



The Snohomish County  
*COUNCIL ON AGING*



**What is the Council on Aging?** The Council on Aging (COA) is a 30-member citizen's advisory board which advises the County's Office/Division of Long Term Care and Aging, Human Services Department and County Executive on issues facing older persons and younger persons with disabilities in Snohomish County.

**What Is The Purpose of the COA?** The purpose of the Council shall be to advise the Snohomish County Office of Long Term Care and Aging and Human Services Department, and the Snohomish County Executive on all matters of policy and implementation of the Snohomish County Area Plan on Aging in order to secure and maintain maximum independence and dignity for older residents of Snohomish County and all individuals receiving services administered by the Office of Long Term Care and Aging.

**Where does the authorization for the Council come from?** This council has been established under provisions of the federal Older Americans Act, as amended; the state Senior Citizens Services Act, as amended; the Snohomish County charter; Snohomish County ordinance; and policies and procedures of the Snohomish County Long Term Care/Aging Division (Chapter 2.450 Snohomish County Code).

**When does the COA meet?** Meetings are held on the **4<sup>th</sup> Wednesday** of each month. There is no meeting in December.



**What time are the meetings?** 10:00 a.m. - 12:00 noon.

**Where are the meetings held?** All **MONTHLY MEETINGS** are held at the Compass Health Administration Offices, 4526 Federal Avenue, in Everett. The monthly meeting location, date and time are posted on our website each month. **COMMITTEE MEETINGS** are held at the main county campus, at 3000 Rockefeller Avenue, Everett.



**How long are terms of membership?** Members serve 3-year terms. Members have the option of serving a 2<sup>nd</sup> 3-year term. At the end of the 2<sup>nd</sup> 3-year term, members must retire from the Council.

**Time Commitment:** The Council needs people with personal and/or work schedules that will allow them to make the time commitment to consistently attend both monthly Council meetings *and* monthly committee meetings. This requires a substantial time commitment. You will be making important decisions for the older citizens of Snohomish County, including which programs will be established and funded. Contact with legislators is also a commitment held by COA members.

**Who may apply?** The Council on Aging strives for a membership that is geographically balanced throughout the county. Persons who represent the needs of ethnic and racial minority communities, older persons wishing to improve the quality of life for senior citizens, persons who represent organizations which serve older and younger disabled persons, locally elected officials and members of the general public are encouraged to apply. A majority of the members of the Council on Aging must be 60 or over.

**DIVERSITY!** It is the policy of the Snohomish County Council on Aging that persons shall not be discriminated against membership on the Council because of race, color, national origin, creed, religion, sex, age, marital status, sexual orientation or disability. The Council on Aging actively encourages members of diverse communities to apply.



**IS THERE ANYONE WHO IS NOT ELIGIBLE TO SERVE ON THE COUNCIL ON AGING?**

*Staff members and members of governing board(s) of an organization(s) or agency(ies) currently receiving funds from the Snohomish County Division of Long Term Care and Aging shall not serve on the Council.* The key word here is “governing board”. Serving on an advisory board is acceptable and not considered a conflict of interest. Staff and board members of agencies can and do serve as valuable consultants to the Council’s Standing Committees.



**What happens at the meetings?** Committee and Office staff reports are reviewed, a special presentation is usually included as part of the agenda, and there is time allowed for public comment as well as new business and announcements. Coffee, tea and water are typically provided. Due to budget constraints, coffee and refreshments are only provided on special occasions.

**What about training for new members?** An orientation for new members is usually offered in January, prior to the first meeting of the year. New members are given a manual about the Council on Aging, an overview of the activities, and plenty of opportunities to ask questions. Orientation also offers a chance for new members to get to know one another and begin the process of team building. A portion of the orientation agenda will include presentations from members of each of the Council's Standing Committees so that new members can begin to decide which of the committees they would like to serve.



**What if I am a member and I am unable to attend the monthly meeting?** It is important if you know you will not be able to attend the monthly meeting to contact **Joyce Frasu**, at **425-388-7377** or [j.frasu@snoco.org](mailto:j.frasu@snoco.org). She will then note your absence in the minutes as excused. If you are unable to attend a *committee meeting*, please contact either the Division staff person for that committee or the committee chairperson.

**Are meetings open to the public?** Yes! The public is always encouraged to attend all Council on Aging monthly meetings, committee meetings and events. The best way to become familiar with the Council is to attend the monthly meetings.

**When does the Council recruit for new members?** New member terms usually begin each January, so the recruitment process is held during the late summer/early fall of the previous year.

**When may I apply?** Applications can be requested and received anytime during the year and will be kept on file until a need for recruitment occurs. Mid-year recruitment is done occasionally depending on need.

**What is the member selection process?** A select committee on Membership Recruitment will review applications after the application. Applicants may be asked to attend an informal interview with members of the committee sometime in October. The committee members will make their recommendations to the full Council on Aging at the October meeting. If approved by the Council, the applications are then submitted to the County Executive's office for approval. All appointments are subject to confirmation by the Snohomish County Council.

**What are the duties of the members?** Most of the work of the business of the Council on Aging is done in the three standing committees of the Council. Members are expected to regularly attend the monthly meetings *and* to commit to actively serving on at least one or two of the council's standing committees. These committees are:



**MENTAL WELLNESS**

STAFF: STEFANIE NOVACEK  
(425) 388-7019



**SENIOR CENTERS**

STAFF: JOHN PETERSON  
(425) 388-7307



**LEGISLATIVE ADVOCACY**

STAFF: STEFANIE NOVACEK  
(425) 388-7019

**OTHER COMMITTEES & TASK FORCES:**



The **EXECUTIVE COMMITTEE** is comprised of the three Council Officers and the chair and vice chairperson of each standing committee.



The **FINANCE, ALLOCATION & EVALUATION (FAE) COMMITTEE** is an ad hoc committee, comprised of the members of the Executive committee and other COA members who are appointed by the COA Chair. This committee meets only as necessary, and is often called upon to determine the use of any discretionary funds the division may have.

**How are Council members kept informed?** The Council on Aging Secretary mails a packet of materials to each Council member and other interested parties on the



Thursday before each monthly meeting. Each packet will include the month's agenda, minutes of the previous month's meeting, committee reports, staff monitoring reports, staff updates, articles of interest, etc. January's mailing is typically the largest because it includes monitoring reports from the many contracts that expired

at the end of the previous calendar year. We have initiated the process of emailing materials to those who have email. Council members may receive their materials via email, but they will also always receive their packet in the mail.

**What are the leadership positions on the Council?**

Council on Aging officer positions are the Council Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair. The election of officers is held at the final meeting of the year in November, when the new officers will then begin their terms.



**LEADERSHIP:**  
*The leader always sets the trail for others to follow.*

**How do I apply for membership?** Interested persons should call to request an application form at either (425) 388-7377 or [j.frasu@snoco.org](mailto:j.frasu@snoco.org), and return it to the attention of Joyce Frasu, Office of Long Term Care and Aging. To receive an application form or find out more information about the Council, contact Joyce Frasu at Snohomish County's Long Term Care & Aging Division. You can also visit our website (<http://www1.co.snohomish.wa.us/>), keywords Council on Aging, to print out application forms and learn more about the Office of Long Term Care & Aging and the Human Services Department.



## Want to learn more about the Council on Aging?

Visit us on the Snohomish County website by going to the world's longest website address at:

[http://www1.co.snohomish.wa.us/Departments/Human\\_Services/Divisions/LongTermCareAging/CouncilOnAging/](http://www1.co.snohomish.wa.us/Departments/Human_Services/Divisions/LongTermCareAging/CouncilOnAging/).

Information regarding monthly COA meetings, committee meetings and events are listed on the website and updated regularly.

**Need more information or want to apply for membership?** Please contact:

### **Joyce Frasu, Program Specialist**

Snohomish County Human Services Dept.

Long Term Care & Aging Division

3000 Rockefeller Avenue, M/S 305

Everett, WA 98201

Phone: 425-388-7377

FAX: 425-388-7304

[j.frasu@snoco.org](mailto:j.frasu@snoco.org)



**REMEMBER:** *The best way to become familiar with the work of the Council on Aging is to attend the monthly meetings. All monthly Council on Aging meetings and committee meetings are always open to the public!*



- Program Manager, Susie Starrfield, [s.starrfield@snoco.org](mailto:s.starrfield@snoco.org)
- Director, Human Services Department, Ken Stark, [kenneth.stark@snoco.org](mailto:kenneth.stark@snoco.org)
- Snohomish County Executive Aaron Reardon, [county.executive@snoco.org](mailto:county.executive@snoco.org)