

**Contra Costa County Advisory Council on Aging
Membership/Nominating Committee Minutes
Wednesday, June 21, 2023**

Call to Order: Jagjit Bhambra called the meeting to order at 12:24 p.m.

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|----------------------|---|
| Present (in-person) | Jagjit Bhambra, Jim Donnelly, Jill Kleiner, Steve Lipson, Nuru Neemuchwalla |
| Virtual (Just Cause) | |
| Virtual (Emergency) | |
| Virtual | Erin Partridge |
| Absent | Rudy Fernandez |
| Leave of Absence | |
| Guests | |
| AAA Staff | Glenda Pacha |

Approval of Today’s Agenda:

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

Approval of May 2023 Minutes:

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

ACOA Quorum /Attendance of ACOA Meetings, Committees & Workgroups

- ACOA Quorum: 22 present, 3 virtual
- Attendance Tracker:
 - Kacey and Priya 5 missed meetings each
 - Jill will email Kacey and Priya re: their lack of attendance and therefore deemed voluntary resignation from the ACOA.
 - Then Jill will send an email to Ana requesting their removal go through the EHSD/BOS process.
- New Membership Applications:
 - Lori Magistrado (Pinole) has expressed interest in the ACOA. We are waiting to receive nomination from the City of Pinole before we can move forward. Jagjit will follow up.
 - Orinda’s rep is Candace. The City of Orinda handles appointments to Boards/Committees in January. We will still renew her with the BOS.
 - How can we refill the pipeline of membership prospects? Jagjit will follow up with Jennifer about past recruitment activities.
 - We will add an item on the August agenda to review Membership Committee interview questions. Glenda will send existing questions with the August meeting materials.
- Renewal Applications:

- Glenda will send a reminder to those from whom we have not yet received renewal applications.
- New Members /Buddy Update:

| New Member | Buddy |
|-------------------|-----------------|
| Marilyn Fowler | Michelle Berman |
| Michelle Hayes | Steve Lipson |
| Cate Burkhart | Candace Evans |
| Thomas Lang | Jagjit Bhambra |

- Resignations:
 - Nuru Neemuchwalla
- Leave of Absence (LOA) Requests:
 - none
- Membership Requirements Update
 - No report
- At the August general meeting, ACOA will caucus to elect representatives for Nominating and Membership Committees.
- Executive Committee Action Items:
 - none
- Public Comment - none
- Items for next meeting:
 - Membership recruitment
 - Candidate Interview questions
 - Nominating Committee actions

The meeting was adjourned at 12:57 pm.