



## Aging and Adult Services Senior Affairs Commission

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Director / Public Guardian

### INFORMATION SHEET

The Senior Affairs Commission (SAC), mandated as an integral part of the Area Agency on Aging (AAA), advises and provides information to the County of San Bernardino Board of Supervisors (BOS) and Aging and Adult Services (DAAS) on matters related to older persons.

#### Commissioner Responsibilities and Duties

1. Serves as advisors to the Department of Aging and Adult Services (DAAS).
2. Acts as independent advocates for older persons, taking positions on all matters pertaining to the federal, state, and local policies, programs and procedures, and any legislation affecting older persons.
3. Actively seeks advice from the community councils on aging, senior advocacy organizations, local aging commissions, elected officials, and the general public for the purpose of advocating for and making formal presentations on issues of concern to older persons consistent with Section 12.3306 of the County Code.
4. Informs local senior advocates and organizations on specific legislation pending before local, state, and federal governments.
5. Disseminates information of interest and concern to older persons.
6. Actively involved in the development, implementation and monitoring of the Area Plan.
7. Holds public meetings on the Area Plans with no less than thirty (30) days notification to the general public and the aging constituency regarding dates, times and locations.
8. Participates in the preparation of an annual report that gives the Commission's recommendations to improve the lives of older persons, and a summary of its activities for the previous year.

#### Commissioner Qualifications

- Majority of SAC commissioners must be over the age of sixty (60).
- Appointees must reside in San Bernardino County.
- Appointees must successfully pass a background check.
- Appointees must complete a 2-hour online Public Service Ethics Education course.

#### Member Composition

The Senior Affairs Commission (SAC) is comprised of 16-30 members:

1. **Appointed Members (12)**
  - a. Two (2) appointed by each Supervisor (10 total)
    - Term: contemporaneous with appointing supervisor – Initial terms 2-4 years staggered
  - b. Two (2) additional at-large appointed by BOS Chairman
    - Term: coterminous with the appointing chairman – Initial term 2-4 years staggered

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#### BOARD OF SUPERVISORS

COL. PAUL COOK (RET.)  
First District

JANICE RUTHERFORD  
Second District

DAWN ROWE  
Vice Chair, Third District

CURT HAGMAN  
Chairman, Fourth District

JOE BACA, JR.  
Fifth District

Leonard X. Hernandez  
Chief Executive Officer

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### 2. Professional Members (2)

- Term: Four (4) years
- Recommendation of DAAS
- Appointed by BOS
- Two (2) term maximum unless specifically permitted by BOS due to unusual circumstances

### 3. Representative Members (7)

#### a. Comprised of the Chairs of Regional Councils on Aging (7)

- Colorado River
- East Valley
- Morongo Basin
- Mountains
- North Desert
- Victor Valley
- West Valley

#### b. Term coterminous with term of RCA Chair term of office

### Terms of Office

The Senior Affairs Commission (SAC) shall consist of 16 to 30 voting members. The members of the Commission shall serve for 2-4 years per term with a maximum of two (2) consecutive terms.

### Time Commitment

Members of the Commission are expected to be present at Commission meetings on the third Wednesday of every month. Meetings may be 1-2 hours in length. In addition, members are required to serve on at least one SAC Standing Committee:

1. Executive Committee
2. Access Committee
3. Intergenerational Committee
4. Legislative Committee
5. Nutrition Committee
6. Healthy Aging Committee

Each SAC Committee meets one (1) day per month for 1-2 hours per meeting. Commissioners are expected to review documents prior to each meeting; doing so is likely to take approximately one (1) hour prior to each meeting.

### Compensation

Commissioners serve without compensation, but may be permitted reimbursement for necessary mileage or other expenses incurred when travel is for the purposes of conducting SAC business.