



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: November 10, 2020

Subject: Revised Advisory Council on Aging Bylaws

RECOMMENDATION(S):

APPROVE the revised Bylaws of the Advisory Council on Aging to address membership roles, responsibilities, and quorum requirements.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

The revised Advisory Council on Aging (ACOA or Council) bylaws will do the following:

- Eliminate the second vice president as there are no meaningful duties for the office and, the ACOA has had difficulties securing people to seek the office;
- Combine the Secretary and Treasurer positions since the Secretary's only job is to call the roll and the Treasurer's only job is to collect the donations to the Refreshment Fund; and
- Allow creation of vetted Alternate Members to avoid having to cancel Council Meetings for lack of a quorum and/or waiting for enough members to arrive to make a quorum. The ACOA has 40 authorized members: 20 at-large members, 19 members nominated by the cities, and one member from the Nutrition Council. The ACOA quorum is comprised of 21 members and it is not unusual for 11 or 12 members to be absent for valid reasons during

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/10/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 10, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Elaine Burres
608-4960

cc:

BACKGROUND: (CONT'D)

certain times of the year. Council members checked a number of other County entities and encountered one with 20 members that had alternate members approved by County Council and the Board of Supervisors. Alternative members would assist in maintaining membership available for meeting quorum requirements.

CONSEQUENCE OF NEGATIVE ACTION:

If revisions are not approved, the bylaws would remain the same and current issues would not be addressed and solutions would not be integrated into the bylaws.

ATTACHMENTS

ACOA Revised Bylaws Final

Redline ACOA Revised Bylaws Final