

**Advisory Council on Aging (ACOA)
Planning Committee Meeting Minutes
September 5, 2023**

Call to Order: Michelle Berman, Planning Committee Chairperson, called the meeting to order at 10:07 am.

Present (in-person)	Swamini Bajpai, Michelle Berman, Deborah Card, James Donnelly, Kevin Donovan, Michael Wener
Virtual (Just Cause)	
Virtual (Emergency)	
Virtual	Candace Evans, Jill Kleiner, Jody Iorns
Absent	Dennis Yee
Leave of Absence	
AAA Staff	Ana Bagtas, Frank Latcham, Jennifer Gomes-Figueira, Glenda Pacha

Approval of the Agenda

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

Approval of Minutes

- Noted correction on the August meeting minutes: Kevin was absent, focus group facilitator orientation was held in August.
- Kevin made a motion to approve the corrected minutes. Debbie seconded the motion. The minutes were approved unanimously.

Updates from the Area Agency on Aging (AAA)

- Staffing Updates: Recruitment for two Senior Staff Assistants continues to go through the process. Waiting to get the final list of candidates from Personnel for the oral interview.
- Jenny Lam is scheduled to return on October 16.
- The AAA is planning on issuing two Request for Proposals (RFP) funded with Measure X: senior activities and organizational capacity building. The AAA will request support from Planning Committee and other ACOA members to serve on the review panels for the RFPs.
- Master Plan for Aging Updates: Collaborative Consulting continues to facilitate meetings of the IMPACCT Steering Committee. IMPACCT is meeting on Friday, September 8. Discussion will focus on stakeholder engagement.
- The AAA has officially taken over the Senior Nutrition Program as of July 1, 2023. The AAA is streamlining administrative processes of the program.

Needs Assessment for 2024-2028 Four Year Plan

- Ana introduced Frank Latcham and Jennifer Gomes-Figueira, staff members who have been helping organize, schedule, and project manage the focus groups.
- Frank reported that nine focus groups are being organized throughout the county. Meetings will usually be held after lunch at a senior nutrition congregate site and target 20-30 people per group.

- Frank and Jennifer are aiming to secure all sites by next week, so that outreach can commence. Will ask senior centers and lunch programs to promote the meetings. Flyers will also be posted on social media.
- The goal is to complete the focus groups by the end of October.
- Planning members suggested reaching out to faith groups, IMPACCT Steering Committee, and service providers. Also post announcements in social media, EHSD website, etc. It was noted that transportation may be an issue for some community members.

Public Comment

None.

Next meeting: October 3, 2023, 10:00 a.m.

The meeting adjourned at 11:35 a.m.