

**Contra Costa County Advisory Council on Aging
Membership/Nominating Committee Minutes
Wednesday, September 20, 2023**

Call to Order: Jill Kleiner called the meeting to order at 12:15 p.m.

Present (in-person)	
Virtual (Just Cause)	
Virtual (Emergency)	
Virtual	<p><u>Membership Committee:</u> Michelle Berman, Jim Donnelly, Candace Evans, Rudy Fernandez, Jill Kleiner, Carol Kehoe, George Lee</p> <p><u>Nominating Committee:</u> Swamini Bajpai, Debbie Card, Carol Kehoe, Michael Rigsby</p>
Absent	Brian O’Toole
Leave of Absence	
Guests	
AAA Staff	Glenda Pacha

Approval of Agendas/Minutes:

Due to the lack of quorum, the approval of the agenda and minutes will be postponed to a later meeting.

Nomination Committee Update on Slate of Council Officers

President: Jill Kleiner
 Vice President: Swamini Bajpai
 Secretary/Treasurer: Candace Evans

- Nominating Committee members are almost finished contacting all ACOA members to determine if there are any other candidates for the positions. Debbie will help Michael with his calls.
- At the October meeting, the slate will be presented, and nominations will be taken from the floor.
- At the December meeting, the slate will be presented for the final time and nominations will be taken from the floor. The vote will be taken and the new officers will take their oath of office.

ACOA Quorum /Attendance of ACOA Meetings, Committees & Workgroups

- ACOA Quorum: 24 were present but due to the “Outbreak status” of the meeting room, ACOA members attended virtually and therefore a quorum could not be achieved.
- Attendance Tracker: Jody Iorns has missed 3 meetings. Jill will talk to her.
- New Membership Applications:

- Lori Magistrado – 9/19 approved by City of Pinole. Waiting to receive confirmation from the City and then will submit to BOS.
 - Carol Schaefer – 9/6 interviewed by Membership Comm – see below
 - Antonio Shelly – no response to 2 emails. Jill will call him. If he does not respond, we will decline his application.
 - Richard Morisky – waiting for City of Lafayette to approve him
 - Matthew Hulse – checking with County to determine if there is a conflict of interest due to the fact that he is the Executive Director of a Contractor. If there is a conflict, we can encourage him to join a workgroup and/or attend meetings.
- New Members /Buddy Update:
 - No new members at this time
- Renewal Applications
 - In process –
 - 9/25 to Family & Human Services Committee
 - 10/2 to Board of Supervisors
- Resignations: (still to be submitted to the Board of Supervisors)
 - Jagjit Bhambra
 - Erin Partridge
 - Mary Bruns
 - Kacey Carterelliot
 - Ramapriya Raju
- Leave of Absence (LOA) Requests:
 - none
- Membership Requirements Update:
 - On 8/22/2023 AAA staff sent an email to all members informing them of the new Implicit Bias requirement. Due date is 10/11/2023.
 - In addition, AAA staff reminded members of other trainings that are overdue.
- Discussion of Interview with Carol Schaefer
 - In future we should form an “ad hoc committee” to interview candidates. The interview can be by zoom or in-person and not require quorums/public notice. Jim will report back in October after reviewing the By-Laws.
 - At next Membership meeting, Carol Schaefer will be a consent item for recommendation as MAL to the Executive Committee. In the meantime, Jill will contact Carol to confirm her desire to serve on the ACOA.
 - If approved, Executive Committee will place as a consent item for full ACOA in December.
 - If approved, then Carol will be submitted to the Board of Supervisors for appointment.
- Discuss Member Recruitment Activities

- Historically, the Membership Committee reached out to city clerks, city websites, attended city council meetings, attended on Commissions on Aging, distributed a recruited flyer, current members recommended others, social media (Next Door, Patch), West County Senior Coalition, etc.
 - Focus Group events – bring ACOA brochures, mention during preamble or allow facilitators to mention ACOA. Jim will draft recruitment talking points and send to Ana/Frank/Jenn for the ACOA facilitators.
 - Host small events to talk about ACOA membership – various creative ideas to create opportunities for recruitment. Do we have the capacity to do something like this?
 - Need members in District 3 (Burgis) – Antioch and Oakley and District 5 (Glover) – reach out to libraries, supervisors, others.
 - Bedford Block Party Oct 7 in Antioch if Debbie says OK, George will represent.
 - Jill to join Candace at Moraga pumpkin patch & Christmas event.
- Executive Committee Action Items:
 - none
 - Public Comment
 - Thanks to everyone for all they do – gratitude/appreciate ACOA members.

The meeting was adjourned at 1:25 pm.