

**Advisory Council on Aging (ACOA) Planning Committee
Minutes for April 4, 2023 meeting**

Call to Order: Michelle Berman called the meeting to order at 9:34 a.m.

Present (in-person): Swamini Bajpai, Michelle Berman, Deborah Card, Jody Iorns, Jill Kleiner

Present (virtual): James Donnelly, Dennis Yee

Absent: Kevin Donovan, Michael Wener

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

Approval of Today's Agenda:

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

Approval of March 2023 Minutes:

Jill corrected a mis-spelling of the "IMPACCT" committee in the first bullet point of the AAA report.

Jill made a motion to approve the minutes as amended. Jody seconded the motion. The minutes were unanimously approved as amended.

Area Agency on Aging (AAA) Report – Ana Bagtas

- Implementing the Master Plan on Aging in Contra Costa Together (IMPACCT) Committee
 - Collaborative Consulting is interviewing members and gathering data. They will present preliminary findings to the IMPACCT committee, determine the sub-committee structure.
- Requests for Proposals (RFPs)/Requests for Interest (RFIs) Updates:
 - RFP 1191: Received 7 responses for Measure X: Case Management, Outreach and Transportation. Review Committee recommended all 7 for funding. We are waiting to hear final approval from Tracy Murray, Director of Aging and Adult Services.
 - RFP 1194 - Measure X: Capacity Building: We received 4 proposals. Review Committee meets next week to determine funding recommendations to Tracy Murray.
 - RFP 1195 - Title III D: Evidence Based Program. The 2 applications are being reviewed for compliance.
 - RFP 1198 - Title III E: Family Caregiver Support Program RFP was posted March 31. We will solicit volunteers for the review panel from the full ACOA.
 - Access to Technology RFI for digital literacy training at senior centers coming next.
- AAA Staffing – Anthony's position has been in process for a long time. AAA staffing is not high in priority because we are small.
- Transition of the Senior Nutrition Program
 - Requested 3 new AAA positions to handle Senior Nutrition duties starting 7/1/2023. The request is in the budget that must be approved by the Board of Supervisors. When the positions are approved, incumbents (who are now Contra Costa Health employees) will have to apply to fill the AAA positions.

- Currently annual funding for Senior Nutrition, which includes American Rescue Plan Act (ARPA) and Older Adults Recovery and Resilience (OARR) funding, is roughly \$5 million. When the COVID funding (ARPA and OARR) end in 2024, the funding will drop to \$3 million.
- To Go meals will end July 1, 2023.
- All cafes are open now. There are a total of 18 cafes. Meals on Wheels Diablo Region operates 5 and the AAA operates 13.
- Current service levels cannot be sustained with funding streams and will need to develop plan to mitigate issues
- To ensure program continuity, Ana will advocate for an extension of Senior Nutrition staffing until new positions are filled
- 2023-2024 Area Plan Update (APU)
 - Ana will submit the draft to CDA by the May 1 submission deadline and also submit to the Board of Supervisors for their approval.
- 2024-2028 Needs Assessment/Role of the Planning Committee
 - The California Department of Aging contracted with a vendor named Polco to conduct a statewide Needs Assessment. They are using a survey instrument called the Community Assessment Survey for Older Adults (CASOA).
 - For the Contra Costa Needs Assessment, we want to specifically reach those who don't fill out surveys.
 - At the next Planning Committee meeting, Ana will provide a plan and timeline. The Planning Committee will assist to identify data gathering methods and methodology.

Public Comment:

- None

Next Meeting:

- Tuesday, May 2, 2023 (*subsequently changed to Monday, May 8, 2023*)

Adjourn – Meeting adjourned at 11:38 a.m.