

**Advisory Council on Aging (ACOA) Planning Committee  
Minutes for January 10, 2023 meeting**

**Call to Order:** Kevin Donovan called the meeting to order at 9:31 a.m.

**Present:** Swamini Bajpai, Michelle Berman, Deborah Card, James Donnelly, Kevin Donovan, Jody Iorns, Jill Kleiner, Steve Lipson, Gerald Richards, Michael Wener, Dennis Yee

**Absent:** none

**Staff Present:** Ana Bagtas, Jenny Lam, and Glenda Pacha

Kevin began the meeting with the following announcements:

- Anthony Macias is no longer working for the Area Agency on Aging. He had great impact on the work of the ACOA, and he will be missed.
- Former Planning Committee Chair Arthur Kee passed away in December. He was a great supporter of the committee, and will be missed.

**Approval of Today's Agenda:**

Jody made a motion to approve the agenda. Michelle seconded the motion. The agenda was approved unanimously.

**Approval of December 2022 Minutes:**

Jill made a few corrections to the minutes:

- removed "are" from the first and second bullet points in the Pending RFP/RFIs section
- removed "go" from the fourth bullet point in the Pending RFP/RFIs section

Debbie made a motion to approve the minutes as amended. Michael seconded the motion. The minutes were approved as amended.

**Area Agency on Aging (AAA) Report – Ana Bagtas**

- RFPs soon to be released
  - First Measure X RFP for outreach, transportation, and case management - \$789,750
  - Second Measure X RFP for organizational capacity building – \$100,000 total funding available for current AAA contractors to apply for one-time support per agency with a \$25,000 limit per request.
  - Older Americans Act Title III D Disease Prevention and Health Promotion
  - Older Americans Act Title III E Family Caregiver Support
- One-Time Only funding notification received from the State before the holiday. Staff will come up with a funding allocation plan.
- Committee discussed and provided feedback on contract processing time.
- Collaborative Consulting contract still awaiting final approval.
- Sr. Nutrition staff members transitioning to AAA: Public Health Nutritionist, Nutrition Assistant and Admin Services Assistant III. Staff walk through of the AAA office scheduled on 1/18/2023.

Starting July 1, 2023, new positions will be created in the AAA to support the senior nutrition program. Positions will take several months to process and fill.

- Anthony transitioned to another program. He has been a great part of the AAA team. His position will be opened for recruitment but could a while to fill. Anthony's assignments will be distributed to existing staff.
- Implementing the Master Plan on Aging in Contra Costa Together (IMPACCT) Committee – waiting for Collaborative Consulting to take over the meetings. Collaborative Consulting will hold a project launch meeting with IMPACCT in February to share their plan. The public launch of subcommittee engagement tentatively scheduled around their 3<sup>rd</sup> month into the project.
- Area Plan 2024-2028: anticipate conducting the needs assessment in early fall 2023.
- Planning Committee involvement depends on when RFPs are released (possibility end of Feb/early March).
- Annual Monitoring – will do desk monitoring in 2023 with possible on-site monitoring for some.

### **2023-2024 Area Plan Update (APU)**

- The Committee reviewed the draft APU document and made some changes.
- Housing Workgroup to review APU objectives by end of January 2023.
- Technology Workgroup to review and revise the objectives after meeting with Ana Bagtas on 1/13/2023.
- Objective 3.2 to be reviewed by Ana.
- Planning Committee will finalize the document at the February meeting after input from all workgroups/committees.

### **Planning Committee Timeline**

- APU review, Monitoring, and RFPs will occur over the next few months. Kevin encourages Planning Committee members to participate if possible.

### **Public Comment:**

- No comments

### **Next Meeting:**

- Tuesday, February 7, 2023

For Executive Committee Agenda:

- Contracting Issues
- AAA Staffing Levels

**Adjourn** – Meeting adjourned at 11:29 a.m.