

**Advisory Council on Aging (ACOA) Executive Committee
Minutes for April 5, 2023 meeting**

Call to Order: Swamini Bajpai, ACOA Vice President, called the meeting to order at 10:05 am.

Present (in-person)	Swamini Bajpai, Michelle Berman, Kevin Donovan, Jennifer Doran, Steve Lipson
Virtual (Just Cause)	Jagjit Bhambra
Virtual (Emergency)	
Virtual	Jim Donnelly
Absent	Candace Evans, Jill Kleiner
Leave of Absence	Shirley Krohn
AAA Staff	Ana Bagtas, Jenny Lam, Glenda Pacha

Approval of Agenda

Additions to the Agenda:

- Steve - a discussion of attendance rules.
- Michelle - discussion on virtual Senior Rally Day (after break).
- Jim requested to move the SMAC report to earlier in the agenda (before Ana).

Kevin made a motion to approve the amended agenda. Jennifer seconded the motion. The amended agenda was approved unanimously.

Approval of March Minutes

Michelle made a motion to approve the March 2023 minutes. Steve seconded the motion. The minutes were approved unanimously.

Attendance Rules -

- There is discussion about the Brown Act attendance rules at the Triple A Council of California (TACC). It is agreed that only in-person attendees count when establishing a quorum. However, whether or not virtual members can vote/make motions is still unclear.
- For our ACOA, is quorum required for Workgroups?
- Jim suggests our ACOA should develop policy and/or get ruling from County Counsel.
- Steve sent a letter to State Senator Nancy Skinner and Assembly member Buffy Wicks summarizing the issues with hybrid meetings. Issues include reimbursements, multiple resignations, work schedules, role of Master Plan for Aging – we are relying on volunteers but attendance rules may prevent them from participating. (In our ACOA, the 3 West County members cannot drive so their participation is limited).
- CDA was contacted for comment but has not responded.
- Bills in the State Assembly and Senate to address these issues are being considered, however, these are not yet noted as Urgent Statutes.
- Jim recommends we put Steve’s letter on the agenda for the next Executive meeting and full ACOA agenda (include with April ACOA agenda packet as a template).
- How to raise the issue to the Board of Supervisors? Put it on the May agenda for the Exec Committee to have May ACOA approval of a letter to the BOS.

- At TACC meeting, it was discussed that San Diego's AAA memo shared that their county counsel approved a process for establishing a quorum with virtual participants. Jim/Jill/Swamini will get a copy of the letter.
- We may revise the ACOA by-laws to read "workgroups such as ..." rather than naming specific workgroups, in order to maximize flexibility with the attendance rules.

Area Agency on Aging (AAA) Report: Ana Bagtas

- County Counsel has provided guidance about Hybrid meetings. Ana confirmed that issues about voting, motion-making is not discussed in the guidance.
- C4A is supporting the bills that amend the Brown Act. Even if approved, it will not take effect until January 2024 at the earliest.
- Master Plan for Aging work is continuing with Collaborative Consulting (CC). They are meeting 1:1 with members of the IMPACCT committee. They will confirm the subcommittees and their roles. CC working to determine how will the subcommittee recommendations be implemented, vetted. Preliminary results expected next week.
- This Friday is the deadline to submit all of our contracts to the Contracts Unit.
- Permanent position – no good news. Positions are requested but it is taking a long time. Current plan is to "temporarily upgrade" an employee from elsewhere to fill Anthony's position.
- Senior Nutrition staffing – 3 new positions specifically for Senior Nutrition added to the budget to start 7/1/2023. Jenny has been so amazing learning the Senior Nutrition's process (data, monitoring, contracting with the cities).
- Home Delivered Meals are contracted to Community Organizations, Congregate sites total 18 (5 run by MOWDR, 13 by County/AAA).
- Ana appreciates ACOA's support of our AAA staff during this time.
- Four RFPs are in process during this period also.

President's Report – Swamini Bajpai (for Jill Kleiner)

- Continuing to follow the bills regarding the hybrid meetings.
- At the Triple A Council of California (TACC) meeting on March 23, there were presentations about the Master Plan for Aging, Senior Fraud, and return to in-person meetings.
- ACOA brochure refresh – will put on the April agenda to seek volunteers who want to work on this project.
- Senior Rally Day is Tuesday, May 2.

Senior Rally Day

- Tuesday, May 2 (virtual) conflicts with Planning Committee meeting.
- Michelle will poll the Planning Committee members to see if the meeting can move to Monday, 5/8 (10-12).

Committee/Workgroup Reports:

Membership/Nominating Committee – Jagjit Bhambra

- Cate Burkhart and Thomas Lang are approved by the Board of Supervisors.
- 10 pending Board of Supervisors approval.
- Monday, April 10 at 10-12, ACOA Member Orientation at 400 Ellinwood provided by Ana, Jill and Jagjit.
- Copies of orientation materials will be sent after the training.

Planning Committee – Michelle Berman

- The Planning Committee is supporting the RFP process by serving on the Review Panel(s). However, there is additional need for the next two RFPs. Volunteers will be recruited from the full ACOA.
- Needs Assessment for 2024-2028 Four Year Plan - aim toward building and improving on past good work. Fuller discussion at next Planning Committee meeting.
- The California Department on Aging will be surveying California seniors this year also.

Housing Committee – Kevin Donovan

- March meeting cancelled for technological issues.
- Next meeting will discuss Eviction Court in Contra Costa.

Health Workgroup - Jennifer Doran

- Aging in Place brochure in process.
- Facilitating two Elder Abuse Prevention training sessions. Carol Kehoe will reach out to San Pablo Senior Center.
- Contra Costa Senior Legal Services presented at their last meeting.
- Kacey Carterelliot has assisted in outreach to East County outreach. Scheduled to present to Ambrose Senior Center.
- Suggested check-in calls to ACOA members who have not been attending meetings.

Legislation Workgroup – Shirley Krohn

- No report.

Senior Mobility Action Council (Transportation Workgroup) – Jim Donnelly

- Working on a Contra Costa Accessible Transportation Survey based on a local Danville survey.

Technology Workgroup - Steve Lipson

- Continued Brown Act (meeting attendance) issues.
- Update on Measure X, Access to Technology (ATT) and CHAT programs.
- Public health partnership re ATT.
- Elder Ed as relates to technology and public health.
- Artificial Intelligence (AI) impact on older adults.
- Suggested an AI presentation for the full ACOA.

Senior Nutrition Seat

- The Senior Nutrition program is being transitioned from Health Services to AAA. We should soon have a new AAA nutrition member on the ACOA.

Consent Items:

- Approve Leave of Absence Requests
 - Shirley Krohn open ended.

Steve made a motion to approve the Consent Item. Kevin seconded the motion. The Consent Item was approved unanimously.

ACOA 2023 Meeting Presentations:

- April: Contra Costa Senior Legal Services

- May: Choice in Aging
- June: Contra Costa Alliance to End Abuse

Public Comments:

- Question from Public Hearing regarding language in the Area Plan Update. Consider a presentation about using appropriate language for full ACOA.
- Two issues:
 - Encourage language change on a federal level – Outdated federal language starts with the Older Americans Act (federal).
 - Training for ACOA on DEI inclusive, appropriate, non-offensive, anti-bias language. Add DEI training to ACOA orientation?
- Do DEI resources for advisory committees exist?
- Surveying (Needs Assessments) active users of our services is difficult. Can we gather best practices on how to reach those harder to reach populations. Ask other counties about their successes with the number of responses received. Suggested to add this item in next TACC meeting.

Next Meeting: May 3, 2023 10:00 am

The meeting adjourned at 12:05 pm.