



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Advisory Council on Aging

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Tuesday, October 1, 2024

10:00 AM

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

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#### Planning Committee

Link:| [https://cccounty-us.zoom.us/j/81993050743?](https://cccounty-us.zoom.us/j/81993050743?pwd=CaDrCQib0b4Iw2AkCQYhEGKmb1uzpp.1)

[pwd=CaDrCQib0b4Iw2AkCQYhEGKmb1uzpp.1](https://cccounty-us.zoom.us/j/81993050743?pwd=CaDrCQib0b4Iw2AkCQYhEGKmb1uzpp.1) | Meeting ID: 819 9305 0743 Password: 650708

Dial-In-Number: 214 765 0478 or 888 278 0254 Code: 698779

#### 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.

10:00 Welcome and Announcements - Candace Evans

Candace Evans called the meeting to order at 10:02 a.m.

10:01 Roll Call

**Present**

James Donnelly, Kevin Donovan, Candace Evans, and Dennis Yee

**Absent**

Jill Kleiner

10:03 Approve September Minutes

**Motion:** Donovan

**Second:** Yee

**Aye:** Donnelly, Donovan, Evans, and Yee

**Absent:** Kleiner

**Result:** Passed

September - PL9.3.24Draftminutes

[24-3154](#)

**Attachments:** [PL9.3.24Draftminutes](#)

10:05 Updates from Area Agency on Aging  
Measure X Capacity Building RFP:  
Draft of RFP submitted to Contracts Unit on 9/13/2024  
RFP will be published after Contracts Unit's approval

Area Agency on Aging Staffing Updates:  
Alicia Espinoza - AAA Program Manager  
Interview conducted for HICAP Program Manager position

10:30 Planning Committee I&A Focus Group Update:  
Focus Group Feedback Summaries:  
Reviewed Focus Group Feedback Summaries.  
Conduct research on Mobile Health Services by reaching out to Elder Wellness Advocacy Coalition, possible flu and COVID clinic for seniors.  
Check with H3 program regarding their Healthcare for the Homeless Program.

Updated Focus Group Presentation:

Focus Group Feedback Summaries [24-3155](#)

**Attachments:** [Attachment B Focus Group Feedback Summaries](#)

Focus Group Presentation-Update [24-3156](#)

**Attachments:** [Focus Group Followup Meetings - Draft 9.17.2024](#)

Focus Group Revisit: Bay Point - Ambrose Senior Center, December 5, 2024, 10:30 am-12:00 pm

Planning Committee's Requested changes:

Change time to 1:00pm - 2:00 pm.

Requesting AAA staff's help for flyer distribution and outreach to Focus Group participants.

Will incentives be provided?

Would like to host the event outside of the lunchroom and will need microphones, projection system.

Spanish interpreter needed to translate presentation.

Planning Committee members provided feedback on presentation and provided changes.

11:00 Planning Committee Annual Report:

Draft of Annual Report reviewed.

Annual Report-Draft [24-3157](#)

**Attachments:** [Planning Committee Annual Report \(draft\)](#)

11:55 Public Comment: None

Next Meeting: November 6, 2024 10:00 am - 11:00 pm

400 Building, Room 303

12:00 Adjourn - Meeting adjourned at 11:37 am

The Council will provide reasonable accommodations for persons with disabilities planning to attend the Council 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 Council less than 96 hours prior to that meeting are available for public inspection at 400 Ellinwood Way, Pleasant Hill attention Jenny Lam 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).

**HOW TO PROVIDE PUBLIC COMMENT:**

Persons who wish to address the Advisory Council on Aging during public comment on matters within the jurisdiction of the Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should speak when called upon by the chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \* 9 on their phone. All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact: 925 655-0773.

For Additional Information Contact: [jlam@ehsd.cccounty.us](mailto:jlam@ehsd.cccounty.us) or by voice mail at 925 655-0773