



Aging, Disability, and Veterans Services Division  
**Aging Services Advisory Council (ASAC)**  
 Tuesday, July 15th, 2025, 10:00 am – 12:00 pm  
 Five Oak Building, 209 SW 4th Ave, Portland, OR 97204  
**Pine Room, 1st floor**

**Zoom link:** <https://multco-us.zoom.us/j/94294725561?pwd=8ZEEiVfu9sCg74q4yUeayQEF5HVkl2.1>

Meeting ID: 942 9472 5561 – Passcode: Sac.2025

Time	Agenda Item	Purpose	Lead
+ <b>Attendees:</b> Kathleen Sullivan, Anne Lindsay, Lauren Moran, Monique Torres, Dave Daley, Brandy Penner, Scoot Moore, Lawrence Macy			
ADVSD	Marina Khalina, Kristin Riley, Alex Garcia Lugo, Deric Anderson, Cheri Becerra, Jimmi Gray, Bri Eck, Kennedy Concepcion, Nicole Galport, Jermery Nguyen		
Guests			
10:00	Meeting open for sign on		Deric/Cheri
10:00	Opening – Zoom review and accessibility		Alex Garcia Lugo
10:05	Land acknowledgment		Alex Garcia Lugo
10:05 (25 min)	Introductions – Please share your name and pronouns  <b>Prompt for ASAC members:</b> Share about yourself, and why did you join the advisory council?		Alex Garcia Lugo
10:30	Agenda review (slide) – Call for public comment at the end of meeting.		Alex Garcia Lugo
10:30 (5 min)	New member onboarding - Follow up  - Marina discussed the onboarding process and resources for new members to review to learn more about ASAC. Resources included the history and purpose of ASAC, the OAA, and the Area Plan. These are the resources that were asked for during the last meeting.		Marina Khalina
<b>Next Steps and Action Items</b> ●			
10:35 (10 min)	Bylaws - Update  - Marina provided a follow up from the last meeting regarding the creation, editing, and feedback process of the bylaws. The latest copy of the bylaws is posted for review and has had multiple feedback and review		Marina Khalina

	<p>opportunities. Previous changes made to the bylaws were reviewed and approved. <i>Marina reviewed each section of the bylaws during the meeting.*</i></p> <ul style="list-style-type: none"> <li>- Dave asked if the equity section is acceptable.</li> <li>- Marina responded by saying there has not been feedback, so we are approving it.</li> <li>- Scott would like the highlighted section regarding him and Irma reviewed.</li> <li>- Anne said that she agrees that the equity section is good.</li> <li>- Irma also agrees that the equity statement is good and the ADVSD communications specialist reviewed the equity statement and the county approved the statement.</li> <li>- Marina said the following sections will be approved: Membership, Chair/Co-chair, Staff Roles and Responsibilities, Participation, Subcommittees, and Conflict of Interest.</li> <li>- Scott asked if meetings for subcommittees are required to be public meetings.</li> <li>- Alex said that the meetings are not required to be public meetings and we do not need to advertise them. We may need to make note of that in section 7.</li> <li>- Anne said this topic might need to be reviewed by legal.</li> <li>- Dave said that this information was inspired by ad hoc and other subcommittees.</li> <li>- Brandy said we might need to double check on this.</li> <li>- Scott said that ASAC is an advisory council to the Director of the Division and we do not have publicly funded positions, so we should not have this unless the county has asked for the meeting.</li> <li>- Marina said we need to send this to the county attorney. <i>Marina continued to review the changes to the document.*</i></li> <li>- Anne expressed concern about the number of members over the age of 65, as this age requirement can help with recruitment and to bring lived experience to the council.</li> <li>- Alex asked if the age requirement should be 60 to align with many of the ADVSD services requirements.</li> <li>- Anne said that we shouldn't be concerned if the age is 60 or 65, but we should use these requirements for recruiting and for forming subcommittees.</li> <li>- Scott believes that 65 is too old and 55 should be an age to consider. He also suggested that we have a report of</li> </ul>	
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	<p>the 15 council members with a breakdown of the requirements that are met, outlined in the bylaws. This could be a simple report at the beginning of each meeting.</p> <ul style="list-style-type: none"> <li>- Dave said that ASAC exists because of the OAA and since the OAA uses the age of 60, we should consider using that age to gain the experience of those individuals.</li> <li>- Marina said that we could change the age requirement.</li> <li>- Irma mentioned that we have a statute which should be used for ASAC and DSAC. We are working on recruitment, which should be in the bylaws.</li> <li>- Scott asked if we are making a motion to vote to make the age requirement in section A 60 years old.</li> <li>- <i>ASAC members voted and confirmed to change the age requirement to 60.*</i> <ul style="list-style-type: none"> <li>- <i>Yes: Lawrence Macy, Brandy Penner, Scott Moore, Anne Lindsay, Kathleen Sullivan, Dave Daley, Monique Torres, Lauren Moran</i></li> </ul> </li> <li>- Anne expressed confusion about the highlighted text regarding the next steps and about ad hoc and other special committees. She would like to know what the county attorneys say about this information.</li> <li>- Alex said the County attorneys can take 3-4 weeks, and we can either change this now or we can regroup with the results and show you the changes.</li> <li>- Dave expressed that we should send this to the County attorney.</li> <li>- Irma said we can respect this, and if there are any significant changes, we will have to vote on it for compliance.</li> <li>- Anne said hopefully, we will have this for the next meeting in September.</li> <li>- Scott asked if we need another vote because he needs to leave.</li> <li>- Irma said we would like to vote on this in September.</li> </ul>	
<p><b>Next Steps and Action Items</b></p> <ul style="list-style-type: none"> <li>● Legally review the policy/language regarding subcommittees being public meetings and vote on findings during the next meeting.</li> <li>● Report of the met member requirements outlined in the bylaws.</li> </ul>		

10:45	BREAK – 15 minutes	
11:00 (20 min)	<p>Code of conduct - Exercise</p> <ul style="list-style-type: none"> <li>- Marina asked members for their feedback on meeting behavior and what they would like the code of conduct to reflect.</li> <li>- Anne provided background information regarding the code of conduct. ASAC gathered the Code of Conduct from TriMet and disagreed on parts of it. We are asking members for feedback to help create our own Code of Conduct. We are also wanting the Code of Conduct to be separate from the Bylaws.</li> <li>- Dave said that ODHS and O4AD put up their code of conduct before meetings - maybe we could do the same. We could use ODHS's and include being respectful and listening to others.</li> <li>- Marina said we should get feedback from all the members since we are trying to discuss the goals and objectives of what the Area Plan outlines.</li> <li>- Kathleen feels the meetings are respectful and when there is disagreement it is important to hear what the other person is saying. It can be helpful to approach a disagreement with a sense of curiosity and to see where others are coming from.</li> <li>- Lauren asked if we are forming a group agreement or making a code of conduct.</li> <li>- Marina said we have a working title, but something that members agree to regarding meeting behavior and expectations.</li> <li>- Lauren said that reminders at the start of the meeting would be great.</li> <li>- Anne feels the document should describe what we expect the meeting behaviors to be, and it should be something to reflect on when there is a disagreement or conflict. We hope that because the committee created the code of conduct, we care about it. If Dave has an example, we can react to it during the next meeting in September, and then we will have a workable copy for the October meeting.</li> <li>- Dave suggested the name "guideline for effective meetings." Another committee Dave is a part of</li> </ul>	Marina Khalina

	<p>deactivated the chat function from the meeting because it would not be accurate and it was a barrier for members who are blind.</p> <ul style="list-style-type: none"> <li>- Kathleen said there was a member from a different group who lost the ability to speak, and they would send the message to the host, who would read the chat out loud.</li> <li>- Marina reviewed that we are waiting for Dave to send out an example of meeting behaviors/guidelines, and we will review it at our next meeting.</li> </ul>	
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### Next Steps and Action Items

- Share Dave's example of a code of conduct during the next meeting.

11:20 (15 min)	<p>Area Plan Updates</p> <ul style="list-style-type: none"> <li>- Marina said that the State has approved the Area Plan, although they would like us to add to the Native American section (pg. 72). The State would have liked more information and asked us to add a section for OPI-M. Even though the Area Plan is funded by the OAA funding, and Medicaid provides funds for OPI-M, State would still like us to outline the OPIM plan and information.</li> <li>- Dave was able to be a part of some of the other Area Plan reviews and he was impressed by how well ours was put together.</li> <li>- Marina said it was a collective effort and we are happy with all the participation and work on this.</li> <li>- Marina reviewed the edits to the Area Plan, including the additional information from section C-6, Native American Elders. <i>Marina showed members the changes that were made and approved.*</i></li> <li>- Dave asked about the conversion of OPI classic to OPI-M.</li> <li>- Marina said we received reduced funding for the OPI Classic program, and we had about 300 classic consumers to assess for the OPI-M program. We front loaded funding and prioritized current OPI Classic consumers. We are also transferring all OPI-M consumers from the partners to the County.</li> <li>- Dave asked for a plan to be sent out regarding the 300 consumers, and noted poor audio quality for the meeting.</li> </ul>	Marina Khalina
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<b>Next Steps and Action Items</b> <ul style="list-style-type: none"> <li>● Send out information to members about consumers moving from OPI Classic to OPI-M.</li> </ul>		
11:35 (15 min)	Public testimony <ul style="list-style-type: none"> <li>- Anne wanted to mention that because of her involvement with SHIBA, she knows Rosemary and Zacchia went on a road trip across the state. They set up a table, talked to people, and created a face to the programs they work with. Anne asked about our outreach and how we are getting the word out about services.</li> <li>- Marina said that we have outreach planned in the Area Plan.</li> <li>- Dave said the State just finished a depressing session in Salem. We did not get the transportation package we wanted, which impacts payroll taxes. We should all press the legislation for a special session with the governor to fix this.</li> </ul>	Alex Garcia Lugo
<b>Next Steps and Action Items</b> <ul style="list-style-type: none"> <li>●</li> </ul>		
11:50	Closing <ul style="list-style-type: none"> <li>● Reminders for reply to in-person or virtual</li> <li>- Alex reminds members to contact Deric for meeting information, attendance, food, transportation, etc. Our next meeting is in September, and we are taking August off.</li> </ul>	Alex Garcia Lugo
<b>Next Steps and Action Items</b> <ul style="list-style-type: none"> <li>●</li> </ul>		
12:00 pm	<b>Adjourn!</b>	

#### Upcoming Meetings:

- ASAC: September, 2025, 10:00am - 12:00pm
- No meeting in August

**Common acronyms used in ASAC Meetings** – While we strive to avoid acronyms and jargon here are some you may hear in ASAC meetings

- ADVSD - Aging, Disability and Veterans Services Division, DCHS
- APD - Aging and People with Disabilities, Oregon Department of Human Services
- APS - Adult Protective Services
- ASAC - Aging Services Advisory Council
- BIPOC - Black, Indigenous, and People of Color
- DCHS - Department of County Human Services (Multnomah)
- DSAC - Disability Services Advisory Council
- LTSS - Long Term Services and Supports
- NEMT - Non-Emergent Medical Transportation
- O4AD - Oregon Association of Area Agencies on Aging and Disabilities
- ODHS - Oregon Department of Human Services (also called DHS)
- OPI and OPI-M - Oregon Project Independence (- Medicaid)