



STATE OF CALIFORNIA
CALIFORNIA SENIOR LEGISLATURE

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JOINT RULES COMMITTEE MEETING MINUTES

April 17-18, 2012

The Vagabond Inn

909 Third Street, Sacramento, CA 95814

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 1:07 pm.

Invocation by Senior Assembly Member Evelyn Tom

Pledge of Allegiance was led by Senior Senator Joe Cox.

II. Roll Call

Present: Senior Senators: Joe Cox, Jim Levy, Bruce Steir, Carla Treuting
Senior Assembly Members: Don MacAllister, Evelyn Tom, Herbert Schwartz, Bernie Weintraub, Eleanor Bloch, Julia Rosenberg, Richard Dahlgren
Staff: Clare Smith (Consulting Executive Director), Janice Bailey (Office Technician)
A quorum was established.

III. Introductions

Don MacAllister introduced Janice Bailey, Office Technician.

IV. Public Comments

No public comments.

Discussion/Action Items

V. Approve Agenda of April 17-18, 2012 JRC Meeting

Agenda stands as presented by Chair, Don MacAllister

VI. Approve Minutes of February 6-8, 2012 JRC Meeting

A. Senior Assembly Member Julia Rosenberg, requested an amendment to the minutes in Section VII under Correspondence that Kitty Mesler resigned due to illness.

B. Minutes approved as presented with corrections by Chair Don MacAllister.

Mission: To Improve the Quality of Life for Aging Californians

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

VII. Correspondence
No correspondence received.

VIII. Sub-Committee Reports

A. Session Planning

1. Session Program Proposal (Hollabaugh)

Bill Hollabaugh presented his proposal and suggested a 5% increase in advertising prices. Committee discussed concerns with proposal not including break down with full cost of producing the session program. Additionally, issues surrounding Bill Hollabaugh not wanting to become State certified and the procurement requirements for state agencies were discussed in detail.

Chair Don MacAllister, reiterated that CSL is a state agency and that CSL must follow the state rules and regulations of utilizing state certified vendors and follow guidelines for bids. The JRC will need to review proposals and make a decision based on bids received.

Senior Senator Joe Cox made a motion to approve the ad prices that Mr. Hollabaugh suggested. Evelyn Tom seconded the motion. Motion carried.

2. 2012 Session Task List

Senior Assembly Member Evelyn Tom reviewed the session task list.

3. Abbreviated 2012 Session Agenda

Senior Assembly Member Evelyn Tom gave a brief overview of the abbreviated agenda. Noting the only change was the volunteer orientation starting earlier. Senior Senator Levy made a motion to approve the abbreviated agenda as presented. Senior Assembly Member Bloch seconded the motion. Executive Director Smith noted that the educational sessions had to be added in during the banquet sessions. Motion carried with revision.

4. MMP Session Menu/Transportation

Senior Assembly Member Evelyn Tom will work with Senior Assembly Member Julia Rosenberg on the menu selections.

MMP has not provided an update on transportation. Brief discussion surrounding transportation challenges for seniors and needs. CSL office to follow-up w/ MMP regarding status of transportation.

5. Lunch Expenses

Discussion surrounding the issues with the cafeteria in the basement not keeping their meal ticket vouchers and difficulty in getting O'Deli paid. Executive Director Smith reiterated that the State of California will not cover the cost of lunch, snacks, water etc. These items will need to be covered by the Foundation. She recommended a budget of

\$8,000 which included the volunteers. Chair, MacAllister pointed out that CSL could go back to having the expense claimed on the TEC. It was noted that an additional, \$25,000-\$30,000 would need to come into the Foundation to cover these "extras".

6. **Corporate Donor Letters**

The corporate donor letters will be written and distributed from the office. Please forward all contact information for donors to the office.
7. **Color Guard, Invocation, Crier**
 - a. South San Francisco Veterans of Foreign War will serve as the Color Guard.
 - b. Senior Senator Joe Murphy will serve as the Crier
 - c. The office is working on getting someone from an Indian Tribe to lead the invocation.
8. **Giveaways (tote bags), Frames for Certificates**
 - a. Senior Assembly Member Evelyn Tom is working on a donor and source for the tote bags.
 - b. The committee agreed to utilize a certificate folder this year instead of frames. Senior Assembly Member Dahlgren will check to see if he can get the CSL logo printed on the folder. If that isn't feasible, then folders from an office supply store can be utilized with CSL logo or a gold sticker.
 - c. Senior Senator Joe Cox reiterated that per Governor Brown's request the CSL should not purchase "give aways" for the 2012 session.
9. **Emergency Contact Information**

The session planning committee requested that an updated emergency contact form be distributed and collected from all members and volunteers prior to the session in the event of an emergency.
10. **Governor Invitation**

The Governor Invitation letter has been completed.
11. **Lt Governor Invitation/Brunch**

Executive Director Smith will send out request for Lt Governor Breakfast.
12. **Keynote Speakers**

The session planning committee requested suggestions for an inspirational keynote speaker. Some ideas included the Lt Governor, Attorney General, Diana Dooley (Health & Human Services Agency), and Assembly Member Yamada.
13. **Legislators to Lead Floor Session**

The session planning committee requested the legislative committee provide four legislators that will lead the session. Assembly Member Tom will forward the list to Legislative Committee Chair, Rosenberg.
14. **Session Planning Budget**

The session planning committee estimated \$134,000 for everything and will forward the report to the chair of budget

and finance.

15. **Entertainment Coordination**

Senior Senator Joe Cox and Senior Assembly Member Evelyn Tom are coordinating the entertainment. Senior Senator Cox noted that the intent of the banquet is to honor those that assist the CSL. Entertainment will be scheduled after the recognition.

16. **Volunteer Coordination**

The Volunteer Coordinator for the session is MaryAnn Miller. She will work in conjunction with Senior Assembly Member Shirley Krohn with the student volunteers.

17. **Distribution of Photos**

Senior Senator Cox requested that the photos from the 2011 session be available for publicity. He encouraged members to utilize the photos for promotion of the CSL. The committee has opted not to have a photographer for the 2012 session. Senior Senator Cox also suggested the photos be utilized on the website. Bill Hollabaugh indicated that photos were not on the website because they did not have captions.

18. **Presentation of Budget During Opening Session**

Senior Senator Cox requested that the Budget and Finance Committee provide a budget recap document that members can review during the opening session. Chair MacAllister suggested that they would provide a document similar to what was provided last year.

19. **Code of Ethics**

Senior Senator Cox stressed the importance of all members signing and reviewing the true meaning of the CSL code of ethics. Senior Assembly Member Weintraub suggested that this document be reviewed at the June training conference.

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 through news articles.

Executive Director Smith confirmed that the commercial had been distributed to 70 TV stations throughout the state as a PSA. The group continued with discussion surrounding the validity of the 70% statistic that was utilized in the ad. For future ads, it was suggested that CSL use the actual number of proposals submitted since a given date. It would be easier to track and validate.

C. Policies & Procedures

1. Bylaws were distributed with amendments to all CSL members.
2. Sub-committee Chairman, Senior Senator Bernie Weintraub met with Senior Assembly Member Ellie Bloch at the CSL office and reviewed the status of the Resource Manual with

CSL staff and consulting E.D. Assignments were determined for specific members to review sections of the manual and provide recommended revisions by June 15, 2012, with status updates on May 1st and June 1st. A copy of the assignment is attached for reference. The committee's goal is to have the Resource Manual updated prior to the 2012 session.

Meeting was adjourned at 4pm.

Meeting was recessed until Wednesday, April 18, 2012 at 9:00 am.

Meeting reconvened by Chair, Don MacAllister at 9:10am

Policies & Procedures Continued

3. Senior Assembly Member Bernie Weintraub shared the mission statement and objectives of CSL and reminded members that the focus is on senior issues/concerns. Senior Assembly Member Weintraub made a motion to include the mission statement on the back of CSL members' business cards. Senior Assembly Member Eleanor Bloch seconded the motion. Members discussed pros and cons. This resulted in a tie vote. Chair MacAllister requested the motion be taken back to the committee for cost, further review and recommendation.

D. Budget and Finance

1. California Fund for Senior Citizens (Code 402) funds are down this year over last. However, it was noted that most funds are down and with the economic conditions this should be expected.
2. Surplus Money Investment Fund (SMIF) balance was reported as of February 29, 2012.
3. Executive Director Smith noted that some items in the operating budget needed to be recoded and moved to carry-over funding.
4. California Foundation on Aging (CFoA) numbers are based on calendar year and not fiscal year, so the report was not updated in time for this meeting.
(See "Budget & Finance Committee Updates" attached)
5. Herb Schwartz made a motion for the Budget and Finance Committee to do further investigation on the 501C options and bring it to the June meeting for action. Jim Levy seconded the motion. Motion carried unanimously.
6. Chair MacAllister advised the committee that John Bacigalupi from the Department of Finance would be addressing the committee in the afternoon between 3:30-4:00pm.

E. June 2012 Southern California Mini-Conference

1. Senior Assembly Member Evelyn Tom is working with AARP. If CSL member belongs to AARP, AARP has agreed to fund the CSL members' attendance at the conference.
2. Executive Director Smith provided an update from MMP and advised that communication would be going out to the invited members with details for hotel and travel arrangements.
3. Chair MacAllister confirmed the list of attendees will include all new members that joined after October 2011 session, the budget and finance committee, all of JRC and Legislative Committees (including alternates) and members in Southern California (below Kern County). Chair MacAllister further stated that members could not attend at their own expense. The number of attendees must be limited to maintain the quality of the conference. If the Southern California Conference proves to be successful, then a Northern California Conference will be planned at a later date.
4. Senior Assembly Member Evelyn Tom provided an overview of the training and schedule. She indicated that she will be calling JRC members with assignments.
5. For members that cannot drive due to traffic congestion, Executive Director Smith indicated that there is a form that can be completed with rationale to waive the 50 mile rule.
6. Members discussed the possibility of having vendors set up tables at the conference and charging a fee. Executive Director Smith indicated that MMP would need to be involved to determine if this is possible and if additional charges will be incurred as a result of needing additional space in the hotel. It was suggested that if other vendors participate the minimum "buy-in" should be \$500.
7. Chair MacAllister requested a revision to the agenda for JRC to meet on Monday, June 11, 2012 at 1pm. The office will contact MMP regarding status of a meeting room. Tuesday morning to be left open in case additional JRC meeting time is needed. Additionally, Thursday at noon the Los Angeles Caucus will be meeting immediately following the training conference. The CSL office will check availability and cost of box lunches for this working lunch meeting.

IX. Legislative Committee Report

Senior Assembly Member Julia Rosenberg, Chair of the legislative Committee provided an update on committee activities and training. Chair Rosenberg passed out a copy of the Red/White/Blue spreadsheet that the committee used during the April "Walk the Halls". Chair Rosenberg also passed around a sample of a Prescription Sheet that could be used as an insert in the session book for members to review and provide feedback. Chair

Rosenberg also noted that the May meeting has been cancelled and the proposals will be reviewed at the July 9-11, 2012, Legislative Committee meeting.

X. Chair's Report

Chair MacAllister requested the organization chart from 2007 be sent to the Policy and Procedures Committee for review and recommendation for updates. Chair MacAllister passed around the breakdown of donations by zip code. He requested all members to receive a link and JRC to receive a hard copy of the report

Chair MacAllister discussed the increase in the 60+ population growth (24.6%) in comparison to the overall country growth (9.7%). He further commented that the CSL Five Year Strategic Plan is imperative for successful long range planning. Additionally, he wants to ensure that CSL is not "the best kept secret" and wants to evaluate what the membership can do to create better awareness for the organization. Chair MacAllister reminded members that the small group of CSL represents approximately 4.5 million seniors in the state.

Consulting Executive Director Report

Clare Smith, Consulting Executive Director (ED) updated members on tasks and progress that has been made in the office. (See Consulting ED report attached).

XI. Old Business

A. Five-Year Strategic Planning and Budgeting

Chair MacAllister, Senior Assembly Member Herb Schwartz, Chair of the Budget & Finance Committee and Smith are working together to review CSL history in terms of revenue and expenses, and will present a preliminary report and plan for consideration by the JRC.

B. Developing Special Projects/Focus Areas/Budget Session status 2011-12 and 2012-13

Carryover fund accounts have been established by the State Controllers office and our accounting administrator has signed off on the June Conference reservation request. Some items that have already processed will need to be recoded to the carryover fund accounts.

XII. New Business

A. CSL Office Operations Manual/Agency Policy

Executive Director Smith passed around a sample of the office policy manual that staff is currently creating.

1. Pitney Bowes/Postage

Challenges with the current Pitney Bowes machine were discussed. Committee agreed that utilizing Downtown Mail

and Shipping at 1017 L Street for CSL postage and mailings was a viable option. Members requested staff to determine the details of the contract with Pitney Bowes and if feasible, cancel the contract.

2. US Bank/Cal-Card

Executive Director Smith explained rationale regarding the need for the US Bank/Cal-Card credit limit to be increased. Senior Assembly Member Julia Rosenberg made a motion to increase the monthly limit of the Cal-Card from \$3,500 to \$8,000. Senior Senator Jim Levy seconded the motion. Motion carried.

3. Internet Service Provider Change

Executive Director Smith and Janice Bailey explained the challenges with the current internet provider and updates that need to be made for Outlook to be fully functioning. Staff is to research options and cost to be able to utilize full functionality of Outlook.

B. Establish Twitter Account

Executive Director Smith and Janice Bailey provided a brief overview of how Twitter works and the benefits of CSL utilizing this free service. Staff will establish a Twitter account. It was suggested that training be provided at the Caucus level for social networking and accessing the internet.

C. CSL Domain Registration Renewal (www.4csl.org-GoDaddy)

Discussion ensued around the inconsistency with website domain and email accounts. Further discussion surrounding professional webmaster services, search engine optimization (SEO), links and interfacing with Facebook and Twitter. Chair MacAllister requested the CSL staff research the cost of professional webmaster and availability of other possible domains.

D. Travel Procedures

Members were reminded to email the office (when feasible) with their request for flights including the departure city, dates, times and/or flight information. Additionally, any special requests for the hotel should be included in the email. To avoid duplication of reservations it has been requested that members do not contact the hotel direct to make their initial reservation. Travel requests should be submitted approximately three weeks prior to the travel date.

E. Student Mentoring

Executive Director Smith shared with the JRC the suggestion from Senior Assembly Member Shirley Krohn for the CSL to work with CSU Stanislaus graduate students for 2013 proposals and their related thesis work. Chair MacAllister, requested that Senior Assembly Member Krohn develop policy and procedure guidelines for this program and present it to the JRC for approval.

F. Sponsorship of Women's Foundation of CA 7th Annual Legislative Reception

Executive Director Smith provided a brief overview of the request for CSL to participate in the Women's Foundation 7th Annual Legislative Reception on May 8, 2012, at the Sterling Hotel. Executive Director Smith confirmed it is a non-political group, the CSL would be listed on the program as a sponsor and invited to attend. There is no cost associated with sponsorship. Senior Senator Bruce Steir made a motion for CSL to be a sponsor for this event. Senior Assembly Member Eleanor Bloch seconded the motion. Motion carried unanimously.

G. While waiting for Mr. Bacigalupi's presentation, Chair MacAllister opened the floor for member comments.

1. Senior Senator Jim Levy suggested that CSL should host a meet and greet event to meet the new legislators coming into office. Chair, MacAllister requested Senior Senator Levy to research what other groups have done in the past for meet and greets.
2. Senior Assembly Member Bloch suggested that the brochures should have the CSL mission on them. Chair MacAllister requested the Policy and Procedure Committee review the brochure for suggested revisions.
3. Senior Assembly Member Bloch invited members to a symposium in the Bay area on May 10, 2012, regarding sleeping problems. Senior Assembly Member Bloch will email the brochure to the office for distribution.
4. Senior Senator Steir requested that Chair MacAllister send out an email to all members urging them to promote CSL through local news organizations in their individual communities.
5. Executive Director Smith announced that Mr. Bacigalupi was not able to make the meeting.

Meeting was adjourned at 3:45 p.m.



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**32ND LEGISLATIVE SESSION
ABBREVIATED SCHEDULE**

Monday, October 29, 2012 - State Capitol

8:30 a.m. — 9:30 am Registration Volunteer Orientation
9:30 a.m. — 1:00 p.m. Registration
10:00 a.m. — 11:00 a.m. Policy Committee Chairs and Vice-Chairs, Orientation
10:30 a.m. — 11:30 a.m. Volunteer Orientation
11:00 a.m. — 12:00 p.m. Joint Rules Committee Meeting

12:00 p.m. — 1:00 p.m. Lunch

1:00 p.m. — 4:00 p.m. General Session
6:00 p.m. — 6:30 p.m. No Host Reception
6:30 p.m. — 9:00 p.m. Welcome Dinner and Awards Presentation – Citizen's
Educational Presentation with Guest Speaker

Tuesday, October 30, 2012 - State Capitol

8:00 a.m. — 8:45 a.m. Lt. Governor's Annual Continental Breakfast
9:00 a.m. — 12:00 p.m. Opening Ceremonies, Assembly Chambers
10:30 a.m. — 10:45 a.m. Break

12:00 p.m. — 1:00 p.m. Lunch

1:00 p.m. — 4:00 p.m. Policy Committee Hearings
6:00 p.m. — 6:30 p.m. No Host Reception
6:30 p.m. — 9:00 p.m. Opening Ceremonies Dinner – Citizen's Hotel
Educational Presentation with Guest Speaker

Wednesday, October 31, 2012 – State Capitol

9:00 a.m. — 12:00 p.m. Legislative Floor Sessions
Assembly Chambers and Senate Chambers

12:00 p.m. — 1:00 p.m. Lunch

1:00 p.m. — 4:00 p.m. Policy Committee Hearings
6:00 p.m. — 6:30 p.m. No Host Reception
6:30 p.m. — 10:00 p.m. Annual Inter-professional Banquet – Citizen's
Educational Presentation with Guest Speaker

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(Over)

Thursday, November 1, 2012 – State Capitol

9:00 a.m. — 10:30 a.m. Legislative Floor Sessions
Assembly Chambers & Senate Chambers

10:30 a.m. — 11:30 a.m. Introduction of Senior Senator Candidates & Election

11:30 a.m. — 12:00 p.m. Balloting for CSL Top Priorities

12:00 p.m. — 1:00 p.m. Lunch

1:15 p.m. — 1:45 p.m. Joint Legislative Floor Session - Assembly Chambers
Introduction of New JRC & CSL Legislative Committee
Adjournment of 32nd Anniversary Legislative Session

1:45 p.m. — 2:00 p.m. Roll Call

2:00 p.m. — 2:15 p.m. New Committees' Meetings
Legislative Committee Chair/Vice-Chair Election

2:15 p.m. — 2:30 p.m. Joint Rules Committee Chair/Vice-Chair Election

Friday, November 2, 2012 – State Capitol

9:30 a.m. — 10:00 a.m. Press Conference – Governor's Press Conference
Announcement of CSL Top Priorities



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4/16/2012 Policy and Procedures Recommendations

The Policy and Procedures Committee would like to recommend the following members to review and suggest changes/additions to the following policy sections:

<u>Section</u>	<u>Members Assigned</u>
I. Enabling Legislation	Richard Shontz, Richard Wolfe and Lola Young (as liaison to Leg Committee)
II. CSL Info Section/Fundraising	Herbert Schwartz
III. CSL Member Responsibilities	
Travel	Office Staff
Annual Schedule of Activities	Richard Shontz & Richard Wolfe
IV. CSL Rules	Richard Dahlgren
V. Legislation	Julia Rosenberg & Richard Shontz
VI. Public Relations	Bruce Steir, Charles Molnar & Herbert Schwartz
VII. Annual Session Program	Evelyn Tom & Joe Cox
VIII. Elections Section	Bill Hollabaugh, Carla Treuting & Jim Levy
IX. Aging Network	Office

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April 17, 2012

Budget & Finance Sub-Committee Update

The latest budget summary report from the Department of General Services (DGS) reflects an available balance of \$68,488 and the balance of the Surplus Money Investment Fund (SMIF) is \$6 as of February 29, 2012.

The Department of Finance (DoF) issued Budget Item 4185, California Senior Legislature (CSL) 3-YR Expenditures and Personnel Years budget (attached) shows that an additional \$202,000 in carry-over funds is available for spending in SFY 2011-12, and 2012-13. Up to \$85,000 (of the \$202,000) may be spent beginning in January 2012. The carry-over funds are dollars that were not expended in previous fiscal years.

The CSL may spend the carry-over funds for special projects such as advertising campaigns and educational conferences, consulting services and temporary administrative support. A draft budget summary for the period of January 1, 2012 through June 30, 2013 (18 months) is under development.

The Franchise Tax Board Status Report Voluntary Contribution Funds report reflects a total amount of \$45,448 as of March 31, 2012 is attached.

Mission: To Improve the Quality of Life for Aging Californians

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FRANCHISE TAX BOARD

STATUS REPORT - VOLUNTARY CONTRIBUTION FUNDS

CALIFORNIA FUND FOR SENIOR CITIZENS

	2012 Minimum contribution requirement \$250,000		2011 Minimum contribution requirement \$250,000		2010 Minimum contribution requirement \$250,000		2009 Minimum contribution requirement \$250,000		2008 Minimum contribution requirement - \$250,000	
	Items Processed	Valid Contributions	Items Processed	Valid Contributions	Items Processed	Valid Contributions	Items Processed	Valid Contributions	Items Processed	Valid Contributions
Totals	9,741	\$96,852	25,895	\$308,763	25,442	\$296,144	30,068	\$330,646	28,956	\$288,695
January	1,373	\$10,751	956	\$6,615	769	\$5,941	1,167	\$9,558	877	\$6,182
February	4,078	\$40,653	4150	\$42,922	4,367	\$44,166	4,869	\$50,902	4,268	\$40,343
March	4,290	\$45,448	4410	\$51,364	4,650	\$54,204	5,347	\$56,254	5,821	\$52,637
April			7889	\$104,763	6,564	\$85,550	8,901	\$105,983	7,447	\$80,123
May			4687	\$46,915	3,684	\$35,840	5,038	\$45,214	6,993	\$57,240
June			1621	\$21,553	3,753	\$39,686	2,927	\$34,557	1,346	\$14,111
July			591	\$5,795	238	\$2,138	203	\$1,913	608	\$11,411
August			337	\$4,113	198	\$2,029	246	\$2,419	276	\$2,667
September			188	\$2,109	183	\$3,418	248	\$2,375	217	\$1,987
October			579	\$10,416	469	\$6,419	491	\$14,240	443	\$12,217
November			441	\$11,835	471	\$16,196	514	\$6,164	559	\$8,300
December			46	\$363	96	\$557	117	\$1,067	101	\$1,477

Note: All data is calendar year

Consulting Executive Director/Office Technician/Retired Annuitant Activity Report February 6, 2012 (PERIOD OF February 7, 2012 – April 16, 2012)

Administrative

Communication and coordination with the State Controller's Office (Human Resources) in the process of recruitment and hiring of new Office Technician.

Monitored transition of new OT, including establishing signature authority on various key internal and external accounts for CSL, AMEX (long, convoluted process), USBank Cal-Card, State of CA invoices and purchasing approval, SWA Business account, Pitney-Bowes, etc.

OT attended met with DGS purchasing and procurement for initial orientation and training on procedures, attended initial training on use of the USBank Cal-Card.

Reviewed day-to-day operations with new OT, updated operations manual as needed and confirmed schedules for OT, ED and Retired Annuitant (RA) to serve as support to OT and members.

Continual communication with CFoA Treasurer regarding CSL fund balance and processing of 2011 Session outstanding payments, also communication with DGS fiscal regarding the establishment of the carryover accounts and coordination with the SCO in confirming the availability of carryover funds and coding expenditures.

Ongoing communication and coordination with Meeting Management Program (DGS) and JRC members regarding 2012 Session lodging, transportation and banquet. Continued planning process related to the June 2012 mini-conference, addressing menu, transportation, facilities (meeting room needs), and audiovisual equipment.

ED, RA and OT meetings to review tasks, calendar and responsibilities.

OT processed outstanding invoices related to October session, also resolved printer equipment issues, extensive interaction and communication with Hewlett-Packard support.

OT processed orders for brochures, postcards and initiated development of CSL Office Operations and Procedures Manual with ED.

OT/ED met with IT consultant, reviewed office technology needs, IT consultant updated back-up files (established service with Carbonite, web-based) and assisted in outlook issues, as well as software application problems related to scanning and adobe.

OT worked with Coastal Web Online (SucceedNet) on transition – established email account, , ongoing issues with email account.

Membership

Supported preparations and planning for JR Committee meetings, developed minutes, reports on budget and meeting planning issues.

OT provide extensive support to the Legislative Committee including, drafting and distributing letters of support, updating tracking spreadsheet, coordination of communication between members including follow-up on member attendance at committee meetings and hearings, also developed agenda and minutes with Committee Chair, and met with Leg Chair on committee issues and tasks.

Follow-up on tasks related to the 2011 Session, including services rendered during the session, specifically the completion of member's Travel Expense Claims. Sent out two mass e-mail updates to members.

OT met with volunteer web manager (Bill H.) regarding roster and web site update needs, sent out request to members for updated contact information, updated master excel roster as needed.

OT/RA compiled materials and distributed mass mailing of legislative handbook and also mass mailing of amended bylaws to all members.

OT, RA and ED met with session planning committee members to review October 2012 session preparation and planning responsibilities. OT developed minutes following meeting and updated session task list for review by committee.

OT/ED met with policies and procedures co-chairs, provide background on previous work addressing the CSL Resource Manual, discussed next steps. OT developed members assignment list for use by sub-committee.

Promotion

Concentrated effort and communication with vendors in production and purchasing distribution services to send 30-sec televised public service announcements promoting Code 402.

Ongoing communication with procurement regarding process for purchasing production of commercial promoting Code 402.

Developed and distributed March 2012 Member News, sent to members and partners (distribution list of approx. 400).

OT updated Facebook, posting member activity updates and media (YouTube) including the new 30-sec commercial.

OT attended Sacramento California Collaborative conference as a representative of CSL, also attended local meeting addressing coordinated long-term care and managed care.

ED/OT met with Arbitron (radio market ratings company) regarding methods for engaging services and payment...ongoing.

OT= 40 hrs/week

RA-10-15 hrs/week

ED= 20 hrs/week

Acronyms:

SCO= State Controller's Office

CFoA= California Foundation on Aging

OT = Office Technician

RA = Retired Annuitant