



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Advisory Council on Aging

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Wednesday, February 18, 2026

12:00 PM

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

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**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. ACOA members will also be participating from the following locations: 14720 Byron Hwy #4, Byron | 849 Bridgeway Circle, El Sobrante

12:15 Welcome – Jill Kleiner, ACOA President

Call to Order: Jill Kleiner called the meeting to order at 12:17 p.m.

Jill appointed Deborah Wiener as Alternate Member of Membership Committee.

#### Roll Call

<b>Present</b>	Jill Kleiner, Thomas Lang, and Deborah Wiener
<b>Excused</b>	Kathryn Monroy-Dexter
<b>Absent</b>	Roger Boaz, and Lorna Van Ackeren

12:18 Approval of January 2026 Minutes

<b>Motion:</b>	<b>Lang</b>
<b>Second:</b>	<b>Wiener</b>
<b>Aye:</b>	<b>Kleiner, Lang, and Wiener</b>
<b>Absent:</b>	<b>Boaz, and Van Ackeren</b>
<b>Result:</b>	<b>Passed</b>

Membership Committee Meeting Minutes 01-21-2026

**[26-631](#)**

## 12:20 ACOA Quorum /Attendance of ACOA Meetings, Committees &amp; Workgroups

- ACOA Quorum:
  - 28 ACOA members were present, and quorum was established
  
- Attendance Tracker
  - No members with more than three absences yet, since second meeting of 2026
  - Shirley Khron currently has two absences. Jill to reach out to Shirley to check on status of ACOA Membership
  
- Resignations
  - Denise Kalm
  - Mary Sheila Driscoll
  
- Leave of Absence (LOA) Requests
  - Michael Wener: February 18, 2026
  - Kathryn Monroy Dexter: February 18, 2026
  - Holly Frates: June 17, 2026
  - Chalo Buckman: February 18, 2026 & March 18, 2026
  
- Membership Requirements Update (Brown Act, Ethics Training, and new Implicit Bias)
  - Terri Tobey: Ethics, Brown Act, Implicit Bias
  - Gerry La Londe-Berg: Brown Act, Implicit Bias
  
- Buddy Program Updates
  - Susan Wright needs buddy assignment
  - Teresa Wright needs reassignment of buddy (possibly Dennis)
  
- Orientation Update/Tracker
  - March 13th 10-12 pm
  - Send to announce Orientation date all members who require orientation
    - Invite Alternates
  - Schedule Orientation Prep Meeting
  
- Filling Vacant Seats
  - Pending approval
    - Zee Handoush:
      - Pending FHS and BOS
      - Jenny to follow up with Patty
  
  - Awaiting City action for the following positions:
    - City of Antioch: Has not responded to requests for updates on appointment of City of Antioch representative
      - Forward contact information to Jill for follow up
      - Bryan Harris: City of Richmond Representative
        - Cate Burkhart's seat vacated on 2/3/2026

- Vacant Seats
  - City of San Pablo
  - City of San Ramon
  - City Walnut Creek
  - City of Clayton
  - City of Antioch
  
- Jill discussed possibility of filling District 3 and District 4 seats within the Membership Committee pending discussion with current District 3 and District 4 members, Roger and Lorna.

12:30 Membership Requirements – Initial Discussion on Attendance Policy for Meetings

- Reviewed Membership Expectations Document and discussed Attendance Policy for meetings.
- Membership Committee suggesting minimum participation times for ACOA members during meetings
- Thomas suggested tracking members who leave early similarly to how we track absences. Members who leave early from meetings more than twice will be notified.
- Sending ACOA members' general information regarding quorum and how it affects meetings can be helpful. Can add suggested language into Service and Participation section of the Membership Expectations Document.
- Jill will make edits and send them to Thomas for review.

1:10 Initial items for Information Sheet/Email for Alternate Members & Waitlisted Members

- New information sheet will be included for new Alternate members.
- Jill suggested to include position ACOA member appointed to in the body of email.
- Design a letter notifying Alternate members of their responsibilities, emphasizing their importance as an Alternate. Alternate members are also encouraged to participate and share their knowledge while in the pipeline to become a Member at Large.
- Create one-page document regarding Committees and distinguish their differences.
- Jenny to notify waitlisted members

ACOA Membership Guidelines

[26-630](#)

1:45 Executive Committee Action Items

- Michael Wener Leave of Absence February 18, 2026
- Kathryn Monroy-Dexter Leave of Absence February 18, 2026
- Holly Frates Leave of Absence June 17, 2026
- Chalo Buckman: February 18, 2026 & March 18, 2026

1:50 Public Comment

- None

1:55 Membership Expectations Document

Review Alternate

Interview:

- Frances Wilson
- Cody Keller

Next Membership Committee Meeting:

- Wednesday, March 18 202, 12:00pm – 2:00pm

2:00 Adjourn

- The meeting was adjourned at 1:15 p.m.

For Additional Information Contact:

Jenny Lam at 925 655-0773 or [jlam@ehsd.cccounty.us](mailto:jlam@ehsd.cccounty.us)

DRAFT