

**C8** 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.

## 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>Vote Required?</u></b>	<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

## SHASTA COUNTY COMMISSION ON AGING

### BYLAWS

The California Commission on Aging serves as the principal advocacy body for older Californians. It seeks to be a catalyst for change that addresses emerging challenges and opportunities and celebrates Californians as they age. The Commission advises the Governor, Legislature, state, federal, and local agencies on programs and services that affect older adults. The Commission's work on behalf of older adults reflects the values of equality and inclusion; autonomy, choice, and access; respect and integrity; collaboration and partnership.

### ARTICLE I

#### NAME

The name of this commission shall be the "Shasta County Commission on Aging" and shall be referred to in these Bylaws as the "Commission."

### ARTICLE II

#### PURPOSES

The Commission shall have the following advisory powers, functions, and duties:

Under a provision of Title III of the Older Americans Act (Welfare and Institutions Code section 9202, et. seq.), the Commission on Aging serves the following advisory functions to the Area Agency on Aging.

**Section 1** 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.

**Section 2** May assist the Area Agency on Aging on all matters relating to the development and administration of the Area Plan and operations conducted thereunder.

**Section 3** Study, review, evaluate, and make recommendations to the Board of Supervisors relative to all matters impacting older adults in the County of Shasta, including, but not limited to health, nutrition, education, employment, housing, transportation, recreation, safety, and finance. To assist the Area Agency on Aging by providing support and input in ascertaining the changing needs of the elderly throughout the County.

**Section 4** Inventory the nature and extent of the unmet needs of the older adults in this 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.

**Section 5** Identify the various services made available to older adults in this county (by both governmental and non-governmental agencies) and assist in the coordination of such services.

**Section 6** Make such studies and submit to the Board of Supervisors such reports or recommendations respecting matters affecting older adults, including, but not limited to, those listed in Section 1, as the Board of Supervisors may occasionally request.

**Section 7** Evaluate the performance of senior organizations, businesses, and facilities in the community that receive federal, state, or local funds, to offer constructive review, guidance, and recommendations.

**Section 8** Act as the central commission for older adult matters in Shasta County for the Board of Supervisors. Recommendations shall be made to the Board of Supervisors and the PSA 2 Area Agency on Aging Advisory Council.

### **ARTICLE III**

#### **MEMBERSHIP AND OFFICERS**

##### **Number of Members**

**Section 1** The Commission shall consist of eight members, five of whom are appointed by the Board of Supervisors, one from each supervisory district, and one member from the cities of Anderson, Redding, and Shasta Lake, appointed by the respective City Councils and District Supervisors. Each jurisdiction shall have the option to select one alternate member with a vote of the governing body. The appointed alternate would serve as a replacement in the event a seat is vacated until such time as a new member can be appointed by the governing jurisdiction. Alternates shall also participate in Commission meetings on a rotating basis when members are unavailable.

**Section 2** A minimum of one-half of the members of the Commission shall be sixty (60) years of age or older when their term begins.

##### **Section 3 Eligibility of Members**

- A. All members of the Commission shall be residents of Shasta County and shall serve without compensation.
- B. Subject to all laws regarding conflicts of interest, no more than one owner, operator, employee, or representative of a direct provider of services may sit on the Commission at any time.
- C. No more than one member of a family (within one degree of relationship) shall serve on the Commission at the same time.

**Section 4 Terms of Office**

Members from supervisory Districts 1 and 5 and the cities of Redding and Shasta Lake shall be appointed for 2-year terms expiring on the first Monday after January 1 of even-numbered years. Members from supervisory Districts 2, 3, and 4, and the City of Anderson shall be appointed for 2-year terms expiring on the first Monday after January 1 of odd-numbered years. Alternates shall be appointed for 2-years terms, expiring on the first Monday after January 1 of the second year.

**Section 5 Election of Officers**

Officers, consisting of a Chair, a Vice-Chair, and a Treasurer, shall be elected annually at the first meeting after January 1. Any Commissioner may make nominations with the approval of the Commission. Extenuating circumstances may result in term extension, as documented in the Commission minutes.

**Section 6** The Chair shall preside at all meetings and:

- A. Represent the Commission at functions of a ceremonial nature; and
- B. Appoint members of committees with the majority consent of those members present and voting at any regularly scheduled meeting; and
- C. Perform other tasks as authorized by the Commission on Aging.

**Section 7** The Vice-Chair shall perform the duties and exercise the "power of the chair" during their absence.

**Section 8** Each member of the Commission shall be a voting member. All business of the Commission shall be conducted by motion and recorded in the minutes. At least 50% +1 appointed members shall constitute a quorum, and a quorum is necessary for all matters to be conducted during regular or special meetings of the Commission.

**Section 9** Commissioners may be removed by the appointing authority for cause, including but not limited to Commissioner bias, misconduct, or other evidence of inability or failure to discharge his or her responsibilities as a Commissioner properly. The Chair may request removal, or the appointing authority may remove and replace a Commissioner who misses three (3) meetings without an excuse (such as illness or out-of-town absence).

**ARTICLE IV**

**MEETINGS**

The Brown Act governs all meetings of this Commission.

**Section 1** The Commission on Aging shall meet each month at 10am on the third Friday of the month. The location of the meeting shall be posted on the agenda. A conference room, with audio, visual, and internet access, shall be available for the monthly meetings. The Commission Chair will make the meeting room reservation through the appropriate administrative county or city office. The Commission may also meet during the year throughout Shasta County's cities, districts, and other locations within the jurisdiction of Shasta County. All regular and special meetings are open to the public.

**Section 2** The Chair or two (2) Commissioners may call special meetings with a minimum of 72 hours' notice. All other meetings will follow the Brown Act timeline.

**Section 3** Should the regular meeting day fall on a holiday, the meeting shall commence on the same designated day the following week.

**Section 4** A quorum shall be a majority (50%+1) of the appointed members of the Commission. A majority vote of the appointed members is required for action.

**Section 5** A public notice shall be posted a minimum of 72 hours before the meeting, as required by the Brown Act.

**Section 6** To ensure Brown Act compliance, all matters of the Commission shall be approved by the Chair and added to the agenda a minimum of five (5) business days before the regularly scheduled meeting.

**Section 7** The Chair will designate Ad Hoc committees or assignments to perform specific functions as necessary for a specific period of time.

#### **ARTICLE V**

##### **AMENDMENTS**

Amendments to these Bylaws may be recommended by the Commission to the Board of Supervisors, by a majority of the appointed Commission Members, at any regular meeting, provided a 30-day written notice has been given to all Commissioners.

#### **ARTICLE VI**

##### **PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, current edition, shall govern procedures not covered by these Bylaws of the Shasta County Commission on Aging.

Date: April 18, 2025,

\_\_\_\_\_  
Chair, Shasta County Commission on Aging

**History:**

- Resolution No. 77-284 - Establishing a Commission on Aging as Advisory to the Board of Supervisors (and Bylaws) (dated October 11, 1977)
- Resolution No. 81-52 - Establishing a Commission on Aging as Advisory to the Board of Supervisors (and Bylaws) (dated March 17, 1981)
- Bylaws revised at the Board of Supervisors meeting of April 5, 1994
- Bylaws revised at the Board of Supervisors meeting of August 21, 2001
- Bylaws revised at the Board of Supervisors meeting of November 4, 2008
- Bylaws revised at the Board of Supervisors meeting August 26, 2014
- Bylaws revised at the Board of Supervisors meeting, TBD



## SHASTA COUNTY COMMISSION ON AGING

### BYLAWS

The California Commission on Aging serves as the principal advocacy body for older Californians. It seeks to be a catalyst for change that addresses emerging challenges and opportunities and celebrates Californians as they age. The Commission advises the Governor, Legislature, state, federal, and local agencies on programs and services that affect older adults. The Commission's work on behalf of older adults reflects the values of equality and inclusion; autonomy, choice, and access; respect and integrity; collaboration and partnership. The Commission on Aging is governed by the Brown Act.

#### **ARTICLE I**

##### **NAME**

The name of this commission shall be the "Shasta County Commission on Aging" and shall be referred to in these Bylaws as the "Commission."

#### **ARTICLE II**

##### **PURPOSES**

The Commission shall have the following advisory powers, functions, and duties:

Under a provision of Title III of the Older Americans Act, the Commission on Aging serves the following advisory functions to the Area Agency on Aging.

**Section 1** ~~—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.~~

**Section 2** ~~May assist the Area Agency on Aging on all matters relating to the development and administration of the Area Plan and operations conducted thereunder.~~

**Section 3** ~~Study, review, evaluate, and make recommendations to the Board of Supervisors relative to any and all matters affecting senior citizens impacting older adults in the County of Shasta, including, but without being not limited to health, nutrition, education, employment, housing, transportation, recreation, safety, and finance. To assist the Area Agency on Aging by providing support and input in ascertaining the changing needs of the elderly throughout the County.~~

#### **Section 4**

~~Section 2.~~ Inventory the nature and extent of the unmet needs of the senior citizensolder adults in this 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.

**Section 3.** ~~5~~ Identify the various services made available to senior citizensolder adults in this county (by both governmental and ~~nongovernmental~~non-governmental agencies), and assist in the coordination of such services.

**Section 6** ~~Section 4.~~ Make such studies and submit to the Board of Supervisors such reports or recommendations respecting matters affecting senior citizensolder adults, including, but ~~without limitation~~not limited to, those listed in Section 1, as the Board may ~~from time to time~~occasionally request.

~~Section 5.~~ **Section 7** Evaluate the performance of senior organizations, businesses, and facilities in the community that receive federal, state, or local funds, ~~for the purpose of offering to offer~~ constructive advice~~review, guidance, and recommendations~~.

**Section 6.** ~~8~~ Act as the central clearinghouse~~commission~~ for seniorolder adult matters in Shasta County for the Board of Supervisors ~~and make recommendations.~~ Recommendations shall be made to the Board of Supervisors and the PSA #2 Area Agency on Aging Advisory Council.

~~**Section 7.**~~ ~~Review, evaluate, and make timely recommendations to the Board of Supervisors regarding federal, state, or local funds to be allocated to community senior organizations. An applications for funds specifically intended for such organizations shall be presented to the Commission, except those which have been previously approved by the Board. The Commission's recommendation shall be advisory only, and failure of~~

~~the Commission to make such recommendations in a timely manner, when reasonably requested, will be taken as an affirmative recommendation to the Board of Supervisors of such application or proposal.~~

### **ARTICLE III**

#### **III**

### **MEMBERSHIP AND OFFICERS**

#### **Section 1. Number of Members**

**Section 1.** The Commission shall consist of eight members, ~~plus 1-2 alternates,~~ five of whom are appointed by the Board of Supervisors, one from each ~~supervisors~~ ~~supervisory~~ district, and one member ~~each~~ from the cities of Anderson, Redding, and Shasta Lake, ~~appointed by the~~. The respective City Councils and District Supervisors appoint them. ~~The commission shall select 1-2 alternates by a majority vote who will serve in place of a vacancy, either temporary or permanent.~~

~~Section 2.~~ **Section 2.** A minimum of one-half of the members of the Commission shall be fifty-five (55) years of age or older when fully seated.

#### **Section 3 Eligibility of Members and Commissioner Bias**

- A. ~~of the~~ members of the Commission shall be residents of Shasta County and shall serve without compensation.
- B. Subject to all laws regarding conflicts of interest, ~~not~~ more than one owner, operator, employee, or representative of a direct provider of services may sit on the Commission at any time.
- C. ~~No more than one member of a family (within one degree of relationship) shall serve on the Commission at the same time.~~

#### **Section 3.4 Terms of Office**

Members from ~~supervisors~~ ~~supervisory~~ Districts 1 and 5 and the cities of Redding and Shasta Lake shall be appointed for 2-year terms expiring on the first Monday after January 1 of even-numbered years. Members from ~~supervisors~~ ~~supervisory~~ Districts 2, 3, and 4, and the City of Anderson shall be appointed for 2-year terms expiring on the first Monday after January 1 of odd-numbered years.

#### **Section 4. Section 5 Election of Officers**

Officers, consisting of a Chair ~~and~~ a Vice-Chair, ~~and a Treasurer,~~ shall be elected annually at the first meeting after each January 1. ~~They shall be nominated by an ad hoc nominating committee of two (2) persons appointed by the Chair. Further Any Commissioner may make nominations may be made by with the approval of the Commission. Extenuating circumstances may result in term extension, as documented in the Commission minutes.~~

**Section 8** The Chair shall preside at all meetings and:

- A. Represent the Commission at functions of a ceremonial nature; and
- ~~A.B. Appoint members of committees with the majority consent of those members present and voting at any Commissioner regularly scheduled meeting; and~~
- C. Perform other tasks as authorized by the Commission.

**Section 9** The Vice-Chair shall perform the duties and exercise the "power of the chair" during their absence.

**Section 10** Each member of the Commission shall be a voting member. All business of the Commission shall be conducted by motion and recorded in the minutes. At least 50% +1 seated members shall constitute a quorum, and a quorum is necessary ~~Section 5: Commissioner Removal for Cause~~

for all matters to be conducted during regular or special meetings of the Commission. A majority vote of the members present at a regular or special meeting is required to pass a motion.

**Section 11** Commissioners may be removed by the appointing authority for cause, including but not limited to Commissioner bias, misconduct, or other evidence of inability or failure to properly discharge his or her responsibilities as a Commissioner. ~~If a member is absent for three (3) consecutive regular meetings, without excuse (e.g., illness, out-of-town absence, etc.), he or she~~ The Chair may be removed from the Commission, either at the request of the Commissioner removal, or upon the appointing authority's own action to authority may remove the and replace a Commissioner and appoint a replacement who misses three (3) meetings without an excuse (such as illness or out-of-town absence). According to the Commission on Aging Policy and Procedures, Commissioners must arrange for an alternate to attend meetings. The Commission must approve this alternate for a designated period or until a permanent appointment has been made.

**ARTICLE IV**

**MEETINGS**

The Brown Act governs all meetings of this Commission.

**Section 1** ~~The Commission shall meet once each month on a regular basis regularly.~~ A conference room, with audio, visual, and internet access, shall be made available for the monthly meetings, if needed, by request for. The Commission Chair will make the meeting room reservation made through the Clerk of the Board staff. The Commission may also meet during the year throughout Shasta County's cities, districts, and other locations within the jurisdiction of Shasta County. All meetings are open to the public.

**Section 2** ~~Special meetings may be called by the Chairman, The Chair or by three (3) two (2) Commissioners, may call special meetings with no less than 24 hours advance~~

minimum of 72 hours' notice. All other meetings will follow the Brown Act timeline.

**Section 3** Should the regular meeting day fall on a holiday, the meeting shall commence on the same designated day the following week.

**Section 4** A quorum shall be a majority (50%+1) of the ~~seated~~appointed members of the Commission. A majority vote of the ~~seated~~appointed members is required for action ~~to be taken~~.

**Section 4—Public**5 A public notice shall be posted a minimum of 72 hours before the meeting, as required by the Brown Act.

#### **ARTICLE V**

**Section 6** To ensure Brown Act compliance, all matters of the Commission shall be approved by the Chair and added to the agenda a minimum of 5 business days before the regularly scheduled meeting.

**Section 7** The Chair will designate Ad Hoc committees or assignments to perform specific functions as necessary for a specific period.

#### **ARTICLE V** **AMENDMENTS**

Amendments to these By-Laws may be recommended by the Commission to the Board of Supervisors, by a majority of the ~~seated members~~appointed Commission Members, at any regular meeting, provided a 30-day written notice has been given to all Commissioners. ~~There shall be no changes of the published proposal without a further 30-day period before a recommendation to the Board.~~

#### **ARTICLE VI** **PARLIAMENTARY AUTHORITY**

~~Roberts~~Robert's Rules of Order, current edition, shall govern procedures not covered by these Bylaws of the Shasta County Commission on Aging ~~Policies and Procedures~~.

Date: \_\_\_\_\_ October 18, 2024

Chair

cha, Shasta County Commission on Aging

- Resolution No. 77-284 – Establishing a Commission on Aging as Advisory to the Board of Supervisors (and Bylaws) (dated October 11, 1977)
- Resolution No. 81-52 – Establishing a Commission on Aging as Advisory to the Board of Supervisors (and Bylaws) (dated March 17, 1981)
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- Bylaws revised at the Board of Supervisors meeting August 26, 2014
- Bylaws revised at the Board of Supervisors meeting, TBD