

**Contra Costa County Advisory Council on Aging  
Technology Group Minutes  
Monday, October 7, 2019**

**Call to Order:** Steve Lipson called the meeting to order at 9:30 am.

**Present:** Steve Lipson, Kevin Donovan, Gail Garrett, Jill Kleiner

**Staff:** Anthony Macias

**Approval of Agenda/Minutes**

- Approve October Agenda – Kevin moved to approve October agenda, Jill motioned second, approved by all present.
- Kevin moved to approve September minutes, Steve motioned second, approved by all present.

**Announcements: Steve Lipson, Chair**

- No announcements

**Public Comment:** None

**Presentations:** Tish Gallegos and Kevin Balderston, Employment and Human Services Department (EHSD) Community/Media Relations

- Kevin Balderston is the IT expert for EHSD website platform.
- Tish Gallegos is the EHSD community/media relations division manager.
- 11/2015 was last incarnation of the EHSD website and it is currently going through upgrades.
- Prior to 11/2015 the website was previously managed by an outside contractor.
- Current version emphasis was to modernize look; shift to get to current state
- Phase II of the website began in 2016, this is when Tish came on board.
- Address functionality issues, long arduous process with such a large group
- Small updates but no over all refresh since 11/2015; major design updates wanted
- Continue with Anthony as staff editor- needs training to make updates
- Larger updates- design changes will go through Tish
- Currently- new vendor is assisting with refreshing site again as this is overdue
- Does contractor perform front end design? Helping in key areas (front door) mostly
- Improve functionality; easier to navigate; simple, streamlined
- Updates for ADA compliance; user interface-how you interact with site to help user navigate site
- Steve: ACOA as whole want slots of different information published; links; we are less schooled than others;

- ACOA as a whole is uninformed on how this is done.
- It would be ideal if we had a format for the ACOA to use for the site
- Steve would like Anthony to show the workgroup what he is able to update on the website and what he cannot.
- Anthony to bring this back to group once he is trained.

### **Discussion**

- AAA and ACOA Website Updates: Policies and Procedures
- Jill: functionality for ACOA members as a starting point
- Steve: are we looking to provide information for people who are looking to find out about ACOA; members already; those in county who want to know?
- Workgroups can enter what they want public to be informed about.
- Jill: smaller steps
- Steve: begin by cleaning site, remove dead links
- Action Items: individually will recon on site: images can be replaced, remove dead content

### **Member Report:**

- Steve: Elder tech is beginning in west county; HS students act as tutors to older adults. This will be held in El Cerrito Library. This semester, The program is taking place in the El Cerrito Library, Easter Hill Methodist Church in Richmond, and the El Cerrito Midtown Activity Center.

### **Action Items for Executive Committee?**

- None

### **Future Meetings:**

- Next meeting: Monday, November 4, 2019

The meeting was adjourned at 11:16 am.