regional “mini-conferences” for members
Vice Chair, Evelyn Tom has created a worksheet on projected travel expenses for attending meetings in areas outside of Sacramento. The use of alternative methods for convening meetings, such as teleconferencing and webinars were discussed as methods for reducing costs. Senior Assembly Member Zelda Hutcherson said alternative methods have been used before and were very effective.
 - E. Letters to PSAs to re-appoint CSL members (Resource Manual Section VIII)
Brief discussion took place regarding the current vacancies within CSL. Members are encouraged to contact their local PSA’s.
 - F. Consulting Executive Director (ED) renewal of contract
The JRC supports an extension/amendment of the existing contract through June 30, 2012 if funding is available.
 - G. Recruitment of new ED, draft timeline
This item has been postponed until further notice.
 - H. Survey student volunteers from Chico State College
A copy of a survey for CSL members is requested by the JRC prior to formalizing an agreement with the CSU Chico.

XIII. Adjournment

Meeting was adjourned at 12:44 p.m.