

**Contra Costa County Advisory Council on Aging
Membership/Nominating Committee Minutes
Wednesday, August 16, 2023**

Call to Order: Jill Kleiner called the meeting to order at 12:20 p.m.

Present (in-person)	Michelle Berman, Debbie Card, Jim Donnelly, Candace Evans, Jill Kleiner, George Lee, Brian O'Toole, Michael Rigsby
Virtual (Just Cause)	
Virtual (Emergency)	
Virtual	Swamini Bajpai, Carol Kehoe
Absent	Rudy Fernandez
Leave of Absence	
Guests	
AAA Staff	Glenda Pacha

Jill welcomed the Nominating Committee Members and New Membership Committee Members.

Instruction on Nomination Process for Council Officers

- The Nominating committee meets until October as part of the membership/nominating committee meeting. The goal is to present the slate of officers at the October meeting and then the ACOA votes on the officers at the December meeting.
- Before October, the nominating committee reaches out to the ACOA membership to see who may be interested in becoming an officer (President, VP, Sec/Treasurer).
- If more than one person is interested, then we vote during the December meeting. Glenda will be sending you the description of officer roles, so you'll have them for when you speak to members.
- Lastly, the committee needs to decide today, who will be the chair of the nominating committee. Decision was deferred.

Approval of Today's Agenda:

Michelle made the motion to approve the agenda. George seconded the motion. The agenda was approved unanimously.

Approval of June 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, therefore a quorum was achieved.
- Attendance Tracker:
 - Jim will call Mary Bruns.
 - Jill will call Rudy Fernandez.
- New Membership Applications:

- We will be scheduling a zoom to interview Carol Schaefer. We're targeting Wed 9/6 at 9:30.
 - Lori Magistrado – waiting for City of Pinole to appoint her.
 - A few other candidates are in the works.
- New Members /Buddy Update:
 - No new members at this time
- Renewal Applications
 - In process - waiting for BOS approval
- Resignations:
 - Erin Partridge
 - Jagjit Bhambra
- Leave of Absence (LOA) Requests:
 - none
- Membership Requirements Update
 - 7 members are overdue on their Brown Act or Ethics trainings. AAA staff will contact them.
 - AAA staff will inform the members of the new Implicit Bias requirement and provide information on how to access the training.
- Review of Questions Asked During Membership Interview
 - The Committee reviewed, updated questions. AAA staff will send out the revised questions to the Committee.
- Discuss Member Recruitment Activities
 - Topic tabled to next meeting
- Executive Committee Action Items:
 - None
- Public Comment
 - None
- Items for next meeting:
 - Member Recruitment Activities

The meeting was adjourned at 1:20 pm.