



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Advisory Council on Aging

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Wednesday, February 4, 2026

10:00 AM

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

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#### Executive Committee

<https://cccounty-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. ACOA members will also be participating from the following locations: 28 Orinda Way, Orinda | 150 S 45th St., Unit 131, Richmond | 324 El Divisadero Avenue, Walnut Creek

10:00 Call to Order, Roll Call, Introductions – Jill Kleiner, President

- Jill Kleiner, ACOA President, called the meeting to order at 10:05 am.

**Approved as Amended (corrected): Kathryn attended virtually, but not from a county location; should be marked Absent/Non voting.**

**Present** Kevin Donovan, Michelle Hayes, Jill Kleiner, Steve Lipson, and Michael Wener

**Absent** Candace Evans, Shirley Krohn, and Lorna Van Ackeren

**Non-voting** Kathryn Monroy-Dexter

10:05 Approval of January 2026 Meeting Minutes

**Approved as Amended (corrected): Mike Wener was present and voted on the minutes.**

**Motion:** Wener

**Second:** Donovan

**Aye:** Donovan, Hayes, Kleiner, Lipson, and Wener

**Absent:** Evans, Krohn, and Van Ackeren

**Abstain:** Monroy-Dexter

**Result:** Passed

Executive Committee Meeting Minutes 01-07-26

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

## Staffing Update

- The AAA Division Manager position is nearing posting.
- Staff are working closely with Personnel and HR to ensure the broadest possible candidate pool.
- The position will be widely distributed through professional networks, with ACOA assisting in outreach.

## IIIB Request for Proposal (RFP)

- Draft IIIB RFP is to be completed this week and posted within the next few weeks; contract start date is July 1.
- RFP will continue current supportive services and add case management, which is currently funded through MX but expected to become mandatory in the future.
- Funding constraints were noted: adding services without increased OAA funding risks weakening existing programs.
- RFP will include MX performance measures and is expected to receive a high volume of proposals
- ACOA will support review estimated for late April.

## AAA Program Monitoring

- Phase 1 monitoring completed, including submission of a 32-page monitoring tool checklist and hundreds of pages of documentation, all submitted on time.
- On-site monitoring scheduled for March.

## Miscellaneous

- The Area Plan update is progressing well and a draft will be posted on February 18th to be reviewed at the ACOA general meeting.
- No updates on AAA reorganization (“Future Ready”); advocacy will resume after monitoring concludes.
- ACOA 2025 Annual Report will be sent to the Board of Supervisors

## 10:35 President's Report – Jill KleinerPresident's Report (Jill Kleiner)

## Potential ACOA one-day retreat

- Executive committee discussed a one-day retreat in August.
- There is not yet determination if the EHSD-contracted consultant can facilitate this retreat; Tracy Murray will continue to explore this.
- Discussion focused on scope: Executive Committee-only retreat for efficiency versus full ACOA retreat for team building.
- The group agreed that both an Executive Committee retreat and a full ACOA retreat are potentially needed, with the Executive retreat occurring first to establish priorities and next steps.
- A hybrid approach was discussed in which committee chairs would invite a committee member to participate as a prospective future leader.

## Committee Assignments and number of seats

- Chairs are to re-evaluate the number of seats on their respective committees.
- Currently, half of the ACOA are on only one committee, and three members are not yet enrolled in a committee.
- Guidance was discussed for alternates (approximately one per ten members), noting inconsistencies across committees.
- Preference for odd-numbered seats for committees to support quorum.
- Final decisions on committee size and alternates to be made at the March Executive Committee meeting; members will be encouraged to finalize their committee choices at the February meeting.

Committee Assignments Summary 02-03-2026

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## 10:45 Vice President's Report – Kevin Donovan

## Advocacy and Leadership

- Proposed a review of ACOA's work against Article II of the bylaws to assess alignment with organizational purpose and emphasized the need to look at how the committees come together as a whole.
- Identified a retreat as an ideal venue to reflect on how ACOA achieves its goals, how success is evaluated, and what improvements are needed.
- Discussion emphasized future leadership development and the need for broader, more diverse representation, including the need for lived experience.
- Discussed the need to clarify the role and expectations of county staff assigned to committees, given current inconsistencies.
- Future general meetings should include member introductions to highlight skills and backgrounds.

## Sales Tax Measure

- Reviewed the County's proposed five-year, 0.625% general sales tax increase to protect local services impacted by federal cuts.
- Measure would generate approximately \$150 million and is expected to be considered by the Board of Supervisors in February.

ACOA Bylaws | CCC Sales Tax Discussion

[26-387](#)

## 11:00 Break

## 11:10 Committee Reports

## Membership – Kathryn Monroy-Dexter

- One resignation effective February 1; two Leave of Absence requests on the consent calendar.
- Two interviews conducted in January, with candidates placed on the waitlist.
- Membership shifts created new MAL and alternate placements.

## Planning – Jill Kleiner

- Hosted a Medicare updates presentation by John Lee (HiCAP).
- Scheduled Trio site visits for February 24th and 25th.
- Reviewed and approved Area Plan Update objectives.

## Housing – Kevin Donovan

- Reviewed 2025 priorities and confirmed committee objectives.
- Identified need to simplify and update “No Place to Call Home” presentation for broader audiences. Tracy will share EHSD style guidelines for presentations with Kevin.
- Small working group planned for March to revise materials using updated data and community input.

Plans to discuss advocacy efforts and information flow, in coordination with Steve Lipson and with guidance from Tracy Murray.

## Health and Elder Abuse Prevention – Dr. Mike Wener

- Committee focused on team-building and new member introductions, as transitioning alternates to full members.
- Requested to coordinate with Tracy Murray to establish a formal procedure for identifying and approving speakers.
- Upcoming topics include Advance Health Directives and presentations from the DA’s Office and a pharmacist.

## Legislative – Steve Lipson

- Reviewed Personal Needs Allowance legislation aimed at improving California’s national standing.
- SB239 was discussed as a reintroduced (“zombie”) bill related to Brown Act provisions already absorbed into SB707
- CSL application support continues, with Jenny assisting applicants and an informational Zoom scheduled on CSL representation.

## Technology – Steve Lipson

- Exploring AI tools to help committee members learn, apply, and share technology that can support the community.
- Examples discussed include tools for generating infographics, podcasts, and presentation

slides.

Transportation – Candace Evans – reported by Jim Donnelly & Kevin Donovan

- Discussed the Transportation Workshop, with consensus to move from a proposed April date to a Friday in mid-June.
- Coordination with AAA/EHSD is underway to formalize approval; a planning checklist was reviewed and a proposal will be developed.

APU Objectives Draft FY 26-27 Draft\_Updated\_Planning

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#### 11:40 Consent Items

- Approve Area Plan Update 26/27 Objectives
- Approve Leave of Absences
  - Brian O’Toole 1/20/26-1/22/26
  - Logan Robertson 1/21/26
- Recommend membership appointments
  - Indy Sekhon from Alternate #1 to Member-at Large (MAL) seat #12
  - Sean Barry to Alternate #1

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

#### 11:45 Public Comment

- Comment referenced Board of Supervisors discussion regarding \$5 million in ARPA funding for the Food Collaborative. \$1.5 million allocated to MOWDR, with funds to be shared between MOWDR and Trio pending agreement. Remaining \$3.5 million to be administered by EHSD through the Workforce Development Board.
- Comment also addressed the West County transition related to Meals on Wheels.

Next Executive Committee Meeting:

- Wednesday, March 4, 2026, 10:00am – 12:00pm

12:00 Adjournment: The meeting adjourned at 11:54.

For Additional Information Contact:

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