

## STAFF REPORT

**BOARD MEETING DATE:** May 13, 2025

**CATEGORY:** Consent Calendar 8

**SUBJECT:** Approve an amendment to the Shasta County Commission on Aging Bylaws which: (1) Updates the purpose of the Commission on Aging; (2) changes membership requirements; (3) adds Treasurer as an elected officer; (4) adds term lengths for elected officers; (5) adds elected officer expectations; and (6) updates reasons to remove a Commissioner.

**DEPARTMENT:** Health and Human Services Agency-Behavioral Health and Social Services

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Bailey Cogger, HHSA Deputy Branch Director - Behavioral Health and Social Services, (530) 229-5900

**STAFF REPORT APPROVED BY:** Cindy Lane, HHSA Branch Director

<b><u>Vote Required?</u></b>	<b><u>General Fund Impact?</u></b>
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Simple Majority Vote

<b><u>General Fund Impact?</u></b>
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No General Fund Impact

### **RECOMMENDATION**

Approve an amendment to the Shasta County Commission on Aging Bylaws which: (1) Updates the purpose of the Commission on Aging; (2) changes membership requirements; (3) adds Treasurer as an elected officer; (4) adds term lengths for elected officers; (5) adds elected officer expectations; and (6) updates reasons to remove a Commissioner.

### **DISCUSSION**

The Board of Supervisors established the Shasta County Commission on Aging on October 11, 1977, to ensure the safety and well-being of older adults in Shasta County by studying, reviewing, evaluating and making recommendations to the Board of Supervisors about the issues affecting Shasta County older adults. The Shasta County Commission on Aging is the official advisory commission to the Shasta County Board of Supervisors and the Area Agency on Aging, Planning and Service Area 2 on matters related to the older adult population which includes the Counties of Shasta, Lassen, Modoc, Siskiyou and Trinity. The Commission reviews and evaluates the performance of organizations who receive public funds in order to advise the Board of Supervisors.

The Commission on Aging Bylaws were last updated and approved by the Board of Supervisors on August 26, 2014.

On April 18, 2025, the Commission on Aging reviewed and approved the proposed amendments to the bylaws that includes:

1. Updates to the purpose of the commission to include the Title III of the Older Americans Act, to:

- Advise and to make recommendations for appropriate action to the Shasta County Board of Supervisors on all matters relating to the development and administration of the Area Plan and operations conducted thereunder.
- May assist the Area Agency on Aging on all matters relating to the development and administration of the Area Plan and operations conducted there under.
- To assist the Area Agency on Aging by providing support and input in ascertaining the changing needs of the elderly throughout the County.
- To serve as the principal advocate body in Shasta County on behalf of older adults, especially the frail and vulnerable elderly, as defined in the Older Americans Act.
- Remove provisions that require the commission to request financial information from local non-profit agencies to make recommendations to the BOS

2. Updates to:

- Membership to include alternate appointments, and specify types of members required on the commission, and regulating conflicts of interest between members.
- Elected officers to include a treasurer, and term lengths.
- Changes to Article III Membership and Officers to include:
  - The addition of Section 6 to establish guidelines and expectations of the Chair.
  - The addition of Section 7 to establish guidelines and expectations of the Vice-Chair.
  - The addition of Section 8 to authorize voting authority to members of the commission and minimum requirements for approving actionable items.
  - Update of Section 9 (previously Section 5) for reasons in which a member may be removed from the commission.

**ALTERNATIVES**

The Board may decline to approve the amended Bylaws as submitted or direct specified changes.

**OTHER AGENCY INVOLVEMENT**

County Counsel has approved the Bylaws as to form. The County Administrative Office has reviewed the recommendation.

**FISCAL IMPACT**

The Health and Human Services Agency's FY 2024-25 Budget includes sufficient appropriation authority for the activities described above and will be included in future year budget requests.

**ATTACHMENTS:**

- 1: Shasta County Commission on Aging Bylaws
- 2: Redline Shasta County Commission on Aging Bylaws