Finding Aid for the Center for Healthy Aging records 0414

Finding aid prepared by John Howard Fowler
USC Libraries Special Collections
Doheny Memorial Library 206
3550 Trousdale Parkway
Los Angeles, California, 90089-0189
213-740-5900
specol@usc.edu
2004
Title: Center for Healthy Aging records
Collection number: 0414
Contributing Institution: USC Libraries Special Collections
Language of Material: English
Physical Description: 6.0 Linear feet4 boxes
Date: 1976-
Abstract: The Center for Healthy Aging is a Santa Monica based organization whose main goal is to provide health advice and counselling for senior citizens who might otherwise not be able to afford such care. The Center began in 1976 under the name of Senior Health Peer Counseling; the name was changed to Center for Healthy Aging in 1995. The collection presently contains materials from the governing board meetings, correspondence of the Center's two executive officers, Bernice Bratter (1976-1985) and Monika White (1985-the present), some publications, materials relating to grants and to cooperative efforts between the Center and other charitable organizations on the Westside of Los Angeles.
creator: Center for Healthy Aging (Santa Monica, Calif.).
Publication Rights
Copyright has not been assigned to the California Social Welfare Archives. All requests for permission to publish or quote from manuscripts must be submitted in writing to the Center for Healthy Aging.
Acquisition Information
The material was acquired from the Center for Healthy Aging and its Director, Monika White.
Processing Note
The records were received in fairly good order. For the most part, original order was adhered to in creating the archival files. Exceptions to this rule are to be found mainly in the series dealing with publications, since what there were of these had to be extracted from other files. Newspaper clippings files were only selectively kept; those that appear in the Los Angeles Times or other easily available newspapers were not kept. Some photocopies of newspapers were made for preservation purposes. The Director of the Center has discussed continuing donations of records to the CSWA.
Historical Note
The Center for Healthy Aging is a Santa Monica based organization whose main goal is to provide health advice and counselling for senior citizens who might otherwise not be able to afford such care. The Center began in 1976 under the name of Senior Health peer Counseling; the name was changed to Center for Healthy Aging in 1995.
Scope and Content
The collection presently contains materials from the governing board meetings, correspondence of the Center's two executive officers, Bernice Bratter (1976-1985) and Monika White (1985-the present), some publications, and materials relating to grants and to cooperative efforts between the Center and other charitable organizations on the West side of Los Angeles. The papers provide a particularly good look at the Center's relationship to its directors and to other organizations.
Organization
This collection is organized into the following series:
1. Administration
2. Extraneous Agencies
3. Governance
4. Grants and Proposals
5. Publications
Conditions Governing Access
COLLECTION STORED OFF-SITE. Advance notice required for access.
Preferred Citation
[Box/folder# or item name], Center for Healthy Aging records, Collection no. 0414, California Social Welfare Archives, Special Collections, USC Libraries, University of Southern California
Subjects and Indexing Terms
Bratter, Bernice -- Archives
Center for Healthy Aging (Santa Monica, Calif.). -- Archives
White, Monika -- Archives
Los Angeles (Calif.)--Social conditions--Archival resources
Social service--California--Los Angeles--Archival resources
**Administration 1. 1987-1996**

Physical Description: 1.0 linear ft.

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**Box 4, Folder 12**  
**Annual Giving Program 1990-1991**

General note
Prepared by Netzel Associates, Inc.

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**Box 4, Folder 17**  
**CARE Coordination 1990**

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**Executive Director 1987-1996**

**Bernice Bratter's Correspondence 1987-1992**

Box 2, Folder 73  
June 1987-September 1987
Box 2, Folder 74  
October 1987 - December 1987
Box 2, Folder 75  
January 1988-March 1988
Box 3, Folder 1  
April 1988-December 1988
Box 3, Folder 2  
January 1989-June 1989
Box 3, Folder 3  
July 1989-December 1989
Box 3, Folder 4  
January 1990 - June 1990
Box 3, Folder 5  
July 1990 - December 1990
Box 3, Folder 6  
Box 3, Folder 7  
June 1991 - September 1991
Box 3, Folder 8  
October 1991 - December 1991
Box 3, Folder 9  
January 1992 - April 1992
Box 3, Folder 10  
May 1992 - July 1992
Box 3, Folder 12  
Personnel Policies Manual c. 1996

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**Box 4, Folder 14**  
**HOPE Project 1991-1995**

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**Older Adults Mental Health Recovery Services Program**

**Consultant Contracts 1992**

Box 4, Folder 9  
A-M
Box 4, Folder 10  
N-Z
Box 4, Folder 11  
FEMA Materials 1992
Box 4, Folder 8  
Providers 1992
Scope and Contents note
Contact information for community workers and agencies.

**Extraneous Agencies 2.**

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**Box 4, Folder 15**  
**Century City Hospital 1991**
<table>
<thead>
<tr>
<th>Box 3, Folder 21</th>
<th><strong>County of Los Angeles 1988</strong></th>
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<tbody>
<tr>
<td></td>
<td><strong>General note</strong></td>
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<td></td>
<td><strong>Caring for Older Adults: Meeting the Challenge</strong></td>
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<tr>
<th>Box 3, Folder 22</th>
<th><strong>County of San Diego 1990</strong></th>
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<tr>
<td></td>
<td><strong>General note</strong></td>
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<td></td>
<td><strong>Caregiver’s Handbook</strong></td>
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<table>
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<tr>
<th>Box 3, Folder 29</th>
<th><strong>Department of Health Services. State of California 31 March 1993</strong></th>
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<tr>
<th>Box 3, Folder 23</th>
<th><strong>Los Angeles Caregiver Resource Center</strong></th>
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<tr>
<td></td>
<td><strong>Fact Sheets 1991</strong></td>
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<td></td>
<td><strong>Resource Files 1988-1993</strong></td>
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<thead>
<tr>
<th>Box 3, Folder 24</th>
<th><strong>Los Angeles County Department of Mental Health 1993</strong></th>
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<tr>
<td></td>
<td><strong>File #1</strong></td>
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<td><strong>File #2</strong></td>
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<tr>
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<th><strong>Los Angeles County Managed Care Planning Council</strong></th>
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<tr>
<td></td>
<td><strong>Meeting #10 16 June 1993</strong></td>
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<tr>
<td></td>
<td><strong>Preliminary Reports of Consultant Committees 19 May 1993</strong></td>
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<tr>
<td></td>
<td><strong>Unified System for a Healthy Los Angeles 15 June 1993</strong></td>
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<td><strong>General note</strong></td>
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<td><strong>Rough Draft #3.</strong></td>
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<tr>
<th>Box 3, Folder 20</th>
<th><strong>National Fire Protection Association 1991</strong></th>
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<tr>
<td></td>
<td><strong>General note</strong></td>
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<td></td>
<td><strong>Fire Safety Pamphlets</strong></td>
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<tr>
<th>Box 4, Folder 18</th>
<th><strong>Santa Monica / West Los Angeles Clinical Research Cooperative 1993-1994</strong></th>
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<tr>
<th>Box 4, Folder 1</th>
<th><strong>Westside Health Crisis Coalition</strong></th>
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<tr>
<td></td>
<td><strong>General note</strong></td>
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<tr>
<td></td>
<td><strong>Coalition includes Venice Family Clinic, UCLA Medical Center, UCLA Schools of Medicine and Nursing, St. John’s Hospital, Santa Monica UCLA Medical Center, Daniel Freeman Hospitals, Westside Women’s Health Center, Venice Women’s Clinic, &amp; SHPC.</strong></td>
</tr>
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<table>
<thead>
<tr>
<th>Box 4, Folder 1</th>
<th><strong>Correspondence 1995 - 1996</strong></th>
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<tr>
<td></td>
<td><strong>Los Angeles County Contracts</strong></td>
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<td><strong>1996</strong></td>
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<th>Box 4, Folder 18</th>
<th><strong>White House. United States Government</strong></th>
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<td>Box 3, Folder 30</td>
<td>Clinton Administration Description of President's Health Care Reform Plan 07 September 1993</td>
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<td>------------------------------------------------------------------------------------------</td>
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<tr>
<td>Box 3, Folder 31</td>
<td>President's Health Reform Proposal 15 September 1993</td>
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</tbody>
</table>

**Governance 3.**

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### Advisory Board/Board of Directors

#### Meeting Packets

- **General note**
  
  Originally included Happenings and other SHPC/CHA publications; many of these have been abstracted to fill out the Publications series.

<table>
<thead>
<tr>
<th>Box 1, Folder 67</th>
<th>17 April 1991</th>
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<tbody>
<tr>
<td>Box 1, Folder 68</td>
<td>15 May 1991</td>
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<td>Box 1, Folder 69</td>
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<td>Box 1, Folder 70</td>
<td>24 July 1991</td>
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<td>Box 1, Folder 71</td>
<td>25 September 1991</td>
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<td>Box 1, Folder 72</td>
<td>22 October 1991</td>
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<td>Box 1, Folder 73</td>
<td>27 October 1991</td>
</tr>
<tr>
<td>Box 2, Folder 30</td>
<td>23 December 1991</td>
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- **General note**
  
  End of year report from Bernice Bratter.

<table>
<thead>
<tr>
<th>Box 1, Folder 74</th>
<th>28 January 1992</th>
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<tbody>
<tr>
<td>Box 1, Folder 75</td>
<td>06 February 1992</td>
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<td>Box 1, Folder 76</td>
<td>24 March 1992</td>
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<td>Box 1, Folder 77</td>
<td>28 April 1992</td>
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<td>Box 1, Folder 78</td>
<td>26 May 1992</td>
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<td>Box 1, Folder 79</td>
<td>28 August 1992</td>
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<td>Box 1, Folder 80</td>
<td>27 October 1992</td>
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<td>Box 2, Folder 1</td>
<td>24 November 1992</td>
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<td>Box 2, Folder 2</td>
<td>26 January 1993</td>
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<td>Box 2, Folder 3</td>
<td>23 February 1993</td>
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<td>Box 2, Folder 4</td>
<td>23 March 1993</td>
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<td>Box 2, Folder 5</td>
<td>25 May 1993</td>
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<td>Box 2, Folder 6</td>
<td>27 July 1993</td>
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<td>Box 2, Folder 7</td>
<td>28 September 1993</td>
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<td>Box 2, Folder 8</td>
<td>26 October 1993</td>
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<td>Box 2, Folder 9</td>
<td>23 November 1993</td>
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<td>Box 2, Folder 10</td>
<td>25 January 1994</td>
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<td>Box 2, Folder 11</td>
<td>22 March 1994</td>
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<tr>
<td>Box 2, Folder 12</td>
<td>24 May 1994</td>
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<tr>
<td>Box 2, Folder 13</td>
<td>01 June 1994</td>
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- **General note**
  
  Board of Directors Installation invitation.

<table>
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<tr>
<th>Box 2, Folder 14</th>
<th>26 July 1994</th>
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<tr>
<td>Box 2, Folder 15</td>
<td>15 November 1994</td>
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<td>Box 2, Folder 16</td>
<td>17 January 1995</td>
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- **General note**
  
Governance 3.
Advisory Board/Board of Directors

Box 2, Folder 17 21 March 1995
Box 2, Folder 18 16 May 1995
Box 2, Folder 20 21 June 1995

General note
Board of Directors Installation invitation.

Box 2, Folder 19 18 July 1995
Box 2, Folder 21 31 October 1995

General note
Meeting cancelled

Box 2, Folder 22 05 December 1995

General note

Box 2, Folder 23 23 January 1996
Box 2, Folder 24 19 March 1996
Box 2, Folder 25 21 May 1996
Box 2, Folder 26 23 July 1996
Box 2, Folder 27 19 November 1996
Box 2, Folder 28 21 January 1997
Box 2, Folder 29 18 March 1997

Board Retreat

Box 2, Folder 31 03 October 1990
Box 2, Folder 32 25 February 1992
Box 2, Folder 33 27 April 1993
Box 1, Folder 64 20 September 1994
Box 1, Folder 65 17 October 1995
Box 1, Folder 66 24 September 1996
Box 1, Folder 1 Rosters 1991-1995

Executive Committee

General note
Some have board member notes and interlineations. When two copies exist, both are kept if handwritten notes vary significantly. Before 1993, originally filed with board meetings.

Box 1, Folder 2 13 March 1991
Box 1, Folder 3 06 April 1991
Box 1, Folder 4 08 May 1991
Box 1, Folder 5 12 May 1991
Box 1, Folder 6 12 June 1991
Box 1, Folder 7 10 July 1991
Box 1, Folder 8 11 September 1991

General note
Includes copy of by-laws. 1991 Board roster extracted.

Box 1, Folder 9 15 October 1991
Box 1, Folder 10 13 November 1991
Box 1, Folder 11 10 December 1991
Box 1, Folder 12 14 January 1992
Box 1, Folder 13 11 February 1992

General note
Includes planning materials for board retreat.
Governance

Executive Committee

Box 1, Folder 14  10 March 1992
Box 1, Folder 15  14 April 1992
Box 1, Folder 16  12 May 1992
Box 1, Folder 17  09 June 1992
Box 1, Folder 18  14 July 1992
Box 1, Folder 19  13 October 1992
Box 1, Folder 20  12 January 1993
Box 1, Folder 21  13 April 1993
Box 1, Folder 22  11 May 1993
Box 1, Folder 23  12 July 1993
Box 1, Folder 24  24 August 1993
Box 1, Folder 25  12 October 1993
Box 1, Folder 26  09 November 1993
Box 1, Folder 27  14 December 1993
Box 1, Folder 28  08 February 1994
Box 1, Folder 29  08 March 1994
Box 1, Folder 30  12 April 1994
Box 1, Folder 31  10 May 1994
Box 1, Folder 32  01 June 1994
Box 1, Folder 33  13 July 1994
Box 1, Folder 34  09 August 1994
Box 1, Folder 35  13 September 1994
Box 1, Folder 36  04 October 1994
Box 1, Folder 37  01 November 1994
Box 1, Folder 38  06 December 1994
Box 1, Folder 39  03 January 1995
Box 1, Folder 40  07 February 1995

General note
Meeting cancelled

Box 1, Folder 41  07 March 1995

General note
Includes table of organization and bylaws.

Box 1, Folder 42  04 April 1995
Box 1, Folder 43  09 May 1995
Box 1, Folder 44  21 June 1995
Box 1, Folder 45  11 July 1995
Box 1, Folder 46  01 August 1995
Box 1, Folder 47  05 September 1995
Box 1, Folder 48  14 November 1995
Box 1, Folder 49  09 January 1996
Box 1, Folder 50  06 February 1996

General note
Includes a copy of the 1995-2000 Strategic Plan

Box 1, Folder 51  05 March 1996
Box 1, Folder 52  09 April 1996
Box 1, Folder 53  07 May 1996
Box 1, Folder 54  05 June 1996
Box 1, Folder 55  16 July 1996
Box 1, Folder 56  10 September 1996

General note
Includes minutes of 21 August meeting, for which no packet is preserved.
Governance 3.
Executive Committee

| Box 1, Folder 57 | 08 October 1996 |
| Box 1, Folder 58 | 05 November 1996 |
| Box 1, Folder 59 | 03 December 1996 |
| Box 1, Folder 60 | 04 February 1997 |
| Box 1, Folder 61 | 11 February 1997 |
| Box 1, Folder 62 | 04 March 1997 |
| Box 1, Folder 63 | 01 April 1997 |

**Standing Committees**

- **General note**
  Committee Reports are often included in the minutes of Executive Board meetings.

- **Community Relations 1995**

- **Development 12 July 1995**

- **Finance**
  - **General note**
    Sometimes meet with Planned Giving Committee.

- **Human Resource Committee 1992**

- **Nominating**
  - **1993**
  - **1994**
  - **1995**
  - **1996**
  - **1997**

- **Planned Giving 15 February 1995**

- **Planning**
  - **General note**
    In 1994 the Planning Committee used the services of PISL Consulting Group. Documents for this consultation are in the Task Forces subseries.

- **1991**
- **1992**
- **1993**
- **Jan 1994-Feb 1994**
- **08 March 1994**
- **04 April 1994**
- **02 August 1994**
- **23 August 1994**
- **17 October 1994**
- **01 December 1994**
- **10 January 1995**
- **11 April 1995**
- **11 May 1995**
- **17 August 1995**
- **28 September 1995**
- **16 October 1995**
- **23 October 1995**

Finding Aid for the Center for Healthy Aging records 0414
### Governance 3.

#### Standing Committees

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<tr>
<th>Box, Folder</th>
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#### Task Forces

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<tr>
<td>2, 68</td>
<td>20th Anniversary Task Force 19 June 1995</td>
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<tr>
<td>2, 72</td>
<td>Rotary Club/Peer Counselling 1991</td>
<td>General note Joint Proposal</td>
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<tr>
<td>2, 64</td>
<td>Board Meeting Change Poll 30 October 1991</td>
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<td>2, 65</td>
<td>Board Relations Task Force 10 November 1995</td>
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<td>3, 11</td>
<td>Board Survey 1993</td>
<td>General note Poll for best meeting dates.</td>
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<td>2, 67</td>
<td>Consumer Focus Group 20 May 1994</td>
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<td>2, 66</td>
<td>Government Relations Committee 1990</td>
<td>Scope and Contents note Ad hoc response to proposed State budget cuts. Includes materials from the California Coalition for Mental Health and allied agencies.</td>
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#### PISL Consultation

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<tr>
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<td>03 October 1994</td>
<td>General note Advanced materials</td>
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<td>2, 71</td>
<td>01 November 1994</td>
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#### Grants and Proposals

<table>
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<td>3, 43</td>
<td>Blue Cross Community Foundation Community Clinic Fund 1997</td>
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<tr>
<td>3, 37</td>
<td>California Community Foundation 1997</td>
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California Wellness Foundation

Scope and Contents note
Community Action for Women's Health Project--"To implement and evaluate a comprehensive screening and health education program targeting American Indian and Samoan women over the age of 40." Project ultimately led to collaboration with the Native Women's Wellness through Awareness project (NAWWA).

Chronological Files

Box 4, Folder 5 1994
Box 4, Folder 6 1995
Box 4, Folder 7 1996
Box 4, Folder 4 Original Grant 1993

Box 3, Folder 36 FHP Foundation 1996

Box 3, Folder 38 National Alliance of Breast Cancer Organizations 1994 - 1997

Box 3, Folder 42 Partners in Care 1995
Scope and Contents note
Group of grant proposals and correspondence with several hospitals and charitable foundations.

Box 3, Folder 40 Retirement Research Foundation 1995

Box 3, Folder 41 Robert Wood Johnson Foundation 1996

Box 3, Folder 39 Santa Monica Youth Athletic Foundation 1995 - 1996

W. M. Keck Foundation

Box 3, Folder 34 Interim Report 1995
Box 3, Folder 35 Final Report 1996

W. M. Keck Foundation
General note
Women's Wellness Program

Box 3, Folder 32 Proposal and Grant 1994
Box 3, Folder 33 Women's Wellness Program Planning 1994
Publications 5.

Happenings
General note
Extracted from packets created for Board/Advisory meetings. Series incomplete.
<table>
<thead>
<tr>
<th>Box 3, Folder 15</th>
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<td>1994</td>
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<td>Box 3, Folder 19</td>
<td>1995</td>
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**General note**

Final Issue, August 1995.

<table>
<thead>
<tr>
<th>Box 3, Folder 13</th>
<th><strong>Prime Scene 1991</strong></th>
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<tbody>
<tr>
<td><strong>General note</strong></td>
<td>Possibly only published in 1991. Extracted from packets created for Board/Advisory meetings.</td>
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<table>
<thead>
<tr>
<th>Box 3, Folder 14</th>
<th><strong>Reach Together 1991 -1995</strong></th>
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<tbody>
<tr>
<td><strong>General note</strong></td>
<td>Extracted from packets created for Board/Advisory meetings. Series very incomplete.</td>
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