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**Executive Director**  
Sandra Fitzpatrick

## **CALIFORNIA COMMISSION ON AGING OPERATIONAL PROCEDURES & BYLAWS COMMITTEE MEETING**

**Tuesday, February 21, 2012  
8:45 a.m. -10:00 a.m.**

**Hilton Garden Inn Elk Grove - Hotel Restaurant**  
9241 Laguna Springs Drive, Elk Grove, California 95758  
Phone: (916) 691 - 1900

### **PROPOSED AGENDA**

Jim Davis, Chair

### **COMMITTEE MEMBERS**

Connie Chang, Hank Lacayo, Sharon Monck, Virgie Walker

All listed times, including the time of adjournment are approximate and are subject to change. The following items are scheduled for consideration by the Committee, which may or may not choose to take action.

- I. Call to Order, Roll Call and Establish Quorum
- II. Approve Agenda
- III. Public Comment
- IV. Review Committee Goals & Objectives
- V. Establish Committee Organization
- VI. Review summary of CCoA 2011 – Self Assessment Questionnaire (handout)

- VII. Expectations of Commission's discussions Feb 21 (afternoon) on:
  - A. Roles & Responsibilities
  - B. Operation Plan Discussion Guide
- VIII. Adjourn

Commission meetings are open to the public and are held in barrier-free facilities in accordance with the Americans with Disabilities Act. Please contact the Commission Office at (916) 419-7591 to RSVP for this meeting. Information regarding CCoA agendas and meeting minutes may be obtained at [www.ccoa.ca.gov](http://www.ccoa.ca.gov) or by writing the California Commission on Aging, 1300 National Drive, Suite 173, Sacramento, CA 95834.