

**Advisory Council on Aging (ACOA)
Planning Committee Meeting Minutes
June 6, 2023**

Call to Order: Michelle Berman, Planning Committee Chairperson, called the meeting to order at 10:04 am.

Present (in-person)	Michelle Berman, Debbie Card, Jim Donnelly, Kevin Donovan, Jill Kleiner, Dennis Yee
Virtual (Just Cause)	
Virtual (Emergency)	
Virtual	
Absent	Swamini Bajpai, Jody Iorns, Micheal Wener
Leave of Absence	
AAA Staff	Ana Bagtas, Glenda Pacha

Approval of the Agenda

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

Approval of Minutes

Debbie made a correction that she attended the May Planning meeting remotely. Dennis made a motion to approve the May 2023 minutes as corrected. Kevin seconded the motion. The minutes were approved unanimously.

Updates from the Area Agency on Aging (AAA) - Ana Bagtas

- Contracting is underway with service providers receiving an award from the Measure X Request for Proposals (RFP) for case management, transportation, outreach, and organizational capacity building. Response to the Older Americans Act (OAA) Title IIID RFP is under review. The OAA Title IIIE was discussed, and volunteers were sought to serve on the review panel. Ana thanked the ACOA members who served on the various RFP review panels.
- The AAA continues to transition of the Senior Nutrition Program (SNP) from Public Health. Three positions have been approved by the Board of Supervisors for SNP starting July 1 when the program fully transitions to the AA: Senior Public Health Nutritionist, Senior Staff Assistant, and Clerk – Senior Level. Vehicles purchased with funds from the California Department of Aging (CDA) are being transferred to the AAA, then given to providers to use in the program.
- Desk monitoring of AAA programs currently underway. Providers of SNP will be monitored onsite by AAA staff.
- Collaborative Consulting resumes work on the development of the Master Plan for Aging Local Playbook after a couple of months break.

Needs Assessment for 2024-2028 Four Year Plan

CDA has retained consulting firm POLCO to conduct needs assessment of older adults throughout California. Households with persons aged 55 or older are randomly sampled and

are sent the survey. Approximately 4,500 surveys will be disseminated in Contra Costa starting in July. The committee reviewed POLCO’s surveying timeline for Contra Costa.

The Planning Committee discussed the limitations of surveys and decided that focus group meetings should be organized to get input from specific populations that are often unrepresented in quantitative data gathering. Suggestions from the committee include:

1. Identifying community gatekeepers to provide insights about the needs of the community, questions to ask focus group participants, and best approaches to promote participation in the focus group meetings.
2. Holding focus group meetings in places where prioritized groups naturally gather, such as senior centers, congregate meal sites, and other community sites.
3. Reaching specific populations that are often overlooked, including veterans, trailer park and houseboat residents, religious minorities (such as Muslims), persons with disabilities, and other non-mainstream residents.
4. Assessing service providers e.g., AAA contractors, formal and informal coalitions, to identify service gaps.
5. Reviewing focus group questionnaires from other AAAs as samples.

Proposed timeline for the planning and development of the 2024-2028 Area Plan:

Activity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Establish focus group locations										
Develop focus group questions										
Assign tasks to ACOA members/AAA										
Promote focus groups, recruit participants										
Conduct focus groups										
Submit focus group results to Planning										
Establish Area Plan goals - Planning										
Submit goals to committees, workgroups										
Develop objectives – committees, workgroups										
Submit objectives to Planning (committees, WGs)										
Submit draft Area Plan to Planning (AAA)										
Approve draft Area Plan (AAA)										
Announce Public Hearing on the Area Plan (AAA)										
Publish draft Area Plan for the public (AAA)										
Hold Public Hearing on the Area Plan (ACOA)										
Submit Area Plan to Board of Supervisors (AAA)										
Finalize Area Plan, submit to CDA										

Public Comment

None.

Next meeting: August 1, 2023, 10:00 a.m.

The meeting adjourned at 12:03 p.m.