



# CONTRA COSTA COUNTY

## AGENDA - PUBLISHED

### Advisory Council on Aging

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**Tuesday, September 2, 2025**

**10:00 AM**

**500 Ellinwood Way, Pleasant Hill CA  
Corner Conference Room (First Floor)**

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#### **Planning Committee**

**<https://cccouny-us.zoom.us/j/81809281017>**

#### **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, CA 94563

10:00 Welcome, Announcements, Roll call – Jill Kleiner

Approval of August 2025 Minutes

PL8.5.25DRAFTminutes

**[25-3463](#)**

**Attachments:** [PL8.5.25DRAFTminutes](#)

10:10 Updates from Area Agency on Aging – Alicia Espinoza  
West County RFP  
Staff utilization of mini-guides  
Prevalent I&A resources

10:40 Discuss Planning Committee / I&A Focus Group Revisit Updates  
Future potential sites – responses from Danville & Oakley  
Future potential topics – Medicaid updates

11:00 Break

11:10 Status of CBO site visits  
First site visit: target late October / early November

11:20 Discuss Draft Annual Report – Planning Committee Section

Draft Annual Report Planning Committee 08.22.25

**[25-3464](#)**

**Attachments:** [Draft Annual Report Planning Committee 08.22.25](#)

11:40 Advocate at Contra Costa County Community Impact Fund Town Hall Meetings

11:50 Public Comment

Next Meeting: October 7, 2025, from 10:00 am – 12:00 pm

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](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: Cristina Ugaitafa at 925 655-0775 or [cugaitafa@ehsd.cccounty.us](mailto:cugaitafa@ehsd.cccounty.us)



# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

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**File #:** 25-3463

**Agenda Date:** 9/2/2025

**Agenda #:**

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# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Advisory Council on Aging

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**Tuesday, August 5, 2025**

**10:00 AM**

**400 Ellinwood Way, Pleasant Hill,  
Room 303 (Third Floor)**

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#### **Planning Committee**

**Link:** | [https://cccouny-us.zoom.us/webinar/register/WN\\_mTj0GIRtQAandZcEIImQuiw](https://cccouny-us.zoom.us/webinar/register/WN_mTj0GIRtQAandZcEIImQuiw) |

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 or call-in. Login information and call-in information is provided above. Remote attendance of this meeting is being held at the following locations: 28 Orinda Way, Orinda, CA 94563

10:00 Roll Call and Introductions

**Present**

Chalo Buckman, Deborah Card, Kevin Donovan, Jill Kleiner,  
Richard Morisky, and Dennis Yee

**Absent**

Candace Evans

Approve June 2025 Minutes

**Motion:**

**Morisky**

**Second:**

**Donovan**

**Aye:**

**Chalo Buckman, Deborah Card, Kevin Donovan, Jill Kleiner,  
Richard Morisky, and Dennis Yee**

**Result:**

**Passed**

PL6.3.25DRAFTminutes

**Attachments:**

[PL6.3.25DRAFTminutes](#)

## 10:10 West County RFP 1226

\$240,000 OAA, MOCA, and Measure X

\$12,469 for 2,345 meals for C1

\$234,000 for 88,512 meals for C2

Posting expected August 7 to 9

Delayed due to deciding on dollar amounts and approval layers

September 16 to 25 is the AAS Bureau Review

If there are 2 or fewer bidders, then may have AAA review panel. If there are 3 or more bidders, then create ACOA review panel.

#### Renewal Status

Staff processing 22 renewals – all submitted by program for about \$9,000,000 in mostly flat funding

#### Age-Friendly Campaign

Launch date of September 15 – website will go live, radio live, bus and billboards will follow in late September

Purchase orders procured

Age-Friendly soft launch at 60th birthday celebration

#### Webinar Transitions and Room Changes

Rolling out webinar platform

Following Zoom email, Dixie sent email with links specific to the committee members

Dixie will be sitting in on meetings online

ACOA members that are not committee members can use the public link, but can be promoted as panelists by staff

ACOA members contact Dixie if they will not be attending in person and would like their address posted on the agenda

ACOA General meeting to start on webinar format in September

#### Room Changes

All meetings will be moved to 500 Building next month – more details at Exec meeting

#### Master Plan on Aging

There was an ask for an update

Met in July – champions presented on five goals

Question about whether ACOA committees will be involved – Alicia to ask Tracy

There will be an annual report to the Board of Supervisors – will ask that it be reported out at ACOA General as well

## 10:40 Discussion

ACOA member trainings

Dixie will be taking over the handling of the trainings

Certificate couldn't be saved online- needed to be printed

Focus Group Revisits Update

Monument Crisis Center follow-up

Low community attendance – discussed possible reasons why

Invite Nhang to discuss possible outreach/mini-guides distribution

Distribution of mini-guides by EHSD isn't established- Alicia can follow up on this discussion

Health Services | Look at what work is already happening to see if mini-guide distribution can be added

Potential future sites: Chalo to follow up with Oakley about attendance; Kevin to discuss with Danville

Potential future topics discussed:

Fraud and scams – What work is already happening?

Medicaid cuts- possible coordination with HICAP

Can be an update at ACOA General meeting

Susan Jamerson (HICAP) is open to collaboration

Social Security – update at General meeting

Ask the social work staff what people they're hearing about from the community about needs

Ask Nhang about what the calls received by I&A are that are received

Decided once Medicaid cuts known, then Planning committee will pursue coordinated effort with HICAP for future community outreach meetings

## 11:00 Break

## 11:10 Consider starting CBO site visits

Experience with site visits

Housing committee visited Assisted Living Facilities, Board and Care, PACE in Concord

Choice in Aging- discussed day-to-day work, got to see activities

Prior AAA monitoring visit sites

Logistics

Invite all ACOA members- ask for sign-ups

Goal: Tour facilities, get history of the organization, interact with staff

Length- an hour

How many site visits in the year- two to four

Start with OAA sites and maybe branch out to non-OAA sites

Suggestion to look at visiting sites by OAA Titles of IIIC, IIIB, IIID, IIIE (can also look at visiting sites that are funded by multiple Titles)

First one- late October, early November

11:40 Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

Announcement

Jim is no longer an ACOA member- Question asked about would he be interested in attending as a member of the public?

Public Comment:

Paul Krantz, past employee of Health Services, passed away- was instrumental in the IIC2 program

The next meeting is currently scheduled for September 2, 2025

12:00 Adjourn Meeting adjourned at 11:56 am

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3464

**Agenda Date:** 9/2/2025

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***PLANNING COMMITTEE REPORT***

***January – December 2025***

***Planning Committee Roster***

- Chalo Buckman
- Debbie Card
- Kevin Donovan
- Candace Evans
- Jill Kleiner (Chair)
- Dick Morisky
- Dennis Yee

EHSD staff members Tracy Murray, Alicia Espinoza, and Cristina Ugaitafa strongly supported the Committee throughout 2025.

***Committee's Role***

The Committee has four primary roles:

- Work with the Area Agency on Aging (AAA) staff and the Advisory Council on Aging (ACOA) Committees to develop and provide an annual review and updates of the four-year Area Plan for Contra Costa County.
- Participate in the Request for Proposals (RFP) review process.
- Support the AAA in monitoring of contractors.
- Provides support to the AAA as requested.

***Accomplishments***

- Provided input for the 2025 update of the Area Plan for 2024-2028.
- Reviewed proposals for Capacity Building and Senior Nutrition.
- Facilitated 4 onsite community presentations led by Nhang Long on accessing county resources.
- Determined approach for community-based organizations (CBO) site visits, since AAA ceased support request for monitoring of contractors.

***2026 Work Plan***

- The Committee will conduct at least **two** onsite community presentations on topics of interest (e.g. Medicaid updates).
- The Committee will review and provide comments on the Annual Area Plan update for the March Public Hearing.
- The Committee will support the AAA with Request for Proposal ("RFP") processes.
- The Committee will coordinate at least **two** CBO site visits to enhance ACOA members of services provided in Contra Costa County.
- The Committee will provide support to the AAA as requested.

***Jill Kleiner***

Planning Committee Chair