

Administration

Best Practices

Advisory Council

Management

Orientation for New Advisory Council Members (2005) - PSA 7

The Contra Costa Aging and Adult Services Bureau conducts a comprehensive orientation for new members. The orientation consists of a ninety-minute presentation that provides an overview of the expectations of members of the Council, the bylaws, procedures, attendance requirements, mission of the Advisory Council, work groups and committees, AAA programs, funding, the Older Americans Act, and the Older Californians Act. The Brown Act requirements and ethics training are also reviewed. New members are given a binder that includes a County Organization Chart and specific documents contained in sections entitled Area Plan Development, Public Hearings, Contract Process, Aging and Adult Services, East Bay Government Pages, Glossary of Terms, Demographics, and Legislators.

Advisory Council Required Time Commitment (2006) - PSA 8

San Mateo Commission on Aging members are very dedicated to the mission of the Advisory Council. Each Commissioner commits to twelve hours of service per month. Commission members are required to be a member of at least two standing committees to ensure they have a working knowledge of issues within the community. In addition, each member must attend a minimum of three community meetings each month.

Advisory Council Handbook (2009) - PSA 21

The Riverside County Office of Aging has developed a binder for each Advisory Council member which includes current and historical information on the Advisory Council and the Board of Supervisors; detailed contact information; bylaws; legislative, legal and ethical resources, including Brown Act compliance requirements; and training materials. The binder is portable, organized, and updated regularly.

Advisory Council Member Binder (2006) – PSA 06

Designed as a working tool for new members of the San Francisco Department of Aging and Adult Services Advisory Council, the Advisory Council Member Binder contains AAA and County rosters, Advisory Council Bylaws, Glossary of Terms, Area Plan Development documents, Monitoring Reports, and miscellaneous forms. The binder format provides quick access to information, and can be easily modified to meet the specific needs of each new member.

Effective Council (2005) – PSA 21

The Riverside County Office of Aging Advisory Council has successfully attained full ethnic representation and key stakeholders of the community. The Council actively participates in the development and administration of the Strategic Plan, which requires them to be actively involved in accomplishing goals/objectives set forth in the Plan. The Council members are active participants in carrying out their roles and responsibilities, and each member serves on at least one of the Council's five standing committees.

Collaborative Monitoring of Service Providers (2006) – PSA 30

When schedules permit, the Stanislaus County Department of Aging and Veterans Services staff and Council on Aging members monitor service providers together. This process educates Council members about all AAA programs, particularly programs outside their scope of expertise.

Nutrition Site Observer Checklist (2007) – PSA 17

The Central Coast Commission for Senior Citizens Advisory Council members monitor nutrition sites using the "Nutrition Site Observer Checklist." Advisory Council members monitor the nutrition sites without the assistance of AAA staff. Visits allow Advisory Council members to speak one-on-one with seniors and talk to the service provider to find out what barriers hinder them from providing services. Advisory Council members use their Checklist to report out at the next Advisory Council meeting.

Advisory Council Grantee Site Visit Report Form (2008) – PSA 18

Ventura County Area Agency on Aging Advisory Council members are involved in conducting service provider site visits. The "Advisory Council Grantee Site Visit Report Form" was created by Council members for use during the visits. The form contains a series of 12 questions that include: if the service is available elsewhere, if the Board of Directors understands and supports the program, and if the grantee will be able to provide the service at the end of the grant period. The form also requests information about the strengths and weakness of the program. The members, who complete the form, present the information to the Council.

Annual meeting between Advisory Council and Service Providers (2005) – PSA 7

Once a year, the Contra Costa County Aging and Adult Services Bureau Advisory Council Planning Committee meets with service providers to discuss a variety of issues. Prior to the meeting, service providers are given a list of questions to be discussed during the meeting. The service providers also present information on current services, program concerns, and new program developments. After the presentations, an informal discussion occurs between the service providers and Planning Committee members. At the next Executive Committee and the full meeting of the Advisory Council, the Planning Committee gives an oral report/summary of the service provider presentations.

Communication

Newsletter to Promote Services and Educate Older Adults (2007) – PSA 5

Great Age is a quarterly newsletter published by the Marin County Division on Aging and distributed to interested parties throughout the PSA. Publishing the newsletter is a collaborative effort with articles written by the AAA Director, Advisory Council members, and AAA staff. *Great Age* is full of thoughtful articles that are both interesting and informative. The newsletter has a wide audience and therefore is a great vehicle for promoting services available within the PSA. Articles are also published to educate older adults on health topics such as how to identify signs and symptoms of depression and the importance of eating nutritious meals.

Recruitment Brochure (2007) – PSA 17

The Central Coast Commission for Senior Citizens Advisory Council, with the assistance of the AAA, has created an exceptional recruitment brochure that details the purpose of the Advisory Council, membership needs, type of work the Council members do, and the time commitment required.