

**Advisory Council on Aging (ACOA)  
Planning Committee Meeting Minutes  
August 1, 2023**

**Call to Order:** Michelle Berman, Planning Committee Chairperson, called the meeting to order at 10:01 am.

Present (in-person)	Swamini Bajpai, Michelle Berman, Deborah Card, James Donnelley, Jill Kleiner, Dennis Yee
Virtual (Just Cause)	
Virtual (Emergency)	
Virtual	
Absent	Kevin Donovan, Jody Iorns, Michael Wener
Leave of Absence	
AAA Staff	Ana Bagtas

**Approval of the Agenda**

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

**Approval of Minutes**

Correction on the June meeting minutes was made to note the absence of Swamini, Jody, and Michael. Jim made a motion to approve the corrected June 2023 minutes. Dennis seconded the motion. The minutes were approved unanimously.

**Updates from the Area Agency on Aging (AAA)**

- Collaborative Consulting continues to facilitate meetings of the IMPACCT Steering Committee. A charter of IMPACCT was presented at the last meeting. This delineates the roles and responsibilities of IMPACCT from the subcommittees. Members would like to see movement on the stakeholder engagements and start the work of the subcommittee. Questions remain about how the work on the Local Playbook will come together, including its implementation and funding of the initiatives identified in the plan.
- Ana thanked the members of the Planning Committee and other ACOA members for serving on the Request for Proposals (RFP) review panels. A Request for Interest (RFI) is going to be issued in September seeking an agency to deliver Technology Training classes for the Access to Technology and Digital Connections programs. If only one provider responds to the RFI, the RFP process will be waived, and contracting will commence with the sole responder.
- The Senior nutrition program officially transitioned to the AAA on July 1, 2023. The three positions of Senior Public Health Nutritionist, Senior Level Clerk, and Senior Staff Assistant are now fully integrated into the AAA team.

**Needs Assessment for 2024-2028 Four Year Plan**

Ana presented the Area Plan 2024-2028 development timeline. Planning members reviewed the planned activities, provided feedback, and made appropriate changes (see updated timeline). The State-sponsored quantitative needs assessment conducted by Polco will be incorporated in the Area Plan. The AAA, in partnership with the Planning Committee and the ACOA, will

conduct focus group meetings in selected communities that are historically underserved and where the populations prioritized in the Older Americans Act reside. The following groups/communities were identified for the focus group meetings:

- Antioch
- Bay Point
- Concord – Monument Corridor
- Oakley
- Richmond
- San Pablo
- LGBTQ
- Persons with disabilities
- Veterans

Meetings will be co-facilitated by AAA staff and ACOA members representing the selected communities. Ana will conduct a facilitator orientation and training on August 17.

**Public Comment**

None.

**Next meeting:** September 5, 2023, 10:00 a.m.

The meeting adjourned at 11:59 a.m.