



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/21/2010  
Agenda Placement: 7B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Snowden, Randolph F. - Director  
Health & Human Services  
**REPORT BY:** Nancy Schulz, AGING & DISABILITY PROGRAM MGR - 253-4867  
**SUBJECT:** Approval of revisions to the Commission on Aging Bylaws

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### **RECOMMENDATION**

Director of Health and Human Services and the Napa County Commission on Aging request adoption of a resolution approving revisions to the Commission's Bylaws.

### **EXECUTIVE SUMMARY**

Approval of the requested action will enact revisions to the Napa County Commission on Aging's Bylaws. Specifically, the Commission on Aging seeks to modify sections IV and VI by adding the elected position of Treasurer to the officers of the Commission. Section 8 of the Board Policy Manual relating to the establishment of County boards, commissions and committees requires that rules and regulations for the conduct of business of the various commissions must be approved by the Board of Supervisors.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The Napa County Commission on Aging serves as a coordinating body and clearinghouse of projects and activities that concern Napa County's older citizens and acts as an advisory body to the Napa County Board of Supervisors. The Napa County Commission on Aging was formed on September 12, 1977 by Napa County Board of Supervisors' Resolution Number 77-151. The Commission is composed of 15 members: five members representing each supervisorial district, and ten individuals recommended by organizations concerned with older adults. It is desirable that all members be over the age of 55, but younger persons are not excluded from consideration. The Board of Supervisors appoints all members.

The Napa County Commission on Aging Bylaws were last amended on January 31, 2006. At that time changes were made to increase the number of Commissioners from 13 to 15, to establish limits to reappointments, and to make several additions in language that sought to improve the Commission's coordination with other entities and its ability to improve its outreach.

The Commission currently is seeking to add the elected position of Treasurer to the officers of the Commission. The Treasurer would be elected on an annual basis. The duties of the Treasurer would be to:

1. Prepare, in consultation with the chairperson, the annual budget.
2. Monitor and report on the Commission's financial status.
3. Receive requests for reimbursement from Commissioners and submit claim forms per Article XII.

The Commission receives an annual budget of \$1,000 to assist it in carrying out its activities. The Commission accesses this funding via the Commission's County liaison in Health and Human Services.

As the Commission carries out its various tasks to improve the lives of seniors within Napa County, it has identified the need to have the internal capacity to track its spending and to submit the proper paperwork associated with spending. The addition of the Treasurer position will assist the Commission in its operations. The Commission on Aging voted to approve these Bylaws amendments at its meeting on June 28, 2010.

**SUPPORTING DOCUMENTS**

- A . Resolution
- B . Bylaws tracked version
- C . Bylaws clean version

CEO Recommendation: Approve

Reviewed By: Karen Collins