SENIORS COUNCIL BOARD OF DIRECTORS

Thursday, September 15, 2022

10 a.m. – 12 Noon

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AGENDA

10 a.m.  1. Welcome, Call to Order and Introductions

2. Additions & Deletions to the Agenda

3. Receive Announcements from Board Members

4. Comments from Members of the Public on Items Not on the Agenda

5. CONSENT AGENDA
   Approve minutes of August 2022 Board Meeting

10:15  6. Committee Reports
   1. Finance Committee (no meeting)
   2. Nominating & Board Development
3. Advocacy Committee
   a. Budget Topics
      i. State Funding
      ii. Local CORE funding
   b. Live Oak Senior Center
   c. Master Plan for Aging – Local Efforts
   d. Board of Supervisors Candidate Forum
   e. California Senior Legislature Report
4. Executive Committee
   a. Board Donations
   b. December Joint Meeting w/Advisory Council
   c. Personnel Policy Update

11:00 7. Unallocated Funds – Discussion & Potential Action

11:20 8. Executive Director’s Report
   1. COVID-19 & Program Impacts
   2. CDA Auditing of the AAA
   3. CDA Monitoring Review

11:40 9. Program Reports (written)
   1. Falls Prevention
   2. Area Agency on Aging & ADRC
   3. Project SCOUT
   4. Foster Grandparent/Senior Companion Program

11:55 10. Miscellaneous Correspondence & Other Items

12:00 12. Adjourn

Next Meeting:

Thursday, October 20, 2022
Questions, Clarifications or Additional Information:

If you have a question or wish clarification or additional information about any agenda item or attached materials, please telephone Seniors Council Executive Director Clay Kempf at 688-0400 ext. 115 before the meeting. If you get voicemail, please leave a detailed message so that a response can be made.

Distribution of Materials:

If you have information to share with members of the Board, a table or other suitable space will be provided on which you may make it available. It is the wish of the Executive Committee that meetings not be disrupted by distribution of paperwork or other items.

Accessibility:

This organization attempts to make meeting content understandable in languages other than English. All Meeting rooms are accessible for people with disabilities. If you wish to discuss reasonable modifications or accommodations for language or disability, please contact the Seniors Council office at 688-0400 at least 48 hours before the meeting.

Seniors Council Mission Statement

It is the mission of the Seniors Council to enable older persons to function with independence and dignity in their homes and in the community to their fullest capacity.

Area Agency on Aging Mission

To provide leadership in addressing issues that relate to older Californians; to develop community-based systems of care that provide services which support independence within California’s interdependent society, and which protect the quality of life of older persons and persons with functional impairment; and to promote citizen involvement in the planning and delivery of services.
BOARD OF DIRECTORS
August 18, 2022
(Held by Zoom in accordance with COVID-19 social distancing requirements)

MINUTES

BOARD MEMBERS PRESENT: Pam Arnsberger, Tami Aviles, Barbara Canfield, Cathy Cress, Barbara Kaiser, Mickie Luna, Steven Matzie, Wayne Norton, Jane Schwickerath, Gwen Yeo

BOARD MEMBERS ABSENT: Creighton Mendivil, Mark Trabing

STAFF PRESENT: Clay Kempf, Seniors Council Executive Director; Patty Talbott, AAA; Hilary Minugh, Fiscal Specialist; Britt Bassoni, Special Projects; Leanne Oliveira, San Benito County ADRC

OTHERS PRESENT: Tim Bratton, Grey Bears

1. Welcome, Call to Order and Introductions
   Board President Wayne Norton called the meeting to order at 10:04 AM.

2. Additions and Deletions to the Agenda
   Jane requested that File of Life be added to the agenda.

3. Receive Announcements from Board Members
   Steven noted the Ombudsman fact sheet included in the packet was for information only, not set up to be distributed publicly. Pam asked if Ombudsman just helps those with Medicare and Medi-Cal. Steven says the program exists to help all residents.

   Antonio appreciated the brochure included in the packet for the Foster Grandparent and Senior Companion program. Clay agreed it was a good brochure, but did miss some key items. Jane shared that it was a big miss that the low-income requirement wasn’t listed. Clay said that will be corrected in the next version.

   Clay shared an updated nutrition infrastructure summary spreadsheet which corrected the cost of one of the items, via email and chat. He will screen share it under that agenda item.

   Mickie announced that this Saturday Union Road in Hollister will be renamed Avenida Cesar Chavez, there will be a ceremony this weekend and members of the Chavez family will attend. This has been worked on for many years.

   Antonio announced that he will need to leave early.

4. Comments from Members of the Public on Items Not on the Agenda
   None
5. **Consent Agenda**

Board members were referred to Pages 5-1 to 5-4, minutes of the July, 2022 meeting. Barbara Kaiser requested the following corrections. On Page 5-3, second paragraph, "informational item," should be changed to "action item." In Master Plan for Aging discussion, "she would be coordinating it," should be changed to "Patty would be coordinating it."

**MOTION,** Kaiser/Matzie, to approve the minutes of the July 21, 2022 meeting **PASSED.**

6. **Approval of Cal Fresh Contract Resolution CF-2223-13**

Clay requested authorization for him to execute the Cal Fresh expansion grant. This work will be done by Project SCOUT to assist with Cal Fresh applications. Funding will help support the hiring of a program assistant.

**MOTION,** Yeo/Rivas, to approve the motion authorizing the Executive Director to execute California Department of Aging Contract CF-2223-13 for Cal Fresh Expansion. **PASSED** unanimously.

7. **Committee Reports**

7.1 **Finance Committee** — Jane said she had a good Finance Committee meeting. Meeting every other month. Report starts on 7.1, she referred to page 7.1-3, and highlighted reserves on bottom left corner of $252,000. Congratulations to all of the Program Directors for keeping to their budget and start building a healthy reserve. Jane expressed hope that all of our service providers are doing the same.

7.2 **Nominating and Board Development** — Pam acknowledged Tim Bratton and mentioned there is an opening on the Board. Tim introduced himself, and said he really appreciates working with Clay on the nutrition infrastructure grant.

7.3 **Advocacy Committee**

**State Funding** - Clay said there is still a lack of clear information about the new funding streams. The $70M nutrition funding increased did not advance, in part due to incorrect information that it was not needed this year. Ask also included restoring state match to ILIB supportive services and restoration of Older Californians Act community-based service programs, which included: Foster Grandparent, Senior Companion, Linkages Case Management, Brown Bag, Respite Registry, Respite Purchase of Service and Alzheimer's Day Care Resource Center. A new category has been added – senior volunteerism. These efforts started with our own Advocacy Committee. All of these funds are one-time funding over three years. Spread of funding is $59M 22/23, $86M 23/24, $35M in 24/25. So far, there has been no specification of how much funding should be in each category, which is beneficial so the funds can be tailored to local needs. Clay is excited about the funding and looking forward to implement it. Gwen asked how we will decide whether or not we will try to implement new services. Clay said we’ll have to know how much we’re going to receive first. Patty said we are fortunate in that she and Clay were both around for when these programs were running and are familiar with them, but lots of AAA Directors, staff and even CDA staff weren’t here for them. Jane asked if we could start planning now. Clay said we have to know how the funding is coming to us and the program guidance button from CDA in order to do effective planning. Pam said she is really excited about the volunteer part, are we going to work with the Volunteer Center on this? Clay said yes we will coordinate, but San Benito County has no volunteer center, so that will be a consideration. Wayne said it would be great to have a volunteer center there. Clay said coordination with the ADRC would help facilitate that.

**Local CORE Funding** — Clay said there was a lengthy discussion at yesterday’s AAA Advisory Council meeting, which was attended by Alicia Morales. Clay also recently had a good
meeting with Santa Cruz County Human Services Director Randy Morris and Alicia Morales to discuss this. A key question is what is the purpose of CORE funding. Historically it has provided funding to support a social services safety net in Santa Cruz County. Clay said that if it is going to be an occasional granting source like a foundation, that is different. Meals on Wheels took a hit, Elderday defunded, Ombudsman defunded and Project SCOUT defunded. The County increased the funding for CORE by $500,000. If older adults make up 20% of the population it would have been reasonable to allocate 20% of that for seniors, but that didn’t happen. It has been recognized that there were some flaws to this process, and the City of Santa Cruz has raised oppositions. Gwen asked about the $750K awarded for an equity project, do we fit into that? Clay said the award is to United Way for their Cradle to Career project and he doesn’t really understand what the project is intended to do. He did ask if the Seniors Council could put forth an equity project for ageism and was told it could only be an equity project if race was involved. Steven asked about what category funded the Cradle to Career project. Clay said it was an application in the top tier funded set aside. Jane expressed concern that United Way, a funder, is applying for funding intended for community programs. Cathy said that Live Oak is one of the most diverse areas of the county. Clay said this issue will continue and voices continue to need to be heard.

Clay said that the immediate need is the programs that were defunded and what happens to them. He suggested that the bottom line should be “does this service save lives?” That should get the highest weighting, followed by life sustaining activities like food and shelter, then maybe services that elevate people out of poverty. Then maybe programs that help people feel better if they’re in challenging situations. Also, who gets funded? Should school districts, the United Way or local foundations be funded in this process? Clay said that when so much is being spent on consultants for this process, that should be looked at too. Santa Cruz City Councilmember Sandy Brown is asking for an accounting of how much money has been spent on the process. Steven said it is good to help to providers learn how best to reach the funders and get meetings to help. He has been challenged with this.

Live Oak Senior Center— Clay said the Live Oak School District met last night. Discussion of the senior center was on the agenda as a consent item. The item called for the eviction of the tenants to be moved until December 31. The narrative was brief and related to concern that Community Bridges proposal for repairs was much lower than theirs and the district is concerned about the quality of repairs. A big concern for the district is liability if anyone gets hurt there. Legal Counsel for the district said they will still have liability. The item did pass. Clay said the senior center was not listed on future agenda topics. Antonio said we need to get more people involved and have some kind of demonstration, be more proactive and vigilant. Need to organize between now and December, go to every single school Board meeting. Everyone needs to get involved, including clients. Cathy agrees with Antonio and said Supervisor Koenig hasn’t been supporting the seniors. Clay agrees, but the tenants affected do not want to take this approach. Clay would love to see Board members attend the Live Oak School Board meeting and make comments to ask the School Board to be part of the solution and not bulldoze the senior center. Cathy agreed to do that. Wayne said it is important to respect the tenant’s wishes too; we don’t want to go at cross-purposes with our own funded programs.

Master Plan for Aging— Local Efforts— Clay reported that quarterly meetings continue. Working on getting the word out. There will a quarterly meeting of city managers to discuss this. Clay said Master Plan for Aging did play a role in increasing awareness in Sacramento and with legislators and he continues to meet on the Stakeholder Advisory Committee. Jane asked if the MPA power point presentation has been completed. If it is ready, perhaps Clay can present it at the next Board meeting.

Board of Supervisors Candidates Forum— Advocacy Committee planning to convene candidates forum for both competitive Santa Cruz County Supervisors seats. Britt helping to
organize, looking at London Nelson Center and Watsonville Senior Center. More details to come.

California Senior Legislature – Report is in the packet. Mickie plans to attend the October session. She has not yet taken the oath of office. Jane asked if the Advocacy Committee was reviewing the CSL priorities and had any recommendations. Clay said they were shared, but no action taken. In the process of talking to couple of prospective candidates to fill the Senior Assembly.

Executive Committee – Nothing to report.

8. Nutrition Infrastructure Funding

Allocation of $40M statewide to support infra $617K for distribution to service providers in our PSA. Will try to spend approximately 25% in San Benito County and 75% in Santa Cruz, but that’s only a target, it will depend on the proposals funded and how the cost actual costs come in. All responses to the proposals included in the packet. Clay screen-shared the summary worksheet with the overview of the asks and staff recommendations. Priority is providers of direct services including Meals on Wheels, Jovenes, Grey Bears, and San Benito County Food Bank which runs the Brown Bag program there. Other smaller agencies that host, or plan to host senior meals. Applications exceed amounts available. Top priority is big ticket items, bigger impact and more mission critical. Easier to get other funding for smaller items. Ovens for Grey Bears and City of Watsonville, Oven/stove for city of Watsonville. Watsonville is the largest meal site in the PSA. Jovenes de Antano - Refrigerator/freezer is an essential item. City of SV asking for a smaller freezer. MOW Santa Cruz asking for a portable freezer to help with expanding number of meals. Also looking at delivery vehicles, including a transit van, Ford Escapes. Clay noted correction on vehicle costs

Total proposed requests $518K, leaving some room. With timing of requests and cash flow, costs may go up by the time we can order them.

Steven asked about the sinks for the Diversity Center. Is this specifically for senior meals? Clay said it for the back area where they are planning to do senior meals.

Wayne appreciated the Grey Bears requests for an electric vehicle.

Mickie asked about the vehicles for Jovenes. One truck for Jovenes for $42K, the other is for another agency.

Clay said the way this allocation works, we will get one-sixth as soon as CDA approves the proposal. Then we have to wait for a contract. Then we can get that payment. The next payment doesn’t happen until the one-sixth is expended. Clay has raised concerns about cash flow issues with CDA. CDA believes they can do turnarounds in six weeks. Providers may need to have adequate reserves to cover until they’re reimbursed. We will probably have to sequence purchases. After approval of this draft plan, the next step will be reaching out to all applicants to discuss the specifics.

MOTION, Yeo/Arnsberger, to approve the draft plan for nutrition infrastructure grants as submitted. PASSED unanimously

Jane concerned about the Seniors Council fronting the money to any providers. Clay clarified that they are still working out the mitigation on this, it’s a big challenge. Wayne said money paid out will be coming from the State, not the Seniors Council.
9. **Executive Director Report**

Clay highlighted the update on page 8-2 which lists some of the many community events and meeting staff is attending.

Cristina Baneulos, Program Coordinator has been serving as Interim Director of the FG/SC program and doing a great job juggling both roles. Hours for Monica Alvarez, Program Specialist, have been expanded to help support Cristina during this time. Recruitment for new Program Director is underway. Wayne acknowledged how staff steps up regularly at times like this, it is really appreciated.

10. **Program Reports**

10.1 Foster Grandparent/Senior Companion – included in packet, no additional report

10.2 ADRC/No Wrong Door – Britt reviewed the report, including the workplan included in the packet. Participating in a timesudy for MediCal Administrative Claiming (MAC) funding. ADRC staff participating regularly at Aging and Long Term Care Commission. Tabling regularly at Farmer’s Market and participated at Senior Farmers Market voucher distribution yesterday in Hollister. Also doing a big outreach campaign for vaccine awareness. Wayne expressed appreciation for the ADRC, which is a welcome addition to San Benito County. Wayne would be willing to help advocate for expansion of ADRC funding with electeds in early fall.

10.3 Falls Prevention – report in packet

10.4 Area Agency on Aging– no report in packet

10.5 Project SCOUT – report in packet. Clay highlighted the “story of the month,” as a great example of the impact that refunds can have. A refund and EITC credit helped a homeless client access housing. Even small augmentations to someone’s income can be life-changing.

11. **Miscellaneous Correspondence**

File of Life – Jane has had a File of Life on her refrigerator for many years. It has emergency contact information on it, firefighters and EMS are trained to look for it. Volunteer Center helps distribute these, but there is a vacancy in the Coordinator position who handled it. Cost is $1.50, she encouraged Board and staff to get one, and possibly as a gift for Foster Grandparents, Senior Companions and possibly the clients they work with. Jane will take on the work to get them for Board members and talk to staff about getting them for FG or Senior Companions.

11. **Adjournment**

The meeting was adjourned at 11:55 AM

Minutes prepared by: Patty Talbott
Date: 9/9/22

To: Seniors Council Board of Directors

From: Clay Kempf, Executive Director

RE: Personnel Policy Updates

Updates to our Personnel Policies require Board approval, and as a result, this item is added to the agenda.

The policy manual has been updated to include all Board actions over the past year, but there are some minor changes needed for primarily administrative purposes that have never been officially acted upon. These are on pages 8, 11, 12, & 29 of the attached document, and are highlighted in red. Not highlighted were a couple of typos; e.g., changing “or” to “of”, etc.

The Executive Committee reviewed these changes and recommend Board Approval
PERSONNEL RULES AND POLICIES

As Developed by the Seniors Council Personnel Committee and approved by the Seniors Council Board of Directors

Upon being hired, every employee of the Seniors Council shall be given a copy of these Personnel Rules and Policies.

Changes to these Rules and Policies occurring after 2005 include the date of the Board of Directors approval.
SENIOI0S COUNCIL
OF SANTA CRUZ & SAN BENITO COUNTIES. INC.
AREA AGENCY ON AGING
234 Santa Cruz Ave., Aptos, California 95003
PHONE: (831) 688-0400 or (831) 476-6033

These Personnel Rules and Policies were initially developed in 1982 by the Seniors Council Personnel Committee consisting of the following individuals: Diana Siegel, Chairperson, Grace Edwards, Glorya Favor, Amy Harris, Twyla Hutson, and Doris Stepka. They have been revised numerous times since then, with a full review and revision occurring in 2005.

All revisions/updates, and other changes have been approved by the Seniors Council Board of Directors as the final step to formal adoption.

Last Updated on 4-21-22 (Holidays Update)
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I. THE SENIORS COUNCIL/AREA AGENCY ON AGING

A. AGENCY PURPOSE AND STRUCTURE

The Seniors Council of Santa Cruz and San Benito Counties, Inc. is comprised of civic, community and public agencies, cooperating to develop a coordinated system of services for older persons in both counties. A grantee agency, it is a non-profit "umbrella" organization consisting of several distinct programs, all which serve the older population. The Seniors Council serves as the local Area Agency on Aging, as provided for in the Federal Older Americans Act of 1965, as amended, and in the State Older Californians Act.

The activities of the Seniors Council are governed by the Board of Directors with input from an Advisory Council and the general Seniors Council membership. In case of emergency action or to meet time deadlines, formal action may be taken by an Executive Committee, such action to be ratified by the Board of Directors.

The agency employs an Executive Director, who is given the authority to oversee agency operations on a day-to-day basis and for carrying out the policies of the Board of Directors. Other administrative and support staff are employed as may be appropriate to the needs of the agency. Professional and other services may be contracted out to individuals not on the agency payroll. Regular staff functions may be augmented by the use of volunteers.

B. PERSONNEL RULES AND POLICIES

1. Authority

These Personnel Rules and Policies are adopted by the Board of Directors of the Seniors Council of Santa Cruz and San Benito Counties, Inc. Authority for carrying out these Personnel Rules and Policies rests with the Executive Director. Any amendment to them must be approved by the Board of Directors, or the Executive Committee acting on behalf of the Board.

2. Intent

It is the intent of these Rules and Policies to assure the Board of Directors, Seniors Council members, public agencies and the public in general that the Seniors Council will employ the best qualified persons reasonably available, with preference given to those who are 60 years of age or older, where qualifications and performance are equal.

3. Applicability

These Personnel Rules and Policies, except where clearly not applicable to certain employees, shall apply to all personnel employed in the administrative offices of the
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Seniors Council, including, but not necessarily limited to, regular full-time and part-time employees and temporary employees, whether funded through California Department of Aging funds or other funds, in matters of conduct and personal responsibility, and to volunteer employees and any special project employees as applicable. Nothing in these Rules and Policies shall be interpreted to imply that salary, working conditions or employment benefits are extended to volunteer or special project employees or to those working on behalf of the Seniors Council as independent contractors.

4. **Availability of Funds**

All positions with the Seniors Council are dependent upon available funding.

5. **Director of Personnel**

The Executive Director shall be, ex-officio, the Director of Personnel; and as such, he/she shall have primary responsibility for the employment and continuing service of all employees, in accordance with these Rules and Policies. **This does not prohibit the Executive Director from delegating related operational duties to other staff.** In all cases, final authority rests with the Board of Directors.

6. **Affirmative Action Officer**

The Executive Director shall be, ex-officio, the Affirmative Action Officer.

7. **Non-discrimination**

The Executive Director shall keep abreast of and comply with all laws, regulations and court rulings relative to the rights of employees. No person, committee, board, council, individual member or any committee, board or council, or any employee of the Seniors Council shall take any action, or participate in any action, of discrimination on the basis of race, color, creed, sex, age or physical disability not affecting the ability to perform.

8. **Administrative orders**

The Executive Director shall have the authority to issue written administrative directives pursuant to these Rules and Policies to establish administrative procedures and practices for administration of the personnel system elements and to interpret and clarify these Rules and Policies.

9. **Amendment of Rules and Policies**

Recommendations for amendment to or revision of these Rules and Policies may be made by, or will be referred to, the Personnel Committee. Such recommendations shall be made in writing. Employees shall be notified in advance of action on such recommendations of the substance of those recommendations. Personnel Committee recommendations shall be
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forwarded to the Board of Directors, which shall have final authority to approve, disapprove or modify such changes or additions.

10. **Violation of Rules and Policies**

Violation of these Rules and Policies or related administrative directives by any employee shall be sufficient grounds for disciplinary action against that employee.

11. **Interference**

Whenever the State or Federal government by law, regulation or overt ruling interferes with the effectiveness of these Rules and Policies or any element thereof, that portion of this document shall be null and void so long as the interference persists. All other provisions contained in these Rules and Policies shall continue in full force and effect.

II. **DEFINITIONS**

A. **EMPLOYEE STATUS**

1. **Permanent Employee**

A permanent employee is a person who has been hired by the Seniors Council on the regular payroll in an established permanent staff position. Permanent employees are eligible for leaves and benefits offered by the Seniors Council in accordance with these Rules and Policies.

This definition specifically excludes all independent contractors, volunteers, or persons hired on a temporary basis.

During the probation period, a permanent employee shall be designated as "Permanent Probationary." After successful completion of the probation period, the employee shall be designated as "Permanent."

2. **Temporary Employee**

A temporary employee is a person who has been hired by the Seniors Council on the regular payroll on a short-term basis to perform specific duties in addition to those performed by permanent staff. Temporary employees are eligible for paid holidays, but do not accrue vacation leave, sick leave or compensatory time, and are not eligible for participation in agency insurance plans.

3. **Full-time Employee**

A full-time employee is one who is hired to a regular staff position considered to be full-time, whether such time totals forty (40) hours, thirty-five (35) hours, or thirty (30) hours per week.
4. **Part-time Employee**

A part-time employee is one who is hired for less than thirty (30) hours per week. Part-time employees may be permanent or temporary. Part-time employees are eligible for benefits as otherwise provided in these Rules and Policies; part-time employees working less than thirty (30) hours per week are not eligible for participation in the agency health insurance plan.

5. **Exempt Employee**

The Executive Director and the Foster Grandparent/Senior Companion Program Director shall be classified as Exempt Employees.

B. **ADMINISTRATIVE STAFF**

Administrative staff are those employees engaged in work which is primarily intellectual, managerial or creative, and for whom the remuneration is not less than $900 per month, or those employees licensed or certified by the state and engaged in the practice of a recognized profession, such as accounting.

C. **ANNIVERSARY DATE**

The anniversary date of each employee shall be one year from the date of attaining Permanent status (as distinguished from Permanent Probationary). In the event of promotion, demotion or reinstatement, the employee’s anniversary date shall be one year from the date of attaining Permanent status in the new position.

D. **INDEPENDENT CONTRACTORS**

An independent contractor is one who is retained through a Personal Services Agreement to perform specific functions necessary to the agency. Independent contractors are not employees of the agency, and are not covered under the provisions of these Rules and Policies.

E. **VOLUNTEERS**

A volunteer is an individual who donates his/her time to performing agency functions ancillary to those performed by paid staff. Volunteers are not employees of the agency, and are not covered under the provisions of these Rules and Policies pertaining to compensation or benefits, other than specifically stated.
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Volunteers are eligible for reimbursement for actual expenses incurred in carrying out volunteer activities on behalf of the agency, when approved by the Executive Director. In some circumstances, a stipend may be given to volunteers.

Volunteers are subject to supervision by agency staff, and are covered under the Non-discrimination and Grievance provisions of these Rules and Policies.

F. IMMEDIATE FAMILY

For purposes of carrying out these Rules and Policies, "Immediate family" shall be defined as ones father, mother, sister, brother, son, daughter, spouse or, domestic partner.

III. CONDITIONS OF EMPLOYMENT

A. SELECTION OF EMPLOYEES

1. Selection Plan

The Executive Director shall insure the agency follows the described recruitment process in selecting new employees, with the involvement of the Personnel Committee. Such a plan shall include methods and procedures that will assure the highest possible level of objectivity in the selection of the best qualified personnel for new or vacant positions. Such methods as oral and/or written examination, boards of interview, evaluation of education and experience history, performance demonstration, staff interview and such 'other methods generally accepted in professional personnel administration shall be used in employee selection.

2. Recruitment Process

For every position to be recruited there should be a job description in place, including salary range.

a. The Personnel Committee shall meet to establish a standing scope of advertising for all positions. All positions that are not eligible for an in-house promotion will be advertised and made available to in-house staff and the public.

b. The Personnel Committee shall develop and review a paper screening tool to be used to evaluate and rank applications submitted.

c. Review of applications will be done to determine suitability of applications for further examination and to establish rank.

d. Written references will be obtained on all candidates selected for an interview.
3. **Selection**

The Executive Director shall assure all employ, evaluate the performance of, promote, discipline, and dismiss personnel on the basis of merit and fitness, and shall use the established evaluation procedure for determining the qualifications and performance of personnel.

The Executive Director shall assure processes are in place for the hiring, evaluation, employment, promote, discipline and dismissal of all agency personnel. Other supervisors may recommend the dismissal of their subordinate employees to the Executive Director, but only the Executive Director can take this action.

In the event of hiring an Executive Director, the Board of Directors will make the final selection.

4. **Filling Vacant Staff Positions**

When an individual filling a permanent position gives notices that s/he will be vacating that position, or when a permanent position is others vacated, the Executive Director or the supervising Program Director shall take appropriate action to fill that position:

a. Either through promotion of a current paid staff member or agency volunteer, in accordance with Section III.L. of these Personnel Rules and Policies; or

b. Through reinstatement of a former employee, in accordance with Section III.R of these Rules and Policies; or

c. Through an open recruitment process which includes public advertising of the position, distribution of a written job description, submittal by applicants of their written applications for employment, a review of applications on the basis of specific job-related criteria, and an interview process.

The Executive Director shall take all reasonable measures to ensure that vacant positions are filled in a timely fashion. Where possible, an arrangement will be made for the departing employee to orient and train the incoming employee who will replace her/him.

The filling of a vacant position shall be contingent upon the availability of sufficient funds to support the position. The Executive Director shall be responsible to recommend to the Board of Directors whether staff positions will be filled on a full-time or a part-time basis.

**B. JOB DESCRIPTION**

Each employee shall have the right to be fully informed as to his/her duties, responsibilities and any changes therein, and shall be afforded the appropriate level of
supervision. Upon being hired to a position with the agency, each employee shall receive a written job description and confirmation in writing of his/her hire, including the starting date and rate of pay.

C. CLASSIFICATION PLAN

The Executive Director shall prepare or cause to be prepared an agency Classification Plan consisting of a title, job description, list of typical duties, and list of requirements and special qualifications, for each position within the agency. Such Classification Plan shall be subject to the approval of the Board of Directors upon the recommendation of the Personnel Committee.

The Executive Director shall maintain or cause to be maintained an official copy of the Classification Plan and a sufficient number of copies for distribution to affected employees, Board of Directors members, Personnel Committee members and for public inspection.

Positions in which the duties or for which the qualifications have changed substantially shall be reallocated to a more appropriate class by the Executive Director, subject to approval by the Board of Directors upon the recommendation of the Personnel Committee; such reallocation shall not be used to evade these Personnel Rules and Policies relative to promotion or demotion.

New or additional positions shall be allocated to an existing Classification whenever possible; otherwise, the Executive Director shall recommend to the Personnel Committee the development of a new class.

D. SALARY PLAN

The Finance Committee, with the involvement of the Personnel Committee, shall be responsible for submitting to the Board of Directors at least once annually a Salary Plan consisting of Salary Ranges, and Steps within each Range, for each budgeted position in the agency.

In arriving at salary recommendations, the committee shall give consideration to both public and private employment, including local social service providers and administering agencies of other Federally funded governmental programs. In making a final decision, the Board of Directors shall consider these same factors.

1. Entering Salary

In cases of unusual recruitment difficulty or unusual and exceptional qualifications, the entering salary for an employee may be set by the Executive Director at any Step within the Range fixed for the position. An entering salary at or above Step V of the Range must be approved in advance by the Board of Directors. 

(amended 4/14/22)
2. **Salary for Less Than Full-time Work**

   The salary provided for in the Salary Plan shall be for eight (8) hours worked per day. If the employee is employed for less than eight hours per day, the salary shall be at a pro-rata rate, based upon the ratio that the time actually worked bears to 40 hours per week.

3. **Advancement Within the Salary Range**

   Subject to the provisions in Sections 1 and 2 above, employees may be considered eligible for Step advancement based upon successful completion of the Probationary Period, successful attainment of the Anniversary Date, and availability of sufficient funding within the budget.

4. **Changes in Salary**

   No salary increase shall be automatic merely upon the completion of a specified period of time in service. All increases shall be based upon merit as established by the record of performance and on availability of funds. Inferior work, lack of application, indifferent attitude, or conduct reflecting unfavorably on the Seniors Council may result in a reduction in Salary Step or in withholding advancement in lieu of dismissal or other disciplinary action. The employee affected may request and receive a written statement of justification for Salary Step reduction. An employee subject to such action shall have the right of appeal to the Executive Committee or the Board of Directors. Increases in an employee's salary step assignment will not require Board review, provided the changes are within the established salary ranges approved, do not cause the agency to exceed its budgeted personnel line, and the employee has received a satisfactory or above performance review.

5. **Salary Range Change**

   When a higher salary range is created for a position, the employee(s) affected shall receive a salary at the same Step which was received in the prior Range or at a Step that will result in the same salary. The employee's Anniversary Date shall remain the same.

6. **Bilingual Pay Differential**

   For positions in which bilingual skills are preferred or required, the employee shall be compensated an additional $1.00 per hour for fluency in the required language.

   *(amended 3/18)*

E. **TRAINING PLAN**

   The Executive Director shall provide, and each employee shall accept, a training and educational program for professional betterment and improvement of technical skills. Attendance at state, regional and national conferences, workshops and educational
courses is recognized as an important means to accomplish professional and technical growth and development of employees. Arrangement shall be made, within the budget limitations and work schedule, for staff participation in such programs, subject to prior approval by the Executive Director.

F. PERSONNEL FILE

1. Employee Personnel File

The Executive Director shall assure the establishment of a personnel file for each employee which shall contain at least the following:

a. The application form;

b. Performance evaluations;

c. Record of employment (position, salary, personnel actions, dates and other changes in employment conditions);

d. Notations of commendation and/or disciplinary action; and

e. Such other documents, instruments and records as may be required by-law or by the generally accepted principles of personnel administration.

2. Access Right

Each employee shall have access rights to his/her personnel file at reasonable times and shall have the further right to submit statements of mitigation or support, which shall be included in the file.

Other than those employees having the responsibility for the maintenance of the files, no employee may have access to the personnel file of any other employee.

No employee shall have the right to remove any material from the file. Except as otherwise stated, personnel files shall be confidential records, subject only to subpoena by a competent Court of Law.

G. PROBATION

1. Probation Period

All new employees of the Seniors Council shall be subject to a period of probation.

a. Administrative Staff
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(1) The probation period for Executive Director and all exempt staff shall be up to one (1) year.

(2) The probation period for Planner/Program Developer shall be up to one (1) year.

(3) The probation period for Fiscal Officer shall be up to one (1) year.

b. Clerical and Support Staff

The probation period for clerical and other support staff as may be hired from time to time shall be six (6) months.

2. Conditions of Probation Period

a. Probation period for all positions shall begin on the date stated in the official notification of employment, which shall be in writing.

b. Any employee may be terminated at any time during the probation period without cause.

c. All employees are to be evaluated throughout the probation period regularly as provided by the evaluation policies.

H. PERFORMANCE REVIEWS 7-18-02

1. The performance of each employee is evaluated in writing by the employee’s supervisor at the end of the probation period and annually thereafter.

2. The supervisor will meet with the employee to review and discuss the contents of the written evaluation.

3. The written evaluation is signed by the supervisor and employee. An employee may create a written response to the evaluation.

4. After a discussion of the evaluation with the employee, the evaluation and any written employee response are filed in the employee's personnel file.

5. The Board of Directors shall evaluate the performance of the Executive Director.

6. At the discretion of the supervisor, performance evaluations may be conducted more frequently than scheduled to address special circumstances, such as a change in job duties or poor performance.

I. SPECIAL EVALUATION
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Based on the written employee performance evaluation, if the employee's performance is found to be unsatisfactory in any area, the employee may, at the discretion of the rater, be placed on Special Evaluation status.

Such Special Evaluation period shall be in effect thirty (30) days, after which time another performance evaluation will be conducted. Lack of satisfactory improvement within the thirty-day period may result in a thirty-day extension of the Special Evaluation, or other forms of adverse action, including termination. Lack of satisfactory improvement within the Special Evaluation period may result in termination of employment.

Permanent status and all benefits shall be retained during the period of Special Evaluation.

J. TENURE

Tenure of employees shall be based upon the need for the duties performed, availability of funds, effective and productive performance of duties and responsibilities, and satisfactory completion of the probationary period and any special evaluation period which may be imposed.

K. DISCIPLINARY ACTIONS

1. Discharge

Any employee of the Seniors Council may be discharged at any time by the Executive Director for cause. Any employee who has been discharged shall receive a written statement of the reasons for such action and, upon written request, shall be entitled to a hearing as provided in these Rules and Policies on grievance resolution procedures.

2. Suspension

The Executive Director may suspend an employee at any time, with or without pay, for the good of the agency, pending an investigation for a disciplinary purpose, or for any other just cause. Suspension without pay shall not exceed thirty (30) days in any program year.

3. Demotion

The Executive Director may demote an employee whose ability to perform the required duties of the position to which he/she was hired falls below standards, if for disciplinary purposes, subject to availability of another position. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications. Written notice of the demotion shall be given the employee at least three (3) days before the effective date of the demotion, and a copy filed in the employee's personnel file. The Executive
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Director's action may be appealed in writing to the Board of Directors within thirty (30) days of notification of the demotion. The Board's decision shall be final.

L. PROMOTION

Insofar as is practical and consistent with the best interests of the Seniors Council, vacancies shall be filled by promotion from within the Seniors Council staff. For purposes of promotion, all employees, including Permanent, Permanent Probationary and Temporary shall be considered. The Executive Director, with the involvement of the Executive Committee, may determine that the desired employment standards are not available from within the agency's employees, in which case open recruitment shall be undertaken.

M. PERSONAL CONDUCT

Personal conduct of employees, on and off the job, shall not reflect unfavorably on the Seniors Council. Conduct to the contrary shall be sufficient grounds for disciplinary action, which may include dismissal.

N. AFFIRMATIVE ACTION

The Agency's Affirmative Action Plan is spelled out in its BYLAWS, and reads as follows:

The corporation shall not discriminate against any employee, applicant for employment, member participant or persons desiring to participate in any of the activities of this corporation because of race, creed, age, color, national origin, sex, sexual preference, political affiliation or affiliation with another organization. This requirement shall apply to, but not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, or admission to and for continued good standing in membership.

However, since historically there has been discrimination against age in employment practices, it will be the policy of the Seniors Council to give preference to qualified seniors, to offset previous inequities.

0. GRIEVANCE PROCEDURE

1. Applicability

For purposes of applying the agency Grievance Procedure, the provisions of these Rules and Policies shall pertain to volunteers in service to the agency as well as to Temporary, Permanent Probationary and Permanent employees. Any application or interpretation of
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these Rules and Policies may be appealed. No grievance or dispute will be considered after six (6) calendar months.

2. Grievance Procedure

a. Any grievance or dispute between employees shall be appealed in writing first to their immediate supervisor. The immediate supervisor shall make every effort to resolve the grievance, and shall respond to the aggrieved individual within ten (10) working days of receipt of the written complaint. If the grievance is with the employee’s supervisor, the employee shall submit their grievance to the Executive Director. The Executive Director may, with the written consent of the grievant, involve the Executive Committee in the resolution of the grievance.

b. Employees shall assist in making a grievance investigation. No employee shall be placed in jeopardy for such cooperation, but may be disciplined for failure to cooperate in an investigation.

c. If after receipt of the Executive Director's decision, the grievance has not been resolved to the satisfaction of the grievant, or in the event of a dispute directly involving the Executive Director, a statement may be filed with the Board Secretary, requesting resolution of the grievance or dispute. This statement shall be forwarded to the Board President who may request the Executive Committee to make an investigation of the grievance or dispute. Within fifteen (15) working days of the Secretary's receipt of such statement, a written recommendation by the President or designated committee shall be forwarded to the Executive Director and the grievant.

d. If after receipt of the immediate supervisor's decision, the grievance has not been resolved to the satisfaction of the grievant, the employee may appeal the decision to the Executive Director. The Executive Director shall then attempt to resolve the grievance to the satisfaction of all involved parties, as described in section 2a of this chapter.

e. If the dispute is not resolved through the process outlined above, a request for a hearing before the Board of Directors may be filed with the Board Secretary who shall place the matter on the agenda of the next regular meeting of the Board. The Board of Directors shall consider the grievance on previously recorded evidence only, except that members may seek clarification of issues, but shall not attempt to deduce additional evidence.

f. The Board shall meet in Executive Session. By duly adopted motion the Board of Directors, with the consent of the grievant, may authorize the Personnel Committee or the Executive Committee to serve as an Advisory Hearing Committee or to meet as provided above for the Board of Directors. In such case, the Advisory Hearing Committee shall report its findings to the Board of Directors, which shall forward said findings in writing within ten
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(10) working days after the hearing to the Executive Director and the grievant.

g. During a grievance hearing, the Executive Director may be seated by the hearing body, but shall have no vote.

h. In any grievance or dispute, the decision of the Board of Directors shall be final, except that after exhausting local procedures an aggrieved individual may file a written complaint with the California Department of Aging in accordance with its Title III Program Manual.

('amended 12/6/12)

P. RESIGNATION

An employee wishing to leave in good standing the employment of the agency shall file with the Executive Director, preferably one (1) month but at least two (2) weeks before leaving the agency, a written statement of resignation giving the effective date and the reasons for leaving. Failure to give the required notice shall be entered into the employee's personnel file and may be cited in giving a reference or recommendation of the employee.

Q. LAYOFF

1. Reason for Layoff

When a lack of funds or other circumstance dictates, the Executive Director may lay off any employee. At least ten (10) working days, or one (1) month, whenever possible, prior to the effective date of the layoff, the Executive Director shall notify the affected employee(s) in writing. Upon request of the employee, the Executive Director may reassign the employee to a vacant position in lieu of layoff.

2. Order of Layoff

Temporary employees shall be laid off prior to the layoff of any Permanent or Permanent Probationary employees. The criteria for determining selection of employees for layoff shall be: (1) the interests of the Seniors Council; (2) most recent Performance Evaluation; (3) seniority; and (4) the principles embodied in the Affirmative Action Plan. For the purpose of determining Order of Layoff, total cumulative time shall include time on Paid Leave, but not Leave of Absence.

3. Reemployment after Layoff

Names of persons laid off shall be placed on a Reemployment List in order of total cumulative time served, and shall remain on such list for a period not to exceed one (1)
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year, unless the individual is reemployed by the agency sooner. Sick leave and seniority rights earned prior to layoff will be returned to the employee upon reemployment.

4. **Appeal of Layoff**

A layoff decision by the Executive Director may be appealed to the Board of Directors, whose decision is final. Such appeal must be made in writing prior to the effective date of the layoff.

R. **REINSTATEMENT**

A former employee, having left in good standing the service of the Seniors Council within the previous twelve (12) months, and having attained Permanent status while employed by the agency, may be re-employed in the same or a lower Classification at the discretion of the Executive Director.

Employees upon reinstatement shall receive an Anniversary Date as a new employee, but shall not be subject to a Probationary Period. Service prior to reinstatement shall not be counted nor allowed in the computation of Vacation Leave. However, Sick Leave and Seniority rights earned prior to termination of employment shall be returned to the employee upon reinstatement.

S. **USE of AGENCY PROPERTY & EQUIPMENT** 9/19/02

All Agency property and equipment, including phones, computers, copiers, office supplies, vehicles, etc., shall be used exclusively for Seniors Council business activities. Any exception must be expressly granted by the Executive Director, or approved by the Board of Directors. Phone calls for personal emergencies are allowed.

Violation of this policy may include (but is not limited to) disciplinary action and/or requirement to reimburse the agency for the costs related to the use of such property or equipment.

IV. **COMPENSATION**

A. **HOURS OF WORK**

Regular employees, whether full or part-time, are employed to perform certain work in the normal work week, as set forth below. In the course of performing assigned duties, some employees, at the direction of the Executive Director, may be required to work at other than the standard work hours, to attend meetings at night, complete work at home or to work in excess of the normal work week hours. Work in excess of normal hours shall be compensated as detailed in Part IV., F. and G. of these Rules and Policies.

B. **ATTENDANCE RECORDS**
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Every Seniors Council employee shall complete a timesheet, as provided by the agency, for each pay period. It shall be the responsibility of each employee to record accurately her/his time worked, holidays, leave time taken, etc. Each such timesheet must be signed by the employee and the Executive Director prior to issuance of the paycheck. All timesheets shall be retained in the official files of the agency, and shall be available for review by members of the Personnel Committee, Finance Committee, Executive Committee or Board of Directors and others having legal access rights.

C. PAY

No employee of the Seniors Council shall be paid less than the federal minimum wage. An employee shall be advised in writing prior to her/his starting date of the pay rate for the position.

D. PAY PERIODS AND PAY DAYS

Pay period shall be bi-weekly, beginning on a Saturday and ending on a Friday. Pay days shall be on the Wednesday immediately following the ending of the pay period. In some instances, it may be possible to issue checks on Tuesday, and staff will make reasonable efforts to do so when circumstances allow. It shall be the responsibility of each employee to record accurately her/his time worked, leave time, taken, etc., and to submit on the established timesheet such records of her/his time by the start of business on pay day.

When the regular pay day falls on a holiday, employees will be paid on the day immediately preceding the holiday.

E. PAYROLL DEDUCTIONS

Under state and federal law, the Seniors Council is required to deduct from each employee's paycheck the following:

Federal Income Tax Withholding, the amount deducted to be dependent upon federal tax laws and upon the number of exemptions and marital status claimed by the employee on her/his W-4 form.

State Income Tax Withholding, the amount deducted to be dependent upon state tax laws and the employee's completion of her/his W-4 form.

State Disability Insurance, the amount deducted to be dependent upon prevailing state laws.

F. OVERTIME

All overtime work must be approved in advance by the Executive Director.

1. Non-Exempt Staff

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For all permanent and temporary non-exempt employees, overtime shall be all work in excess of eight (8)-hours in one (1) day or in excess of forty (40) hours in one (1) week or in excess of six (6) days in one (1) week. Overtime is permissible on the specific instruction or with the advance approval of the Executive Director.

Overtime shall be compensated at the rate of one and one-half (1-1/2) times the employee's regular rate of pay for all hours worked in excess of eight (8) hours and up to and including twelve (12) hours in any workday, and for the first eight (8) hours worked on the seventh (7th) day of work; and double the employee's regular rate of pay for all hours worked in excess of twelve (12) hours in any workday and for all hours worked in excess of eight (8) hours on the seventh (7th) day of work in any workweek.

Staff preferring to work less than a 5-day work week shall be allowed the option of working in excess of 8 hours in one day to facilitate a shorter work week. Overtime will not be paid under these circumstances. Creation of this option shall be subject to a vote of employees, with majority approval required.

2. Exempt Staff

For exempt staff, overtime shall be defined as any time worked in excess of a normal pay period (e.g., any time worked in excess of 80 hours per pay period for those employees working a normal 8-hour day, 5 days per week). Except with prior approval of the Executive Director (or, in the case of the Executive Director, by the Board of Directors), overtime will not be monetarily compensated. Exempt employees will have the option of taking comp time in lieu of overtime pay. Exempt employees will accrue Comp Time on a straight, hour for hour rate.

G. COMPENSATORY TIME

Overtime worked may be compensated in the form of compensatory time off. Compensatory time shall accrue at the rate of one and one-half (1-½) hours for each hour worked in excess of the normal pay period.

The maximum number of compensatory time hours to be accrued is thirty (30) hours (i.e., compensation for 20 hours of overtime worked). After accrual of 30 hours of compensatory time, the employee must use some of the accrued time or shall forfeit any claim to all time beyond the maximum 30-hour accrual.

Use of compensatory time will be scheduled at a time which is convenient for both the employee and the agency, and may be taken for any purpose; use of compensatory time will be approved in advance by the Executive Director.

Upon ending employment with the Seniors Council, the employee shall be paid for any unused compensatory time accrued.
H. REIMBURSEMENT OF BUSINESS EXPENSES

Expenses incurred in connection with Seniors Council business shall be reimbursed by the agency. Expenses, other than travel expenses, in excess of fifty dollars ($50) must be approved by the Executive Director or the Program Director for which the employee works. Advanced approval by the Executive Director must be secured prior to non-travel expenses over $250. Claims for reimbursement of business related expenses must be submitted on the appropriate form provided by the agency. All claims for reimbursement must have the signature of the claimant and the Executive Director prior to payment. All such claims must be accompanied by documentary evidence of expenditures except where unavailable (such as parking meter expense).

Requests for any Reimbursements must be submitted to the Fiscal Department with all approved signatures and receipts no later than 30 days after the end of the Fiscal Quarter.

Any Reimbursements not received by the due date WILL NOT BE REIMBURSED.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Q1 (July – September)</td>
<td>DUE NO LATER THAN 10/31</td>
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<tr>
<td>Q2 (October - December)</td>
<td>DUE NO LATER THAN 1/31</td>
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<tr>
<td>Q3 (January – March)</td>
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</tr>
<tr>
<td>Q4 (April – June)</td>
<td>DUE NO LATER THAN 7/31</td>
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</table>

(amended 7/19/18)

I. TRAVEL EXPENSE

1. General Policy

It is the official policy of the Seniors Council that no employee or volunteer in service to the agency incur personal cost in carrying out business on behalf of the agency. It is, further, official policy that expenses incurred in the process of carrying out official agency business shall be eligible for reimbursement from the appropriate agency funds, up to maximum amounts established by the Board of Directors.

2. In-kind Contribution

A portion of documented travel expenses on official agency business, or the total expense amount, may be donated by the individual incurring the expense. The actual value of such donated expense may be applied to the agency budget as In-kind Contribution (Local Match) against government and other grants, as appropriate.

3. Definition

"Travel" is defined as any distance traveled by an employee from the usual work station to another location in carrying out Seniors Council business, or traveled by a volunteer
from the home to another location on agency business, or from a point of departure, typically the individual's home, to a distant destination, such as for an out-of-county training session or conference.

4. **Mileage**

Each mile of distance driven by a paid employee or by a volunteer in service to the Seniors Council while on agency business shall be assigned a specific monetary value. This value is intended approximately to compensate the driver for the actual cost of using the private vehicle, including gasoline and oil, tire wear and other vehicle maintenance.

Mileage shall be reimbursed at the rate set by the Internal Revenue Service, unless otherwise limited by official action of the Seniors Council Board of Directors. The reimbursement rate will automatically increase or decrease when the IRS approved rate changes.

Individuals claiming reimbursement for mileage traveled on agency business must maintain liability insurance and must provide proof of such insurance coverage.

Miles eligible for agency reimbursement shall **not** include the distance necessary to take the individual from home to the work place or from the work place to the home. Eligible miles shall include the distance traveled from the office to another location (senior center, contracted service provider, government office, etc.) for official meetings, errands, presentations or other agency-related purposes, and the distance from one location to another while on agency business.

5. **Meals**

It is Seniors Council policy to reimburse employees and volunteers for meals purchased at a senior center or restaurant or other food establishment while on agency business. Such compensation may be less than, but may not exceed, limits established by the Board of Directors:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
</tr>
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<tbody>
<tr>
<td>Breakfast</td>
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<tr>
<td>Lunch</td>
<td>$11.00</td>
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<tr>
<td>Dinner</td>
<td>$23.00</td>
</tr>
<tr>
<td>Incidental</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

A claim for reimbursement for meals need not include receipts. When an individual is traveling on agency business for an entire day, the meal reimbursement may be made on a **per diem** basis of $46.00 total, without providing a breakdown of the three meals.

Breakfast is eligible for reimbursement when the individual has traveled over-night or when departure occurs before 7:30 A.M. Dinner is eligible for reimbursement when the return trip arrival occurs after 7:00 P.M.
6. **Incidentals**

Incidentals intended to be covered in the per diem rate include, but are not necessarily limited to, the following items:

- Parking meters (no receipt necessary)
- Snacks (no receipt necessary)
- Laundry (for extended trips)
- Bridge tolls (no receipt necessary)
- Toll Roads (no receipt necessary)
- Tips or gratuities (no receipt necessary)

Personal telephone calls placed from a hotel or motel room will not be reimbursed; however, business calls made from the lodging will be reimbursed.

7. **Lodging**

(UPDATED 2020)

All lodging reimbursements require a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, etc. No lodging will be reimbursed without a valid receipt. Employees may not claim lodging within 50 miles of their primary residence.

a) Lodging reimbursement rates, are:

- **All Counties/Cities located in California, except as noted below:**
  Actual lodging expense, supported by a receipt, up to $90 per night, plus tax.

- **Napa, Riverside, and Sacramento Counties:**
  Actual lodging expense, supported by a receipt, up to $95 per night, plus tax.

- **Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the City of Santa Monica:**
  Actual lodging expense, supported by a receipt, up to $120 per night, plus tax.

- **Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties:**
  Actual lodging expense, supported by a receipt, up to $125 per night, plus tax.

- **San Francisco County and the City of Santa Monica:**
  Actual lodging expense, supported by a receipt, up to $150 per night, plus tax.

b) Excess lodging may by approved in certain instances where no lodging is available at the agency maximum rate; when the lodging is associated with an agency-approved conference or meeting; or where it is otherwise cost-effective.

8. **Other Travel Costs**
DRAFT 9/22 Update

Other items routinely eligible for reimbursement include, but are not limited to, the following:

- **Plane fare** (receipt required)
- **Train, bus or shuttle fare** (receipt required)
- **Taxi fare** (receipt generally req’d)
- **Rental car** (receipt required)
- **Gasoline for rental car** (receipt required)
- **Parking garage costs** (receipt required)

9. **Least Expensive Appropriate Mode**

In the case of lodging, airplane flights, use of a rental car, etc., it is expected that the employee or volunteer will attempt to use the least expensive option which is appropriate to the situation. When a group meeting or conference is scheduled at a particular facility, it is expected the individual will use the conference-suggested lodging, even when that is more costly than a nearby alternative. In the case of a rental car, the individual will use an economy vehicle.

In the case of transcontinental travel, there may be financial advantage in having the individual remain an additional day and night in order greatly to reduce the air fare; in such situations, if the net cost (additional lodging and meals cost minus air fare savings) to the Seniors Council would be less than the total with the higher air fare, the individual is encouraged to remain the additional time.

10. **Review of Travel Costs**

All claims for cash reimbursement of travel expenses will be reviewed, and signed to indicate approval, by at least one individual other than the person submitting the claim. Claimed costs may be questioned by the reviewing party, and the claimant may be requested to submit additional documentation or explanation. The Seniors Council reserves the right to reduce payment to a claimant from the amount requested where a cost has been questioned; in such case, the individual approving the adjusted claim shall provide the claimant with written explanation of the adjustment.

11. **Advance Approval**

Out-of-state travel must always be approved in advance. Out-of-state travel by an employee other than the Executive Director must be approved in advance by the Executive Director. Out-of-state travel by the Executive Director must be approved in advance by the Board of Directors. In some cases, the agency will be required to notify the California Department of Aging of a plan to travel outside the state. When a substantial reimbursement is anticipated, beyond the cost of routine business travel, even where the anticipated travel is not outside the state, the Executive Director or the Board of Directors may require advance approval.

12. **Travel Advance Payment**
DRAFT 9/22 Update

In general, travel costs are incurred by the individual first and are reimbursed by the agency afterward. In some cases, particularly when travel costs are expected to be substantial, the individual may receive a Travel Advance. When the claim for reimbursement is submitted, the amount of the advance payment will be listed on the face of the claim, and will be deducted from the total reimbursement amount.

V. EMPLOYEE BENEFITS

A. MANDATED BENEFITS

In accordance with state and federal laws, the Seniors Council shall provide to all permanent, temporary, full-time and part-time employees, but not to volunteers or independent contractors, the following benefits:

- Workers' Compensation Insurance
- State Unemployment Insurance
- State Disability Insurance

B. HEALTH INSURANCE

(revised 1/15/15; 1/16/16, 5/18; 6/18)

1. The Seniors Council shall provide to all permanent employees group health insurance, group dental insurance, and group vision insurance.

Dental and vision insurance shall be made available to the dependents of employees, including domestic partners, at no cost to the employee.

Employees shall have the option of purchasing family health benefits at 50% of the rate available to the agency.

Employees hired after December 31, 2015, must be assigned a minimum of 30 hours per week to be eligible for medical benefits. Employees hired before December 31, 2015, and assigned 20 or more hours per week at that time will continue to be eligible for medical benefits provided they continue to be assigned 20 or more hours per week.

Employees that are eligible for health insurance benefits but have existing coverage through another family member or domestic partner may decline Seniors Council insurance. The employee must provide proof of other coverage in order to opt out. Employees choosing the opt out option will be provided a $450 monthly stipend.

Medicare eligible employees (those aged 65+) will be provided health insurance through Medicare. The Seniors Council will reimburse the employee’s expenses in purchasing supplemental Medicare coverage; specifically, Medicare Part B, and either a Medicare Advantage Plan (none currently offered in Santa Cruz County), or, Medicare Part D (prescription
DRAFT 9/22 Update

drug coverage), and a Medi-Gap plan. The total cost of these reimbursements shall not exceed $450. Reimbursements will be made monthly and will require a receipt for expenses incurred from the affected employee. Reimbursed employee expenses are not considered taxable income.

Employees aged 65+ with Medicare eligible dependents are eligible to be reimbursed for 50% of their dependent’s supplemental Medicare plans (Part B, Part D, and Medi-Gap, provided a receipt for these expenses is submitted. As a reimbursement for employee expenses, these dollars are not considered taxable income. The total cost of these reimbursements shall not exceed $225.

Employees aged 65+ with dependents who are under age 65 will be eligible to receive a dependent care augmentation of 50% of the cost of their dependents agency-provided insurance at the time the employee turned 65. Because this is not a reimbursement for actual expenses, this income will be taxable.

Employees that are eligible for health insurance benefits but have existing coverage through another family member or domestic partner may decline Seniors Council insurance. The employee must provide proof of other coverage in order to “opt-out”. Employees choosing the opt-out option will be provided a $450 monthly augmentation. Because this is not a reimbursement for actual expenses, this income will be taxable.

Employees meeting these criteria begin receiving them on the first day of the third calendar month in which they are employed. For example, an employee starting work anytime in the month of June will begin receiving benefits on the first day of August (June & July being the qualifying months).

C. SOCIAL SECURITY

The Seniors Council Board of Directors has approved participation for agency employees in the Federal Social Security system.

D. RETIREMENT BENEFITS

The Seniors Council provides a 403b retirement plan benefit for Seniors Council staff. The agency will contribute 5% of the employee’s gross wages to a 403b plan in the employees name. Permanent staff working 20 hours per week or more are eligible for the benefit. Each qualifying staff is encouraged to contribute an additional portion of their paycheck to their plan.

Employees will not be fully vested in the plan prior to 5 years of services with the agency. This means that employees departing from the Seniors Council prior to five years are only eligible to recent a portion of the employee retirement contributions upon termination. Employee vestment is established by the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Vesting Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>0%</td>
</tr>
<tr>
<td>2-3</td>
<td>25% Vesting</td>
</tr>
<tr>
<td>3-4</td>
<td>50%</td>
</tr>
</tbody>
</table>
DRAFT 9/22 Update

4- 5 years service: 75% vesting
5 years or more: 100% vesting

Any employee contribution, of course, would be the property of the employee regardless of length of service.

Retirement benefits start at the same time as health benefits.

(amended 3/15/18)

VI. LEAVE TIME

A. LEAVE TIME RECORDS

All accrual and use of employee leave time shall be maintained on an official record.

When an employee's accrued vacation leave or compensatory time leave approaches the maximum accrual amount, the employee will be notified of the situation and given an opportunity to use some of her/his accrued leave time.

B. HOLIDAYS

1. Holidays Observed

On the following designated holidays, the Seniors Council shall be closed for business, although employees will be paid:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Lincoln/Washington Day</td>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Cesar Chavez Day</td>
<td>Last Monday in March</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Juneteenth/Emancipation Day</td>
<td>June 19</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1st Monday in September</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>2nd Monday in October</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>4th Thursday in November</td>
</tr>
<tr>
<td>Friday after Thanksgiving</td>
<td>Day after 4th Thurs. in Nov.</td>
</tr>
<tr>
<td>Christmas Eve (Half Day)</td>
<td>December 24</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
</tr>
</tbody>
</table>

In addition, every permanent employee may observe a personal holiday on a birthday, religious holiday or other day of the employee's preference.  

(revised 4/21/22)
DRAFT 9/22 Update

2. **Holidays Falling on a Weekend**

   When a holiday falls on a Sunday, the following Monday is observed as a holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday, unless an alternate day is designated.

C. **VACATION LEAVE**

1. **Accrual of Vacation Leave**

   Permanent employees accrue vacation leave with pay according to the following schedule:

<table>
<thead>
<tr>
<th>Years Longevity</th>
<th>Accrual per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>1 day per month (12 annually)</td>
</tr>
<tr>
<td>3+ to 5</td>
<td>1.25 days per month (15 annually)</td>
</tr>
<tr>
<td>5+ to 7</td>
<td>1.5 days per month (18 days annually)</td>
</tr>
<tr>
<td>7 or more</td>
<td>1.75 days per month (21 days annually)</td>
</tr>
</tbody>
</table>

   Days off are based on the employee’s regularly scheduled hours. A 20 hour per week employee with 4 years longevity would accrue 60 hours off per year (4 hr days x 15 days). Accrual will be pro-rated to actual hours worked.

2. **Use of Vacation Leave**

   a. Employees are eligible to use vacation leave after the first six (6) months of employment, on the basis of time accrued on the official record.

   b. Vacations will be scheduled at a time which is convenient for both the employee and the agency; employee vacation time will be approved in advance by the Executive Director.

   c. The maximum accrual of vacation leave shall be 240 hours. An employee who fails to use accrued vacation leave time after accrual of 240 hours of such time shall forfeit any claim to all time beyond the maximum 240 hours accrual. (revised 12/4/08)

   d. Upon ending employment with the Seniors Council, an employee will be paid for the unused portion of her/his accrued vacation leave time.

   e. Employees with five or more years of longevity that have maxed out their vacation time and have over 100 hours of accrued sick time, and who are unable to take time off due to work responsibilities, may buy out up to 80 hours of vacation time once every two years, with approval of the Executive Director. Buy out requests from the Executive Director will be subject to the approval of the Executive Committee of the Board of Directors. (revised 5/17/12)
3. **Holidays or Illness Within Vacation Leave**

In the event a holiday falls within the Vacation Leave being used by an employee, such holiday shall not be charged as Vacation Leave. Should an employee become ill or injured during a Vacation Leave, such leave may be terminated, and the employee's absence from work be charged to Sick Leave credits. In such event, a doctor's written statement may be required. This option does not apply to periods in which the agency or the employee’s program is closed. (revised 10/17/19)

D. **SICK LEAVE**

1. **Accrual of Sick Leave**

   Permanent employees accrue sick leave with pay at the rate of one (1) working day per month, recorded at the end of the month on the official leave time record. The maximum accrual of sick leave shall be 300 hours.

2. **Use of Sick Leave**

   a. Employees shall be eligible to use accrued sick leave immediately upon employment, on the basis of time accrued on the official record.

   b. Sick leave may be authorized for the following reasons:

      - When an employee or a member of the employee's immediate family is ill or injured;

      - When an employee or a member of the employee's immediate family has a medical, dental or optical appointment or treatment;

      - When an employee's attendance at work jeopardizes the health of others; and

      - When an employee has mental health or emotional needs.

   c. An employee should notify the agency prior to her/his scheduled time to be at work, if possible; the agency must be notified by noon of the scheduled work day.

   d. After three (3) consecutive days of sick leave, the Executive Director may require a written certification of illness signed by the employee's physician.

Upon termination of employment, the employee shall not be paid for any unused sick leave time.
DRAFT 9/22 Update

3. **Holiday’s Within Sick Leave**

   In the event a holiday falls within the Sick Leave being used by an employee, such holiday shall not be charged as Sick Leave but as "Holiday".

E. **ADMINISTRATIVE LEAVE**

   The Executive Director shall be compensated with one (1) week of paid leave per year in addition to accrued vacation.

F. **BEREAVEMENT LEAVE**

   In the event of a death in the employee's immediate family or any person living in the immediate household of the employee, bereavement leave with pay up to three (3) working days shall be granted with the approval of the Executive Director. Leave beyond three days may be charged against accrued sick leave or vacation leave time.

G. **JURY DUTY**

   Employees summoned to perform jury duty shall receive full pay and benefits while serving. Employees performing jury duty who receive monetary compensation for so serving shall reimburse to the Seniors Council such compensation except for mileage reimbursement and actual expenditures for meals.

H. **MATERNITY LEAVE**

   A pregnant employee may continue to work for the agency at her own risk. At the discretion of the Executive Director, any Permanent or Permanent Probationary employee may be granted up to three (3) months of Maternity Leave prior to and/or immediately following delivery, consisting of any combination of accrued Vacation Leave and/or Sick Leave credits. In lieu of use of accrued Vacation Leave or Sick Leave credits, or in addition thereto, the employee may be granted a Leave of Absence without pay. The employee may request, and the Executive Director may grant, an extension of the leave, not to exceed an additional three (3) months.

   At the end of a Maternity Leave, the employee shall be restored to the position vacated at the start of the leave. Vacation and Sick Leave credits shall accrue to the employee during the Vacation and Sick Leave portions of the Maternity Leave, but not during any Leave of Absence without pay.

I. **PATERNITY LEAVE**

   An employee becoming a father shall be entitled to Paternity Leave equal to that of the agency maternity leave policy.

J. **MILITARY LEAVE**
DRAFT 9/22 Update

Any Permanent or Permanent Probationary employee shall be entitled to the Military Leave benefits which, by virtue of the California Military Code, accrue to employees of public agencies.

K. LEAVE OF ABSENCE

An employee may request in writing to the Executive Director a Leave of Absence without pay. The Executive Director shall consider the circumstances, including the needs of the Seniors Council, and may grant such Leave of Absence, not to exceed three (3) months. During the Leave of Absence, the employee may request, and the Executive Director may grant, one extension of the Leave of Absence for a period of time not to exceed three (3) months.

No time off benefits shall accrue to an employee while on Leave of Absence without pay. Computation of work time toward the Anniversary Date and Seniority of an employee on Leave of Absence shall be suspended during the leave. Health, Dental, and Life Insurance benefits will continue during an approved Leave of Absence. (Revised 7-16-09)

L. BENEFITS AFTER USE OF LEAVE TIME

An employee returning to duty after use of any leave time shall be subject to or entitled to any working condition changes made during the leave.

M. AGENCY CLOSURES/FURLOUGHS

The agency, or programs of the agency, may close operations for assorted reasons, including (but not limited to) lack of funding or absence of adequate cash flow; recognition of holiday periods; seasonal nature of program operations, etc. Closures will be subject to the approval of the Board of Directors. The closure of an individual program can be recommended by the Program Director to the Executive Director, or by the Executive Director him/herself. In all cases, the final decision to close will be made by the Board of Directors.

During agency closures, staff may use accrued vacation time, take time off without pay, or apply for unemployment. In no circumstances will the use of sick time be allowed during agency closures.

There may be occasions when specific staff need to work during closures to perform critical agency tasks, examples of which may be completing agency payroll; providing services for the well-being of those we serve, etc.

Activities of this nature must be requested in writing and approved by the Executive Director at least one week in advance of the closure; time permitting. The Executive Director’s decision on these requests shall be final. (added 10/17/19)
VII. GENERAL INFORMATION

A. CONFLICT OF INTEREST

A conflict of interest exists when an employee of the Seniors Council stands to gain monetarily, other than routine salary or business expense reimbursement, from an action taken or a contract entered into by the agency. Such conflict shall be declared to the Board of Directors in advance of such action, and the Board shall determine the appropriate resolution to the conflict of interest.

B. NEPOTISM

No relative of the first degree (spouse, parent, sibling, child, domestic partner) of any Seniors Council employee shall be supervised by that relative while employed by the agency. Member of the Seniors Council Board of Directors, or employees of the California Department of Aging can only be employed by the Seniors Council as an independent contractor for a finite duration, and with full knowledge and approval of the Board of Directors.

C. POLITICAL RIGHTS AND PROHIBITIONS

No employee of the Seniors Council may engage in any political activity on agency premises or during time when he/she is being paid by the agency, other than those activities specifically sanctioned by the Board of Directors. No employee shall coerce any other employee or Board, Council or Committee member on any political issue.

Seniors Council employees shall have the right to engage in any political activity, partisan or otherwise, on his/her own time and off agency premises.
Date: 9-9-22

To: Area Agency on Aging Advisory Council
   Seniors Council Board of Directors

From: Clay Kempf, Executive Director

RE: Executive Directors September Report

COVID-19 UPDATE
There is no significant update regarding COVID-19 to share this month, other than to say our staff and our contracted service providers continue to be vigilant and affected by the pandemic. So far only a handful of our staff have contracted COVID, along with some key staff of service providers, but all have survived and either recovered or are in the process of doing so. We continue to provide free test kits to our staff for their benefit and the safety of all of us.

UNALLOCATED FUNDS
This month’s packets and activities include a report on currently unallocated funding from a variety of categories. Please see the details under that item in your packets.

CDA AUDITS & MONITORING VISITS
The California Department of Aging conducts period formal financial audits of our organization, along with formal monitoring reviews of our AAA operations. These, of course, are in addition to regular monthly and quarterly oversight of our regular financial and service unit reporting processes. We are in the midst of preparing for both of these activities, with the CDA Audit officially taking place the week of October 24th, and Program Monitoring the week of January 23rd, 2023. I mention them here because we are experiencing a different kind of audit currently. Instead of waiting for the audit week for discussion of documents and CDA questions, the questioning is ongoing as we submit advanced materials. Hopefully, Program Monitoring will have greater separation between the materials we send in advance of the designated monitoring week.
Due to COVID, these week-long reviews will be conducted remotely rather than in person, which will be a new experience.

COMMUNITY ACTIVITIES
We continue to participate in the numerous older adult & community activities reported last month, including the State on the rollout of the CHAT program — distributing iPads, tech support, and internet connectivity to seniors lacking technology in our communities; statewide Master Plan for Aging Committees (Stakeholder Committee & Legislative Committee); convening monthly meetings of local Aging & Disability Service Providers; local and state meetings (3/month) about ADRCs (Britt attends the official advisory committee and has applied to become of the designated members); I'm part of a new “Directors-only” meeting group created by CDA; Meals on Wheels of California (MOWCA) Advocacy Committee; meetings of our local senior center directors; the San Benito County Aging & Long Term Care Commission; the San Benito County Social Services Transportation Advisory Council, etc. Patty, Britt and I share attending meetings such as the Seniors Commission, and the Elderly & Disabled Transportation Advisory Committee. The Human Care Alliance is redoing its bylaws and is in the process of becoming more of an elected board rather than a membership organization, and, as a result, our participation is greatly diminished. Occasional City Council meetings (any of the six) and Board of Supervisors meetings, and some statewide forums, legislative hearings, etc.; all continue.

Later this month Patty and I will attend CDAs California For All Day of Action, highlighting the Master Plan for Aging. I’ll remain in Sacramento the following two days for the California Association of Area Agencies on Aging (C4A) annual Strategic Planning Session.
DATE: September 9, 2022

TO: Seniors Council Board of Directors

FROM: Gus Cevallos, Program Director

RE: Falls Prevention Program, August 2022 report

During the first week in September, we did three Falls Prevention presentations in Santa Cruz County. They occurred at La Posada, Arbor Cove and Garfield Park Village in Santa Cruz. We discussed all three services we provide: A Matter of Balance, Companion for Life and In-Home Safety Assessments. We had ten attendees in total. Response was positive with In-Home Safety Assessments getting the best reactions.

Companion for Life

Nothing new to report from last month. Program remains stable. Subscriber totals have hovered around 290 clients for several months now.

A Matter of Balance

In August we completed a workshop at La Posada in Santa Cruz which was well received. We had seven participants complete the program. The coordinator has asked us to return in February 2023.

This month we have returned to Mid-County Senior Center in Capitola. We are there Wednesdays and Fridays through September 30th, 2022. We will attempt to get a news story done on the workshop we are presenting at Mid-County to spotlight our efforts during Falls Prevention Week 2022.

We are still working on getting more volunteer coaches for the workshops. As stated before, although Gus is doing excellent as a coach, his position as a Master Trainer and the program coordinator makes it a strategy that may not work in the long-term.
In-Home Risk Assessment

Services for three more San Benito County residents and one Santa Cruz County resident has been provided. During the home visit, we discovered that the Santa Cruz resident would qualify for MSSP and so they have been referred to the Health Projects Center for further assessment.
DATE: September 9, 2022

TO: AAA Advisory Council
    Seniors Council Board of Directors

FROM: Patty Talbott

RE: AAA Programs Update

I have included in this month's packet a summary of our current contracted providers, their service areas, services being provided and the amount of Area Plan or HICAP funding awarded for the current year. This does not reflect any of the temporary or COVID relief funding. CDA is requiring that we track the ongoing funding and services separately from the multitude of temporary funding streams we are also administering, as these are the ongoing funds.

As previously mentioned the tracking, reporting and contracting processes for an array of new funding with varying contract requirements and dates continues to be a tremendous challenge for fiscal and program/contracts staff. As we work our way through this, I do hope to start sharing more updates from our AAA programs to help connect you with the great work that they're doing.
## 2022-23 FUNDING AND SERVICES BY PROVIDER

Baseline funding allocations for Area Plan and HICAP funding only - does not include any temporary funding sources

<table>
<thead>
<tr>
<th>PROVIDER &amp; SERVICE AREA</th>
<th>SERVICES TO BE PROVIDED</th>
<th>FUNDING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SANTA CRUZ AND SAN BENITO COUNTIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advocacy, Inc.</td>
<td>Ombudsman Services and Elder Abuse Prevention</td>
<td>$173,932</td>
</tr>
<tr>
<td>Senior Citizens Legal Services</td>
<td>Legal Services</td>
<td>$92,000</td>
</tr>
<tr>
<td>Senior Network Services</td>
<td>Health Insurance Counseling &amp; Advocacy Program (HICAP)</td>
<td>$293,523</td>
</tr>
<tr>
<td><strong>SANTA CRUZ COUNTY ONLY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Bridges/Meals on Wheels</td>
<td>Home Delivered Meals and Meals at Senior Dining Sites</td>
<td>$1,007,654</td>
</tr>
<tr>
<td>Community Bridges/Lift Line</td>
<td>Transportation to Congregate Meal Sites</td>
<td>$20,000</td>
</tr>
<tr>
<td>Family Service Agency</td>
<td>Peer Counseling and Friendly Visitors in Nursing Homes</td>
<td>$15,000</td>
</tr>
<tr>
<td>Senior Network Services</td>
<td>Information and Assistance, Case Management, Visiting</td>
<td>$105,750</td>
</tr>
<tr>
<td></td>
<td>Family Caregiver Support Program</td>
<td>$103,187</td>
</tr>
<tr>
<td>Volunteer Center</td>
<td>Helping Hands Senior Home Repair Program</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>SAN BENITO COUNTY ONLY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jovenes de Antano</td>
<td>Home-Delivered Meals and Meals at Senior Dining Sites</td>
<td>$334,200</td>
</tr>
<tr>
<td></td>
<td>Information and Assistance, Case Management, Transportation, to Congregate Meal Sites</td>
<td>$48,000</td>
</tr>
<tr>
<td></td>
<td>Family Caregiver Support Program</td>
<td>$34,396</td>
</tr>
</tbody>
</table>

**TOTAL CONTRACTED SERVICES** | **$2,252,642**

**AREA AGENCY ON AGING DIRECT SERVICES**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
<th>FUNDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Development and Coordination (IIIB)</td>
<td>Direct Service IIIB for CDA approved ED activities</td>
<td>$4,300</td>
</tr>
<tr>
<td>Project SCOUT Tax Assistance (IIIB)</td>
<td>Funded in Area Plan as Personal Affairs Assistance</td>
<td>$18,117</td>
</tr>
<tr>
<td>Outreach IIIB</td>
<td>Senior Farmers Market Voucher Distributions</td>
<td>$1,583</td>
</tr>
<tr>
<td>Nutrition Direct C1/C2 - Provided by AAA RD</td>
<td>Provider RD Services and Nutrition Education</td>
<td>$13,050</td>
</tr>
<tr>
<td>Health Promotion (Title IIIID)</td>
<td>Matter of Balance and other Area Plan approved IIID programs</td>
<td>$20,002</td>
</tr>
</tbody>
</table>

**TOTAL DIRECT SERVICES** | **$57,052**

**TOTAL 2022-23 AREA PLAN & HICAP FUNDING** | **$2,309,694**
Core/Direct Service staff from the ADRC of San Benito County did not meet on either Thursday – August 25th, nor on Thursday – September 8th - the two scheduled meetings for the month - owing to attendance at the Introduction to CalFresh Expansion and Eligibility/Reporting webinar, presented by the California Department of Social Services, as well as to other shared staff obligations and responsibilities.

Staff participated in several CDA, Department of Health Care Services (DHCS), and local partnership meetings, forums, and one-on-one conversations including: 1) a CDA ADRC SWOT Interview with Collaborative Consulting, seeking ADRC development input for CDA; 2) a webinar on Federal Agency Equity Action Plans – What Do They Mean for Older Adults?, presented by the Department of Health and Human Services (HHS), the Social Security Administration (SSA), and the Department of Housing and Urban Development (HUD). Also, a new health equity framework from the Centers for Medicare and Medicaid Services (CMS) was discussed; 3) the MAC Time Study Workgroup Meeting; 4) a CalAIM Webinar: Enhanced Care Management (ECM) and Community Supports Member Engagement; 5) an Introduction to CalFresh Expansion and Eligibility/Reporting webinar, presented by the California Department of Social Services; 6) a CalAIM Enhanced Care Management (ECM) and Community Supports (CS) Monthly Update, presented by Anthem; 7) and the CDA/AAA - Digital Divide Workgroup Meeting, hosted by CDA.

Staff submitted its ADRC Infrastructure Grant Budget and Program Narrative for FY22/23 to CDA for review and approval on June 20th, and then met with CDA to review the submission on July 7th. ADRC staff was asked to make several revisions to the Program Narrative, including more detailed responses for some questions. Additionally, and since that meeting, ADRC staff has been asked to make several more revisions, again, mostly around providing greater detail in both the ADRC Budget and in the ADRC Program Narrative.

ADRC Program staff as well as the Fiscal Department for Seniors Council of Santa Cruz and San Benito County received notice of ADRC Infrastructure Grant FY22/23 contract approval on August 25, 2022. For State Fiscal Year 22/23 the ADRC of San Benito County will receive an ADRC Baseline Amount of $180,000, and an ADRC Allocation Amount of $19,584, for a total of $199,584. $7,500,000 was made available for twenty-five (25) ADRC Projects statewide, with the smallest allocation, totaling $138,144, going to Tri-County Independent Living, Inc. in Eureka, CA, and the largest allocation, totaling $795,264, going to County of Orange Office on Aging in Santa Ana, CA.

ADRC of San Benito County Staff will participate in the final previously mentioned and CDA-directed MAC Time Study the week of September 12th – 15th, following similar studies the weeks of July 18th – 22nd and August 1st – 4th. The time study is directed at Medicaid Administrative Claiming opportunities for the ADRC in delivering: 1) Streamlined Access to Medi-Cal programs or services; 2) Application Assistance for Medi-Cal programs or services; 3) Marketing & Outreach for Medi-Cal programs or services; 4) Staff Training on Medi-Cal programs or services; and 5) Quality Improvement for Medi-Cal programs or services to both Medi-Cal eligible and enrolled individuals. As an example, the outreach efforts to be undertaken in support of the coming CalFresh Expansion efforts can likely be claimed for some percentage of State and Federal Medi-Cal reimbursement, bolstering the longer-term financial sustainability of the ADRC and its No Wrong Door Network.
The ADRC of San Benito County continues to participate in Hollister Farmers Market tabling and outreach efforts for the Aging and Long Term Care Commission of San Benito County (ALTCC) and community service providers of long term services and supports represented on the Commission. ADRC and No Wrong Door partner organizations have also been present sharing program and services information as a part of outreach efforts on behalf of the LTSS service providers represented on the San Benito County ALTCC. At the August Market, we were able to meet dozens of potential LTSS consumers and caregivers, and even scheduled individuals for follow-up appointments regarding various interests and needs the very next week! We were also on hand to assist in the distribution of Seniors Farmers' Market Nutrition Program vouchers to qualified older adults in local communities, assisting both our Seniors Council-contracted Registered Dietician, Caren Dix, as well as our own Cristina Banuelos of Foster Grandparent and Senior Companion Program fame! This year’s vouchers were worth $50 for each individual who received a booklet, and many rushed directly to other booths to make healthy produce purchases to feed themselves and their families.

Our ADRC-assisted and CDA-funded San Benito County COVID Vaccine Outreach and Awareness Grant activities received a jump start in the month of August with the initial wave of vaccination outreach and awareness messaging appearing both in print and on radio in and around San Benito County. So, please remember to keep your eyes and ears open for the “Get Vaccinated. Get Boosted. Get Protected” messages across the multiple local area newsprint, digital, and radio media platforms during the next several months, and please share the website information www.myturn.ca.gov and (833) 442-4255 with anyone you know who is looking for assistance in locating and receiving a COVID vaccination. Vaccines don’t save lives, vaccinations do.

As a final decorative and welcoming touch to our outdoor Consumer Meeting Area, Leanne Oliveira and Buffy Almendares found donations of succulents and then planted a beautiful arrangement of them in our waiting planter boxes at ADRC hub site at the Hollister Recreation Center, at 300 West Street, in Hollister. Please thank them individually for the extra effort in making the space even more welcoming. We look forward to years of productive use in meeting folks in a friendly and unimposing space, and to providing a simple space for people to meet and talk. Community begins with conversation.

Staff from the ADRC Project has submitted an application for consideration to be named an AAA representative to the statewide Advisory Committee for the ADRC Program. The Advisory Committee for the Aging and Disability Resource Connection (ADRC) Program is seeking to fill 17 (of the 19 total) seats with a broad and diverse representation of LTSS experts and people with lived experience. Membership categories include three seats for Area Agency on Aging (AAA), three for Independent Living Center (ILC), five for consumers of long-term services and supports (LTSS)/ caregivers of those who use LTSS, and six for other LTSS representatives. Advisory Committee Members support ADRC initiatives by:

- Providing recommendations and resources to support training, technical assistance, policy development, and program guidance, monitoring and evaluation to ensure consistency and quality of services statewide.
- Promoting seamless access to public benefits and programs through capacity building and coordination among local ADRC partnerships, community-based organizations, and health care entities.
- Serving as ambassadors to promote expansion and increased visibility of California’s ADRCs.
**Project Name:** Seniors Council Foster Grandparent Program  
**Grant Year:** 7/1/22-6/30/23

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<th>Month</th>
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<th>Cumulative Hours Goal</th>
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**August Averages**  
- Hours/Day: 56 hrs per vol  
- Days in Mth: 23  
- Avg Hrs/day: 2  
- Days in Week: 4.60  
- Avg Hrs/Week: 11.28

**OVER/UNDER**  
- HOURS: -158,154  
- STIPEND: -$474,461.82  
- VSYs: -151.49

July data includes CNCS approved Temporary Stipend Allowance hours.

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**VSY Actual to Target (Cumulative)**

- **Volunteer Hours**
  - **July**
  - **August**
  - **September**
  - **October**
  - **November**
  - **December**
  - **January**
  - **February**
  - **March**
  - **April**
  - **May**
  - **June**

- **Month**
  - July
  - August
  - September
  - October
  - November
  - December
  - January
  - February
  - March
  - April
  - May
  - June

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July data includes CNCS approved Temporary Stipend Allowance hours.
**Project Name:** Seniors Council Senior Companion Program  
**Grant Year:** 7/1/22 - 6/30/23

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**August Averages**  
- Hours /Day & Hours /Week
  - 66 hrs per vol
  - 23 days in month
  - 3 avg hrs/day
  - 4.60 days in week
  - 13.19 avg hrs/week

**OVER/UNDER**  
- HOURS -26,155
- STIPEND -$78,466.13
- VSYs -25.05

22-23 VSY Goal 31  
July data includes CNCS approved Temporary Stipend Allowance hours.