

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

September 23, 2025

FROM

SHARON NEVINS, Director, Department of Aging and Adult Services

SUBJECT

Travel by Commissioners of the Senior Affairs Commission to Attend the California Association of Area Agencies on Aging Annual Conference 2025

RECOMMENDATION(S)

Approve travel and related expenses, for a total amount not to exceed \$3,650, for two commissioners from the Senior Affairs Commission to attend the California Association of Area Agencies on Aging Annual Conference 2025 in Garden Grove, California, from November 4, 2025, through November 7, 2025.

(Presenter: Sharon Nevins, Director, 891-3917)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The estimated cost to attend the California Association of Area Agencies on Aging (C4A) Annual Conference 2025 is \$1,825 per commissioner, for a total not to exceed cost of \$3,650 for two commissioners. Adequate appropriation and revenue have been included in the Department of Aging and Adult Services' (DAAS) 2025-26 budget.

Expense	Cost per Person	Total Cost
Registration	\$475 x two	\$950
Lodging	\$189/night x three nights + taxes & fees = \$665	\$1,330
Hotel Parking	\$30/day x four days = \$120	\$240
Mileage	\$0.70 x 120 miles roundtrip to/from event = \$84	\$168
Breakfast	\$22 per diem x three days = \$66	\$132
Lunch	\$23 per diem x three days = \$69	\$138
Dinner	\$36 per diem x three days = \$108	\$216
Subtotal	\$1,587	\$3,174
Contingencies 15%*	\$238	\$476
Total	\$1,825	\$3,650

**Coverage for increases in lodging and other incidental travel expenses to prevent potential cancellations of business travel.*

Travel by Commissioners of the Senior Affairs Commission to Attend the California Association of Area Agencies on Aging Annual Conference 2025

BACKGROUND INFORMATION

The C4A is an organization that represents California's 33 area agencies on aging and advocates on behalf of older adults, persons with disabilities, and their caregivers and families. C4A serves as a leader on aging issues and provides a networking system to create a mutual agenda amongst various agencies, organizations, and associations. C4A's annual conference is being held at the Hyatt Regency in Garden Grove, California. The conference will bring together leaders, advocates, and service providers from across California to explore how strategic partnerships can drive innovation and improve outcomes for older adults, people with disabilities, and caregivers.

DAAS traditionally sponsors C4A conference attendance for commissioners of the Senior Affairs Commission (SAC). The SAC is an advisory council that makes recommendations to the Board of Supervisors (Board) on policy matters related to the needs of older adults and the services available to meet those needs. Per County Code, Title 1, Division 3, Chapter 6, Section 13.0618, Boards, Commission, and Committees, Board approval is required for travel and travel related expenses, such as conference costs, for commissioners.

The recommended action will allow two commissioners, who are not County employees, to attend the annual conference to facilitate their ability to provide informed advice in matters related to developing innovative plans for achieving the goals of the Master Plan on Aging and meeting the needs of the county's older adult residents. With the duties assigned to the SAC, it is important that commissioners stay apprised on a variety of aging issues on behalf of older Americans.

Due to the location and timing of the conference activities, and to mitigate concerns with traveling in inclement weather, the commissioners will depart on Tuesday, November 4, 2025 (one day before the conference), and will return on Friday, November 7, 2025 (on the last day of the conference). A contingency of approximately 15% has been added to the total cost to account for increases in lodging and other incidental travel expenses to prevent potential cancellations of business travel.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on August 26, 2025; and County Finance and Administration (John Hallen, Administrative Analyst, 388-0208) on September 8, 2025.

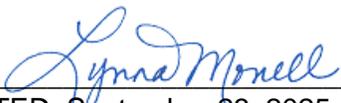
**Travel by Commissioners of the Senior Affairs Commission to Attend
the California Association of Area Agencies on Aging Annual
Conference 2025**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 23, 2025



cc: File - Travel Request/Out-of-County w/attach
CCM 09/25/2025