

**Advisory Council on Aging (ACOA) Executive Committee  
Minutes for March 1, 2023 meeting**

**Call to Order:** Jill Kleiner, ACOA President, called the meeting to order at 9:31 am.

Present: Swamini Bajpai, Michelle Berman, Jagjit Bhambra, James Donnelly, Kevin Donovan, Jennifer Doran, Jill Kleiner, Steve Lipson

Absent: Shirley Krohn, Candace Evans

Staff: Jenny Lam, Glenda Pacha, Ana Bagtas

**Approval of Agenda**

- Adoption of Today’s Agenda:  
Jagjit made a motion to approve the agenda. Jennifer seconded the motion. The agenda was approved unanimously.

**Approval of February Minutes**

- Jagjit made motion to amend minutes to correct the spelling of his last name in the Committee reports section.
- Kevin made a motion to approve the February 2023 minutes as amended. Steve seconded the motion. The minutes were approved as amended.

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

- Welcome to first in-person meeting. Advisory Council on Aging (ACOA) must follow County policies as we come back from the pandemic.
- Family & Human Services Committee approved the nominations of Cate Burkhart and Thomas Lang. Will need to check on other nominations submitted to Tracy and Ana.
- Master Plan for Aging (MPA) –Collaborative Consulting are in the Discovery Phase to collect information. They met with Implementing the Master Plan for Aging in Contra Costa Together (IMPACCT) Committee in February. Conversations about subcommittees will start in March.

• RFPs:

RFP #	1191	1194	1195	tbd
Topic	Transportation, Case Management, Outreach	Organizational Capacity Building	Title III D - Health Promotion	Title III E - Family Caregiver Support Program
Funder	Measure X	Measure X	Older Americans Act	Older Americans Act
Amount	\$789,750	\$100,000	\$125,746	Tbd
Issue Date	1/19/2023	2/16/2023	This week	Mid-March
Due Date	2/17/2023	3/24/2023	Tbd	Tbd
Award Notification	3/24/2023	4/24/2023	Tbd	Tbd
Review Panel	Complete	Tbd	Tbd	Tbd

- The Area Agency on Aging (AAA) continues to be short staffed
- Discussion of contracts and contracting process
- Senior Nutrition Program transition – Jenny & Ana working to understand the budgets, contracts.
- Funding will be back to baseline levels after next year. That will cause a significant drop in funding from current COVID levels.

- AAA Staff – Frank Latcham, from Adult Protective Services, will help Area Plan Update and Senior Nutrition data. Temporary Senior Staff Assistant will work 20 hours per week remotely.
- If workgroups/committees have data that would be helpful to share with Collaborative Consulting please share with Ana.

**President’s Report – Jill Kleiner**

- Arthur Kee was acknowledged by City of Brentwood for his service to the community
- How to handle Public Comment during meetings? Steve & Jill - will meet to develop ACOA policies. May ask for County Counsel’s guidance.
- Return to In-Person Meetings
  - Roll call for all votes
  - Must be in person to vote
  - Quorum must be in person
  - If technology glitch, the ACOA cannot take any action
  - Remote attendees must disclose if anyone younger than 18 is in the room with them.
  - The 500 Ellinwood is currently in “Outbreak” mode – meaning we cannot have any meetings at that facility. Therefore the March ACOA location may change.
- Discussion of effect of in-person meetings for ACOA
  - How do we build on the involvement/participation that has built over the pandemic due to Zoom enabled access?
  - Inclusion/equity issues, Access for those who don’t drive, traffic, parking
  - This has to be a legislative change - how do we do that?
  - Will need to update ACOA bylaws so that workgroups are not listed as standing committees
  - Discussed potentially providing Uber rides to ACOA members who are unable to drive
- We will poll ACOA members and AAA Contractors about changing the start time of all ACOA meetings (that currently start at 9:30 am) to 10 am.

**Committee/Workgroup Reports:**

Membership/Nominating Committee – Jagjit Bhambra

- Email from City of Oakley, question about Alternate Appointees from City – Jill/Jagjit will respond
- Family & Human Services Committee (FHS) approved Cate Burkhart (Richmond representative) and Tom Lang (alternate)
- Pending Membership Issues:

APPLICANT	ACTION	STATUS
Michelle Hayes	Member at Large #3	Pending FHS Approval
Mike Awadalla	Member at Large #7	Pending FHS Approval
Marilyn Fowler	Local Seat: Concord	Pending FHS Approval
Gerald Richards	Resignation	Pending FHS Approval
Christa Kell		Retracted Application
Ramapriya Raju	Member at Large #13	Pending FHS Approval
George Lee	Member at Large #8	Pending FHS Approval

Planning Committee – Kevin Donovan

- Kevin announced that Michelle Berman will become Chair of the Planning Committee. Kevin will continue to serve on the Planning Committee but will become Chair of the Housing Workgroup.
- The Committee reviewed/updated to the Annual Plan Update Goals and Objectives.
- The Committee will support the RFP process by reviewing applications.

#### Housing Committee – Kevin Donovan

- White Paper that will describe the status of County with regards to housing in progress.
- Committee has great partners involved.

#### Health Workgroup - Jennifer Doran

- Aging in Place at Home brochure in progress and will present to the workgroup during the next meeting.
- Will coordinate Elder Abuse Prevention presentations with West County Senior Coalition.

#### Legislation Workgroup – Shirley Krohn

- No report

#### Senior Mobility Action Council (Transportation Workgroup) – Jim Donnelly

- Last meeting focused on Accessible Transportation bill, picked by State Assembly member Buffy Wicks, working on letter of support.

#### Technology Workgroup - Steve Lipson

- Bay Area Digital Inclusion Coalition – discussing issues with coalition member’s Board of Supervisors regarding the new in-person meeting requirements.
- Rachael Birch from Contra Costa Public Health provided overview of roll out of Access to Technology program.

#### **Senior Nutrition Seat**

- Senior Nutrition Advisory Council would like the ACOA to appoint an ACOA member to serve on the Senior Nutrition Advisory Council.
- Jeannie, Nutrition is surveying the advisory council (one member from each café) about topics to discuss during Advisory Council meetings.

#### **Consent Items:**

- Approve Leave of Absence Requests
  - Penny Reed 2/15/2023
  - Michelle Berman 2/15/2023
  - Sam Sakai-Miller 2/15/2023
  - Eric Freitag 2/15/2023
- Jim made a motion to approve the consent items. Jagjit seconded the motion. The minutes were approved unanimously

#### **2023-24 Area Plan Update Goals and Objectives**

- Goals and Objectives ready for final objectives
- SUP plan
- ACOA survey

- Policy and Planning Department agreed to give us the updated map (by 3/7)
- Jim made a motion to accept the Area Plan Goals and Objectives. Kevin seconded the motion. The motion was approved unanimously

**ACOA 2023 Meeting Presentations:**

- April: Contra Costa Legal Services
- June: APS, Family Justice (proposed)

**Public Comment:**

- Jim – Discussed Bylaws updates. Proposing update to ACOA Leave of Absence Policy in the Bylaws to combine Leave of Absence and 3 absences. Remove listing of workgroups from bylaws.
- Form 700 – due April 1st
- Travel reimbursements to ACOA members for travel to in-person meetings

**Next Meeting: Wednesday, April 5, 2023**

The meeting adjourned at 11:31 am.