

**Location and Time:**

September 23, 2020

1:30 pm

Join Zoom Meeting

<https://lakecounty.zoom.us/j/97932584563?pwd=RS93alFVdXM3K0NuVHhqU3BzV3lwUT09>

Meeting ID: 979 3258 4563

Passcode: 795735

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 979 3258 4563

Passcode: 795735

**Important Notice**

Pursuant to State Executive Order N-29-20 pertaining to the convening of public meetings in response to the COVID-19 pandemic, effective March 20, 2020, the PSA 26 Area Agency on Aging meetings will be conducted remotely and will not be available for in person public participation until further notice.

**Details for joining our upcoming Zoom meeting and provide procedures and best practices for conducting remote meetings.**

In an effort to continue to conduct the essential business of government and minimize the risk of COVID-19 exposure during this unprecedented and difficult time, we are transitioning to online remote meetings until further notice. The purpose of this Memo is to provide details for joining our upcoming Zoom meeting and provide procedures and best practices for conducting remote meetings.

Remote Meeting Procedures

- Mute: Please mute all devices when not speaking during the meeting.
- Verbal Interaction: To maintain clear communication, participate verbally instead of through gestures.
- Discussion: The Chair will call on each Commissioner by name for questions/comments on each item.
- Motions: When making and seconding a motion, state your name for the record.
- Voting: All action items requiring a vote will be conducted by roll call vote.
- Public Comment: Refer to the meeting agenda for instructions on public comment.
- Technical Assistance: During the meeting, contact the Analyst or Clerk for technical assistance.
- Refer to Zoom instructions: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.
- Practice before the meeting (join a Zoom meeting and test your internet and audio-video connection).
- Make every effort to find a location with limited background noise.
- Make every effort to limit distractions and turn off or mute other devices and notifications. o If choosing to share your video, provide good front lighting and darker backlighting, adjust your camera to eye level and try to look at the camera instead of the screen when talking, and be aware that your surroundings will be visible to the public unless you set up a virtual background.
- The Zoom meeting will be open to join 15 minutes early to allow time to address technical issues.
- Please be aware that we have requested members of the public to call in before the meeting begins to allow staff time to identify callers and provide instructions, so please keep dialogue brief at that time.
- Prior to the meeting, feel free to contact staff with any questions or for technical assistance.

**1. Call to Order and Introductions**

**2. Consideration of Items Not Appearing on the Posted Agenda (Extra Items)**

**3. Approval of Consent Agenda**

3.1 Approve Meeting Minutes for August 26<sup>th</sup>, 2020

*Attachment: MINUTES\_AAA Governing Board\_DRAFT\_8-26-2020*

**4. Action Items**

4.1 Governing Board Review of Draft Contract with Lakeport Senior Center for FY2020-2021 and Authorization of Governing Board Chair to Sign Completed Contract When Ready

*Attachment:*

- Contract with Lakeport Senior Center for \$213,231.00

**5. Public Expression:**

The Board welcomes participation in the AAA Governing Board meetings. Comments shall be limited so that everyone may be heard. Public expression is limited to matters under the jurisdiction of the Board that are not on the posted agenda and items which have not already been considered by the Board. The Board limits testimony on the matters not on the agenda to three (3) minutes per person and not more than ten (10) for a particular subject. The Board is prohibited from taking action on matters not on the agenda.

**6. Non-Timed Items**

6.1 Advisory Council Report

6.2 Governing Board Members Report

6.3 AAA Staff Report

**7. Adjournment**

**NEXT SCHEDULED MEETING**

October 22<sup>nd</sup>, 2020

Zoom Meeting

**Americans with Disabilities Act (ADA) Compliance**

The Lake and Mendocino Counties Area Agency on Aging Advisory Council complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation should contact AAA at (707) 995-3744 prior to the meeting. Teleconferencing may be available for those unable to attend in person; please call at least two days prior meeting.