

CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING COMMITTEES AND TASK FORCES PURPOSE AND RESPONSIBILITIES

4/1/26 Draft updates of 2024 document

Executive Committee

Purpose

To oversee all activities of the Advisory Council on Aging (ACOA) and take action as appropriate.

Organization

1. The Chair is the ACOA President.
2. The Co-chair is the ACOA Vice President.
3. Committee composition:
 - a. All ACOA officers.
 - b. Chairperson from each committee and task force.

Duties and Responsibilities

1. Review and approve business and recommendations arising from the activities of committees and task forces.
2. Provide the Area Agency on Aging a forum to report on its activities and updates at the county, state, and federal level.
3. Assist in the development and execution of monthly ACOA meetings.
4. Bring actionable items to the attention of the full council.
5. Regular attendance at Executive Committee meetings is expected

Membership Committee

Purpose

To recruit and select Contra Costa County residents to serve as members on the Advisory Council on Aging (ACOA).

Organization

1. In December, the committee shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The committee Chair and members of the committee will select the Co-Chair.
3. Members of the committee shall be representing each county district.
4. The ACOA President may appoint additional council members to a one-year term, as needed.
5. Members may serve two (2) consecutive one-year terms, with the exception of the chair who may go on to serve an additional two (2) consecutive one-year terms.

Duties and Responsibilities

1. The Committee shall make every effort to recruit ACOA members that reflect the ethnic, economic, and geographic balance of the senior population of the County, including members of the disabled community and consumers of county services.
2. Review all member at large (MAL) applications, conduct interviews and recommend applicants for approval to the Executive Committee and the council.
3. Once all MAL seats are filled, the Committee shall review all future MAL applications for appointment to alternate seats, conduct interviews and recommend applicants for approval to the Executive Committee and the council.
4. The Committee shall maintain a list of those applicants who are considered for member-at large vacancies.
5. The Member Chair will assign a buddy to each new member.
6. Provide guidance and direction to the Nominating Committee.
7. Shall review ACOA quorum, attendance and other council member requirements and recommend appropriate corrective action to the Executive committee.
8. Bring actionable items to the attention of the Executive Committee.

Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.

9. Regular attendance at all Membership meetings is expected.
10. Member Chair will file an annual committee report no later than November 15 of each year.

Nominating Committee

Purpose

To recruit Advisory Council members to serve as officers in the coming year.

Organization

1. Nominating Committee will consist of five members; one from each supervisorial district selected by caucus of the Council members from those districts. Nominating Committee will be chosen no later than August ACOA meeting.
2. Chair of Nominating Committee chosen by majority vote of the five (5) member Committee.
3. The Committee, having served their purpose, will disband upon completion of the annual elections. If, however, a controversy or problem occurs with the election of new officers, Nominating Committee will continue to be active until such situation is resolved.

Duties and Responsibilities

1. The Nominating committee shall contact ACOA members to solicit nominees for positions of ACOA officers.
 2. The Nominating Committee Chair shall present a slate of candidates to the full council at the October or November meeting.
2. Regular attendance at Nominating Committee meetings is required.
 - 3.

Planning Committee

Purpose

To work with the Area Agency on Aging (AAA) staff to develop the Area Plan for services for older adults and those with disabilities.

To participate in the RFP review process for new and existing contract

Organization

1. In December, the workgroup shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The committee Chair and members of the committee will select the Co-Chair.
3. Committee composition:
 - a. Members of Advisory Council, as designated by the President of the Advisory Council.
 - b. Membership, as practical and possible, divided equally among the five (5) supervisorial districts with every attempt to include diverse representation.
 - c. No contractor or employee of an AAA service provider or persons with any perceived conflict of interest may serve on the Planning Committee. Disclosure of any potential conflict of interest to the president of the advisory council and the committee chair is required.

Duties and Responsibilities

1. Assist AAA staff in the development of the Area Plan by bringing local needs to the attention of the AAA staff and advocate to ensure resources necessary are made available.
 2. Assist AAA staff with the RFP review process through the review and evaluation of applications for funding for new and ongoing programs received by contracted service providers, etc.
 3. Facilitate site tours for ACOA members at community-based organizations for services funded by AAA.
 4. Support of AAA staff as requested.
 5. Bring actionable items to the attention of the Executive Committee.
- Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.
6. Regular attendance at all Planning Committee meetings is expected.
 7. Planning Chair will file an annual committee report no later than November 15 of each year.

Health and Elder Abuse Prevention Committee

Purpose

To review current and proposed health-related programs and systems (physical, mental and long term care) and to increase awareness of elder abuse prevention, that affect older adults who are residents of Contra Costa County.

To advocate for and educate about quality, suitability and accessibility of these programs and systems.

Organization

1. In December, the committee shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The committee Chair and members of the committee will select the Co-Chair.
3. Committee composition:
 - a. All Advisory Council members are eligible to participate and contribute to the functions of the workgroup.
 - b. Community participation will be encouraged for those with special interest in senior health and elder abuse issues.
 - c. Participation of health care professionals and professions involved with elder protections will be encouraged.

Duties and Responsibilities

1. Identify, prioritize, and support legislation promoting quality health care services that are available, affordable, and accessible.
2. Prepare and/or disseminate health care and elder abuse prevention information to the public.
3. Advocate for improving health care and elder abuse prevention for older adults in Contra Costa County.
4. Regular attendance at Health workgroup meetings is expected.

Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.

5. Bring actionable items to the attention of the Executive Committee.
6. The Chair will file an annual committee report no later than November 15 of each year.

Housing Committee

Purpose

To advocate for increased availability of adequate, affordable, secure living arrangements for the elderly and the disabled. To inform community leaders of the housing needs of older adults and the disabled.

Organization

1. In December, the committee shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The committee Chair and members of the committee will select the Co-Chair.
3. Committee composition:
 - a. The Advisory Council members are encouraged to participate and contribute to the functions of this workgroup.
 - b. Community participation is encouraged for those with background and/or special interest in housing issues.
 - c. Housing professionals in the community will be used as special resource persons as an aid to information development and policy considerations.

Duties and Responsibilities

1. Gather data on housing availability and needs for older adults in Contra Costa County.
2. Advocate for: expanded supply of age-restricted affordable housing, increased funding for affordable housing, development of more affordable assisted living facilities, strengthened housing protections; and to bring this information to local officials.
3. Work with local officials to expand the shared housing program from the county's nineteen cities and the urban county to fund the expansion.
4. Keep the ACOA membership informed of the committee's activities and enlist their help keeping local officials informed.
5. Regular attendance at Housing committee meetings is expected. ACOA members who join the Housing Workgroup must meet the ACOA attendance requirements.
6. The Chair will file an annual workgroup report no later than November 15 of each year.

Legislative Advocacy Committee

Purpose

To review legislation and develop letters of support or opposition concerning proposed and potential legislative issues of importance to older adults and people with disabilities in Contra Costa County. Members of workgroups focusing on issues being reviewed by the Legislative workgroup will provide feedback, assistance on writing support or opposition letters.

Organization

1. The President of the Advisory Council on Aging (ACOA) will appoint the Workgroup Chair in January of each year. Members of committee will nominate a chair for appointment at their last meeting of the year. The committee Chair will be a member of the California Senior Legislature who represents Contra Costa County,
2. The members of the workgroup will select the co-chair.
3. Committee composition:
 - a. ACOA members representing Contra Costa County for the California Senior Legislature will be the primary members.
 - b. Other ACOA members, who have experience working on legislation, will be selected based on their past experience working on legislation.
 - c. Community participation is encouraged, especially from those with experience working on an issue being reviewed and researched by the Legislative committee.
4. Meetings will generally be held beginning in January and concluding in August.

Duties and Responsibilities

1. The Chair and co-chair will meet to identify organizations and non-profits in the County specializing in aging issues for collaboration on legislation affecting older adult and disabled populations.
 2. When the state legislative session begins, the Chair and co-chair will identify, with input from other organizations, legislation that is of importance to the ACOA.
 3. The workgroup will solicit support from community organizations on legislation they consider important.
 4. Each ACOA committee interested in the same legislation will be asked to engage in evaluating the Bill and providing their input in support/opposition of the Bill.
 5. Discussion by the Legislative committee will be resolved into appropriate recommendations for consideration by the Executive Committee, then by the full Council based on the work done in evaluating the issue.
 6. Networking with local legislators, committees/commissions will be an ongoing activity pursued by committee members.
 7. Regular attendance at committee meetings is expected.
- Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.

8. Member Chair will file an annual committee report no later than November 15 of each year.

Technology Committee

Purpose

To support the Advisory Council on Aging (ACOA) by identifying and recommending ways to improve access and use of technologies for individual members and the community-at-large.

Organization

1. In December, the committee shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The members of the committee will select the co-chair.
3. Committee composition:
 - a. All Advisory Council members are encouraged to participate and contribute to the functions of this committee.
 - b. Community participation is encouraged for those with special skills, interest and background in communicating the messages of the organization.
 - c. Committee members will work collaboratively to keep abreast of new and emerging technologies relevant to older adults.

Duties and Responsibilities

1. Work together with the ACOA Executive Committee and General Membership to determine information and technology needs and delivery systems.
2. Representation by the Chair on the Executive Committee of the ACOA.
3. Solicit the broader participation of all interested ACOA members.
4. Support the ACOA and Executive Board as requested.
5. Keep all ACOA members abreast and informed of the committee's activities.
6. Bring actionable items to the attention of the Executive Committee.
7. Regular attendance at committee meetings is expected.
8. Member Chair will file an annual committee report no later than November 15 of each year.

Transportation Committee

Purpose

To address transportation barriers and gaps in service experienced by Contra Costa older adults through education, advocacy, and the promotion of effective coordination of services and mobility management that enhances the autonomy and independence of older adults in Contra Costa County.

Organization

1. In December, the committee, also known as the Senior Mobility Action Council (SMAC), shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The SMAC Co-Chair will be selected by the members of the SMAC Committee.
3. All ACOA members will be eligible to participate in the activities of the SMAC Transportation Committee.
4. Community participation from individuals with special interests or expertise will be encouraged.

Duties and Responsibilities

1. Representation by the Chair on the Executive Committee of the ACOA.
2. Representation on the County Paratransit Coordinating Council.
3. Provides advocacy for legislation to meet transportation needs of Contra Costa seniors.
4. Monitors the developments in County transportation policies and plans. Reviews transit systems' long-range plans, including, but not limited to, disaster preparedness for older adults and people with disabilities as well as the Contra Costa Transportation Authority's (CCTA) plans and documents related to accessible transportation.
5. Provides information to older adults on transportation options during emergency situations.
6. Informs the ACOA of the impact of the above policies and plans.
7. Develops action steps to address and influence transportation policies and plans, as they relate to the issues of Contra Costa County older adults and people with disabilities.
8. Actively coordinates SMAC's efforts with the transit committees in the County.
9. Regular attendance at Transportation Committee meetings is expected.
10. Bring actionable items to the attention of the Executive Committee.

Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.

11. Chairs from the committee must file an annual report no later than November 15 of each year

