



CONTRA COSTA COUNTY

Committee Meeting Minutes - Final

Advisory Council on Aging

Wednesday, February 19, 2025

12:15 PM

500 Ellinwood Way, Pleasant Hill,
Board Room A/B

Membership/Nominating Committees

<https://cccounty-us.zoom.us/j/85009915454?pwd=hS0LRSLQqLVGQbw3pADyrqwCU6iTUr.1> |
Password: 881258 | Dial-In: (214) 765-0478 | Code: 698779 | Meeting ID: 850 0991 5454

PUBLIC ACCESS INSTRUCTIONS:

The public may attend this meeting in person at the posted locations. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided above.

12:15 Welcome - Julie Ortega, Membership Chair & Logan Robertson Membership Co-Chair.
Meeting was called to order at 12:18 pm by Julie Ortega and Logan Robertson.

12:17 Introductions

Roll Call

Present James Donnelly, Jill Kleiner, Julie Ortega, and Logan Robertson

12:20 Approve January 2025 Minutes

January 2025 Draft Minutes

[25-462](#)

Attachments: [Mem01.15.25DraftMinutes](#)

This Discussion Item was approved unanimously.

Motion: Donnelly

Second: Kleiner

12:25 ACOA Quorum/Attendance of ACOA Meetings, Committees & Workgroups

ACOA Quorum:

22 ACOA members were present, and quorum was established.

Attendance Tracker:

Attendance discussed.

Resignations:

None at this time.

Leave of Absence (LOA) Requests:

Richard Morisky - through March 2025.

Sam Sakai-Miller - for February 19, 2025.

Membership Requirements Update (Brown Act, Ethics Training, and new Implicit Bias):

Members with outstanding training discussed.

Lorna Van Ackeren - Ethics & Implicit Bias due.

Buddy Program Updates:

No new members at this time.

Jim Donnelly buddy to Chalo Buckman

Filling Vacant Seats:

Pending Approval:

Appointment - City of Hercules: BOS Agenda 2/25/2025

Appointment - City of Oakley: BOS Agenda 2/25/2025

Resignation - City of Brentwood: BOS Agenda 2/25/2025

Vacant City Seats:

City of Pittsburg

City of San Pablo

City of San Ramon

City of Clayton

City of Antioch (an individual is interested, but needs to go through the City's appointment process).

Vacant MAL Seats:

Member-at-Large #8

Member-at-Large #12

Vacant Alternate Seats:

Alternate #1

Alternate #2

Alternate #3

Alternate #4

12:30 New Member Interview: Sharon Maxwell
New member interviewed and discussed.

12:50 Discuss New Member Applicant

S. Maxwell App

[25-463](#)

Attachments: [S Maxwell BCC app](#)

**A motion was made by Donnelly, seconded by Robertson, that this item be approved.
The motion carried by a unanimous vote.**

Motion: **Donnelly**

Second: **Robertson**

1:10 Outreach Strategies on Recruitment of New Members:
Discussed outreach and recruitment efforts for Rossmoor.

1:45 New Member Orientation Debrief
Host orientation during Membership Committee meeting.
Include Area Plan objectives in New Member Orientation packet.

Executive Committee Action Items:

Approve recommendation of Sharon Maxwell as Member-at-Large #8.

Items for next meeting:

Debrief on Rossmoor Outreach

Internal Outreach for Members

General Interview Questions for ACOA Candidates

ACOA Brochure revamp

1:55 Public Comment: None

Next meeting is scheduled for March 19, 2025 at 12:15 pm - 2:00 pm

2:00 Adjourn

Meeting was adjourned at 1:02 pm.

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HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Advisory Council on Aging during public comment on matters within the jurisdiction of the Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should speak when called upon by the chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing * 9 on their phone. All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact: 925 655-0773.

Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time at email at jlam@ehsd.cccounty.us or by voice mail at 925 655-0773. Comments submitted by email or voice mail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: jlam@ehsd.cccounty.us or by voice mail at 925 655-0773