

**Contra Costa County Advisory Council on Aging
Technology Group Minutes
Monday, November 4, 2019**

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

Present: Steve Lipson, Kevin Donovan, Gail Garrett

Absent: Jill Kleiner

Staff: Anthony Macias

Approval of Agenda/Minutes

- Approve November Agenda – Kevin moved to approve November agenda after correction of month listed, Steve motioned second, approved by all present.
- Kevin moved to approve October minutes, Gail motioned second, approved by all present.

Announcements:

- None

Public Comment:

- None

Presentations:

- None

Discussion: AAA and ACOA Website/Audience Needs Assessment/Editing Session

- Review of document created by Jill Kleiner of the ACOA current webpage
- Definition of “Who is Audience?” still needs to be defined
- How did current members become involved in ACOA?
 - Word of mouth
 - Supervisor Andersen’s newsletter had information about council
- Current ACOA webpage is outdated and information of “who we are” should be reworked - - less focus on the details and more on the mission and the people of ACOA
- Better idea is to have a “Welcome/Introductory letter” from the council president.
- Link to another page for each workgroup or committee
- Each WG could have information similar to annual report- accomplishment and goals; links to outside websites.

- These links would be determined by individual workgroups of what would be important information to share.
- Review of CC Health Services website
- Remove dead links
- Who created CC Health website
- Needing to go through EHSD IT/Webmaster Kevin Balderson
- Rebuild website
- Photos
- Right side links
- Members bio's

Member Reports:

- None

Action Items for Executive Committee?

- None

Public Comment

- None

Future Meetings:

- Outline template of what workgroup would like the revamped AAA/ACOA websites to look like
- Next meeting: Monday, December 2, 2019

The meeting was adjourned at 11:10 am.