



AGENDA

CONTRA COSTA COUNTY Advisory Council on Aging

Wednesday, May 20, 2026

12:15 PM

500 Ellinwood Way, Pleasant Hill, CA.
Corner Conference Room

Membership/Nominating Committee
<https://cccouny-us.zoom.us/j/89149743965>

PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:

The public may attend this meeting in person at the above location. The public may also attend this meeting remotely via webinar. Login information is provided above. The public may attend this meeting in person at the above location.

12:15 Welcome – Kathryn Monroy Dexter, Membership Chair

12:18 Approval of April 2026 Minutes

Membership Committee Meeting Minutes 04-15-26

[26-2095](#)

12:20 Advisory Council on Aging (ACOA) Quorum /Attendance of ACOA Meetings, Committees & Workgroups

- ACOA Quorum
- Attendance Tracker
- Resignations
- Leave of Absence (LOA) Requests
 - Michael Wener: 5/20/2026
 - Sarah Green: Wednesdays May – Wednesdays October
- Membership Requirements Update (Brown Act, Ethics Training, and new Implicit Bias)
- Buddy Program Updates
- Orientation Update/Tracker
- Filling Vacant Seats

12:30 ACOA Alternate Membership Document

ACOA Alternate Membership

[26-2096](#)

1:50 Consent Items

1:55 Executive Committee Action Items

1:57 Public Comments

Next Membership Committee Meeting:

- Wednesday, June 17, 2026 12:15pm – 2:00pm

2:00 Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 500 Ellinwood Way, Pleasant Hill during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Jenny Lam at 925 655-0773 or jlam@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2095

Agenda Date: 5/20/2026

Agenda #:

Advisory Council on Aging:

Membership Committee Meeting Minutes 04-15-26



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, April 15, 2026

12:15 PM

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Corner Conference Room

Membership/Nominating Committee
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12:15 Welcome – Thomas Lang, Membership Committee Co-Chair

- Call to Order: Thomas Lang called the meeting to order at 12:20 p.m.

Present Jill Kleiner, Thomas Lang, and Lorna Van Ackeren

Excused Kathryn Monroy-Dexter, and Deborah Wiener

12:18 Approval of March 2026 Minutes

Motion: Kleiner

Second: Lang

Aye: Kleiner, and Lang

Abstain: Van Ackeren

Result: Passed

Membership Committee Meeting Minutes 03.18.26

[26-1421](#)

12:20 Advisory Council on Aging (ACOA) Quorum /Attendance of ACOA Meetings, Committees & Workgroups

- ACOA Quorum:
 - 27 ACOA members were present, and quorum was established
- Attendance Tracker
 - Members with two or more absences discussed.
- Resignations
 - Possible resignation from Shirley Khron MAL #2
 - Notify Jill when Shirley resigns so that we can be appointed as emeritus member
- Leave of Absence (LOA) Requests
 - Michael Wener: 3/31/2026 – 4/6/2026
 - Deborah Wiener: 8/19/2026, 10/21/2026
 - Kathryn Monroy-Dexter: 4/15/2026
 - Michelle Hayes: 5/1/2026 – 5/31/2026
 - Candace Evans: 3/1/2026-7/31/2026
- Membership Requirements Update (Brown Act, Ethics Training, and new Implicit Bias)
 - Dixie reaches out to ACOA Members with expired trainings
- Buddy Program Updates
 - Susan Wright - Kathryn to confirm buddy
 - Teresa Wright – Kathryn to confirm buddy
 - Sean Barry – Kathryn to assign buddy
- Orientation Update/Tracker
 - Sean Barry and Fatih Gaither-Davis will need New Member Orientation once fully appointed by BOS
 - Include Susan Wright
- Filling Vacant Seats
 - City Seats
 - Antioch: Faith Gaither Davis approved by Family Human Services
 - Richmond: Byran Harris' application forwarded to Mayor's office for review
 - Pinole: Jenny emailed City Clerk for update on recruitment efforts
 - City of San Pablo: Thomas Lang presented to San Pablo Senior Center regarding ACOA and San Pablo Representative vacancy
 - City of San Ramon: Jenny spoke with City Clerk regarding recruitment efforts
 - City Walnut Creek: Jenny requested update on recruitment efforts from City Clerk
 - City of Clayton: Jenny notified City Clerk of potential candidate that may be interested in serving as City of Clayton ACOA representative.
 - Indy Sekhon (Member at Large #12)

- Appointed by the BOS on 3/31/2026
- Sean Barry (Alternate #1)
- Appointed by the BOS on 4/14/2026

12:30 City of San Pablo ACOA Presentation Update

Thomas Lang provided presentation to City of San Pablo Senior Center regarding ACOA and vacant City of San Pablo ACOA Representative seat. Presentation was well received. Transportation may be provided by City of San Pablo for ACOA candidate to attend meetings, if needed.

1:40 Consent Items

None

1:50 Executive Committee Action Items

- Deborah Wiener: 8/19/2026, 10/21/2026
- Deborah Wiener: 8/19/2026, 10/21/2026
- Kathryn Monroy-Dexter: 4/15/2026
- Michelle Hayes: 5/1/2026 – 5/31/2026
- Candace Evans: 3/1/2026-7/31/2026

1:57 Public Comment

Tom shared details of an upcoming event related to health and wellness:
Sarcopenia, Frailty and Fall Prevention
April 20, 2026, from 4:30 pm – 5:30 pm
The Good Table Café
5166 Sobrante Ave, El Sobrante, CA 94803

Next Membership Committee Meeting:

- Wednesday, May 20, 2026 12:15pm – 2:00pm

Items for next meeting:

- ACOA Alternate Membership Developed for review in May's meeting

2:00 Adjourn

- The meeting was adjourned at 12:56 p.m.

For Additional Information Contact:

Jenny Lam at 925 655-0773 or jlam@ehsd.cccounty.us



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1025 ESCOBAR STREET
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Advisory Council on Aging:

ACOA Alternate Membership



Advisory Council on Aging (ACOA) Alternate Members

Newly appointed members of the ACOA who have Alternate Status may find it difficult to precisely define their role in the organization. This document aims to clarify some potential sources of confusion.

Alternate members must satisfy the same requirements as all other members of the ACOA. These are summarized in the document titled "ACOA Membership Expectations" and described in detail in the ACOA Bylaws (Article III Membership, page 2).

- Complete the **Brown Act & Better Governance Ordinance** video training upon appointment by the Board of Supervisors and send a signed affidavit attesting to its completion to AAA staff. Link to the training: [Brown Act & Better Government Ordinance Training Video](#)

This training must be completed within the first three months of appointment and every two years thereafter.

- Complete **Ethics for Local Government Officials** training upon appointment by the Board of Supervisors. Submit verification of completion to staff. Link to the training: [Ethics Training \(ca.gov\)](#)

This training is must be completed within the first three months of appointment and every two years thereafter.

- Complete **Implicit Bias Training** provided by the City of Richmond through a learning pathway series of [articles and videos](#).

This training must be completed within the first three months of appointment and every two years thereafter.

- Complete **Assuming Office Statement** via [NetFile](#). An email with NetFile login information will be sent to your email address on file. If you have questions, please contact Jenny Lam at jlam@ehsd.cccounty or 925.655.0773.

The Assuming Office Statement must be completed within 30 days of appointment.



- Complete and submit **Form 700** annually (prior to April 1st). This can be done electronically by completing the form online at the County website and following the directions provided. (Print a copy for your own records) Form 700 (ca.gov) If you have questions, please contact Jenny Lam at jlam@ehsd.cccounty or 925.655.0773.

The Form 700 must be completed annually prior to April 1st.

- Complete a new Application when required/requested in order to remain a member of the Council.

Alternate members should attend all ACOA meetings, and their contribution to discussions is considered equally valuable to those of any other ACOA member. Alternate members count towards quorum when an ACOA member is absent. In addition, Alternate members can vote where there is an absent ACOA Member at Large or a City/Town Representative. Voting in such cases is considered a crucial function of Alternate members.

Committees are a critical means by which the ACOA gathers knowledge about key issues in its scope of responsibilities and provides input to the Area Plan. Alternate members are encouraged to join and actively participate in ACOA Committees. Alternate members are eligible for membership in all committees except for the ACOA Governing Committees. Specifically, Alternate members are eligible for membership in the following committees: Health and Elder Abuse Prevention Committee, Housing Committee, Legislative Committee, Technology Committee and Transportation Committee.

Being an Alternate member is often a pathway to full ACOA Membership. Alternate members are frequently appointed to Member at Large seats in cases where the Member at Large resigns or is removed from the ACOA for not satisfying membership requirements (e.g. attendance or residence in Contra Costa County).

Hopefully, this document has shown that Alternate members are critical to the ACOA and has also clearly specified the roles that Alternate members can play in ACOA discussions, meeting quorum, votes and Committees.