

**Contra Costa County Advisory Council on Aging
Membership/Nominating Committee Minutes
Wednesday, March 15, 2023**

Call to Order: Jagjit Bhambra called the meeting to order at 11:42 am

Present: Jagjit Bhambra, James Donnelly, Rudy Fernandez, Jill Kleiner, Steve Lipson, Nuru Neemuchawalla, Erin Partridge

Absent:

Staff: Jenny Lam

Approval of Today's Agenda:

Jill made motion to amend February 2023 minutes to correct:

- Remove Leave of Absence Request – requests were carried over from last February

Steve made the motion to approve the agenda as amended. Jill seconded the motion. The agenda was approved unanimously as amended.

Approval of February 2023 Minutes:

Jim made the motion to approve the minutes. Erin seconded the motion. The minutes were approved unanimously.

ACOA Quorum /Attendance of ACOA Meetings, Committees & Workgroups

- Quorum met at today's general meeting with 22 members present. Two ACOA members attended remotely.
- Attendance Tracker:
 - Reviewed attendance roster for 2023 and discussed individuals with three or more absences.
- New Membership Applications:
 - Jill requested that Area Agency on Aging staff communicate to ACOA members throughout the appointment process and notify candidates of delays, updates and approvals.
 - Clarification on how City Representatives are appointed:
 - City Representatives are interviewed and appointed by the cities
 - City will notify County of appointed City Representative
 - City Representative then goes through County ACOA appointment process
- New Members /Buddy Update:
 - None
- Resignations:
 - Penny Reed resigned from ACOA on 3/15/2023
- Leave of Absence (LOA) Requests:
 - Jim and Candace working on developing new policy for absences and Leave of Absences.

- ACOA Orientation update:
 - Scheduled for March 24, 2023 – Jagjit and Jill to email Ana regarding status of orientation.

- Executive Committee Action Items
 - Penny Reed resignation on 3/15/2023

- Public Comment
 - None

Adjournment 12:06 pm