

**Contra Costa County Advisory Council on Aging  
Membership/Nominating Committee Minutes  
Wednesday, February 17, 2021**

Call to Order: Chair, Jennifer Doran called the meeting to order at 11:30 am

Present: Jennifer Doran, Nuru Neemuchwalla, Jim Donnelly, Nancy Leasure, Susan Frederick,

Absent: Gail Garrett (LOA), Rudy Fernandez

Staff: Anthony Macias

Public Comment: Nancy would like to begin discussion about the issue of making meetings virtual after the shelter-in-place mandate lifted and we go back to meeting in person.

Approval of Today's Agenda: Motion for approval by Susan, seconded by Jennifer; all approved.

Approval of October 2020 Minutes: Motion for approval by Nancy, seconded by Jim; minutes approved with no changes.

ACOA Quorum/Attendance of ACOA Meetings, Committees & Workgroups

- Attendance Tracker: Anthony reviewed attendance for past months with council; question about LOA for members and how long can they be accepted for. LOA policy reviewed and cited by Jim.
- Waiting List: None
- New Membership Applications : None
- New Members /Buddy Update: Jennifer for Michelle Hernandez; Susan for Susan Meltzer.
- Resignations: None currently
- LOA Requests: Megan Casey on Leave; Susan in May; Approval for Joanna Kim Selby is pending; Gail Garret will be providing request due to health issues.
- ACOA Orientation update: waiting for approval of new members and will either be at end of March or in April.
- Membership Requirements update: All up to date.
- Brown Act Requirement update: All up to date.
- City seats recruitment activity: Jim Donnelly and Jennifer Doran
  - Jim is reaching out to city council member of Pittsburg, Shanelle Scales-Preston and Orinda Mayor, Amy Worth
  - Susan spoke with Rita Xavier who mentions ACOA recruitment all the time at San Pablo city council meetings.
  - Jennifer talked with both city clerks at Pinole and San Pablo; Anthony sent recruitment brochure. Jennifer will talk about making a presentation at their city council meetings.
  - Clayton seat also requires recruitment.
  - Jennifer to check city websites to make sure the ACOA information posted.

### Increasing diversity on the council Updates and assignments

- Asking WG members to call 5 housing managers to ask for help with recruitment and explore contacting residents;
- Nuru/Jim- create recruitment flyer to place in commons area; talk at zoom meetings;
- Jen will send members the complete affordable housing lists;
- Jennifer to draft up a recruitment flyer and will have Jim go over it.
- A written plan for recruitment? Greg's idea reviewed and updated

### ACOA Non-discrimination statement: Susan Frederick

*It is the policy of the Advisory Council on Aging to maintain an environment free of discrimination, harassment or intimidation based on age, race, gender, religion, national origin, ancestry, marital status, sexual orientation, disability or medical condition.*

Susan would like this placed on the ACOA website; add to membership expectations; add to orientation presentation.

- E-C Action Items?  
Non-discrimination statement  
LOA issue  
Housing flyer  
AB 339 position paper <https://www.billtrack50.com/billdetail/1293746>
- Items for March 2021 Meeting? Results of exploration calls to housing managers. Discussion on how to proceed; flyer for posting will be worked on by Jen and Jim.

Public Comment: Jennifer- write a letter of support for AB 339 / Public Meeting Options

Adjournment 1:00pm