

**Contra Costa County Advisory Council on Aging
Membership/Nominating Committee Minutes
Wednesday, June 15, 2022**

Call to Order: Chair Jill Kleiner called the meeting to order at 11:45 am

Present: Jill Kleiner, Steve Lipson, Jim Donnelly, Erin Partridge, Rudy Fernandez, Dale Harrington

Absent: Jagjit Bhambra, Nuru Neemuchwalla,

Staff: Anthony Macias

Approval of Today's Agenda: Jim made the motion to approve the agenda. Steve seconded the motion. The agenda was approved unanimously.

Approval of May 2022 Minutes: Steve made the motion to approve the minutes as written. Rudy seconded the motion. The minutes were approved unanimously.

Advisory Council on Aging (ACOA) Quorum/Attendance of ACOA Meetings, Committees & Workgroups

- Quorum met at today's general meeting with 26 members present.
- Attendance Tracker: Jim will contact member who has missed four consecutive meetings.
- No new membership application received.
- New council member candidate, Priya Raju, membership is scheduled to be approved by Board of Supervisors in July.
- There are no leave of absence (LOA) requests at this time.
- Anthony will be working with Ana Bagtas, Area Agency on Aging (AAA) Division Manager, on updating ACOA Orientation. Once completed, orientations will be held on a quarterly basis.
- One member is noncompliant with completion Ethics Training. Anthony to reach out again to member about membership requirements.

Leave of Absence and Excused Absences - Discussion

- Jim reviewed the ACOA bylaws regarding Leave of Absences. The committee agreed that this portion of the Bylaws require revision.
- Jim to compose email clarifying excused absences from Leave of Absences for Council Members.

Vacancies Discussion

- The City seats for San Pablo, Pinole, El Cerrito and Concord remain vacant.

Executive Committee Action Items

- None.

Items for August 17, 2022 meeting

- Caucus for Nominating Committee at General Meeting.

Adjournment 12:45pm