

ADS Advisory Council Tool Kit

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Thank you for serving on the Aging and Disability Services (ADS) Advisory Council. Following you will find a variety of tools to help you serve effectively on the Council. Wherever possible, a link to online information provides further information.

Aging and Disability Services

[Aging and Disability Services](#)—a division of the [Seattle Human Services Department](#)—is designated by the State of Washington as the Area Agency on Aging (AAA) for King County. The role of AAAs is [described below](#). ADS promotes quality of life, independence, and choice for older people and adults with disabilities. Please take a moment to read the agency's [mission and values](#) and [brochure](#) .

An Area Plan on Aging is developed every four years, which presents relevant demographic trends, outlines major goals and objectives, and serves as a roadmap for the agency. The current Area Plan is [available online](#).

Sponsors

ADS maintains an interlocal agreement with three [sponsors](#)—the City of Seattle, King County, and United Way—

represented by the [Seattle Human Services Department](#) director, the [King County Department of Community and Human Services](#) director, and the [United Way of King County](#) senior vice-president for community services. For a copy of the current agreement, [click here](#) .



Advisory Council

The Seattle-King County Advisory Council for Aging & Disability comprises volunteers who represent older adults and individuals with disabilities within our community. The Council advises ADS on policy and implementation of the [Area Plan on Aging](#) for Seattle-King County.

Basic tools for Advisory Council members include:

- [Mission and role](#)
- [Brochure](#)
- [Bylaws](#)
- [Advisory Council Bios](#)
- [Advisory Council Calendar](#): If you are unable to attend an Advisory Council meeting or event, contact [Gigi Meiniq](#) (206-684-0652) at your earliest opportunity.
- [ADS Calendar](#)
- ADS Organizational Charts:
 - [Case Management](#)
 - [Planning & Administration](#)
- [ADS Photo Release Form](#)
- ADS Seattle Office ([map and directions](#))
- [Parking Permit Application](#) (City of Seattle Boards and Commissions)

Advisory Council members may request Council and/or ADS planning staff rosters by contacting ADS planner [Gigi Meiniq](#) (206-684-0652).

Responsibilities

Advisory Council responsibilities—including meeting attendance, ethics, tasks/roles, essential and desired skills, benefits, and training are outlined in a [two-page document](#) . Please read this document carefully. For print copies, contact ADS planner [Gigi Meiniq](#).

Your role and responsibilities—as well as the difference between advisory councils and boards of directors—are described in more length in a National Association of Area Agencies on Aging (N4A) publication called [You Make a Difference: A Guide for Area Agency on Aging Boards and Advisory Councils](#).

Committees

The actions of the Advisory Council shape services the Aging Network delivers in King County. Three committees carry out much of the Council's work:

- [Advocacy Committee](#)
- [Outreach & Communications Committee](#)
- [Planning and Allocations \(P&A\) Committee](#)

The Council's [Executive Committee](#), comprising elected officers and committee chairs, makes business decisions for the Council. Officers are elected on an annual basis. An ad hoc [Nominating Committee](#) presents a slate of officers at a regular Council meeting two months prior to the end of the officers' term.

Advocacy Committee Tools

The [Advocacy Committee](#) plays an important role in advocating for vulnerable seniors and people with disabilities at the state and local level. Fortunately, the Advisory Council is not alone. Resources include:

- [Nancy Amidei, Civic Engagement Project](#): Local resident Nancy Amidei, MSW is a nationally-recognized expert in helping organizations and individuals become more effective advocates. Several of her training handouts are available via this link.
- [Washington Association of Area Agencies on Aging \(W4A\)](#): The W4A, a membership organization made up of [13 AAAs](#) in Washington state, seeks to enhance the effectiveness of each AAA through a strong agenda of information, debate, advocacy and education. W4A is an affiliate of [N4A](#), a national resource for information and education.
- [Washington State Senior Lobby](#): A volunteer, nonprofit advocacy organization for seniors, the Senior Lobby studies issues of concern to older adults, develops a legislative agenda prior to each session, lobbies on issues during the legislative session and in the interim recess, contacts legislators and staff about seniors' needs, organizes a Fall Conference on current public policy issues, and sponsors Senior Lobby Day at the State Capitol each legislative session.



Advocacy tools include:

- [Area Trends](#) (including clients served by legislative district)
- [King County Councilmembers](#)
- [They Represent You: 2012 Directory of Elected Officials](#) (The League of Women Voters of Seattle-King County)
- Washington State Legislature:

- [Find Your Legislator](#)
- [House and Senate Member Rosters](#)
- [House Members by Name](#)
- [House Members—Portraits](#)
- [Senators by Name](#)
- [Senators—Portraits](#)
- [Legislative Committees](#)

Outreach & Communication Committee Tools

The [Outreach and Communications Committee](#) is responsible for promoting the visibility of the Area Agency on Aging. For a copy of the current communication plan, [click here](#) .



Planning and Allocations (P&A) Committee Tools

The biggest challenge the Advisory Council faces is to meet community need in the face of funding shifts and declines. [Six members](#) are appointed by the Advisory Council chair to be the eyes and ears of the community and keep informed of relevant information that impacts older adults and individuals with disabilities. The P&A Committee participates in [Area Plan](#) development, reviews discretionary funding impact on service areas, and develops recommendations to the Sponsors.

For a copy of the Area Plan budget, [click here](#). Funding types include:

- **Categorical**—Funder dictates type of service and who will receive service (e.g., [Medicaid](#))
- **Limited discretion**—Funder identifies service areas. AAA determines amount by service area (e.g., [Family Caregiver Support](#)).
- **Discretionary**—Funder allows local AAA broad discretion in service area amounts (e.g., [Older Americans Act](#) and [Senior Citizens Services Act](#))

ADS-funded services are listed online.

- **Discretionary service areas** include adult day services, case management, client-specific, disability access, health promotion, elder abuse prevention, information and assistance, legal services, nutrition, senior centers, and transportation.

- **Non-discretionary service areas** include Medicaid case management, Medicaid nursing services, caregiver support, employment (including the Title V Community Service Employment Program), home care, and PEARLS.

Ethics & Public Disclosure

Each of the Sponsors sets ethical standards about work activities, business relationships, and the use of resources that apply to Advisory Council members, and each Council member is responsible for compliance:

- [Highlights of the Ethics Code for Members of City Advisory Committees](#) (City of Seattle, Seattle Ethics and Elections Commission): This brochure summarizes the Seattle Ethics Code ([SMC 4.16](#)) as it applies to members of City of Seattle advisory committees.
- [Code of Ethics: Helping Employees Make Ethical Decisions](#) (King County Department of Executive Services, Board of Ethics): This publication provides a summary of the [King County Code of Ethics](#) and Acknowledgement of Receipt of the Code of Ethics Summary.
- [Volunteering with United Way of King County](#) (UWKC): This publication includes the UWKC Code of Ethics and Acknowledgement of Conflict of Interest.

Documents produced by or on behalf of the Advisory Council—with the exception of your address, telephone number, e-mail address, Social Security number, and emergency contact information—are public records potentially subject to public disclosure. It is important that you maintain your Advisory council work files separate from your personal files. This includes e-mail. The easiest way to do this is to:

- Create separate folders (hard copy and electronic) and promptly file all records related to your Advisory Council work.
- Save e-mail records online or print them out for hard copy folders.

Response to a public disclosure request is a legal matter. If you receive a public disclosure request, contact ADS planner [Gigi Meinig](#) (206-684-0652) immediately.

Aging Network

Aging & Disability Services is part of the [Aging Network](#) that was established in 1965 with the passage of the [Older Americans Act](#).

- **Federal:** The federal [Administration on Aging \(AoA\)](#), part of the Department of Health and Human Services (DHHS) works through the national network: 56 State Units on Aging, 655 AAAs, and 236 tribal and native organizations. The [National Association of Area Agencies on Aging \(N4A\)](#), an umbrella organization for AAAs and Title VI Native American aging programs, advocates on behalf of the local aging agencies to ensure that needed resources and support services are available to older Americans.
- **State:** In Washington State, the [Aging & Disability Services Administration \(ADSA\)](#), part of the [Department of Social and Health Services \(DSHS\)](#), functions as the state unit on aging. Unlike many states, ADSA brings together under one organization the major aging, long-term care, and developmental disability programs through a state network of access points to determine Medicaid eligibility and AAAs that provide in-home case management, information and assistance, and other community-based resources. The [Washington State Council on Aging](#) advises the Governor, Secretary of the Department of Social and Health Services, and ADSA.
- **Local:** ADS is one of [13 AAAs](#) in Washington State. [W4A](#) (described above) works with the AAAs to create elder-friendly communities and to enhance the effectiveness of each AAA through a strong agenda of information, debate, advocacy and education.
- **Direct Services:** ADS [contracts](#) with over 60 agencies to provide a network of in-home and community services, support programs, and assistance to older adults and qualified disabled adults. In addition, ADS provides direct support to Medicaid long-term care clients through [case management](#) and to older Seattle residents through employment and volunteer programs offered by the [Mayor's Office for Senior Citizens](#) (funded by the City of Seattle).
- **Consumers:** In 2011, over 33,000 older adults, family caregivers and adults with disabilities in King County received services from the local Aging Network.

For a diagram showing the relationship between these entities, [click here](#) .

Public Policy

AAA Advisory Councils were mandated by the 1965 Older Americans Act ([Title 45 Sec. 1321.57](#)). For historical information, read:

- [The Aging Services Network: Broad Mandate and Increasing Responsibilities](#) (Public Policy & Aging Report, Summer 2008)
- [The Aging Services Network: Serving a Vulnerable and Growing Elderly Population in Tough Economic Times](#) (Background Paper No. 83, National Health Policy Forum, 12/13/11)

Glossary

Aging Network programs and services go by many different acronyms. Aging terminology can be equally confusing. For definitions, [click here](#) .

For any questions not addressed above, contact ADS planner [Gigi Meinig](#) (206-684-0652).