



AGENDA

CONTRA COSTA COUNTY Advisory Council on Aging

Wednesday, September 17, 2025

10:00 AM

500 Ellinwood Way, Pleasant Hill, CA
Boardroom

ACOA General Meeting

<https://cccouny-us.zoom.us/j/84280794921>

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. ACOA members will also be participating from the following locations: 116 Raven Hill Road, Orinda, CA 94563 | 130 Linhares Lane, Alamo, CA 94507 | 200 Seaview Dr., El Cerrito, CA 94530 | 2756 Lily Court, Antioch, CA 94531 | 28 Orinda Way, Orinda, CA 94563 | 2950 Buskirk Avenue, Suite 330 Walnut Creek, CA 94597 | 324 El Divisadero Avenue, Walnut Creek, CA 94598 | 136 El Cerro Ct, Danville, CA 94526

10:00 Call to Order/Introductions: Lorna VanAckeren, ACOA President

10:01 Roll Call

10:03 Approval of August 2025 minutes

08.20.25 Draft Minutes

[25-3879](#)

Attachments: [08.20.25 Draft Minutes](#)

10:05 Area Agency on Aging Report:

AAA updates: Alicia Espinoza/Tracy Murray

Title IIIC Senior Nutrition Program West County - RFP 1226

[25-3780](#)

Attachments: [Title IIIC Senior Nutrition Program West County - RFP 1226](#)

Area Agency on Aging Acronyms

[25-3900](#)

Attachments: [Area Agency on Aging Acronyms](#)

10:30 Presentation -- Family Justice Center

FJC PP-East Purposes

[25-3901](#)

Attachments: [FJC PP-East Purposes](#)

11:05 Break

11:15 ACOA President's Report: Lorna VanAckeren
Community Impact Fund advocacy
December Holiday potluck
LOA Form requirement

ACOA LOA Request Form 2025

[25-3880](#)

Attachments: [ACOA LOA Request Form 2025](#)

11:30 Committee and Workgroup Reports: Chairs (2-3 min each)

Membership/Nominating -- Jill Kleiner/Kathryn Monroy-Dexter

Planning -- Jill Kleiner

Health & Elder Abuse Prevention -- Michael Wener

Housing -- Kevin Donovan

Legislative: Shirley Krohn/Steve Lipson -- State and Federal Legislation Tracking & Regulation Tracking | BillTrack50 | <https://www.billtrack50.com/info/>

Technology -- Steve Lipson

Transportation -- Candace Evans

11:50 Regional Coalition Update: Debbie Toth

11:55 Consent Items:

Approve:

Michael Wener: Vice President 2025 (remainder of the calendar year)

Teresa Wright: Alternate #4

Holly Frates: Member at Large #9 (promoting from Alternate #3)

Gerry La-Londe Berg: Alternate #3

Jim Donnelly: Emeritus member

11:56 Public Comment

11:58 New Business for next meeting: Wednesday, October 15th, 2025

12:00 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:

Alicia Espinoza at 925 655-0771 or aespinoza@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3879

Agenda Date: 9/18/2025

Agenda #:



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, August 20, 2025

10:00 AM

500 Ellinwood Way, Pleasant Hill, CA
Boardroom

ACOA General Meeting

<https://cccouny-us.zoom.us/j/84280794921>

PUBLIC ACCESS INSTRUCTIONS:

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom. Login information is provided above. ACOA members will also be participating from the following locations: 324 El Divisadero Ave, Walnut Creek | 165 Natalie Dr. Moraga | 2950 Buskirk Ave, Suite 330, Walnut Creek | 14720 Byron Highway #4, Byron | 26 Orinda Wy., Orinda | 400 El Cerro Blvd., Danville | 2756 Lily Ct. Antioch | 1954 Pomar Way, Walnut Creek | 3014 Grey Eagle Dr., Walnut Creek

10:00

Call to Order/Introductions: Lorna VanAckeren, ACOA Vice - President - called meeting to order at 10:06am

10:01 Roll Call conducted and 30 members qualified to be counted toward a quorum. Therefore, a quorum was established.

Present

Francisco Benavides, Roger Boaz, Chalo Buckman, Deborah Card, Cesar Court, Brock Dubbels, Kevin Donovan, Holly Frates, Marilyn Fowler, Alan Goldhammer, Sarah Green, Michelle Hayes, Riki Juster, Bryan Harris, Carol Kehoe, Denise Kalm, Jill Kleiner, Shirley Krohn, Thomas Lang, Steve Lipson, Sharon Maxwell, Nikki Lopez, Kathryn Monroy-Dexter, Richard Morisky, Brian O'Toole, Deanna Perry, Inderpit Sekhon, Logan Robertson, Carol Schaefer, Sharon Sakai-Miller, Victoria Snyder, Uche Uwahemu, Lorna Van Ackeren, Elaine Welch, Michael Wener, Dennis Yee, and Deborah Wiener

Excused

Cate Burkhart, and Terri Tobey

Absent

Candace Evans

Guests:

Theresa Anderson, Assemblymember Grayson’s Office | Bryan Harris, Richmond Commission on Aging | David Linnell, Meals on Wheels Diablo Region | Jennifer Quallick, Office of Supervisor Andersen | Caitlin Sly, Food Bank of Contra Costa and Solano | Amy Thurmond, Meals on Wheels Diablo Region | Debbie Toth, Choice in Aging | Teresa Wright, prospective ACOA member | Diego Colmenares, Opportunity Junction Intern | Kimberly Esparza, Opportunity Junction Intern | Julie Nguyen, Opportunity Junction Intern | Sheleina Novicio, Opportunity Junction Intern | Katy Thiongave, Opportunity Junction Intern

Staff:

Tracy Murray, Director of Aging and Adult Services | Nhang Luong, Program Manager, Senior Information & Assistance | Alicia Espinoza, Program Manager, Area Agency on Aging | Susan Jamerson, Health Insurance Counseling & Advocacy Program (HICAP) | Eugenia Hidalgo-Malacas, HICAP | Jenny Lam, Area Agency on Aging | Cristina Ugaitafa, Area Agency on Aging | Jenn Gomes-Figueira, Area Agency on Aging | Jeanne Polk, Area Agency on Aging | Glenda Pacha, Area Agency on Aging | Thomas Weisbrich, Area Agency on Aging | Dexter Peralta, Area Agency on Aging

10:0 Approve June 2025 Draft Minutes
2

[25-3388](#)

Attachments: [Gen.06.18.2025DraftMinutes](#)

This Discussion Item was approved.

Motion: Robertson

Second: Wener

Aye: Boaz, Buckman, Card, Donovan, Fowler, Green, Hayes, Kehoe, Kalm, Kleiner, Lang, Lipson, Lopez, Monroy-Dexter, Morisky, O'Toole, Robertson, Schaefer, Sakai-Miller, Van Ackeren, Wener, Yee, and Wiener

Absent: Dubbels, Goldhammer, Juster, Harris, Krohn, Perry, Snyder, Uwahemu, Welch, and Evans

Abstain: Benavides, Court, Frates, Maxwell, and Sekhon

Result: Passed

10:05 Area Agency on Aging (AAA) Report: Tracy Murray, Director, Aging and Adult Services & Alicia Espinoza, Division Manager, Area Agency on Aging

Alicia Espinoza, The Division Manager reported:

- Senior Nutrition West County RFP 1226 -- See attachment
- Contract Renewals Status – 25-26 OAA contracts have been submitted to Contracts Unit for processing.
- Transition to Webinars and ACOA meeting room changes -- See attachments – ACOA meeting room changes and 500 Ellinwood 1st Floor Map
- Staffing Updates
- AAA is now fully staffed

Tracy Murray, The Director of Aging and Adult Services reported:

- Director Murray shared a statement from the California Welfare Directors Association (CWDA) analysis of EHSD impacts and a summary of the Personal Responsibility Act.

Title IIIC Senior Nutrition Program West County - RFP 1226 [25-3376](#)

Attachments: [Title IIIC Senior Nutrition Program West County - RFP 1226](#)

ACOA meeting room changes [25-3377](#)

Attachments: [ACOA meeting room changes](#)

500 Ellinwood 1st Floor Map [25-3378](#)

Attachments: [500 Ellinwood 1st Floor Map](#)

Statement from CWDA + analysis of EHSD of impacts [25-3379](#)

Attachments: [Statement from CWDA + analysis of EHSD of impacts](#)

10:30 Presentation: Health Insurance Counseling and Advocacy Program (Susan Jamerson, Eugenia Hidalgo – Malacas, Pam Brown) insert HICAP PPT -- See slides in agenda packet.

HICAP PPT 8.20 [25-3380](#)

Attachments: [HICAP PPT 8.20](#)

11:00 Caucus for Nominating Committee Membership
Members caucused by district to appoint the following representatives to the Nominating Committee.

District	Nominating
1	Thomas Lang
2	Michael Wener Deborah Wiener (alternate)
3	BRoger oaz
4	Denise Kalm
5	Kathryn Monroy-Dexter Indy Sekhon (alternate)

Members were informed of the responsibilities of each ACOA officer.

ACOA members by district [25-3381](#)

Attachments: [ACOA members by district](#)

ACOA officer roles [25-3382](#)

Attachments: [ACOA officer roles](#)

11:15 Break

- 11:25 ACOA Vice - President’s Report: Lorna VanAckeren
- Effective August 4, 2025, Jim Donnelly resigned from the ACOA. Lorna thanked him for his 11 years of service to the ACOA. Due to his departure, Lorna assumed role as President.
 - Lorna, after consultation with the Nominating Committee, will appoint a Vice President to serve though 2025.
 - Next ACOA Orientation will be held on August 27 at 1 pm. Please attend if possible.
 - As President, Lorna will attend TACC and C4A meetings.
 - New ACOA representative from Danville is Steve Freshman.

11:30 Committee and Workgroup Reports: Chairs

Membership: Lorna VanAckeren/Jill Kleiner

- Welcome new members in attendance.
- Teresa Wright to be recommended as Alternate #4.
- One alternate will be promoted to vacant MAL #9 seat.
- No vacant MAL seats.
- 6 vacant city seats:
 - City of Pittsburg | City of San Pablo | City of San Ramon | City of Clayton | City of Antioch | City of Pinole
- One ACOA candidate will be interviewed today.

Planning: Jill Kleiner

- Focus Group meeting was held at the Monument Crisis Center
- Looking for topics to present to community
- The Committee will organize site visits to Community Based Organizations – beginning with Choice in Aging.

Health & Elder Abuse Prevention: Terri Tobey/Michael Wener

- No meeting in August
- September meeting: Speaker - ACOA member Denise Kalm

Housing: Kevin Donovan

- On June 30, the County released data on their annual Point in Time (PIT) count. The data shows 2,118 people experiencing homelessness on a given night. That is a 26% decrease from 2024. Part of the decrease may be due to increases in temporary shelters.
- At the last meeting the Committee received a report on housing policy & real estate housing market.
- At the next meeting, the Bay Area Housing Finance Authority will report on evictions and legal representation.

Legislative: Shirley Krohn/Steve Lipson

- SB 707 – legislation to revise the Brown Act was put into the suspense file.
- California Senior Legislature is preparing a version to present next year.

Technology: Steve Lipson

- The Committee received a presentation from Annette Balter, Well Connected Program of Front Porch.
- Steve talked about the increased media coverage of AI/mental health issues and legislation about AI.

Transportation: Bryan Harris for Candace Evans

- No September meeting due to Labor Day
- The Committee has proposed a Transportation Workshop in November.

11:50 Regional Coalition Update: Debbie Toth

The Regional Coalitions is an Advocacy & Access effort to promote Community Based Services and Supports with a focus on lived experience which is organized by the California Collaborative for Long Term Services and Supports.

11:55 Consent Items: None

11:56 Public Comments / Announcements

- Bedford Block Party – Oct. 25, 2025 in Antioch
- \$1 million in ARPA funding per Supervisorial district was approved at the October 21, 2025 Board of Supervisors meeting. A letter from Food Security Collaborative requesting funding was presented for individual ACOA members to sign if they desire.
- LGI Homes are affordable homes.
- Alzheimer’s Association funded Caregiver Respite Program offered by Caregiver OneCall.
- Disaster Festival is scheduled for the Crockett/Port Costa community.
- Steve acknowledged Sam Sakai-Miller for “unaffiliated website” she will be on leave.

New Business for Next Meeting: Wednesday, September 17, 2025.

12:00 Adjourn: The meeting was adjourned at 12:14 a.m.

Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

For Additional Information Contact: Dixie Peralta, dperalta@ehsd.cccounty.us (925) 655-0774



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3780

Agenda Date: 9/18/2025

Agenda #:

Total Funding: \$247,027 - (OAA, MOCA, MX)

- C1 Congregate: **\$12,469 to provide 2,375 meals** at Corrine Sain Senior & Family Community Center in Richmond, CA.
- C2 Home-Delivered: **\$234,558 to home deliver 88,512 meals** to West County residents
- Contracting period: January 1, 2026 through June 30, 2026.



EMPLOYMENT & HUMAN SERVICES DEPARTMENT
Aging and Adult Services Bureau
Area Agency on Aging
Title III C Senior Nutrition Program – West County

REQUEST FOR PROPOSAL (RFP) 1226

SECTION 2: RFP 1226 TIMELINE

RFP Published	Thursday, August 7, 2025
Question Submittal Period Submit questions to: contractbid@ehsd.cccounty.us	August 7 – 15, by close of Bidders' Conference
Recommended Bidders' Conference	Friday, August 15, 2025 2:00 p.m. to 4:00 p.m. PST
Questions and Answers Posted	August 20, 2025
Mandatory Letter of Intent (LOI) to Submit Proposal Due Date. Submit LOI to contractbid@ehsd.cccounty.us	Friday, August 22, 2025 by 5:00 p.m. PST
RFP Proposal Response Submission Due Date	Tuesday, August 26, 2025 By 5:00 p.m. PST – No Exceptions
EHSD Compliance Review and Evaluation	August 27 – 29, 2025
EHSD Fiscal Review and Evaluation	September 2 – 15, 2025
AAS Bureau Review and Evaluation	September 16 – 25, 2025
Award Notification	September 26, 2025
Appeal Period (10 business days)	September 29 – October 10, 2025
Contract Negotiation & Processing	October – November 2025
Board of Supervisors' Authorization of Contracts over \$200,000	December 2025
Projected Contract(s) Start	January 1, 2026

*All dates are subject to change as deemed in the best interest of EHSD.

Contact (RFP Process only): EHSD Contracts Unit
 Contact Phone: (925) 608-4969
 Contact Email: contractbid@ehsd.cccounty.us
 Bidders Conference Webinar: Friday, August 15, 2025
 2:00 pm – 4:00 pm



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3900

Agenda Date: 9/18/2025

Agenda #:



Area Agency on Aging Acronyms

Acronym	Definition
AAA	Area Agency on Aging
ACOA	Advisory Council on Aging
ADA	American with Disabilities Act of 1990
ADHC	Adult Day Health Care
ALR	Assisting Living Residence
APS	Adult Protective Services (a sibling department of AAA)
BOS	County Board of Supervisors
CBO	Community Based Organizations
CDA	California Department of Aging (Federal funders of most AAA contracts)
CHHA	Certified Home Health Agencies
CWDA	California Welfare Director's Association
EHSD	Employment and Human Services Department (County department that includes Aging and Adult Services)
HDM	Home Delivered Meals
HICAP	Health Insurance Counseling and Advocacy Program
HIPAA	Health Insurance Portability and Accountability Act
I&A	Information and Assistant (Phone line which acts as a single point of entry into County aging services and outside resources)
IHSS	In-Home Support Services (a sibling department of AAA)
LTC	Long Term Care
LTCS	Long Term Care Services
MOW	Meals on Wheels
MOCA	Modernizing Older Californian's Act
MX	Measure X
OAA	Older Americans Act (1965)
PSA	Planning and Service Area
RC	Respite Care
RCF	Residential Care Facility
RFP	Request for Proposals
SCSEP	Senior Community Services Employment Program
SNF	Skilled Nursing Facility
VA	Veterans Administration
VNA or VNS	Visiting Nursing Association or Services

AAA Contractor Acronyms	Definition
CIA	Choice in Aging
FCA	Family Caregivers Alliance
JFCS	Jewish Family and Community Services
MOWDR	Meals on Wheels Diablo Region
CCSLs	Contra Costa Senior Legal Services
WCCMOW	West Contra Costa Meals on Wheels
CHDC	Community Housing Development Corporation
MM	Mobility Matters
EA	Empowered Aging



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3901

Agenda Date: 9/18/2025

Agenda #:



Family Justice Center



Get to know us

Serving families affected by domestic violence, sexual assault, child abuse, elder abuse, and human trafficking.

East Center Director
Terri Brown-Garrett

Central Center Director
Jose Rizo

West Center Director
Lashara Johnson

South Center Director
Mireille LaFont



Executive Director
Susun Kim



Regional Director of Administration
Natalie Oleas



Solano Center & Regional
Director
Reina Sandoval

Vision And Mission

Vision

The Contra Costa Family Justice Center envisions a vibrant community free from coercion and fear. A place where people can come to our centers for education, opportunity, and comprehensive and integrated services in the pursuit of justice, hope and healing.

Mission

Since 2001, the Contra Costa Family Justice Center seeks to create a community that is there to support the healing process for those who are affected by any form of family violence and human trafficking. With our commitment towards healing, community, and safety, we strive to integrate capable partners with common goals to create a comprehensive service network to alleviate or prevent future instances of family violence. Together, we can help put an end to family violence and human trafficking.

IPV

Inter-Personal Violence

Domestic Violence

Human Trafficking

What is it?

Child Abuse

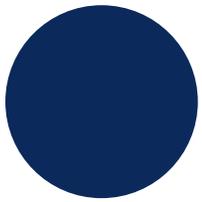
Sexual Assault, Stalking

Elder Abuse

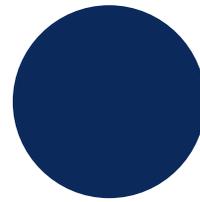
Where do we provide services?

	East	Bay Point, Pittsburg, Antioch, Oakley, Brentwood, Byron, Discovery Bay
	Central / South	Concord, San Ramon, Clayton, Martinez, Pleasant Hill, Danville, Lafayette, Moraga, and Orinda
	West	Richmond, Pinole, San Pablo, El Cerrito, Hercules, and Rodeo
	Solano	Benicia, Fairfield, Dixon, Rio Vista, Suisun City, Vacaville, Vallejo, Elmira, and Birds Landing

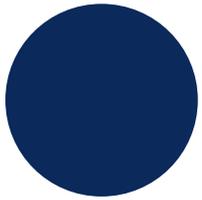
Population



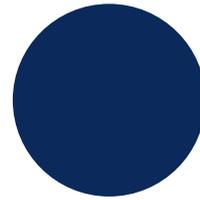
Children



Elder



Adults



**Everyone and
Anyone..**

Requirements and limitations change with every program

Navigation

**If you are a victim of interpersonal violence (IPV)
At each Family Justice Center has a team of Navigators who are trained and culturally competent in addressing your needs. They serve as your single and trusted point of contact as they help assist you in removing barriers and connecting with a wide range of resources and partnering agencies.
Navigators will work with each case to complete a comprehensive needs and risk assessment, and to identify the goals and outcomes that each family would like to achieve.**

Services



In Person

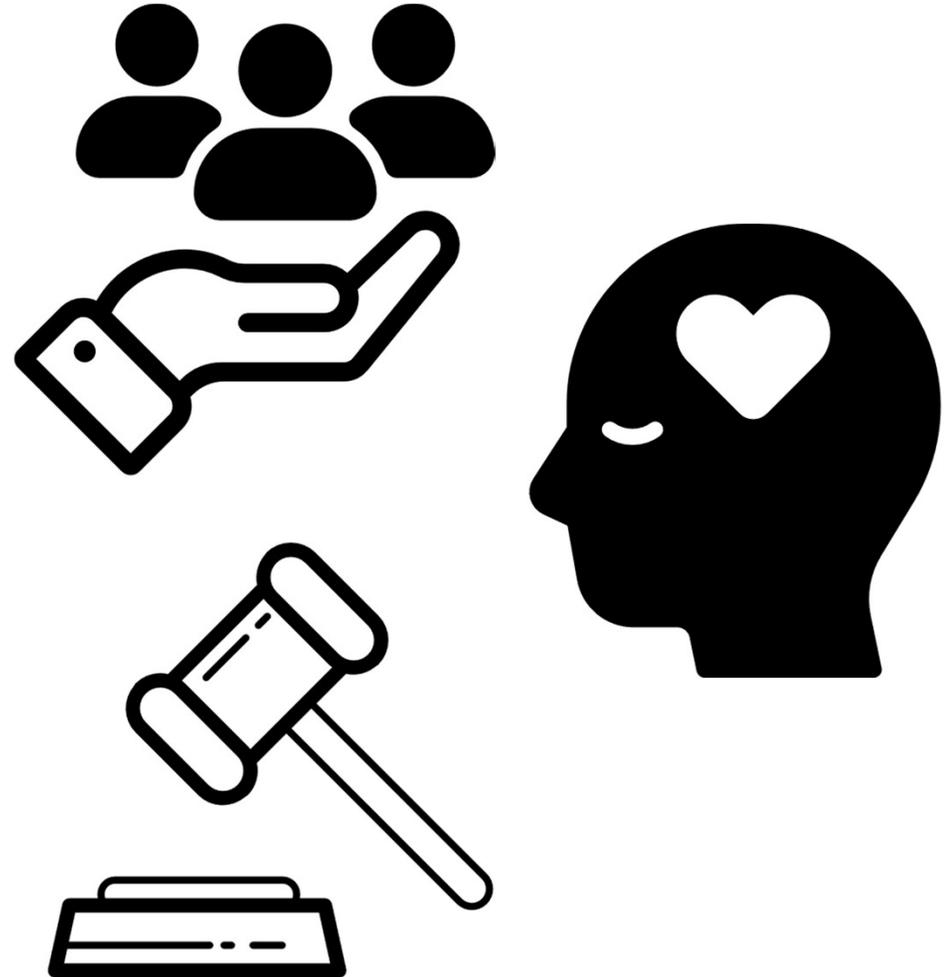
Over the phone

Virtual

Our Services

- **Mental Health**
- **Public Benefits**
- **Restraining Orders**
- **Family Law Consultations**
- **Immigration Consultations**
- **Paralegal**
- **Telecare**
- **Housing Support**
and more..

All our services are Free



Partners

Law Enforcement

[Concord Police Department DV/SV Unit](#)
[Pittsburg Police Department](#)
[Richmond Police Department DV/SV Unit](#)
[Antioch Police Department](#)
[Oakley Police Department](#)
[Brentwood Police Department](#)
[Walnut Creek Police Department](#)
[District Attorney's Office](#)
[DA's Victim Assistance Program](#)

County and City

[Alliance To End Abuse](#)
[Contra Costa County Senior Peer Counseling](#)
[Contra Costa Library Adult Literacy Program](#)
[\(Project Second Chance\)](#)
[Contra Costa County Office of Education](#)
[Employment & Human Services – Adult Protective Services](#)
[Employment & Human Services – Benefits](#)
[Employment & Human Services – Children and Family Services](#)
[Employment & Human Services – For Our Families](#)
[Contra Costa County Health Services Department: Alcohol and](#)
[Other Drugs Services](#)

Community

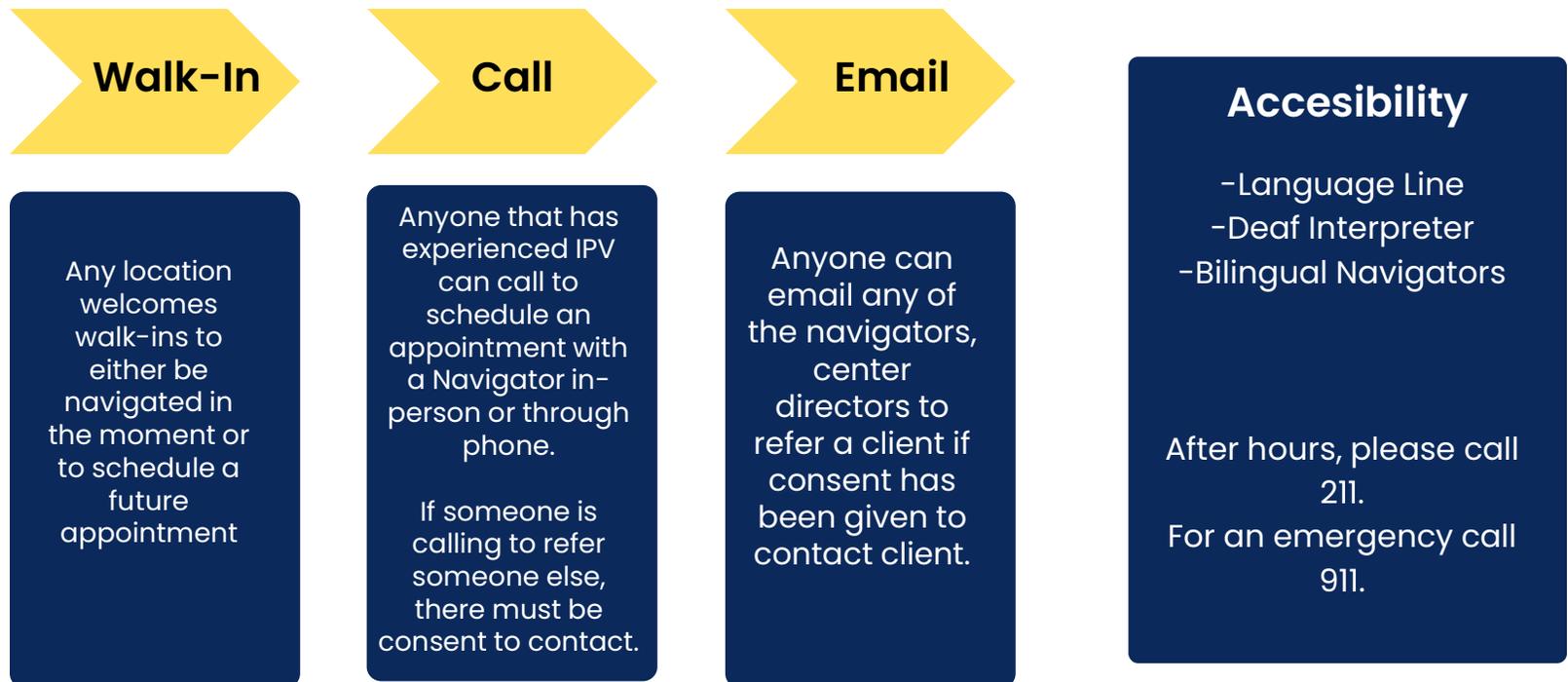
[ABLE Community Development Foundation](#)
[Bay Area Legal Aid](#)
[Brighter Beginnings](#)
[C.O.P.E. Family Support Center](#)
[Child Abuse Prevention Council](#)
[Community Financial Resources](#)
[Community Violence Solutions](#)
[Contra Costa Crisis Center](#)
[Contra Costa Senior Legal Services](#)
[CASA of Contra Costa County](#)
[CV Tax Solution Firm – Claudia Velasco](#)
[DeafHope](#)
[Early Childhood Mental Health](#)
[East Bay for the Performing Arts](#)
[Empowered Aging \(formerly Ombudsman\)](#)
[Familias Unidas](#)
[Fresh Approach](#)
[Guitars Not Guns or Main Site](#)
[Hope Solutions \(formerly Contra Costa Interfaith Housing\)](#)
[John F. Kennedy University \(JFK Counseling\)](#)
[Jubilee Immigration Advocates](#)
[Justice at Last](#)
[La Clinica de La Raza](#)
[Lao Family Community Development, Inc](#)
[Lawyers for Family Justice](#)
[Love Never Fails](#)
[Meals on Wheels Diablo Region](#)
[Monument Impact](#)
[Narika](#)
[National Alliance on Mental Illness \(NAMI\)](#)
[Nepali Community Support Group](#)
[One Day At A Time](#)
[Pillars of Hope, Inc](#)
[Planned Parenthood Northern California](#)
[Rainbow Community Center](#)
[Renaissance Entrepreneurship Center](#)
[RotaCare Richmond](#)
[STAND! for Families Free of Violence](#)
[Success Academy](#)
[Tandem, Partners in Early Learning](#)
[The Chat Project](#)
[The Alliance for Community Wellness, dba La](#)
[Familia](#)
[The Grateful Garment Project](#)
[The Latina Center](#)
[United Latino Voices](#)
[We Care services for Children](#)
[West Contra Costa Youth Services Bureau \(YSB\)](#)
[Yellow Heart Committee](#)

Navigators identify current needs and short-term assistance but also analyze the possible long-term support.

Enrolling a client in a long-term safety program is essential to their wellbeing by having their continuous involvement.



Referral Process



Contact Us



Nick@cocofamilyjustice.org
Karina@cocofamilyjustice.org



<https://www.cocofamilyjustice.org>



*3501 Lone Tree Way, Suite 4
Antioch, CA 94509*



Antioch +925-281-0970
Richmond +510-974-7200
Concord +925-521-6366

Thank You



Feel free to reach out with any
questions



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3880

Agenda Date: 9/18/2025

Agenda #:



**Contra Costa County Advisory Council on Aging
Member Leave of Absence Request Form**

Please return completed form to Jenny Lam: jlam@ehsd.cccounty.us

ACOA Member information Full Name: _____ Appointed Seat: _____ Leave request: ____ Day(s) Dates of absence. From _____ To _____
Type of leave: _____
Reason for the Leave request:

I understand that this request is subject to approval by the ACOA President.

ACOA Member Signature _____ Date _____

Electronic Signatures are acceptable

ACOA President Approval

Approved Denied

ACOA President Signature _____ Date _____

Electronic Signatures are acceptable