



CONTRA COSTA COUNTY

AGENDA

Advisory Council on Aging

Wednesday, October 16, 2024

10:00 AM

500 Ellinwood Way Pleasant Hill
Board Room

General Meeting

| **Link:** [https://cccounty-us.zoom.us/j/89311212374?](https://cccounty-us.zoom.us/j/89311212374?pwd=Zm6SXhWaAo9vJuha6dfuhsOnzGuOX5.1)

pwd=Zm6SXhWaAo9vJuha6dfuhsOnzGuOX5.1 | Password:602444 | Dial-In: 214 765 0478 or 888 278 0254 | Code: 698779 | ID: 893 1121 2374 |

PUBLIC ACCESS INSTRUCTIONS:

The public may attend this meeting in person at the posted locations. 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: 1001 Golden Rain Rd Walnut Creek, CA; 2950 Buskirk Avenue, Suite 330 Walnut Creek, CA; 1954 Pomar Way, Walnut Creek, CA; 2338 Magnolia Bridge Dr., San Ramon, CA

10:00 Call to order and Introductions

10:01 Roll Call

10:05 Approval of September Minutes

GEN9.18.24DraftMinutes

[24-3349](#)

Attachments: [GEN9.18.24DraftMinutes](#)

10:10 Area Agency on Aging Report- Tracy Murray, Director Aging and Adult Services

10:30 Presentation: Elder Abuse Prevention, Mary Blumberg, Esq., Deputy District Attorney, Contra Costa County

11:00 Break

11:10 Committee and Workgroup Reports: Chairs
Membership: Julie Ortega/Logan Robertson
Planning: Candace Evans
Health: Terri Tobey/Michael Wener
Housing: Kevin Donovan
Legislative: Shirley Krohn
Technology: Steve Lipson
Transportation: Jim Donnelly

Committee Schedule

[24-1740](#)

Attachments: [Committee Schedule](#)

11:30 Treasurer's Report: Candace Evans

11:32 ACOA President's Report: Jill Kleiner
Sign up for December Potluck
Committee Assignments

Committee Assignments

[24-3350](#)

Attachments: [10.2.2024 Committee Assignments](#)

11:42 Roster of 2025 ACOA Officer Candidates- Logan Robertson

11:45 Consent Items:

Appoint Alan Goldhammer to the Member at Large #4 seat
Approve Bylaws to be presented to Board of Supervisors

GEN 9.18.24 DRAFT Bylaws

[24-2919](#)

Attachments: [GEN 9.18.24 DRAFT Bylaws](#)

11:50 Regional Coalition Update: Debbie Toth

11:55 Announcements

11:57 Public Comment

No November Meeting

The next meeting is currently scheduled for Wednesday, December 18, 2024

12:00 Adjourn

Legistar distribution list sign-up instructions

[24-1428](#)

Attachments: [Legistar Sign up Instructions](#)

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For additional information contact: Glenda Pacha (925) 655-0772 or gpacha@ehsd.cccounty.us

HOW TO PROVIDE PUBLIC COMMENT:

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CONTRA COSTA COUNTY

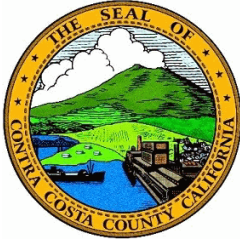
1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3349

Agenda Date: 10/16/2024

Agenda #:



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, September 18, 2024

10:00 AM

500 Ellinwood Way Pleasant Hill
Board Room

General Meeting

| **Link:** |

<https://cccounty-us.zoom.us/j/89311212374pwd=Zm6SXhWaAo9vJuha6dfuhsOnzGuOX5.1> |
Password:602444 | Dial-In: 214 765 0478 or 888 278 0254 | Code: 698779 | ID: 893 1121 2374 |

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10:00 Call to Order and Introductions- Jill Kleiner

10:01 Roll Call

Present Francisco Benavides, Roger Boaz, Cate Burkhart, Deborah Card, James Donnelly, Kevin Donovan, Candace Evans, Michelle Hayes, Denise Kalm, Carol Kehoe, Jill Kleiner, Thomas Lang, Steve Lipson, Nicola Lopez, Lori Magistrado, Richard Morisky, Brian O'Toole, Julie Ortega, Logan Robertson, Carol Schaefer, Terri Tobey, Michael Wener, and Dennis Yee

Excused Lorna Van Ackeren

Absent Eric Britz, Jarrod Bolliger, Marilyn Fowler, Shirley Krohn, Michael Rigsby, Sharon Sakai-Miller, Antonio Shelly, Rudy Fernandez, Jennifer Doran, and George Lee

10:05 Approval of August Minutes

Motion: Wener

Second: Kalm

Aye: Benavides, Boaz, Burkhart, Card, Donnelly, Donovan, Evans, Hayes, Kalm, Kehoe, Kleiner, Lang, Lipson, Lopez, Magistrado, Morisky, O'Toole, Ortega, Schaefer, Tobey, Wener, and Yee

Absent: Britz, Bolliger, Fowler, Krohn, Rigsby, Sakai-Miller, Shelly, Fernandez, Doran, and Lee

Abstain: Robertson

Result: Passed

GEN 8.21.24 DRAFT minutes

Attachments: [GEN 8.21.24 DRAFT minutes](#)

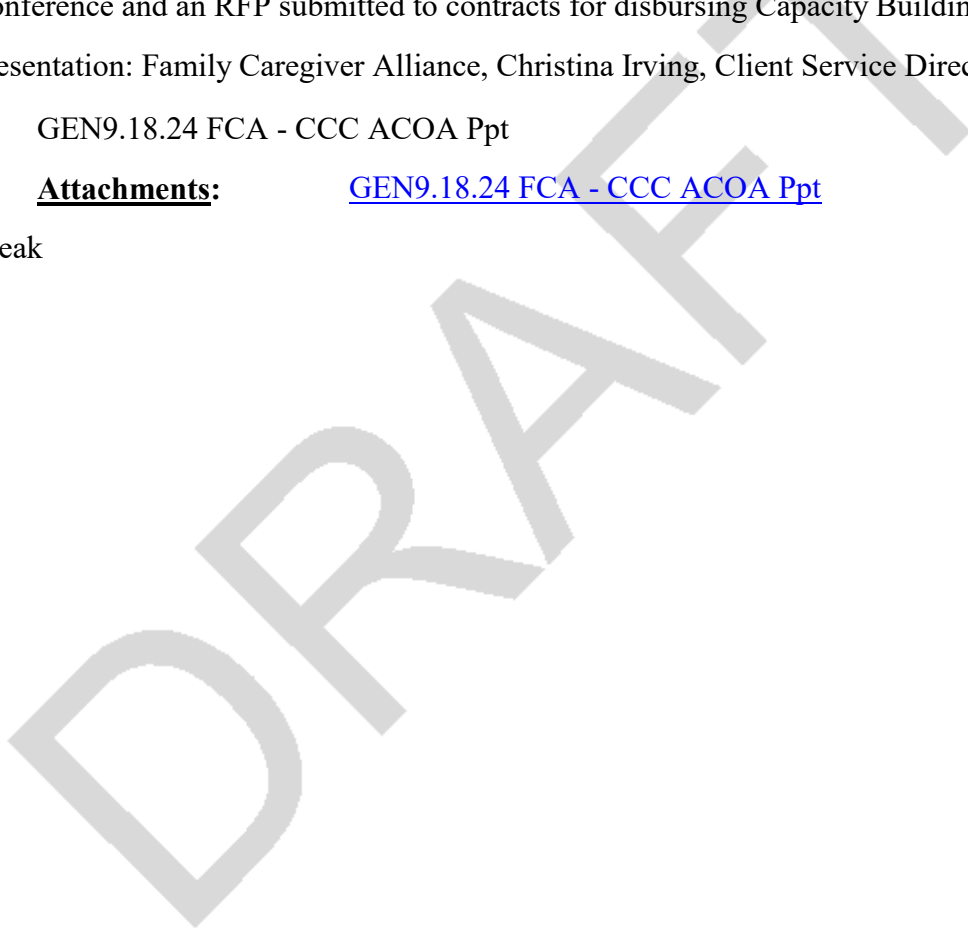
10:10 Area Agency on Aging Report- Tracy Murray, Director, Aging and Adult Services
Director Murray did not attend the meeting but provided a report that was read to the ACOA by AAA Staff as instructed. Updates were given on staffing, AAA budget amendments, Master Plan for Aging presentation to the Family and Human Services Committee, the C4A Director's Conference and an RFP submitted to contracts for disbursing Capacity Building Funds.

10:25 Presentation: Family Caregiver Alliance, Christina Irving, Client Service Director

GEN9.18.24 FCA - CCC ACOA Ppt

Attachments: [GEN9.18.24 FCA - CCC ACOA Ppt](#)

10:55 Break



11:05 Committee and Workgroup Reports: Chairs

Membership- Julie Ortega/Logan Robertson

Julie Ortega reported 13 vacancies, 3 pending appointments, 3 pending resignations

The committee is following up absences and updating interviewing questions. A slate of officers for 2025 will be presented at the October ACOA meeting.

Planning- Candace Evans

Jill Kleiner reported by June 2025, the committee will make presentations to 4 sites where last year's focus groups were held. Annual report reviewed/discussed.

Health- Terri Tobey/Michael Wener

Terri Tobey reported the "On the Move" and "A Matter of Balance" classes were discussed at the September meeting. The change of the committee's name to Health & Elder Abuse Prevention was approved by the Executive Committee. Brian will provide Medi-Cal updates and Francisco will provide Wellness updates at monthly meetings. Determined membership of the committee. Aging in Place brochure— being updated/edited.

Housing- Kevin Donovan

At September meeting, the committee received a presentation from Bay Area Housing Finance Authority discussing their decision to withdraw the proposed ballot measure for a \$20 billion affordable housing bond. Satellite Affordable Housing Associates presented and described their role as owner and operator in the "under planning" 81unit affordable housing complex which will be an integral part of Choice in Aging's planned new campus. The definition of the workgroup as a standing committee, the role of committee members, and the requirements of the Brown Act were all also discussed. Future meetings will focus on homelessness in the October 21 meeting as Jamie Jenett of CCC Health joins us. Focus of the November 18 meeting will return to affordable housing as CCC Housing Authority will share a presentation with us.

Legislative- Shirley Krohn

Steve Lipson reported the California Senior Legislature has 24 proposals of which 10 will move forward. We have 2— one is Brown Act Revision and the other is a proposed public health code revision to add older adult education programs.

Technology- Steve Lipson

The Committee heard from Tish Gallegos, EHSD's Community & Media Relations Director regarding ACOA webpages and discussed the ACOA annual report.

Transportation- Jim Donnelly

Finishing up the COVID-19 Impact Survey. Workgroup members were identified. Next month— CCTA discussion regarding autonomous vehicle programs. Discussed ACOA annual report.

Committee Schedule

Attachments: [Committee Schedule](#)

11:20 TACC Meeting Updates- Jim Donnelly

There were presentations on the Village Movement, Claris Companion Program, and Eldera.ai

- 11:25 Treasurer's Report: Candace Evans
Beginning balance is \$411.00, Donations today \$32.00 Total \$443.00
- 11:30 ACOA President's Report- Jill Kleiner
At December meeting, each city/town representative is required to give a report what is happening for older adults in their city/town. December Holiday Gathering – The holiday lunch will include purchased foods and a member Potluck. The Potluck sign up will occur at the October meeting. Bylaws Updates - Jill presented the County Counsel revisions to the ACOA Bylaws and discussed the proposed updates to the Bylaws.
See summary page of changes to the Bylaws, feedback to Jill by September 30. Bylaws revision will be a consent item on the October ACOA agenda. Due to four absences in this calendar year, Antonio Shelly was “deemed voluntary resigned”.
- GEN9.18.24 Bylaws Updates Summary
- Attachments:** [GEN9.18.24 Bylaws Updates Summary](#)
- GEN 9.18.24 DRAFT Bylaws
- Attachments:** [GEN 9.18.24 DRAFT Bylaws](#)
- 11:45 Consent Items
None
- 11:50 Update on Regional Coalitions- Shirley Krohn and Lorna Van Ackeren
None
- 11:55 Announcements:
Richmond Commission on Aging is presenting a Safety Workshop next Thursday, 9/26, 10-12
Fall Prevention brochure is available
Grand Opening– Caring Haven Home Care Agency– October 17
- 11:57 Public Comment
- 11:59 Upcoming ACOA General Meeting Presentations
October: Elder abuse presentation by Mary Blumberg, Esq., Deputy District Attorney Contra Costa County
- 12:00 Adjourn
Jill Kleiner adjourned the meeting at 11:51 am
- Legistar distribution list sign-up instructions
- Attachments:** [Legistar Sign up Instructions](#)

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-1740

Agenda Date: 6/26/2024

Agenda #:

ACOA Committee Schedule

06/13/2024

Committee	Day	Time	Chair
Membership	Every 3 rd Wednesday	12:00 PM – 2:00 PM	George Lee
Executive	Every 1 st Wednesday	10:00 AM – 12:00 PM	Jill Kleiner
Planning	Every 1 st Tuesday	10:00 AM – 12:00 PM	Candace Evans
Health	Every 2 nd Monday	1:00 PM – 3:00 PM	Terri Tobey/Mike Wener
Housing	Every 3 rd Monday	10:00 AM – 12:00 PM	Kevin Donovan/Uche Uwahemu
Legislative	Every 2 nd Tuesday	10:00 AM – 12:00 PM	Shirley Krohn
Technology	Every 2 nd Wednesday	1:30 PM – 3:30 PM	Steve Lipson
Transportation	Every 3 rd Tuesday	10:00 AM – 12:00 PM	Jim Donnelly



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3350
12:25

Agenda Date: 10/16/2024

Agenda #:

ACOA Committee Assignments as of 10/2/2024

Last	First	Health	Housing	Legislative	Technology	Transportation	Executive	Membership	Planning
Benavides	Francisco	x							
Boaz	Roger		x			x			
Bolliger	Jarrold								
Britz	Eric								
Burkhart	Cate				x				
Card	Deborah								x
Donnelly	James					x	x	x	x
Donovan	Kevin		x			x	x		x
Evans	Candace						x		x
Goldhammer	Alan	alt							
Fowler	Marilyn		x						
Hayes	Michelle		x						
Kalm	Denise				alt	x			
Kehoe	Carol				x				
Kleiner	Jill				x		x	x	x
Krohn	Shirley			x			x		
Lang	Thomas	x							
Lipson	Steve			x	x		x		
Lopez	Nikki		alt					x	
Magistrado	Lori								
Morisky	Richard								
Ortega	Julie						x	x	
O'Toole	Brian	x							
Rigsby	Michael								
Robertson	Logan		x				x	x	
Sakai-Miller	Sam				x				
Schaefer	Carol	x							
Tobey	Terri	x					x		
Van Ackeren	Lorna			x					
Wener	Michael	x					x		
Yee	Dennis	x							x
Non ACOA Members:									
Uwahemu	Uche		x						
Juster	Rikki					alt			
Perry	Deanna					x			
COUNT of Members (not Alternates)		7	6	3	5	5	10	5	6



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-2919

Agenda Date: 9/20/2024

Agenda #:

CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING



ADVISORY COUNCIL ON AGING BYLAWS INDEX

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CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING

BYLAWS

DATE:xxxxApril 30, 2020

PREAMBLE

In recognition of age-related issues unique effecting to the problems of the older people of Contra Costa County and the need for concerted community action to help resolve these problems issues, this non-sectarian, non-partisan organization was formed in 1962.

ARTICLE I - NAME

- 1.1 The name of this organization shall be "CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING", which shall hereinafter be referred to as "The Council". *

**The Board of Supervisors sanctioned the Council as the County-wide Coordinating Committee in 1969. Under the Older Americans Act (Title III of the Older Americans Comprehensive Services Amendment of 1973), the Contra Costa Area Agency on Aging was established October 1, 1975, with the Advisory Council on Aging as the representative group which advises the Board of Supervisors on the Contra Costa Area Plan and its implementation.*

ARTICLE II - PURPOSE

- 2.1 Planning for Older Residents
The Council shall provide a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for Contra Costa residents 60 and older. the older residents of this County.
- 2.2 Leadership and Advocacy
The Council shall provide leadership and advocacy on behalf of older persons and serve as a channel of communication and information on aging.
- 2.3 Advise on Area Plan
The Council shall advise the Area Agency on Aging ~~(AAA)~~, the Aging and Adult Services Bureau of the Contra Costa County Employment and Human Services Department (hereinafter referred to as "Aging —and Adult Services") and the Board of Supervisors on an the Four Year Area Plan. ~~This is~~ based on the unmet needs and priorities of older persons as determined by surveys of local committees (commissions) and coalitions on aging, and results of public hearings held in conjunction with Aging and Adult Services.

2.4 Reviewing and Commenting

The Council shall advise the Area Agency on Aging relative to reviewing and commenting on community policies, programs and actions which affect older persons and family caregivers with the intent of assuring maximum coordination and responsiveness to older persons.

ARTICLE III - MEMBERSHIP

3.1 Composition of Council

Including the officers, the Council shall have not more than ~~39~~ 40 members. These members shall consist of the designated representatives of the local municipalities [nineteen (19)], and ~~one (1) Senior Nutrition Program Council representative.~~ The remainder will be Members-at- Large (20.) The Council will strive to achieve membership that reflects the ethnic, economic and geographic distribution balance of the senior population of the County. The Council will make every effort to achieve a membership where one-fourth of the Council is made up of actual consumers of services under the Area Plan, and at least one member will represent the interests of people with disabilities. The Council ACOA may recommend for appointment up to four (4) alternate Member-at-Large (MAL) members, who shall serve and vote in place of members (City representatives or MAL) who are absent from, or who are disqualifying themselves from participating in a meeting of the ACOA.

Alternates must meet the same requirements as a regular member-at-large. Alternates may also be reimbursed for travel expenses.

3.2 Membership Status

Members-at-large are recommended for appointment by the Council and are appointed by The County Board of Supervisors ~~appoints Members-at-large seat,~~ following their standard policies and procedures for such appointments. Local municipalities ~~and the Senior Nutrition Program Council~~ select a representative as their designated liaison to the Council and are appointed by County Board of Supervisors following their standard policies and procedures for such appointments.

3.3 Members' Terms of Office

The County Board of Supervisors shall approve members for an approximate two (2) year term. All terms expire on September 30th. Accordingly, an appointment made on a date other than October 1 will have a term adjusted to expire on the September 30 prior to the two-year anniversary date. When applicable, any vacant seat shall be filled for the unexpired term remaining for that seat.

- 3.4 Residency and Age Requirement
All members, including alternates, shall reside in Contra Costa County. Change of residence to outside of Contra Costa County will automatically terminate membership on the Council. All members shall be at least eighteen (18) years of age. The Council shall be made up of more than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in programs under the Older Americans Act.
- 3.5 Ex-Officio Members
Contra Costa County members of the California Commission on Aging, the California Senior Legislature and representatives of other groups from Contra Costa County concerned with aging may be invited by the Council to join it as ex-officio, non-voting members. Such ex-officio memberships shall be outside of, and in addition to the number of regular memberships established by Section 3.1 of these bylaws.
- 3.6 Past Council Presidents
All past presidents who are no longer members of the Advisory Council on Aging shall be considered ~~members~~ ex-officio ~~members~~ after their terms of office have been completed. Such memberships shall be non-voting.
- 3.7 Emeritus Members
To honor past exemplary service to the Council, any member of the Council may nominate, and a majority of the members may vote to appoint an Emeritus Member. ~~Emeritus Members will be appointed upon a majority vote of a quorum.~~ Such appointment is an honorary lifetime title. Emeritus members may not vote, nor does their membership factor into the quorum determination.
- 3.8 Appointments of Members
When a vacancy₇ for a Member-at-large₇ occurs, the Membership Committee shall recommend a replacement for approval by the Council and possible appointment by the Board of Supervisors. When a vacancy₇ for a municipal representative occurs, the Membership Committee shall inform the municipality and request a replacement.
- 3.9 Attendance
For the purposes of attendance, a membership year is January through December. Due to the inability of the Council to carry out its business when a quorum is not met, attendance at all required meetings is of the utmost importance.
- All members are required to attend meetings on a regular basis.

A member who is absent from four (4) regularly scheduled meetings in a membership year shall be deemed to have voluntarily resigned from the Council. If that occurs, the former Council member's status will be noted at the next scheduled Council meeting and shall be recorded in the Council's minutes. The President shall, without further direction from the Executive Committee, inform the Board of Supervisors of the member's resignation and request the appointment of a replacement.

3.10 Leaves of Absence

~~When unable to attend a meeting due to a valid reason, a~~ member may request a Leave of Absence. Requests for a Leave of Absence must be in writing and: (1) include the beginning date; (2) the anticipated ending date; and (3) the reason for the leave request. Examples of valid acceptable reasons for a Leave of Absence include bereavement, family and medical leaves, jury and witness duty. A Leave of Absence is not intended to cover normal medical/dental/business appointments or vacations. ~~or a personal leave for an other reason.~~ The Executive Committee will determine if the leave is granted or denied and the President will notify the member. If approved, the member's attendance will not be tallied during the leave period and their seat will not be declared vacant.

3.11 Resignation

All members must submit a written resignation when vacating membership. The President shall then submit the resignation to the Board of Supervisors.

3.12 Removal of Members

After three meetings following appointment to the Council, each member shall be subject to removal for cause. Any member who believes a member should be removed from the Council must provide a written request to the Membership Committee for evaluation and recommendation to the Executive Committee. The Executive Committee shall determine if the issue proceeds to the full Council for a vote on the removal request. In the case of municipal appointments, a recommended removal may also occur at any time the municipality withdraws their approval or sponsorship. As the Contra Costa County Board of Supervisors is the appointing authority for the Advisory Council on Aging, recommended removals are subject to the ratification of the Board of Supervisors.

ARTICLE IV - MEMBERSHIP MANDATES

4.1 Commitment

Incoming members are to be active, contributing members as evidenced by, but not limited to, attendance at the regular monthly Council

meetings. ~~and~~ Each member is also required to participate in the activities of at least one of the Council's committees ~~or designated work groups~~. All members must choose a committee ~~or work group~~ within six (6) months of appointment and notify Membership Chair and Staff of that choice. Any subsequent change requires the same notification. A member must also satisfy the attendance requirements of any organization which they have been assigned to represent the Council.

4.2 Ethics Training

All members, including alternates, of the Advisory Council on Aging are required to take Brown Act and Better Governance, Implicit Bias and Ethics for Local Government training within three months of their appointment and thereafter formal ethics training must be completed every two years. ~~(AB1234) every two (2) years. New members have up to three (3) months to fulfill their obligation for the first training.~~ Verification of completion must be provided immediately to Staff. Members not in compliance ~~will be referred to the Membership Committee. If needed,~~ may be referred to the Board of Supervisors for appropriate action.

4.3 Disclosure of Financial Interests

All ~~Advisory~~ Council members, including alternates, must annually complete and file California Form 700 - Statement of Economic Interests and also upon leaving the Council. The members are only required to disclose those financial interests that are set forth in the Employment and Human Services Department Conflict of Interest Code. Members not ~~in~~ compliance ~~may will~~ be referred ~~to the Membership Committee. If needed, may be referred~~ to the Board of Supervisors for appropriate action.

4.4 Perception of Conflict

The ~~Advisory~~ Council has developed its own document addressing the perception of conflict. Its purpose is to strongly encourage all members to recuse themselves from any discussion or vote which could be interpreted as constituting a conflict of interest, be construed as a clash of loyalties or be perceived as self-serving in any way.

ARTICLE V - OFFICERS

5.1 Council Officers

Officers of the Advisory Council on Aging shall be as follows: ~~_____~~ President, Vice-President, and Secretary/Treasurer.

5.2 Officers' Terms of Office

The above-named officers shall hold office for one (1) year or until their successors are elected or appointed. The mentioned officers may serve

no more than two (2) consecutive terms of one year each in the same position.

5.3 Officers' Duties

The duties of the respective officers shall be those regularly associated with such titles except that the President may assign special duties to a specific officer at any time.

5.4 Representation on TACC

The President of the Contra Costa County Advisory Council on Aging, as chair of the ~~Advisory~~ Council, shall be the Council's representative to the Triple A Council of California (TACC.) The Vice President serves as a TACC alternate director (member.)

5.5 Succession Protocol - President

In the event that the President does not complete his/her term, the Vice-President shall move into the presidency and serve out the unexpired term. The newly appointed President with the assistance of the Nominating Committee (or Membership Committee as applicable) shall ~~nominate select~~ a member of the Council to serve the unexpired term of the Vice-President and present to the Council for approval. ~~The President can choose to request input from the Nominating Committee (or Membership Committee as applicable).~~

5.6 Succession Protocol - All Other Officers

Vacancy in mid-term of the Vice President or Secretary/Treasurer will be filled by the Nominating Committee (or Membership Committee if Nominating is not in session) recommending to the Council the name of a Council Member. If, however, the vacated officer's position has less than three (3) months duration remaining, the President shall ~~ap~~point a member of the current Council to serve the unexpired balance of the term. In either case, the Council shall approve or disapprove the appointments.

5.7 Termination of Officers

Officers may be removed for just cause by a majority vote of the full Advisory Council on Aging when 90% of all appointed members are present, or at a special meeting convened for that purpose at which a quorum is present. Any officer removed ceases to hold the office once the vote has been tallied and announced. Succession shall be as ~~out~~lined in Sections 5.5 and 5.6.

5.8 Director of Aging & Adult Services

The Director of Aging and Adult Services shall serve as a consultant to the Council. The Director, or designated representative, shall submit a monthly report to the Council at the regular meetings. Special reports may be given at the December annual meeting.

ARTICLE VI - MEETINGS, COMMITTEES, WORK GROUPS

6.1 Regular Meetings

There shall be at least eight (8) meetings a year, at such time and place as agreed upon.

6.2 Special Meetings

The President shall call a special meeting of the Council at any time upon the written request of at least five (5) members of the Council. Also, the President may call a special meeting of the Council at any time an emergency meeting is felt to be imperative.

6.3 Executive Committee

There shall be an Executive Committee of the Council composed of the elected officers, the immediate past president, chair of governing standing committees and chairs of designated work committees ~~county wide work groups~~ (designated by the Council), if they are also members of the ~~Advisory~~ Council. Only members of the Executive Committee shall have voting rights at Executive Committee. Other members of the ~~Advisory~~ Council may be invited to give reports or recommendations at the Executive Committee meetings.

6.4 Annual Meeting

At the December meeting, the council will render to the public a report of the Council's activities and accomplishments of the past year and shall install new officers for the coming year.

6.5 Committee ~~and Work Group~~ Structure

The President of the Council, upon taking office, shall appoint the Chairs of each Committee ~~and Work Group~~. ~~Work Group Chairs or one of the two Co-Chairs, shall be members of the Council. Chairs of Work Groups who are also Council members are also voting members of the Executive Committee.~~ On an annual basis the President of the Council will determine the number of seats and alternate seats of each of the Committees. On an annual basis the President will appoint the Governing Committee's members and each Work Committee Chair will appoint the members of the Work Committees, including appointing new members as resignations occur. Work Committee Chairs or one of the two Co-Chairs, shall be members of the Council.

Committees may take action consistent with the Advisory Council on Aging's policies and procedures. ~~Work Groups must bring action items to the Executive Council for determination if the item will move forward for final action of the Council in full.~~

6.6 Committee Quorums

A majority of a ~~the seats on a~~ committee shall constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Unless otherwise provided in the resolution of the ~~Advisory Council on Aging, work groups and~~ ad hoc committees shall act under the direction of their respective Chairs without any requirement for a quorum.

6.7 Committees and Work Groups

Each committee ~~or work group~~ shall have a chairperson. ~~The President of the Advisory Council shall be an ex-officio member of all committees of the Advisory Council and shall be notified of all meetings.~~ ~~Committee and work group~~ meeting notices, agendas and minutes shall be distributed in compliance with County requirements. mailed, e-mailed, and/or personally given, approximately one work week in advance of the meeting date to all members of the committee. ~~The Council staff person~~ Each committee and work group Chair shall maintain a list of Council members, and their attendance, for each meeting. ~~and copies given to the Advisory Council staff person.~~ The President of the Council shall be an ex-officio member of all committees of the Council and shall be notified of all meetings.

6.8 Task Force or Ad Hoc Committees

In the implementation of the Area Plan, the Council shall develop task forces or ad hoc committees, where needed, in the accomplishment of specific objectives. The President Chair of the ~~Advisory~~ Council may designate or solicit participation for ad hoc committees. Ad hoc committees are not subject to the Brown ~~Act, but~~ Act but are subject to the County's Better Government Ordinance (C.C.C. Ord. Code, § 25-2.)

6.9 Governing Standing Committees and Work Committees Groups

The following shall be the Governing Standing Committees and Work Groups of the Council: Executive Committee, Planning Committee, Membership Committee, and Nominating Committee. Governing Committee members must be members of the Council. The following shall be the Work Committees of the Council: Health and Elder Abuse Prevention Committee, Work Group, Housing Committee, Work Group, Legislative Committee Work Group, Technology Committee Marketing Work Group and Transportation Committee. Work Committee members may include Council members and non-council members. ~~Work Group.~~

ARTICLE VII - CONDUCT OF MEETINGS

7.1 Order of Business

The President or a majority vote of the Council may change the order of business as may be required.

7.2 Council Quorum

A quorum ~~shall be the for the transaction of business by the Council shall consist of a majority (one more than half) of the number of Council positions, total number of seats of the Council. Membership of the Council shall be evidenced by the list of authorized seats approved by the Board of Supervisors at the time of roll call.~~ A "majority" of the Council positions means a majority of the ~~seats approved~~ by the Board of Supervisors whether or not all of the Council positions have been filled. Because the Council has thirty-nine (39) authorized positions, a quorum exists when at least twenty (20) Council members are present. Ex-officio or emeritus members of the Council under sections 3.5, 3.6 and 3.7 shall not be counted when establishing a quorum under this section.

7.3 Quorum Declaration

After a quorum is declared to exist, all transactions of business can proceed, ~~regardless whether enough attendees leave to decrease the members present below the quorum requirement. In such an event, any motions for action will be determined by a majority vote of the members then present.~~

7.4 — Meetings in the Absence of a Quorum

~~A quorum is not required in order to conduct a meeting, with the exception that no motions may be introduced or voted upon. Discussion can take place, with the item carried forward to the next meeting. All other non-action items of business of the Council may proceed without a quorum present. If sufficient members arrive after roll call to make up a quorum, the meeting may proceed without restrictions.~~

ARTICLE VIII - NOMINATING COMMITTEE

8.1 The nominating committee shall ~~normally~~ be chosen ~~after installation of new officers but~~ no later than August of each year. The Nominating Committee is a Sub-Committee of the Membership Committee.

8.2 The nominating committee shall be chosen annually for the purpose of presenting an annual slate of officers for election or filling vacant officer positions that occur while the Nominating Committee is in session.

8.3 The nominating committee shall have five members elected by caucus of ~~A~~ A advisory ~~C~~ Council members from each of the five supervisorial districts.

8.4 The nominating committee shall present a slate of officers at a council meeting prior to the Annual Meeting in December and will also request

additional nominations from the floor. Election of new officers shall take place at the annual meeting in December.

- 8.5 The nominating committee members may serve two (2) consecutive terms of one (1) calendar year for the applicable months the committee is in session. The nominating committee at its first meeting following election of its members shall choose one of its members as chair.

ARTICLE IX - AMENDMENTS

- 9.1 The Bylaws may be amended by a majority vote of the total membership of the Council present at any regular meeting or special meeting called for that purpose, provided that each member of the Council has been notified, in writing of the wording of the proposed amendment(s) at least ten (10) days in advance of the meeting.
- 9.2 These Bylaws must not conflict with the Board of Supervisors’ Ordinances regarding Advisory Councils. The Council may adopt such By-laws as shall seem appropriate and necessary for the functioning of the Council.

~~Approved and adopted by the Contra Costa County Board of Supervisors as evidenced by passage of Board Order:~~

~~Board Agenda Item Number C.53 on November 10, 2020~~ **ARTICLE X - ADOPTION OF BYLAWS**

10.1 Bylaws and bylaws amendments shall be recommended by ACOA and be effective upon approval by the Board of Supervisors of Contra Costa County.

RECOMMENDATION TO THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS:

The Advisory Council on Aging recommends adoption of these Bylaws by the following vote:

Ayes Noes

Chair Date



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-1428

Agenda Date: 5/15/2024

Agenda #:

Advisory Board: Advisory Council on Aging
Subject: Legistar distribution list sign-up instructions
Presenter: Tracy Murray

- 1) Go to the Contra Costa public meetings site [CONTRA COSTA COUNTY - Meeting Calendar \(legistar.com\)](https://contra-costa.legistar.com/Calendar.aspx) (https://contra-costa.legistar.com/Calendar.aspx)
- 2) Enter your email address and “submit”:

The screenshot shows the Contra Costa County Meeting Calendar website. At the top, there is a navigation bar with links for Home, Search Agenda Items, Meeting Calendar, Prior Board & District Meetings, and Advisory Body Meetings. Below the navigation bar is an "Email Updates" section with a form to sign up for email updates. The form includes a text input field labeled "Email Address" and a "Submit" button. Below the form is a table titled "Upcoming Meetings" with columns for Name, Meeting Date, Meeting Time, Meeting Location, Meeting Details, Agenda, Accessible Agenda, and Agenda Packet.

Name	Meeting Date	Meeting Time	Meeting Location	Meeting Details	Agenda	Accessible Agenda	Agenda Packet
Mental Health Commission	5/1/2024	4:30 PM	1025 Escobar Street, Martinez https://zoom.us/j/543776481 Meeting number: 543 777 6481 Call in: 1 669 900 6833 Access code: 543 777 6481	Meeting details	Agenda	<input checked="" type="checkbox"/> Accessible Agenda	Agenda Packet
Finance Committee	5/6/2024	Canceled	CANCELED	Meeting details	Not available	Not available	Not available
Public Protection Committee	5/6/2024	1:00 PM	11780 San Pablo Ave, Ste D, El Cerrito 190 East 4th Street, Pittsburg https://cccounty.us.zoom.us/j/86043547578 Call in: 888-278-0254, Conference code: 985922	Meeting details	Not available	Not available	Not available
Advisory Council on Aging	5/8/2024	10:00 AM	400 Ellinwood Way, Pleasant Hill, CA, Room 303 Link: https://cccounty.us.zoom.us/j/839788293152 https://cccounty.us.zoom.us/j/839788293152 Password: 044474 Meeting ID: 839 788 7 9315 Dial-In: 214 765 0478 or 888 278 0254 Conference code: 698779 Executive Committee	Meeting details	Agenda	<input checked="" type="checkbox"/> Accessible Agenda	Not available

- 3) Subscribe to the Advisory Council on Aging agendas (and any others in which you’re interested):

Contra Costa County, California

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