



AGENDA

CONTRA COSTA COUNTY Advisory Council on Aging

Wednesday, April 1, 2026

11:00 AM

500 Ellinwood Way, Pleasant Hill, CA.
Ice Breaker Room

Executive Committee

<https://cccounty-us.zoom.us/j/85300066691>

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.

10:00 Call to Order, Roll Call, Introductions – Jill Kleiner, President

10:05 Approval of March 2026 Meeting Minutes

Executive Committee Meeting Minutes 03.04.26

[26-1327](#)

10:10 Area Agency on Aging Report – Tracy Murray, AAA Director

- Brown Act guidance
- IIIB Request for Proposal (RFP)

10:35 President's Report – Jill Kleiner

- Website updates
- Brown Act
- Roles and Responsibilities
- ACOA Outreach Presentation

ACOA Webpage | Brown Act | Committee Roles | Outreach

[26-1328](#)

Membership Expectations Document – Kathryn Monroy-Dexter

ACOA Membership Expectations

[26-1329](#)

11:00 Break

11:10 Committee Reports

- Membership & Nominating Committee – Kathryn Monroy-Dexter
- Planning Committee – Jill Kleiner
- Housing Committee – Kevin Donovan
- Health and Elder Abuse Awareness – Mike Wener
- Legislative Committee and California Senior Legislature Update – Steve Lipson
- Technology Committee – Steve Lipson
- Senior Mobility Action Council (S.M.A.C./Transportation Committee) – Jim Donnelly/Bryan Harris

11:40 Consent Items

- Approve Leave of Absence:
 - Alan Goldhammer: 3/9/2026 – 9/3/2026
 - Michael Wener: 3/31/26 – 4/6/26
- Approve Membership Expectations Document

11:45 Public Comment

11:59 Next Executive Committee Meeting:

- Wednesday, May 6, 2026, 10:00am – 12:00pm

12:00 Adjournment

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:

Thomas Weisbrich at 925 655-0776 or tweisbrich@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1327

Agenda Date: 4/1/2026

Agenda #:

Advisory Council on Aging:

Executive Committee Meeting Minutes 03-04-2026



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, March 4, 2026

10:00 AM

500 Ellinwood Way, Pleasant Hill, CA.
Ice Breaker Room

Executive Committee

<https://cccounty-us.zoom.us/j/85300066691>

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: 28 Orinda Way, Orinda

10:00 Call to Order, Roll Call, Introductions – Jill Kleiner, President
- called the meeting to order at 10:05am.

Present	Kevin Donovan, Michelle Hayes, Jill Kleiner, Steve Lipson, and Michael Wener
Absent	Candace Evans, Shirley Krohn, and Lorna Van Ackeren
Non-voting	Kathryn Monroy-Dexter

10:05 Approval of February 2026 Meeting Minutes

Minutes Amended:

- Present for rollcall – Kathryn does not count as present, wasn't in county
- Approval of minutes, says absent for Michael Wener

Motion:	Wener
Second:	Donovan
Aye:	Donovan, Hayes, Kleiner, Lipson, and Wener
Absent:	Evans, Krohn, and Van Ackeren
Abstain:	Monroy-Dexter
Result:	Passed

Executive Committee Meeting Minutes 02.04.26.pdf

[26-720](#)

10:10 Area Agency on Aging Report – Thomas Weisbrich

Staffing Updates

- The AAA Program Manager position was posted on Wednesday, February 25, 2026, with a closing date of March 11, 2026
- ACOA members were encouraged to share the job posting widely and distribute it through their networks.

IIIB Request for Proposal (RFP)

- The IIIB RFP has been completed by AAA, staff, approved by Tracy, and has been submitted to Fiscal & Contract unit.
- No update on publication date quite yet but should have an update soon.

AAA Program Monitoring

- CDA Monitoring interviews will begin on March 16, and Thomas, on behalf of Tracy Murray, expressed gratitude to Jill and Kevin for being available to participate in the interview process.

ACOA Outreach

- AAA & ACOA discussed developing a standing slide deck that approved ACOA members can use to perform outreach presentations.
- A draft slide deck has been developed and shared with each AAA analyst for feedback, after which will go to Tracy and the ACOA executive committee for review.

10:35 President's Report – Jill Kleiner

Finalize Committee Seats

- Committee chairs finalized the number of seats for each ACOA committee. The number of committee seats reflects the maximum allowed seats, not just the number of currently filled positions. Quorum should be determined based on the maximum number of seats, not the number of filled seats.
- Finalized Committee Seats and Alternates are as follows:
 - Executive Committee: 9 seats; no alternates.
 - Health Committee: 13 seats; 2 alternates.
 - Housing Committee: 9 seats; 1 alternate.
 - Legislative Committee: 3 seats; 1 alternate.
 - Membership Committee: 5 seats; 1 alternate.
 - Planning Committee: 7 seats; 1 alternate.
 - Technology Committee: 7 seats; 1 alternate.
 - Transportation Committee: 7 seats; 1 alternate.
 - Nominating Committee: 5 seats; no alternates.

Website Updates

- The Communications Team requested ACOA approval for website updates.
- The current draft website does not include dedicated pages for each committee.
- Committee previously discussed using content from annual report to populate committee pages.
- ACOA is working with AAA analyst Jenny Lam and is expecting to have new draft in a week or so. Jenny also gave the communications team the annual report to work with.

ACOA Committee Assignments

[26-721](#)

10:45 Vice President's Report – Kevin Donovan

- Kevin Donovan facilitated a discussion that focused on institutional reputation, defined as the collective perceptions, judgments, and evaluations stakeholders form based on its actions, values, and credibility over time.
- Members discussed strategies to strengthen and promote ACOA's institutional reputation. Potential tools to support this effort include a brochure, a slide deck, and a one-page "leave-behind" flyer.
- Materials such as the brochure and slide deck should be aligned and focused on highlighting ACOA's achievements.
- There is an opportunity to incorporate these materials and messaging into the upcoming retreat.

11:00 Break

11:10 Committee Reports

Membership – Kathryn Monroy-Dexter

- The Member Expectations document was reviewed, including discussion about attendance expectations and members leaving meetings early; the group considered whether to formalize expectations (e.g., through bylaws or guidance), and Membership will continue the discussion and bring a recommendation to the Executive Committee in April.
- The membership onboarding process and introductory packet were also reviewed; the group discussed creating a one-page guide for alternates and individuals on the waitlist.

Planning – Jill Kleiner

- The Planning Committee received an AAA report from Cristina, including updates on staffing, the IIIB RFP, and CDA activities.
- The committee discussed Community-based outreach such as doing focus groups for Medi-Cal, but want speaker to present to the committee on that subject matter first.
- Debriefed on Trio site visit, exploring MOWDR as the next site visit.
- For the Area Plan Update, the committee plans to request updates at the August General Meeting on each committee's progress toward its goals.

Housing – Kevin Donovan

- The Housing Committee hosted a presentation by Steve Lipson, who discussed introductory concepts related to AI, timelines and expectations for CLS, and strategies for identifying key housing legislation earlier in the process.
- The committee also discussed using AI tools to create stylized presentations (e.g., for “No Place to Call Home”).
- Claude from St. Vincent de Paul will present at the next meeting on challenges related to food provision.

Health and Elder Abuse Prevention – Dr. Mike Wener

- The committee noted it has a large and active membership, and members participated in introductions to share their backgrounds, interests, and suggestions for future speakers.
- The meeting included discussion of elder abuse resources and topics, including an Alameda County Justice Center bulletin and hidden or underreported elder abuse.

Legislative – Steve Lipson

- The Legislative Committee discussed SB 971, the Older Adult Public Education bill, which is moving forward and is scheduled for a Health Committee hearing on March 25 in Sacramento.
- The bill has received significant support, along with some opposition.
- A minor amendment was discussed, specifically changing language from “shall” to “may.”

Technology – Steve Lipson

- The Technology Committee reviewed AI-generated presentations for Housing and Choice in Aging created using Notebook LM. It was noted that the tool can generate unique presentations in approximately seven minutes.

Transportation – Jim Donnelly & Kevin Donovan

- Jim Donnelly chaired the Transportation Committee meeting, which focused on strategies to re-engage transit providers and strengthen connections with the community.
- The Transportation Event has been postponed indefinitely, and Candace will be stepping down for 2–3 months due to a medical procedure.
- Jennifer Cannon (OES) is developing a transportation plan and has offered Kevin the opportunity to present to SMAC; the committee also discussed clarifying the core purpose and messaging of SMAC, including whether it should serve as an informational forum or a broader initiative.

11:40 Consent Items

- Approve Leave of Absences
 - Michael Wener: 2/18/2026
 - Kathryn Monroy-Dexter: 2/18/2026
 - Holly Frates: 6/17/2026
 - Chalo Buckman: 2/18/2026 & 3/18/2026

Motion: Donovan
Second: Lipson
Aye: Donovan, Hayes, Kleiner, Lipson, and Wener
Absent: Evans, Krohn, and Van Ackeren
Result: Passed

11:45 Public Comment

- none

Next Executive Committee Meeting:

- Wednesday, April 1, 2026, 10:00am – 12:00pm

12:00 Adjournment

- The meeting adjourned at 12:00pm.

For Additional Information Contact:

Thomas Weisbrich at 925 655-0776 or tweisbrich@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1328

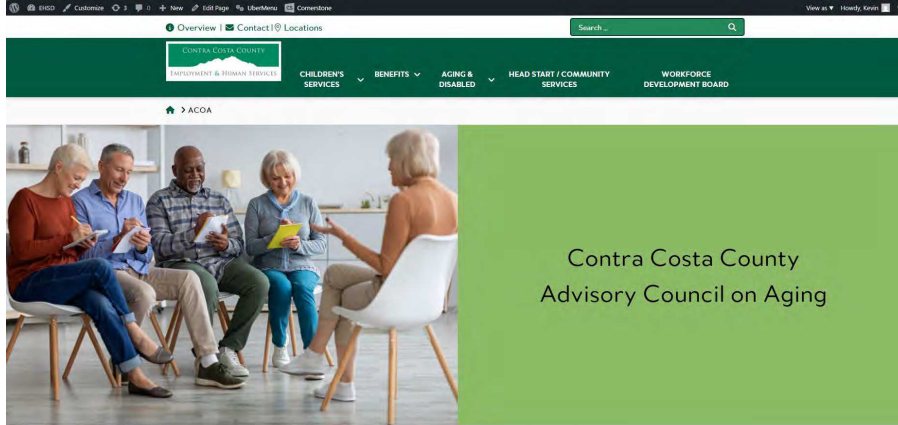
Agenda Date: 4/1/2026

Agenda #:

Advisory Council on Aging:

President's Report:

- Website updates
- Brown Act
- Roles and Responsibilities
- ACOA Outreach



Welcome to the Contra Costa County Advisory Council on Aging (ACOA) webpage and thank you for taking the time to visit. As President of the ACOA, I would like to take this opportunity to tell you a little about the Council.

The Contra Costa County ACOA is an engaged group of county residents interested in helping improve the quality of life for older adults in and around Contra Costa County. We are here to help.

The Advisory Council on Aging provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging issues. In collaboration with the Area Agency on Aging, the Council provides a means for countywide planning, cooperation and coordination to improve and develop services and opportunities for older residents of this county.

Our mission, in part, is to advocate for programs, legislation, and policies that are important to the older adult community and to educate and inform the community as to what various county non-profit and governmental organizations have to offer. We play an advisory role to the Contra Costa County Board of Supervisors on issues relevant to older adults. Click the link below to view many of the important programs and resources available to older adults in Contra Costa County:

Contra Costa County Community Resources

The ACOA includes work groups that focus on transportation, health, housing, legislative advocacy, technology, elder abuse, and nutrition. In addition to work group participation, ACOA council members engage in a host of volunteer opportunities and programs that are vital to our older adult community at the city, county and state levels.

Our ACOA council members come from diverse backgrounds with remarkably broad life experiences. We find that our diversity, experience, and willingness to pitch in and work cooperatively make the ACOA much more effective. If this sounds like the kind of group you would like to be a part of, we encourage you to attend meetings, participate in any of our work groups, and/or join the ACOA, as a member-at-large or as a representative of your city.

We hope you use this web site to learn about and take advantage of the many important programs and services available to our older adult community and we hope you will consider becoming an active and engaged participant in the Advisory Council on Aging.

Thank you for your interest,

Jim Donnelly, ACOA President

HOW TO APPLY FOR MEMBERSHIP

Submit the Application to Serve on the ACOA.

All memberships are by final appointment of the Board of Supervisors. Membership categories and procedures for application are as follows:

- [Local Committee Seats](#)
- [Member At Large Seats](#)
- [Nutrition Project Council Seat](#)
- [Meeting Agendas](#)



Health/Elder Abuse Prevention Workgroup

[Learn More >>](#)



Transportation Workgroup (Senior Mobility Action Council)

[Learn More >>](#)



Legislative Advocacy Workgroup

[Learn More >>](#)



Housing Workgroup

[Learn More >>](#)



Technology Workgroup

[Learn More >>](#)



Other Helpful Links

[Learn More >>](#)



- [EHSD](#)
- [Home](#)
- [Contact](#)
- [Find an Office](#)
- [Join The Team](#)
- [Website Accessibility](#)
- [Site Map](#)
- [Terms of Use](#)
- [Staff Newsletter](#)



- [County Links](#)
- [Contra Costa County Board of Supervisors](#)
- [Sheriff](#)
- [Health Services](#)
- [Library](#)
- [ADA Accessibility](#)

Local Committee Seats



Committees on aging/cities (19 seats): By city or local committee appointment. Download and complete an application; submit a copy to your local city clerk or committee on aging.

Member At Large Seats



Members-at-Large (20 seats): By application to the ACOA and interview. Download, complete and submit an original copy of the official application following the directions listed on the application.

Nutrition Project Council Seat




Nutrition Council Representation (1 seat): By application / appointment; appointee serves the Board of Directors of the Contra Costa County Meals on Wheels program as an active board member and ACOA liaison.

Meeting Agendas



Please visit Contra Costa County's Public Meeting Agenda Center for meeting agendas and information:


 [Contra Costa County Agenda Center](#)




Health/Elder Abuse Prevention Workgroup

Section Title

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 Website Link

Housing Workaroup

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Other Helpful Links

Transportation Workgroup (Senior Mobility Action Council)

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 Website Link

Legislative Advocacy Workgroup

Title

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 Website Link

Housing Workgroup

Title

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 [Website Link](#)

Technology Workgroup

Title

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 [Website Link](#)

Other Helpful Links

Contra Costa Community Resources

The Information and Assistance team developed resource directories for seniors of Contra Costa County. To view and download a comprehensive list of community resources, click on the link below:

 [I&A Community Resources](#)

Brown Act Attendance Requirements

If not attending in person		Traditional Teleconferencing	Alternative Teleconferencing (1/1/26 – 1/1/2030)
	Basis for Remote Attendance	When unable to attend in person	May appear remotely for Just cause: <ul style="list-style-type: none"> • May do 2 times per year • Must notify AAA by start of meeting with specific just cause reason
	Agenda and Public Access	<ul style="list-style-type: none"> • Provide address to be listed on agenda to AAA ~ 1 week before meeting (name not listed with address) • Post agenda at your location • Public may attend at your location 	n/a
	Quorum	Count towards quorum	Quorum must be met by in person members & traditional teleconferencing
	Voting	May vote if meet address/posting requirement	A majority of the membership body participates in person



Alternative Teleconferencing

SB 707 Just Cause

- | | |
|---|---|
| <ul style="list-style-type: none">• Childcare or Caregiving Need• Contagious Illness• A need related to a Physical or Mental Disability not otherwise accommodated• Immunocompromised family member• Military Service | <ul style="list-style-type: none">• Physical Emergency• Family Medical Emergency• Travel for official business of the body or other state or local agency |
| <ul style="list-style-type: none">• Must participate through <u>both</u> audio and video• Must disclose any other adults present in the room at the remote location | |

Alternative Teleconferencing

- **SB 707 Disability Accommodation**

- | | |
|---|---|
| <ul style="list-style-type: none">• Permits a member with a disability to participate in a meeting remotely as a reasonable accommodation• Requests must be made to clerkoftheboard@cob.cccounty.us | <ul style="list-style-type: none">• Must participate through both audio and video• Must disclose any other adults present in the room at the remote location |
| <ul style="list-style-type: none">• Treated as in-person attendance | |

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



Advisory Council on Aging (ACOA)

[Presenter Name]

[Date]



What is the ACOA?

The Contra Costa County **Advisory Council on Aging (ACOA)** is a dedicated group of county residents committed to improving the quality of life for older adults throughout Contra Costa County.

The ACOA provides **leadership, advocacy, and a vital channel of communication on aging issues**. In partnership with the Area Agency on Aging, the Council helps coordinate countywide planning, collaboration, and resources to ensure older adults have access to the services and opportunities they need.

Our mission is to advocate for programs, legislation, and policies that support older adults, while also educating the community about the many resources offered by local non-profits and government agencies. We also serve in an advisory capacity to the Contra Costa County Board of Supervisors on issues important to our aging population.

Purpose of the ACOA

Planning for Older Residents

Provide a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for older residents of Contra Costa County.

Leadership and Advocacy

Provide leadership and advocacy on behalf of older persons and serve as a channel of communication and information on aging.

Advise on Area Plan

Advise the Area Agency on Aging (AAA), part of the Aging and Adult Services Bureau of Contra Costa County's Employment and Human Services Department, and the Board of Supervisors on a 4-year Area Plan based on the unmet needs and priorities of older persons as determined by surveys of local committees and coalitions on aging, and results of public hearings held in conjunction with Aging and Adult Services.

Who are the ACOA?

ACOA members represent diverse backgrounds and life experiences, which strengthens our work and impact. This includes older adults, caregivers, working professionals, people with lived experience, community advocates, and more.

The **ACOA is comprised of 39 volunteer members** who are appointed by the Board of Supervisors

- 19 Members represent cities in Contra Costa County
- 20 Members are “Members at Large”

All **ACOA meetings are open to the public**, and it is not required to become a member to attend, participate, or even join a committee.

ACOA Committees

The ACOA is **comprised of 9 distinct committees**, each dedicated to addressing key issues impacting older adults in Contra Costa County.



General



Executive



Membership



Health & Elder
Abuse Prevention



Housing



Legislative



Planning



Technology



Transportation

Committee	Meeting Schedule	Purpose
General Meeting	1st Wednesday (10-12)	Serves as the main meeting body of the ACOA, where members receive updates, discuss agenda items, learn from guest speakers, and report-out from subcommittees.
Executive	1st Wednesday (10-12)	Serves as the leadership body of ACOA, guiding the council’s overall direction, setting agendas, and addressing urgent matters between regular meetings.
Health & Elder Abuse Prevention	2nd Monday (1-2:30)	Addresses the health and well-being of older adults, including access to healthcare, wellness programs, and raising awareness to prevent elder abuse, neglect, and exploitation.
Housing	3rd Monday (10-12)	Focuses on identifying and addressing housing challenges faced by seniors, such as affordability, accessibility, and safety. Supports policies and services that enable older adults to age in place and remain in their communities.
Legislative	TBD	Monitors local, state, and federal legislation affecting older adults and recommends advocacy strategies for the ACOA to engage with policymakers.
Membership	3rd Wednesday (12-2)	Manages the recruitment, screening, and recommendation of new ACOA members. It ensures that the council maintains balanced and diverse representation and helps orient and engage new members.
Planning	1st Tuesday (10-12)	Responsible for developing and reviewing the Area Plan, which outlines countywide goals, services, and priorities for older adults in the community.
Technology	2nd Wednesday (1:30-3:30)	Works to bridge the digital divide by promoting technology access and education for older adults. It explores tools and solutions that enhance communication, safety, independence, and quality of life for seniors.
Transportation	1st Monday (1-2:30)	Focuses on access to reliable, safe, and affordable transportation for older adults. It identifies service gaps, advocates for improved mobility options, and supports initiatives that help seniors stay connected and active in the community.

Recent Accomplishments

[Consult with ACOA Executive Committee on what accomplishments they would like to highlight]

Interested in Getting Involved?

- Attend an upcoming **ACOA General Meeting** or a **committee** related to your interests!
<https://contra-costa.legistar.com/Calendar.aspx>
- Contact **Jenny Lam** to inquire about membership applications:
jlam@ehsd.cccounty.us | (925) 655-0773



Thank you





CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1329

Agenda Date: 4/1/2026

Agenda #:

Advisory Council on Aging:

ACOA Membership Expectations



Advisory Council on Aging (ACOA) Member Expectations

Newly appointed members of the ACOA sometimes find the onboarding process somewhat confusing, particularly understanding what is expected of our members and how to best fit into the organization. This document aims to clarify some potential sources of confusion.

The ACOA has 39 seats, all of which are appointed by the Contra Costa Board of Supervisors. Twenty (20) of those seats are held by Members-at-Large, who represent all of the Seniors throughout the County. Nineteen (19) of these seats are designated for certain cities strategically located throughout Contra Costa County in an effort to demographically represent a cross section of the County. These members are selected by each City and then appointed by the Board of Supervisors.

This is a list of expectations that applies to all members.

Basic Requirements

- 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.

Knowledge

- Become familiar with the ACOA by-laws and have a working knowledge of its articles. These not only provide a detailed outline of our organization but also include provisions for maintaining your membership in good standing.
- Become knowledgeable about the services funded through the Area Agency on Aging in addition to its Mission, Goals and Objectives.

Communication

- Have the ability to send and receive emails.
- Assist in written communications, such as reports and position statements, between Committees and the Advisory Council.

Ethics and Respect

- Although the ACOA welcomes frank and open discussions, it is important that such discussions be thoughtfully and respectfully carried out.



- Sit at the tables provided, with your name placard in front of you and your name tag clearly visible on your clothing. The perimeter seats are for guests and visitors.
- Members attending the ACOA meetings by Zoom are expected to leave their video on and participate when requested. In addition, ensure your name is shown on your screen.
- Turn off all electronic devices during the meetings to ensure full participation. Your cell phone should be either turned off or in vibration only mode. Leave the room temporarily to make/receive emergency phone calls.
- Recuse yourself and leave the room when there is an issue before the Council on which you have an apparent or even potential, perceived conflict of interest.

Service and Participation

- Serve as an Advisor to the ACOA by preparing for and attending both the General Council meeting and at least one Committee meeting on a regular basis. You are expected to be on time for meetings and attend for the full session. Active participation is encouraged.
- Declare which Committee you will join within 6 months of appointment to the Council by the Board of Supervisors.
- Act as an independent advocate for older persons, taking action on Federal, State and local policies/legislation affecting Seniors and Disabled adults.
- Assist in identifying the needs and priorities of Seniors and Disabled Adults.
- As an individual, ***not as a representative of the ACOA***, you should inform local senior advocates and organizations on specific legislation affecting Seniors and disabled adults pending before local, state, and federal governments.
- As a representative of the ACOA, act as a liaison between the stakeholders and advocacy organizations and the ACOA and County Board of Supervisors.
- Actively participate in the Advisory Council process of funding recommendations on Older American Act and State related funding proposals.



- Welcome all members, especially those who are new, and encourage their participation at meetings by asking questions and getting to know them.
- Be a buddy for new members to help facilitate new members onboarding.
- As a leader, seek out and encourage others to lead.

Reports and Presentations

- City Representatives must provide an annual 2-3-minute report to the General Council specifying the actions taken by their respective cities to respond to the needs of their senior populations.
- Committee Chairs must provide an annual report to the President of the ACOA in November for inclusion in the annual ACOA report to the Board of Supervisors. (Refer to the prior year's report for form and substance.)

Note: Cities may also impose additional requirements/expectations of their representatives to this Council.