



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, April 1, 2026

11:00 AM

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

Executive Committee

<https://cccouny-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

- Jill Kleiner, ACOA President, called the meeting to order at 10:00am.

Present Kevin Donovan, Michelle Hayes, Jill Kleiner, Steve Lipson, and Kathryn Monroy-Dexter

Absent Candace Evans, Shirley Krohn, Lorna Van Ackeren, and Michael Wener

10:05 Approval of March 2026 Meeting Minutes

Motion: Donovan

Second: Monroy-Dexter

Aye: Donovan, Hayes, Kleiner, Lipson, and Monroy-Dexter

Absent: Evans, Krohn, Van Ackeren, and Wener

Result: Passed

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

Program Monitoring

- CDA conducted a comprehensive program monitoring review across 12–14 areas, including ACOA, with recognition given to Jill and Kevin for their strong performance and to Supervisor Burgis for being well-prepared and effective during the process.
- The AAA performed strongly during the review; while it is typical to receive 10–15 findings, only 11 were identified, including several related to voluntary contributions and four minor nutrition findings, none involving health or safety, and zero findings in Administration (e.g., RFP, staffing, data), which the state noted as exceptional.
- During the monitoring, AAA staff was able to correct or “remediate” findings; After remediation, only two minor findings remained.

Brown Act guidance

- County Counsel advised that members may not ask staff to send emails to the full council, as this could create a Brown Act violation, even for seemingly innocuous items such as event announcements.
- Materials that will be reviewed in meetings must be included with the public agenda and should not be distributed separately to committees or individuals.
- Members may still share announcements during public comment and provide leave-behind flyers, and Tracy will communicate this guidance at the General Meeting.

IIIB Request for Proposal (RFP)

- The IIIB Request for Proposal (RFP) will fund supportive services such as legal services, adult day programs, care visiting, telephone reassurance, and outreach, using both OAA and MX funding sources.
- Key dates include the Bidder’s Conference on April 3, a mandatory Letter of Intent due April 10, and the application deadline on April 20.
- ACOA members will be recruited to participate in the review panels, anticipated from late April through mid-May, on an accelerated timeline to meet Board of Supervisors approval.

Staffing updates

- There has been a strong response to the recruitment for the AAA Program Manager Position, and Tracy received the list of candidate names on March 31.
- Interviews will be scheduled over several days, with the goal of holding them within the next couple of weeks.

10:35 President's Report – Jill Kleiner

Website updates

- The website redesign is progressing, with the initial pages largely complete and reflecting a new look and feel; sections for each committee are planned but still need to be populated.
- The current attachment is not the most updated version, and edits are needed, including ensuring consistent use of “committees” rather than “work groups.”
- Jenny collaborated with the Communications Team to incorporate content from the annual report into the site.
- There was discussion about whether to reference disabled populations in the opening statement, with a need to clarify scope, as AAA primarily serves older adults and caregivers, with limited overlap in disability-related services.

Brown Act

- The Brown Act handout was reviewed, including guidance on attendance requirements, voting eligibility, and maintaining quorum.
- Tracy will consult County Counsel on whether alternating between home and in-person attendance is allowable for individuals with a reasonable accommodation.
- Feedback was provided that the teleconferencing slides may benefit from adding clarification and outlining criteria for disability accommodation early in the slides.

Roles and Responsibilities

- The Roles and Responsibilities document is being revisited after prior updates were paused; Jill and Kathryn have made initial revisions, and each committee chair is asked to review their section and suggest edits.
- A Word version will be distributed for redlining and tracked changes, with feedback requested by April 24 and submissions directed to Jill.
- The role and future of the Legislative Advocacy Committee were discussed, including its potential to guide advocacy efforts and coordinate bill review across committees, but further alignment with staff and County functions is needed, especially given its recent inactivity.

ACOA Outreach Presentation

- The ACOA Outreach Presentation was well received, with positive feedback on its content and potential use, including Thomas Lang's recent presentation in San Pablo.
- Committee chairs are asked to submit recent accomplishments by April 24, with a plan to incorporate updates into a finalized version of the presentation in May rather than sharing a draft at the April General Meeting.
- There was discussion about who should be authorized to use the presentation, with ideas including a hybrid approach (e.g., approved speakers or pairing with Executive members).

ACOA Webpage | Brown Act | Committee Roles | Outreach

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Membership Expectations Document – Kathryn Monroy-Dexter

- Minor updates were made to the Membership Expectations document, including removing the Senior Nutrition Council seat, revising language on ethics and respect, and adding guidance for Zoom participation.
- Attendance expectations were clarified to state that members are expected to arrive on time and stay for the full meeting, though this remains guidance rather than a bylaw requirement; it was noted that the Brown Act does not define meeting duration but does require maintaining quorum.
- Additional updates include extending the timeline to join a committee from three to six months, introducing a buddy system for members, and standardizing language to use “older adults and adults with disabilities” instead of “seniors.”

ACOA Membership Expectations

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11:00 Break

DRAFT

11:10 Committee Reports

Membership – Kathryn Monroy-Dexter

- The Board of Supervisors officially moved Indy from Alternate to Member-at-Large and appointed Sean Barry to the Alternate #1 seat.
- The City of Antioch has approved a representative to serve on ACOA, though there are still openings in six cities.
- Thomas Lang is drafting a one-page document outlining expectations and suggestions for alternate members.
- There is currently one opening on the Membership Committee, with a possibility of one additional vacancy.

Planning – Jill Kleiner

- The next site tour has been scheduled for May 22 to visit the new MOWDR facility.
- The tour will be limited to 20 participants, with sign-ups available at the April and May meetings. A few slots will be reserved for staff participation.

Housing – Kevin Donovan

- Claudia Ramirez, Executive Director of St. Vincent de Paul, presented on the organization’s work leveraging parishes and churches, engaging approximately 900 volunteers, and serving about 80,000 people annually through a variety of programs addressing different community needs; while not funded by AAA, the organization does subcontract with H3 and work with the County in other capacities.
- In April, Jennifer Cannon, Manager of Transportation for Emergency Services, will present.
- In May, Justice in Aging will present on HR1 and its local and statewide impacts in California.

Health and Elder Abuse Prevention – Dr. Mike Wener

- Dr. Mike Wener was absent, and there were no updates from the Health and Elder Abuse Prevention Committee.
- The next meeting will include a presentation from a Deputy District Attorney on elder abuse.

Legislative – Steve Lipson

- The newest round of legislative proposals was submitted to CSL on March 31, 2026, including a resubmission of a previously stalled bill.
- SB 971, the “Older Adult Education to Public Health” bill, faced initial pushback from the County Health Executives Association of California, but the concerns were resolved after amendments were requested and subsequently addressed.
- SB 971 was heard by the Senate Health Committee and placed on the consent calendar.

Technology – Steve Lipson

- The Technology Committee conducted a deep dive on Notebook LM for generating AI content, building on prior work with slide deck creation and now exploring podcast development capabilities.
- The committee also discussed emerging AI policies at the county and state levels, noting both the usefulness of these tools and ongoing concerns around misinformation and AI

hallucinations.

Transportation – Jim Donnelly

- Jim Donnelly and Bryan Harris will serve as co-chairs of the Transportation Committee during Candace’s leave.
- The next agenda will include a review of SMAC history and past planning documents to better understand prior work and structure, which Tracy will review once shared.
- The committee will also discuss how to re-establish SMAC as an active and viable committee, including strategies to re-engage both the broader community and ACOA members.

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

11:45 Public Comment

- None

11:59 Next Executive Committee Meeting:

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

12:00 Adjournment

- The meeting adjourned at 11:55am.

For Additional Information Contact:

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