



## AGENDA

### CONTRA COSTA COUNTY Advisory Council on Aging

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Wednesday, March 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.

12:15 Welcome – Kathryn Monroy Dexter, Membership Committee Chair

12:18 Approval of February 2026 Minutes

Membership Committee Meeting Minutes 02-18-26

[26-950](#)

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

- ACOA Quorum
- Attendance Tracker
- Resignations
- Leave of Absence (LOA) Requests
- Membership Requirements Update (Brown Act, Ethics Training, and new Implicit Bias)
- Buddy Program Updates
- Orientation Update/Tracker
- Filling Vacant Seats

12:30 Membership Expectations Documents

ACOA Membership Expectations Draft

[26-951](#)

1:57 Public Comment

Next Membership Committee Meeting:

- Wednesday, April 15, 2026 12:00pm – 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](http://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](mailto:jlam@ehsd.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-950

**Agenda Date:** 3/18/2026

**Agenda #:**

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**Advisory Council on Aging:**

Membership Committee Meeting Minutes 02-18-2026



# 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



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1025 ESCOBAR STREET  
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**File #:** 26-951

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**Advisory Council on Aging:**

ACOA Membership Expectations Draft



## 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](mailto: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 1<sup>st</sup>). 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](mailto:jlam@ehsd.cccounty) or 925.655.0773.

*The Form 700 must be completed annually prior to April 1<sup>st</sup>.*

- 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.
- If attending via zoom, ensure your name shows 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 3 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.