

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

420A



**FROM:** Office on Aging

**SUBMITTAL DATE:**  
April 14, 2014

**SUBJECT:** Approval of FY 2013/2014 Standard Agreement Amendment #1 A9-1314-21 between California Department of Aging (CDA) and Riverside County Office on Aging (OoA) for a nine month period, 10/1/13 – 6/30/14. [Districts – ALL] [Total Cost: \$234,690] [Source of Funds: Federal 98%, State 2%].

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and authorize Chair to execute FY 2013/2014 Standard Agreement Amendment #1 A9-1314-21 between California Department of Aging (CDA) and Riverside County Office on Aging (OoA) for a nine month period, 10/1/13 – 6/30/14;
2. Approve and direct the Auditor-Controller's Office to make the budget adjustments presented on Schedule A, attached; and
3. Return all four (4) copies of the Agreement to the Office on Aging for further processing.

**BACKGROUND:**

**Summary**

This amended contract and budget display provides the allocation of reconciled Federal and State Older Americans Act Title III and VII and NSIP funding for Office on Aging.

(Continued on Page 2)

*Michele Haddock*  
Michele Haddock  
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 234,690	\$ 0	\$ 234,690	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS:</b> Federal 98%, State 2%	<b>Budget Adjustment:</b> Yes
	<b>For Fiscal Year:</b> 2013/2014

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Lani Sioson*  
Lani Sioson

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Stone, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: May 6, 2014  
xc: Office on Aging, Auditor

Kecia Harper-Ihem  
Clerk of the Board  
By: *[Signature]*  
Deputy

FISCAL PROCEEDURES APPROVED BY PAUL ANGLIO, CPA, AUDITOR-CONTROLLER BY: Esteban Hernandez 4/24/14

FORM APPROVED COUNTY COUNSEL DATE: NEAL R. KIPNIS

- A-30
- 4/5 Vote
- Positions Added
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FORM 11:** Approval of FY 2013/2014 Standard Agreement Amendment #1 A9-1314-21 between California Department of Aging (CDA) and Riverside County Office on Aging (OoA) for a nine month period, 10/1/13 – 6/30/14. [Districts – ALL] [Total Cost: \$234,690] [Source of Funds: Federal 98%, State 2%].

**DATE:** April 14, 2014

**PAGE:** Page 2 of 3

**BACKGROUND:**

**Summary (continued)**

These funds support programs and activities for seniors countywide, which include Supportive Services (Title IIIB), Congregate and Home Delivered Meal Programs (Title IIIC), Preventive Health and Medication Management (Title IIID), Family Caregiver Program (Title IIIE), Long Term Care Ombudsman (Title VIIA), and Elder Abuse Prevention (Title VIIB).

**Impact on Citizens and Businesses**

These funds are to be utilized in accordance with the targeting requirements of the Older American Act (OAA), with considerable emphasis on programs and services to persons aged 60 and older with the greatest social and economic need.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The FY 2013/2014 A9 Title III/VII original contract with the California Department of Aging was approved and signed by the Board on July 30, 2013, Agenda Item 3-42; with total amount \$5,024,102 in federal and state funds. The terms of this agreement remains unchanged (10/1/2013 – 6/30/2014); however, the maximum amount of the amended contract is \$5,334,371. Inclusive of a roll-over of Special Nutrition Funds from our 3 month contract with CDA in the amount of \$75,579. Therefore, an adjustment of \$234,690 is needed as shown on the attached Schedule A.

There is no impact to County General Funds and we are requesting no additional matching requirements.

		5,024,102	Original CDA Contract
Amendment #1	310,269		
Roll-over from 3 month contract	(75,579)	75,579	Already Adjusted
Adjustment Needed	234,690	234,690	Adjustment needed
		5,334,371	

**ATTACHMENTS:**

**A. BUDGET ADJUSTMENT:** Attached.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

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**PAGE:** Page 3 of 3

Office on Aging  
Schedule A  
FY 2013/14

Increase Office on Aging Estimated Revenue:

21450-5300100000-767140	Fed-Misc. Reimbursement	230,092
21450-5300100000-755260	CA-Home Delivered Meals	4,589
21450-5300100000-751600	CA-Other Aid to Health	9
		<hr/>
	Total:	\$ 234,690

Increase Office on Aging Appropriation:

21450-5300100000-510040	Regular Salaries	1,340
21450-5300100000-518100	Budgeted Benefits	660
21450-5300100000-520200	Communications	1,256
21450-5300100000-520705	Food	9,695
21450-5300100000-521360	Maint-Computer Equip	39,423
21450-5300100000-527780	Special Program Expense	152,101
21450-5300100000-536200	Contrib To Non-County Agency	30,215
		<hr/>
	Total:	\$ 234,690

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED \_\_\_\_\_ Pages

AGREEMENT NUMBER <b>A9-1314-21</b>	AMENDMENT NUMBER <b>1</b>
REGISTRATION NUMBER	

- This Agreement is entered into between the State Agency and Contractor named below:  
 STATE AGENCY'S NAME: California Department of Aging  
 COUNTY OF RIVERSIDE  
 WHEN DOCUMENT IS FULLY EXECUTED RETURN  
**CLERK'S COPY**  
 to Riverside County Clerk of the Board, Stop 1010  
 Post Office Box 1147, Riverside, Ca 92502-1147  
 Thank you.
- The term of this Agreement is October 1, 2013 through June 30, 2014
- The maximum amount of this Agreement after this amendment is: \$ 5,334,371.00  
 Five million, three hundred thirty-four thousand, three hundred seventy-one and no/100 dollars
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

This contract is being amended to reallocate unexpended funds.

This contract amendment increases funds provided to the contractor by \$ 310,269.00 to \$ 5,334,371.00.

This increase will be used to enhance or maintain services.

Exhibit B, pages 11 and 12, titled Budget Display, amendment 1, is attached and replaces the original Exhibit B, pages 11 and 12, Budget Display.

The Budget, amendment 1, is hereby incorporated by reference and replaces the original Budget.

ATTEST:  
 KECIA HARPER-JHEM, Clerk  
 By [Signature]  
 DEPUTY

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) COUNTY OF RIVERSIDE		
BY (Authorized Signature) <u>[Signature]</u>	DATE SIGNED (Do not type) <u>5/6/14</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>JEFF STONE CHAIRMAN, BOARD OF SUPERVISORS</b>		
ADDRESS 6296 Rivercrest Drive, Suite K Riverside CA 92507		
<b>STATE OF CALIFORNIA</b>		FORM APPROVED COUNTY COUNSEL BY: NEAL R. KIPNIS
AGENCY NAME California Department of Aging		
BY (Authorized Signature) <u>[Signature]</u>	DATE SIGNED (Do not type) <u>5/19/14</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING Dyanne Macias, Manager, Contracts and Business Services Section		
ADDRESS 1300 National Drive, Suite 200, Sacramento, CA 95834		

Exempt per: AG OP 80-111

MAY 06 2014 314

MAY 16 2014

**Exhibit B - Budget Detail, Payment Provisions, and Closeout**

**AREA PLAN  
 Amendment #1  
 Fiscal Year 2013/14  
 9 Months Contract (effective October 1, 2013-June 30, 2014)  
 County of Riverside**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
<b>Supportive Services</b>							
Federal Title IIIB	1,103,676	374,775	1,478,451	374,775	39,462	1,517,913	414,237
Total Supportive Services	1,103,676	374,775	1,478,451	374,775	39,462	1,517,913	414,237
<b>Ombudsman</b>							
Federal Title IIIB	35,672	-	35,672	-	1,815	37,487	1,815
Federal Title VII Ombudsman	46,288	-	46,288	-	1,641	47,929	1,641
Special Deposit (SDF)	32,664	9	32,673	-	-	32,673	9
SNF Quality & Accountability	75,854	-	75,854	-	-	75,854	-
Total Ombudsman	190,478	9	190,487	-	3,456	193,943	3,465
<b>Congregate Nutrition</b>							
Federal Title IIIC1	1,396,831	(622,948)	773,883	(671,954)	63,430	837,313	(559,518)
General Fund C1	139,018	-	139,018	-	-	139,018	-
C1 Special Nutrition Funds	-	51,722	51,722	-	-	51,722	51,722
NSIP C1	105,276	3,220	108,496	-	582	109,078	3,802
Total Congregate Nutrition	1,641,125	(568,006)	1,073,119	(671,954)	64,012	1,137,131	(503,994)
<b>Home-Delivered Meals</b>							
Federal Title IIIC2	729,352	309,858	1,039,210	297,179	9,397	1,048,607	319,255
General Fund C2	159,271	4,589	163,860	-	-	163,860	4,589
C2 Special Nutrition Funds	-	23,857	23,857	-	-	23,857	23,857
NSIP C2	163,185	4,991	168,176	-	902	169,078	5,893
Total Home Delivered Meals	1,051,808	343,295	1,395,103	297,179	10,299	1,405,402	353,594
<b>Disease Prevention</b>							
Federal Title IIID	80,044	-	80,044	-	3,229	83,273	3,229
Total Disease Prevention	80,044	-	80,044	-	3,229	83,273	3,229
<b>Family Caregiver</b>							
Federal Title IIIE	514,091	-	514,091	-	38,482	552,573	38,482
Total Family Caregiver	514,091	-	514,091	-	38,482	552,573	38,482
<b>Elder Abuse</b>							
Federal Title VII Elder Abuse Prevention	19,306	-	19,306	-	1,256	20,562	1,256
Total Elder Abuse	19,306	-	19,306	-	1,256	20,562	1,256
<b>Administration</b>							
Federal Title IIIB	134,464	-	134,464	-	-	134,464	-
Federal Title IIIC1	152,497	-	152,497	-	-	152,497	-
Federal Title IIIC2	79,625	-	79,625	-	-	79,625	-
Federal Title IIIE	55,974	-	55,974	-	-	55,974	-
General Fund C1	801	-	801	-	-	801	-
General Fund C2	213	-	213	-	-	213	-
Total Administration	423,574	-	423,574	-	-	423,574	-
<b>Grand Total - All Funds</b>	<b>5,024,102</b>	<b>150,073</b>	<b>5,174,175</b>	<b>-</b>	<b>160,196</b>	<b>5,334,371</b>	<b>310,269</b>

**Exhibit B - Budget Detail, Payment Provisions, and Closeout**

**AREA PLAN  
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 County of Riverside**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
<b>Funding Summary</b>							
Federal Funds	4,616,281	69,896	4,686,177	-	160,196	4,846,373	230,092
General Fund	299,303	4,589	303,892	-	-	303,892	4,589
Special Nutrition Funds	-	75,579	75,579	-	-	75,579	75,579
SNF Quality & Accountability	75,854	-	75,854	-	-	75,854	-
Special Deposit	32,664	9	32,673	-	-	32,673	9
	5,024,102	150,073	5,174,175	-	160,196	5,334,371	310,269

**Comments:**

The maximum amount of Title III E expenditures allowable for supplemental services is: 152,017

The maximum amount of Title III E expenditures allowable for Grandparents is: 76,009

The minimum General Fund to be expended for State Match in Title III is: 198,329

CFDA NUMBER	Title	Year	Award Number	Award Name
93.041	Title VII: Elder Abuse Prevention	2013	13AACAT7EA	Older Americans Act Title VII-Allotments for Vulnerable
		2014	14AACAT7EA	Elder Rights Protection Activities
93.042	Title VII: Ombudsman	2013	13AACAT7OM	Older Americans Act Title VII-Allotments for Vulnerable
		2014	14AACAT7OM	Elder Rights Protection Activities
93.043	IIID: Preventive Health	2013	13AACAT3PH	Older Americans Act Title III-Grants for State & Community
		2014	14AACAT3PH	Programs on Aging
93.044	IIIB: Supportive Services	2013	13AACAT3SS	Older Americans Act Title III-Grants for State & Community
		2014	14AACAT3SS	Programs on Aging
93.045	IIIC1: Congregate Meals	2013	13AACAT3CM	Older Americans Act Title III-Grants for State & Community
		2014	14AACAT3CM	Programs on Aging
93.045	IIIC2: Home-Delivered Meals	2013	13AACAT3HD	Older Americans Act Title III-Grants for State & Community
		2014	14AACAT3HD	Programs on Aging
93.052	IIIE: NFCSP	2013	13AACAT3FC	Older Americans Act Title III-Grants for State & Community
		2014	14AACAT3FC	Programs on Aging
93.053	Nutrition Services Incentive Program	2013	13AACANSIP	Older Americans Act Section 311-Nutrition Services
		2014	14AACANSIP	Incentive Program

## CALIFORNIA DEPARTMENT OF AGING

1300 National Drive, Suite 200  
SACRAMENTO, CA 95834  
Internet Home Page: [www.aging.ca.gov](http://www.aging.ca.gov)  
TDD Only 1-800-735-2929  
FAX Only (916) 928-2500  
(916) 419-7531



March 6, 2014

To: COUNTY OF RIVERSIDE

Enclosed are four Standard Agreements for Contract Number A9-1314-21 Amendment 1. Any additional documents that need to be submitted with this contract are checked below:

Insurance Certificate or letter of self-insurance for:  General Liability (7/1/2014)  
 Auto (7/1/2014)  
 Professional (7/1/2014)

Resolution (True)  No Resolution (False)

No Documents Required

Please sign and return all four copies of the Contract and any additional documents required to:

**These amendments must be received by the California Department of Aging in the Contracts and Business Services section by June 30, 2014 in order to be signed and legally executed by the ending date of this Agreement.** If you are unable to meet this deadline, please notify me immediately to have it removed from our internal processing requirements list for executable amendments.

California Department of Aging  
1300 National Drive, Suite 200  
Sacramento, CA 95834

If you have any questions, please contact me at (916) 419-7157. Thank you.

Don Fingado  
Contract Analyst  
California Department of Aging



Do Your Part to Help California Save Energy  
To learn more about saving energy, visit the CDA web site at [www.aging.ca.gov](http://www.aging.ca.gov)



**CALIFORNIA DEPARTMENT OF AGING**

1300 NATIONAL DRIVE, SUITE 200  
 SACRAMENTO, CA 95834-1992  
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 TDD Only 1-800-735-2929  
 FAX Only (916) 928-2267  
 Phone Number (916) 419-7500

**PROGRAM MEMO**

CDA 1014 (Rev. 02/14)

<b>TO: Area Agencies on Aging Directors</b>		<b>NO.: PM 14- 05 (P)</b>	
<b>SUBJECT: Area Plan A9 Contract Amendment #1</b>		<b>DATE ISSUED: March 7, 2014</b>	
		<b>EXPIRES: June 30, 2014</b>	
<b>REFERENCES:</b>		<b>SUPERSEDES: PM 13-06 (P)</b>	
<b>PROGRAMS AFFECTED:</b>	<input type="checkbox"/> All <input checked="" type="checkbox"/> <b>Title III-B</b> <input checked="" type="checkbox"/> <b>Title III-C1/C2</b> <input checked="" type="checkbox"/> <b>Title III-D</b> <input checked="" type="checkbox"/> <b>Title III-E</b> <input checked="" type="checkbox"/> <b>Title VII</b> <input type="checkbox"/> Title V <input type="checkbox"/> HICAP <input checked="" type="checkbox"/> Other: <b>NSIP</b>		

**Purpose**

The purpose of this Program Memo (PM) is to transmit A9 Contract Amendment #1 for the State Fiscal Year (SFY) 2013-14 A9 Contract. Specific information on the amended contracts and budget displays is provided below.

**Allocation  
Information**

The attached SFY 2013-14 A9 Contract Amendment #1 allocations include the following:

- Reallocation of unexpended SFY 2012-13 and 2013-14 A3 federal funds
- Partial restoration of pre-Sequestration federal Nutrition funding
- Rollover of your unspent State funds from the SFY 2013-14 A3 Contract
- Federal Fiscal Year (FFY) 2013 supplemental OTO funding
- Processed transfer requests

OTO funds were allocated to each AAA based on its Intrastate Funding Formula Factors.

**Budget  
Display**

Copies of your A9 Contract Amendment #1 Budget Display are posted on the California Department of Aging (CDA) website:

[http://www.cda.ca.gov/ProgramsProviders/AAA/AAA\\_Budget\\_Displays/](http://www.cda.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/)

*Continued on next page*

**Budget Submission, Instructions and Due Date**

AAAs must submit their A9 Contract Amendment #1 Area Plan Budget Template by incorporating the amounts from the corresponding Budget Display.

- The OTO funds allocated in the Amendment must be used for baseline purposes.
- No OTO (CDA 1031) forms are required.
- Transfers requested can be included in the Area Plan Budget Template.

**Due Date:** The Area Plan Budget Template is due to CDA no later than 30 days from the date of this Program Memo.

**Reporting Expenditures and Requests for Funds**

Each month, electronically submit your Area Plan Monthly Expenditure Report and Request for Funds monthly to your assigned Fiscal Team Specialist.

**A9 Closeout**

AAAs must submit an A9 Contract Closeout by July 30, 2014, for the period of October 1, 2014 through June 30, 2014 in order to receive your federal OTO funding.

- Per federal guidelines, all federal funds must be reallocated no later than September 30, 2014.
- The following funds will not be reallocated into your AP Contract for SFY 20014-15
  - Unexpended State funds (General Fund, Skilled Nursing Quality and Accountability, Special Deposit, etc.).
  - Special Nutrition funds will not be reallocated into your Area Plan contract for SFY 2014-2015.

**NOTE:** Those AAAs that are unable to meet the A9 Closeout deadline of July 30, 2014, will not receive reallocated OTO in their SFY 2014-15 Contract.

**Contract Packages**

CDA will mail an amended contract package (A9 Amendment #1) to each AAA's Contract Representative.

CDA will not process A9 Contract Amendment #1 payments until the amended contract is fully executed and the revised budget is approved by CDA.

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**Questions**

- For fiscal inquiries, contact your assigned CDA Fiscal Team Specialist.
- For programmatic inquiries, contact your assigned CDA Program Specialist.

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**Attachments**

- Area Plan A9 Contract Amendment #1 Budget Displays are available for downloading from the CDA website at:  
[http://www.aging.ca.gov/ProgramsProviders/AAA/AAA\\_Budget\\_Displays/](http://www.aging.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/)
  - The Area Plan Budget Template and Instructions are available for downloading from the CDA website at:  
[http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal\\_Form\\_Documents](http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents)
- 

  
Lora Connolly  
Director *for*

**Exhibit B - Budget Detail, Payment Provisions, and Closeout**

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Total Elder Abuse	19,306	-	19,306	-	1,256	20,562	1,256
<b>Administration</b>							
Federal Title IIIB	134,464	-	134,464	-	-	134,464	-
Federal Title IIIC1	152,497	-	152,497	-	-	152,497	-
Federal Title IIIC2	79,625	-	79,625	-	-	79,625	-
Federal Title IIIE	55,974	-	55,974	-	-	55,974	-
General Fund C1	801	-	801	-	-	801	-
General Fund C2	213	-	213	-	-	213	-
Total Administration	423,574	-	423,574	-	-	423,574	-
<b>Grand Total - All Funds</b>	<b>5,024,102</b>	<b>150,073</b>	<b>5,174,175</b>	<b>-</b>	<b>160,196</b>	<b>5,334,371</b>	<b>310,269</b>

**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Helmsdon Brub

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Agenda #** 3-14  
*appeal on agenda*

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**I give my 3 minutes to:** \_\_\_\_\_

## **BOARD RULES**

### **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

### **Requests to Address Board on items that are "NOT" on the Agenda:**

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

### **Power Point Presentations/Printed Material:**

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

### **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

### **Group/Organized Presentations:**

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

### **Addressing the Board & Acknowledgement by Chairman:**

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.