

**Contra Costa County Advisory Council on Aging
Technology Group Minutes
Tuesday, February 11, 2020**

Call to Order: Steve Lipson called the meeting to order at 9:30 am.

Present: Steve Lipson, Kevin Donovan,

Absent: Gail Garrett, Jill Kleiner

Staff: Anthony Macias

Approval of Agenda/Minutes

- Approve February Agenda – Kevin moved to approve today’s agenda; Steve motioned second, approved by all present.
- Steve moved to approve January minutes with no corrections- Steve moved to approve January minutes; Kevin motioned second, approved by all present.

Announcements:

- None

Public Comment:

- None

Presentations:

- None

Discussion: AAA and ACOA Website/Audience Needs Assessment/Editing Sessions

- Technology Work Group Page/Links were reviewed
- Anthony provided information about the training he received from Kevin Balderston on how to update, make changes to the current ACOA webpage; this is completed through the Wordpress platform.
- Workgroup was able to update the “front page”, entry page, to the website and uploaded President’s Welcome letter to the site.
- Anthony also showed workgroup preview of the EHSD website upgrade that is currently under construction.
- Reviewed contractors list provided to Kevin by Glenda.
- Review housing workgroup web information draft.
- Contact city representatives on council about providing links to their city’s websites that work with Seniors or Older Adults; also reach out to BOS reps for their county links; city libraries as well.

New Business for next meeting

Invite Kevin Balderston to March meeting in order to understand editing components to update the webpage sidebar menu with links.

Action items: links/topics for technology workgroup

Future issue: listing of council members; who we are? Photos?

Action Items for Executive Committee?

- None

Future Meetings:

- Next meeting: Monday, March 2, 2020

The meeting adjourned at 11:30 am.