

**Contra Costa County Advisory Council on Aging
Membership/Nominating Committee Minutes
Wednesday, August 21, 2019**

Call to Order: Chair, Jennifer Doran called the meeting to order at 12:00 pm.

Present: Jennifer Doran, Susan Frederick, Rudy Fernandez, Capt. Nuru Neemuchwalla, Steve Lipson, Jagjit Bhambra, Terri Tobey, Patsy Welty

Absent: Richard Nahm, Fred Adams

Staff: Anthony Macias

There were no Public Comments.

Approval of August Agenda: Motion for approval by Susan Frederick, seconded by Patsy Welty. Motion carried.

Approval of March Minutes: Motion for approval by Susan Frederick, seconded by Nuru Neemuchwalla. Motion carried.

Welcome new members:

Patsy Welty is newly selected to join the committee.

Nominating Committee selected at caucus: Rudy Fernandez, Capt. Nuru Neemuchwalla, Steve Lipson, Jagjit Bhambra, Terri Tobey.

Nominating Committee:

The members of the nominating committee have been give the information to contact ACOA members in their districts to see if any are interested in being an officer. Susan expressed she is interested in serving a second year as president, and Jagjit also expressed serving a second year as treasurer. It is known that Fred Adams will not be serving as Secretary for a second year.

Nuru has been selected as Chair of the nominating committee.

Anthony will send document that describes duties for each officer to members of this committee.

ACOA Quorum/Attendance of ACOA Meetings, Committees & Workgroups

- MAL #9 ready to fill, ACOA approved for this seat to filled by Gerald's Richard at August meeting (this morning): paperwork to be sent to BOS for Gerald to fill MAL #9.
- We are still waiting for BOS to approve Kathie Thompson for MAL#10.
- Resignations:
 - No resignations in July or August

- Recommendation to appoint new member to Council
 - Vote to move Nancy Leasure from membership wait list to fill vacant seat, MAL #8; motion to approve Nancy to MAL #8 by Susan Fredrick, second motion by Jennifer Doran, unanimously approved by membership committee members present.
 - Nancy Leasure will be recommended to Executive Committee to fill MAL #8 at September 4 meeting; at ACOA meeting on September 18, membership will need to vote to recommend to BOS to fill vacancy.
- Attendance Issues: No one has been absence more than 2 days so far this year.
- Membership Requirements Update: Lorna, Summer and Gail remains very out of compliance for ethics training. Jennifer will be calling them.
- Brown Act Training is required every 2 years by county board or council members. This requirement was not initially noted in bylaws or orientation materials and to council members it is a somewhat new requirement. Anthony has emailed all council members requesting compliance by September 30, 2019.
- Vacant MAL Seats: None at this time
- Vacant City Seats:
 - Concord; Lafayette; Martinez; Moraga; Oakley; Pinole; Pittsburg; San Pablo; San Ramon

Discussion of Recruitment for local/city seats:

- There are senior coalitions in some cities and we can reach out to so that a member can attend and recruit for ACOA seat.
- Recruitment at senior centers is being proposed as a way to drum up interest.
- Susan proposed the development of a packet for recruitment, and that would be available for members to take and recruit in their districts with vacant city seat.

Discussion of Leave of Absence form: after discussion on need for form for LOA by members a vote was proposed to decide if anytime a LOA is requested, member request LOA will complete LOA form. Susan motion first, followed by Jennifer, all Membership Committee members present voted yes

ACOA New Member Orientation Update

- Anthony provided orientation in July to newest members: Terri Tobey, Frank Napoli, Fran Smith.

New Applications Received?

- No applications at this time.

Items for next meeting:

- Get reports from nominating committee at beginning of meeting.

- Susan would like to call a special meeting of the membership committee to develop a calendar of important dates that need to be tracked: Caucus for officers; Annual reports due date.
- Rudy reviewed bylaws and found many issues that need to be updated; wording or phrases of the bylaws are vague; such as the term older adult not clear enough at what age is considered “older adult.

Items for Executive Committee:

- Recommend Nancy Leasure to fill MAL #8 seat

The meeting adjourned at 1:05 pm.