

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

**March 12, 2024**

**FROM**

**SHARON NEVINS, Director, Department of Aging and Adult Services – Public Guardian**

**SUBJECT**

**San Bernardino County Senior Affairs Commission Bylaws**

**RECOMMENDATION(S)**

Approve the Bylaws for the Senior Affairs Commission.  
(Presenter: Sharon Nevins, Director, 891-3917)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

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

**FINANCIAL IMPACT**

Approval of this item will not impact Discretionary General Funding (Net County Cost), as there is no cost associated with the bylaws.

**BACKGROUND INFORMATION**

The Department of Aging and Adult Services – Public Guardian (DAAS-PG) is San Bernardino County's designated Area Agency on Aging (AAA). This qualifies the department to receive Older Americans Act funding to provide services and programs such as Senior Information and Assistance, Older Californian Nutrition Program, Family Caregiver Support Program, and senior supportive services (e.g., transportation and legal assistance).

The Senior Affairs Commission (SAC) is a mandated and integral part of the AAA. It is a public-facing commission of the San Bernardino County Board of Supervisors (Board) and serves as the Advisory Council to the local AAA, Public Service Area – 20. The Board established the SAC on July 2, 1973, under Ordinance No. 1827. The applicable provisions relating to the SAC, as amended, are contained in Chapter 33 of Division 2 of Title 1 of the San Bernardino County Code (County Code), sections 12.3301 through 12.3309.

As an advisory body, the SAC may make recommendations to the Board and DAAS-PG Director on policy matters related to the needs of older adults, individuals with disabilities, their families and caretakers, and the services available. Per County Code §12.3306, Board approval is required to validate and implement the SAC Bylaws.

The SAC has long operated under the assumption there was a set of approved bylaws. These bylaws have undergone several revisions since 2003. The SAC developed a bylaws sub-committee to review the various revisions and recommend a version to move forward for approval. These bylaws formalize the details of how the SAC performs, which are consistent

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with the County Ordinance. The bylaws can be amended by the SAC at any time with an affirmative vote of a simple majority of those present or a quorum. Any amendments to the bylaws approved by the SAC must be in accordance with the County Ordinance, approved as to legal form by County Counsel, and taken to the Board for approval before becoming effective. The submitted bylaws have been approved by County Counsel as to legal form on February 14, 2024, approved by the SAC on February 15, 2023, and are recommended for consideration and approval by the Board.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on March 6, 2024; Finance (John Hallen, Administrative Analyst, 388-0208) on February 14, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on February 15, 2024.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Jesse Armendarez

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: March 12, 2024



cc: File - Aging & Adult Services w/attach  
CCM 03/14/2024