



City Selection Committee Meeting Agenda

September 9, 2021 6:45 PM / Virtual Meeting via Zoom

Register for Zoom webinar [\[HERE\]](#) | Meeting also livestreamed on YouTube [\[LINK\]](#)

More info on public comment and accessibility given at the end of the agenda

Please submit letters of interest/applications to csc@citiesassociation.org by September 3, 2021.

BOARD MEMBERS

Chair	Hon. Marico Sayoc, Los Gatos
Campbell	Hon. Liz Gibbons / Alternate: Hon. Anne Bybee
Cupertino	Hon. Liang Chao / Alternate: Hon. Kitty Moore
Gilroy	Hon. Marie Blankley / Alternate: Hon. Peter Leroé-Muñoz
Los Altos	Hon. Neysa Fligor / Alternate: Hon. Anita Enander
Los Altos Hills	Hon. Stanley Mok / Alternate: Hon. Lisa Schmidt
Los Gatos	Hon. Marico Sayoc / Alternate: Hon. Rob Rennie
Milpitas	Hon. Carmen Montaña / Alternate: Hon. Evelyn Chua
Monte Sereno	Hon. Rowena Turner / Alternate: Hon. Liz Lawler
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Santa Clara	Hon. Suds Jain / Alternate: Hon. Kevin Park
Saratoga	Hon. Yan Zhao / Alternate: Hon. Tina Walia
Sunnyvale	Hon. Larry Klein / Alternate: Hon. Alyssa Cisneros
Ex-Officio	Laurel Prevetti, Town Manager, Town of Los Gatos
Ex-Officio	Andi Jordan, Executive Director

Discussion & action may be taken on any of the items below. Times are approximate.

WELCOME AND ROLL CALL – (Sayoc, 7:00 PM)

1. CONSENT AGENDA
Approval of January 2021 City Selection Committee Meeting Minutes.
2. APPOINTMENTS
<i>NOTICE: Per Rules and Regulations of the Santa Clara County City Selection Committee (CSC), reaffirmed at the Cities Association Board meeting on October 8, 2020, all appointees of the CSC must be an elected official. Appointments end on the same date a representative cease to be an elected official.</i>
2a. Sourcewise Appointment of one representative – vacant seat <i>Attachments:</i> Role Description , Application Form , Meeting Schedule , Agency Overview
2b. Emergency Area Operations Council i. Nomination of one representative and one alternate for Central County Cities (Milpitas, Santa Clara, and Sunnyvale) – vacant seat and Hon. Russ Melton terming out ii. Nomination of one representative and one alternate for South County and West Valley Cities (Campbell, Cupertino, Gilroy, Los Gatos, Monte Sereno, Morgan Hill, Saratoga) – Hon. Rob Rennie and Hon. Liz Gibbons terming out <i>Attachment:</i> Bylaws Role Description , Agency Overview

PUBLIC COMMENT

ADJOURNMENT

PUBLIC COMMENT

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to audin@citiesassociation.org
 - Emails will be forwarded to the City Selection Committee
 - **IMPORTANT:** identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.

2. Provide oral public comments during the meeting:
 - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
 - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
 - Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

We strive for our meetings and materials to be accessible to all members of the public. Those requiring accommodations to participate in this meeting may contact our Office Assistant at audin@citiesassociation.org. Notification at least three business days prior to the meeting will allow us to best meet your needs.

ADVISORY COUNCIL MEMBER JOB DESCRIPTION - CONTINUED

Meetings and Time Commitment:

- The Advisory Council generally meets the first Monday of each month at 12:00 PM. Members spend time each month preparing for and attending the regular meetings, in contact with seniors and local officials, and in attendance at appropriate community meetings. Members are expected to work on at least one committee which will meet monthly. From time to time, there are training sessions and other special meetings in which members participate. It is expected that the members will represent the interests of the older population in their district and keep their special groups informed regarding the programs and activities of the Advisory Council and Sourcewise.
- A term is for 3 years, with a single 3-year renewal available. A person can be appointed by a different agency at the end of their term.

Attendance

- Advisory Council Members are expected to attend all Advisory Council meetings. Advisory Council By-Laws require that a member with unexcused absences from any three consecutive meetings, or seven during a year, is deemed to have resigned from the Council.

Benefits

- Members may be reimbursed for some expenses incurred on Advisory Council business, such as mileage and pre-approved trainings and conferences.

For more information, please contact:

Tom Picraux, Chair - Membership
Sourcewise Advisory Council
(408) 356-8129



Sourcewise Overview

The Sourcewise is a non-profit organization designated by the State of California as the Area Agency on Aging in Santa Clara County.

Area Agencies on Aging are the result of the 1973 Amendments to the 1965 Older Americans Act. The role of the Area Agency is to develop and provide programs and coordinate and advocate for service systems designed to meet the needs of older persons in a specific geographic area. The Sourcewise is one of 33 Area Agencies in California administering programs under the Title III of the Older Americans Act. The geographic area served by the Sourcewise is Santa Clara County with a population of approximately 252,000 older persons, age 60 or over (2006 Census estimate). The Sourcewise receives Older American Act Title III funds which provide for grants to provide services to the older population in Santa Clara County. These services are provided through contract with local agencies.

Structure

The Sourcewise is governed by a nine member voluntary, elected Board of Directors which meets monthly and sets overall agency priorities, goals and objectives for developing and improving services to older county residents.

In addition, Sourcewise has a forty-one member Advisory Council representing cities, county, and various senior organizations and interest groups. The Advisory Council to the Sourcewise meets ten times per year, is responsible for conducting the annual planning process, and deals with a number of broad-based advocacy issues of concern to senior citizens.

Both the Sourcewise and Advisory Council meetings are open to the general public and interested and concerned individuals are encouraged to attend.

The Advisory Council

Members of the Advisory Council participate in the development, implementation, and monitoring of the Area Plan and Contract Services. They advocate at all levels of government on programs, procedures, and legislation effecting older persons. They are a source of information to senior organization and the public on issues of concerns to older persons, develop legislative platforms with other State advocacy organizations, and sponsor public hearings. They bring the concern of the group or area they represent to the Advisory Council and take information regarding Sourcewise programs and activities back to their appointing body.

Serving all adults in Santa Clara County

Since 1973

■ 2115 The Alameda
San Jose, CA 95126
P: (408) 350-3200

■ 16340 Monterey Road
Morgan Hill, CA 95037
P: (408) 762-7362

www.mysourcewise.com



Targeting

In its planning, the Sourcewise must give priority to those in most social and economic need. Social need is defined as a person having two or more of the following characteristics; living alone, age 75 or over, disabled or having language barrier. Economic need is defined as living at the SSI level or below.

Overview of Services Provided

The Sourcewise receives Older Americans Act funds to plan, coordinate, and advocate for the development of a comprehensive service delivery system to meet the needs of older persons. Sourcewise either provides these services directly or contracts with local agencies to provide services when appropriate. Below is an overview of the some of the services funded by Sourcewise. Specific providers of service can be found in the Sourcewise Senior Service Directory, on Sourcewise website (www.mysourcewise.com), or by calling Sourcewise Information and Awareness line (1-800-510-2020).

Direct Services

Sourcewise provides many services directly to local seniors.

Information and Awareness

Frequently persons need services but do not know where to turn to receive them. Information and Awareness is provided by Sourcewise and offers a needs assessment and information on available services. Appointments are made for services when necessary and clients are monitored to insure that services are received. Training is also available on county-wide resources. Information presentations are made to interested groups.

Case Management – Multipurpose Senior Services Program (MSSP)

The Sourcewise MSSP program, funded primarily through the state's Medi-Cal program, provides for comprehensive care management and a range of health and supportive services for frail, functionally impaired older persons at risk of institutionalization.

Under this program, eligible seniors receive both a health and psychosocial assessment from the Sourcewise nursing and social work staff. A care plan is developed and a wide range of services brought into the home in order to allow the individual to safely remain in his/her own community.

Meals on Wheels

The Sourcewise provides home delivered meals in collaboration with the County of Santa Clara Social Services Agency. Meals can be arranged by calling Sourcewise at 1-800-510-2020. Clients are eligible who are 60 or over and homebound due to illness or disability and unable to shop or prepare a meal. Frozen meals are delivered weekly and include seven breakfasts and seven main meals, plus milk, bread, fruit, and juices.

Health Insurance Counseling and Advocacy Program (HICAP)

HICAP provides assistance to older persons confronted by the medical maze of bills, policies, paperwork, and the confusing array of supplemental health insurance plans commonly referred to as Medi-gap. This service is provided through a network of professionally trained volunteers who are located throughout the County. HICAP publishes an analysis of policies and provides community education to senior groups.

Senior Employment

The Senior Community Services Employment Program (SCSEP) is a program that serves low-income persons who are 55 years of age and older and have poor employment prospects, with emphasis on those individuals who are in greatest social and economic need. Sourcewise assists them to transition to unsubsidized employment opportunities by assigning them in a temporary part-time community service position to receive on-the-job training, classroom training, and/or on-the-job-experience training. The program fosters individual economic self-sufficiency and increases the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

IHSS Public Authority

The IHSS Public Authority is a program established in Santa Clara County through county ordinance in 1996 to be the employer of record for IHSS Independent Providers (IPs) for the purpose of negotiating wages, benefits, and terms and conditions of employment. The Public Authority began operations in spring of 1999 as a program of Sourcewise through a management services agreement with the county.

The State Legislatures passed AB 1682 in 1999 requiring all counties to act as, or establish an employer of record through a public authority or nonprofit consortium by 2003. The legislation set forth four mandates for public authorities. The public authority must have an 11 member advisory committee, be the employer of record for the purpose of collective bargaining, establish a registry to assist IHSS consumers in finding workers, recruit and screen potential IPs, provides access to training for IHSS consumers and IPs and perform any other functions related to the delivery of IHSS.

The County Board of Supervisors is the Governing Body of the Public Authority. The Governing Body appoints an 11 member Advisory Board, of whom at least 50% must be current or past users of personal assistance services. The Advisory Board meets monthly and is mandated to make recommendations to the Governing Body, IHSS staff and public authority staff regarding IHSS.

The Public Authority is responsible for administration of health, dental and vision benefits and VTA Eco Pass issuance for IPs. The County remains the party responsible for determining IHSS eligibility and recertification, hours determination, etc. The IHSS consumer remains the employer with respect to hiring, firing and supervising their independent provider.

Public Authority Registry

The IHSS Public Authority Registry is a countywide service that assists low-income elderly and disabled persons who need household and/or personal assistance to find home care providers. The IHSS Registry is a referral service only; it is not an employer. The IHSS Registry attempts to match consumer needs and preferences to the home care providers, as much as possible, and refers available home care providers to eligible IHSS consumers. Requests for service may originate from recipients, providers, the recipient's social workers, or other concerned for the well-being of the recipients.

The Public Authority established a hard to serve (HTS) component of the Registry. This provides concentrated assistance for IHSS consumers who are unable to perform functions of an employer without assistance. The HTS component of the Registry provides assistance with scheduling and conducting interviews, establishing expectations agreements, completing enrollment forms and problem resolution between consumers and providers.

The Public Authority also established an Urgent Care Registry (UCR) as a safety net for IHSS consumers whose provider is unable to work due to illness or family emergency, etc. IHSS consumers who are authorized 50 hours or more per month are eligible to request UCR services. Registry staff rotates responsibility for taking calls on the dedicated phone 365 days/year between the hours of 6:00 a.m. and 10:00 p.m. When services are needed staff contact a home health care agency to order service for the IHSS consumer to their needs are met to remain safe and healthy.

Contracted Services

Sourcewise contracts with cities, the County of Santa Clara, and local non-profit organizations to ensure comprehensive services are available for seniors.

Care Management

Care Management assists older persons with multiple needs to obtain services that will enable them to remain independent and living in their own homes. It consists of the following services:

1. Comprehensive assessments of a person's psychosocial, economic, and health status;
2. Individualized care plan;
3. Service arrangement and referral to appropriate services;
4. Periodic monitoring of each client's care plan.

The Sourcewise contracts with cities and private non-profit agencies to provide care management throughout the county for homebound and isolated seniors. In addition, the Sourcewise provides care management services directly.

Long Term Care Ombudsman

The Long Term Care Ombudsman program provides residents of nursing and residential care homes with an independent source of help in resolving problems within the facilities. If a resolution cannot be affected, a referral is made to a legal supporting agency. Family members,

friends, and persons representing community organizations may also request assistance from the Ombudsman services for problems affecting a resident.

Legal Services

The Sourcewise contracts with Senior Adults Legal Assistance (SALA) to provide advocacy and legal services for seniors in Santa Clara County. Service priorities include: public benefits (Social Security, SSI, Medi-Cal), housing problems, long-term care issues, consumer protection, and elder abuse. Services are provided at designated community and senior centers throughout the County and appointments can be made at those locations.

Adult Day Care/Adult Day Health Services

Adult Day Care provides rehabilitative services, nutrition, and care for persons with physical, mental, or social impairments and assists them to maintain their maximum level of self-competence and independence. In addition this service gives respite and counseling to the families and caregivers of impaired adults. Some programs are licensed to include an array of health services, including nursing care, specialized therapy, counseling, and consultation with a medical doctor.

Nutrition

The Sourcewise contracts with the County of Santa Clara Services Agency to furnish hot, nutritious meals at sites on the included list. Meals are served in a congregate setting where participants may also become involved in social activities and receive supportive services. Transportation to and from sites can often be scheduled through the Nutrition Site Manager. Under the same contract, home delivered meals are provided to homebound seniors.

Family Caregiver Support

Sourcewise recognizes that ensuring the livelihood of older adults in our community also involves supporting elders' loved ones. In that spirit, Sourcewise both directly provides and contracts for services to support the family members of older adults. Caregiver support groups, care management, respite services, and more are available to family members caring for a loved one. Services are also available for grandparents age 55 or older caring for a child.

[For additional information visit us at www.mysourcewise.com](http://www.mysourcewise.com)

The EOAC is established by the Santa Clara County Board of Supervisors through Sections A8-18 to A8-19 of the County Ordinance Code.

Division A8 - CIVIL PROTECTION AND EMERGENCY MANAGEMENT

Sec. A8-18. - Santa Clara County Emergency Operational Area Council.

An advisory Santa Clara County Emergency Operational Area Council (EOAC) is established for the Operational Area and shall consist of the following voting and non-voting members:

- (1) A designated member of the Board of Supervisors.
- (2) A designated member of the Santa Clara Valley Water District.
- (3) A designated council member from the City of San José.
- (4) A designated council member from the City of San José.
- (5) A designated council member from one of the five West Valley cities (Cupertino, Los Gatos, Campbell, Saratoga, or Monte Sereno) or one of the two South County cities (Gilroy or Morgan Hill), nominated by the Santa Clara County Cities Association.
- (6) A designated council member from the City of Milpitas, City of Sunnyvale, or the City of Santa Clara, nominated by the Santa Clara County Cities Association.
- (7) A designated council member from one of the four northernmost cities (Palo Alto, Mountain View, Los Altos, or Los Altos Hills), nominated by the Santa Clara County Cities Association.
- (8) The County Executive or his/her designee.
- (9) A designated member of the Santa Clara County City Managers Association.
- (10) A designated member of the Santa Clara County Police Chiefs Association.
- (11) A designated member of the Santa Clara County Fire Chiefs Association.
- (12) The County Public Health Officer.
- (13) The County Director of Emergency Medical Services.
- (14) The County Social Services Agency Director.
- (15) The Valley Transportation Authority Chief Operating Officer.
- (16) A designated representative of the Santa Clara County emergency management community who shall serve without a vote, nominated by the Santa Clara County Emergency Managers' Association.

Each member shall have a named alternate who shall be nominated and appointed in the same manner as the member.

For seats (1) through (7) and (9) through (11), the represented organization shall nominate a qualified individual and send notice of the nomination to the Clerk of the Board of Supervisors for appointment by the Board of Supervisors. For seat (8), the County Executive shall provide notice to the Clerk of the Board identifying if there is a designee. The Director of Emergency Management shall provide notice to the Clerk of the Board identifying the representative for seat (16).

The term of each member for seats (1) through (7), (9) through (11), and (16) shall be two years. Each member shall be eligible to serve multiple terms. A member and alternate's combined failure to

attend three regular meetings in a single year without good cause as determined by the Chairperson will result in notification to the appointing authority, which may result in removal of the member or alternate.

A designee serving for the County Executive shall serve until the County Executive designates otherwise.

Membership for seats (12) through (15) are defined by the individual holding the listed position. Initial appointments and changes to the named individual for seats (12) through (15) shall be provided to the Clerk of the Board of Supervisors. Each member in seats (12) through (15) shall serve as long as the individual holds the qualifying position.

Alternates for seats (8) and (12) through (15) shall be provided to the Clerk of the Board of Supervisors in writing.

([Ord. No. NS-300.935, § 1, 2-26-19](#))

Editor's note— Boards and Commissions generally, Div. A6.

Sec. A8-19. - Santa Clara County Emergency Operational Area Council purpose, role, and responsibility.

The Santa Clara County EOAC is an advisory body charged with the purpose to enhance planning and preparedness for large-scale emergencies; to create effective partnerships in emergency planning, preparedness, and training and exercise activities within the Operational Area; to consolidate activities of local governmental entities to participate more efficiently in planning for future emergencies and disasters; to provide access to public-private partners to participate in emergency planning and preparedness; and to discuss broad-based emergency preparedness and planning funding priorities and recommendations. The Santa Clara County EOAC serves as the County's Disaster Council.

- (a) The roles and responsibilities of the Santa Clara County EOAC shall include:
 - (1) Electing a chair and vice-chair annually.
 - (2) Meeting at least quarterly or upon the call of the chair or, in the chair's absence from the County or inability to call a meeting, upon call of the vice-chair.
 - (3) Receiving information on operational area emergency and mutual aid plans, and disaster response policies and procedures, and discussing those plans as appropriate.
 - (4) Ensuring a unity of purpose in emergency plans, policies, and procedures.
 - (5) Fostering an effective flow of disaster information and emergency preparedness through training, uniformity in planning, and response plans and policies.
 - (6) Review annual training and exercise plans for County volunteer Disaster Service Worker (DSW) programs and recommend approval to the Board of Supervisors.
- (b) The role of the Santa Clara County EOAC does not include:
 - (1) Operational powers during emergencies or disasters, including approval of deployment of staff and/or disaster service worker volunteers.
 - (2) Drafting and/or final adoption of emergency plans, policies, and procedures.
 - (3) Enforcement functions of emergency plans, policies, and procedures.
 - (4) Allocation of funds or authorization of expenditures.

([Ord. No. NS-300.935, § 1, 2-26-19](#))

Sec. A8-20. - Santa Clara County Emergency Operational Area Council meetings.

The EOAC shall meet at least quarterly during the months of February, May, August, and November on a Thursday at 1:30 p.m. The EOAC shall approve the calendar year's schedule of regular meetings prior to the first meeting of that calendar year.

([Ord. No. NS-300.935, § 1, 2-26-19](#))

Accessed October 29, 2020 from

https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIV_A8CIPREMMAS8-23AUEMVE

EAOOC Overview

The EAOOC leads the Operational Area's ongoing efforts to provide an effective, streamlined approach to disaster preparedness and planning. The EAOOC has thirteen members, including seven elected officials from the County Board of Supervisors, Santa Clara Valley Water District and cities within the Operational Area, as well as six executives from public sector organizations

The **Operational Area** consists of the county, cities, special districts and other entities within the county's geographic area. The operational area coordinates emergency activities and serves as a link for communications and coordination between local, regional and state emergency operations centers.

Purpose

- **To** enhance planning and preparedness for large-scale emergencies;
- **To** create effective partnerships in emergency planning, preparedness, training and exercise within the Operational Area;
- **To** consolidate activities of cities and special districts to participate more efficiently in planning for future emergencies and disasters;
- **To** provide access to public-private partners to participate in emergency planning and preparedness; and
- **To** develop broad-based emergency preparedness and funding priorities and recommendations.

Functional Roles & Responsibilities

- **Coordinating**, reviewing, and recommending Board of Supervisor adoption of emergency and mutual aid plans as well as the ordinances, resolutions, rules and regulations necessary to implement those plans and agreements.
- **Reviewing** and recommending disaster response policies, procedures, and funding priorities.
- **Ensuring** a unity of purpose in emergency plans, policies and procedures.
- **Fostering** an effective flow of disaster information and emergency preparedness through training, uniformity in planning, response plans and policies.
- **Establishing** subcommittees for specific detailed work that requires technical experts to develop plans, policies and procedures for the Operational Area.
- **Providing** technical review of all disaster plans by any public entity or special district for approval to form and compliance with the Incident Command System (ICS), Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).