



# CONTRA COSTA COUNTY

## AGENDA

### Advisory Council on Aging

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Wednesday, April 2, 2025

10:00 AM

400 Ellinwood Way, Pleasant Hill  
Room 303

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#### Executive Committee

[Link:] [https://cccounty-us.zoom.us/j/82285207490?](https://cccounty-us.zoom.us/j/82285207490?pwd=yIPtOiocXN7E2W12dfn13N9OCR8XuW.1)

pwd=yIPtOiocXN7E2W12dfn13N9OCR8XuW.1 | Password: 707022 | Dial-in: USA 214 765 0478  
USA 8882780254 (US Toll Free) | Conference code: 698779 | ID 822 8520 7490 |

#### 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: 324 El Divisadero Ave., Walnut Creek; 3014 Grey Eagle Dr., Walnut Creek; 28 Orinda Way., Orinda

10:00 Call to Order: Jim Donnelly

Introductions:

Roll Call:

10:02 Approve March 2025 draft minutes

EX.03.05.25DraftMinutes

[25-1210](#)

**Attachments:** [EX.03.05.25DraftMinutes](#)

10:10 Area Agency on Aging Report: Tracy Murray, AAA Director and/or Alicia Espinoza, AAA Program Manager

Area Plan Update 25-26

Senior Nutrition RFP timeline

ACOA meeting Calendar

Age Friendly Campaign

ACOA webpage update - Kevin Balderston (Information Systems Specialist III, CCC)

2025 ACOA Meeting Schedule

[25-1211](#)

**Attachments:** [2025 ACOA Meeting Schedule](#)

10:30 President's Report: Jim Donnelly  
ACOA Bylaws

Bylaws

[25-1212](#)

**Attachments:** [ACOA Bylaws 2024 Final \(from BOS agenda\)](#)

10:40 Committee Reports:

Membership & Nominating Committee - Julie Ortega/Logan Robertson

Planning Committee - Jill Kleiner

Housing Committee Kevin Donovan

Health Workgroup - Terri Tobey/Mike Wener

Legislative Workgroup and California Senior Legislature Update - Shirley Krohn

Technology Workgroup - Steve Lipson

Senior Mobility Action Council (Transportation Workgroup) - Candace Evans

11:05 Break

11:10 Future Meeting Presentations:

11:20 Consent Items:

Recommend Brock Dubbels for MAL seat #12

11:25 Public Comment

Next Executive Committee Meeting is scheduled for May 7, 2025, 10: am - 12 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 300 Ellinwood Way, Pleasant Hill during normal business hours. 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: Alicia Espinoza 925-655-0771 or [aespinoza@ehsd.cccounty.us](mailto:aespinoza@ehsd.cccounty.us)

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the committee during public comment on matters within the jurisdiction of the committee 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.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-1210

**Agenda Date:** 4/2/2025

**Agenda #:**

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# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Advisory Council on Aging

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Wednesday, March 5, 2025

10:00 AM

400 Ellinwood Way, Pleasant Hill  
Room 303

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#### Executive Committee

[Link:] [https://cccounty-us.zoom.us/j/82285207490?](https://cccounty-us.zoom.us/j/82285207490?pwd=yIPtOiocXN7E2W12dfn13N9OCR8XuW.1)

pwd=yIPtOiocXN7E2W12dfn13N9OCR8XuW.1 | Password: 707022 | Dial-in: USA 214 765 0478  
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10:00 Called to Order: Meeting was called to order by Jim Donnelly at 10:05 am.

Introductions: None

#### Roll Call

<b>Present</b>	James Donnelly, Kevin Donovan, Candace Evans, Jill Kleiner, Julie Ortega, Logan Robertson, Terri Tobey, Lorna Van Ackeren, and Michael Wener
<b>Absent</b>	Shirley Krohn, and Steve Lipson

10:05 Approval February 2025 draft minutes

EX.02.05.25Draft Minutes

[25-729](#)

**Attachments:** [EX.02.05.25Draft Minutes](#)

**Motion:** Donovan

**Second:** Kleiner

**Aye:** Donnelly, Donovan, Evans, Kleiner, Ortega, Robertson, Tobey, Van Ackeren, and Wener

**Absent:** Krohn, and Lipson

**Result:** Passed

10:10 Area Agency on Aging Report: Tracy Murray, AAA Director and/or Alicia Espinoza, AAA Program Manager

10:30 President's Report: Jim Donnelly

ACOA Website needs to be updated to reflect ACOA committees/workgroups and projects.

Area Plan Update: Public Hearing 3/19/25 - 500 Ellinwood, Conference Room A/B 1st Floor, Pleasant Hill, CA 94523

Goals and Objectives: Jim reminded ACOA of their commitments embedded within goals/objectives.

DRAFT

DRAFT

## 10:40 Committee/Workgroup Reports:

Membership & Nominating Committee - Julie Ortega/Logan Robertson

Roosmoor Outreach Event went well (over 100 attendees)

Redoing ACOA brochure

Hercules and Oakley seats approved by BOS

Sharoon Maxwell, MAL #8 to be approved

City seat openings: Pittsburg, San Pablo, San Ramon, Clayton, Antioch, Brentwood are open.  
Alt. 1,2,3 and 4 open.

1 MAL opening.

Planning Committee - Jill Kleiner

Met 3/4/25

Chalo Buckman (City of Oakley) Joined Planning Committee.

Returning to Focus Group sites - N. Richmond 3/6/25 (Michelle Hayes to facilitate).

3/14/25 Antioch Senior Center (Monica Wilson, City Council, will facilitate). 4th site will be Monument Crisis Center in Concord (Marilyn Fowler to facilitate).

Went over each ACOA objectives and reviewed for changes. Will be presented at Executive on 3/5/25 as a Consent item.

Housing Committee - Kevin Donovan

Presentation to church-based group on Monday from Carol Kehoe.

Reaching out to Democratic Club Rossmoor.

Similar goals to 2024.

Justice in Aging to talk about Equity (Active Bureau in Sacramento).

Gabriel Lemus will be joining in April as the MPA Champion.

Health Workgroup - Terri Tobey

Delinda Brown from Hope Hospice to speak March 2025 about Death Cafes.

Thomas Lang is reaching out to senior center to host presentations.

Legislative Workgroup and California Senior Legislature Update - Steve Lipson for Shirley Krohn

SB4 239 has been supported by C4A

Technology Workgroup - Steve Lipson

No updates.

Senior Mobility Action Council (Transportation Workgroup) - Candace Evans

Over the past 2 months, the SMAC Committee has spent a majority of its time focusing on supporting senior mobility development with BART and CCTA. February BART presenters included Robert Franklin with General Accessibility and Director Rinn with Improving Rider Experience. Director Rinn spoke on a few key points; how fare gate booths work, whom to call with issues/concerns, and senior resources to help seniors apply for discounts. Some concerns were differences in Clipper cards versus Bart tickets; Director Rinn stated that they are working on merging the two through MTC. We were also informed of the process around out-of-service elevators and how BART can send a car to transport you to destination. This is especially great



for seniors and disabled persons.

Community Invite: 3rd Annual Senior Transportation Workshop (Wednesday, April, 2025 - 130P-330P) - Richmond Commission on Aging

11:05 Break

11:10 Future Meeting Presentations:

CCTA - April

Mental Health (Elder Wellness Coalition) - May

Elder Abuse Prevention - June

Justice in Aging in - August

11:20 Consent Items:

Approve Area Plan 25/26 Update: Not voted on today as Executive Committee will review and provide feedback for incorporation prior to CDA due date of 5/1/25.

Leave of Absence (LOA) for Richard Morisky and Sam Sakai-Miller

**Approve LOA.**

**Motion:** Donovan

**Second:** Kleiner

**Aye:** Donnelly, Donovan, Evans, Kleiner, Ortega, Robertson, Tobey, Van Ackeren, and Wener

**Aye:** Donnelly, Donovan, Evans, Kleiner, Ortega, Robertson, Tobey, Van Ackeren, and Wener

**Absent:** Krohn, and Lipson

**Absent:** Krohn, and Lipson

11:25 Public Comment

Announcements:

Logan Robertson:

We are very excited to announce the introduction of AB 474, by Assembly member Chris Ward. This LeadingAge California sponsored bill seeks to expand home sharing opportunities across California in an effort to prevent homelessness among older adults. Crafted in partnership between LeadingAge CA and Front Porch, this bill makes simple but effective changes to encourage more Californians to put their extra bedrooms into home sharing programs while ensuring protections for tenants in shared housing relationships. Press release from ASM Ward's office: <https://a78.asmdc.org/press-releases/20250210-assemblymember-ward-introduces-ab-474-expand-affordable-housing-options-low>

Home Match is being awarded American Society on Aging Innovation and Social Impact Award.

Next Executive Committee Meeting is scheduled for April 2, 2025 at 10 am - 12:00 noon.

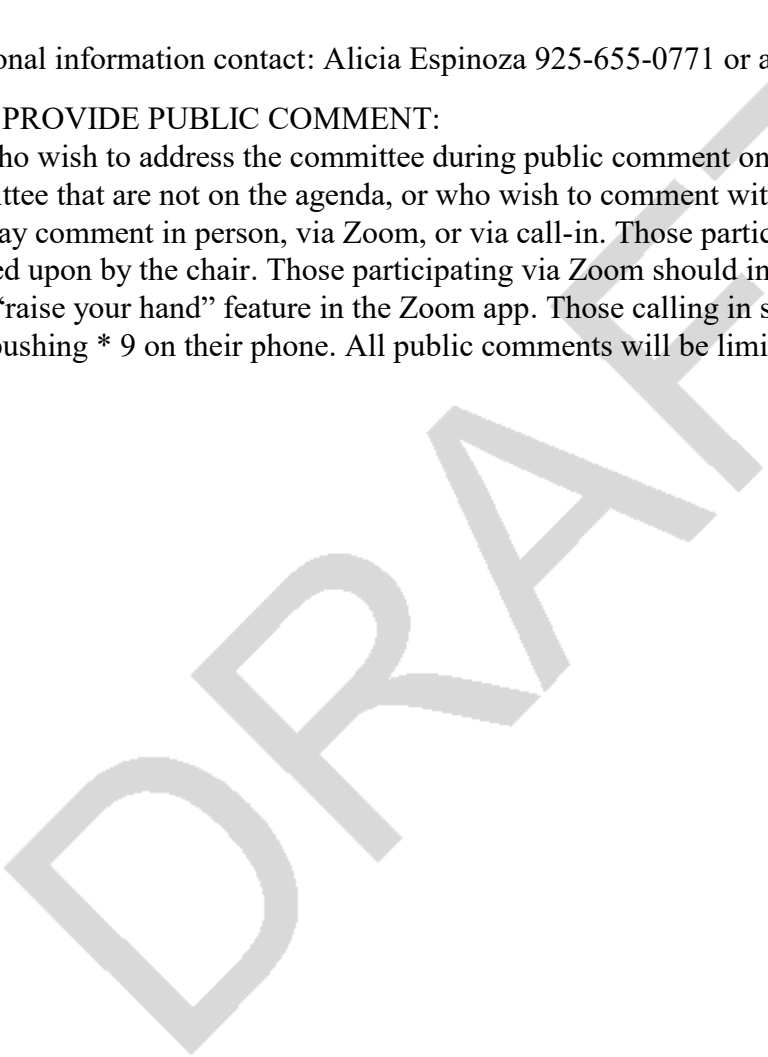
12:00 Adjourn

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-1211

**Agenda Date:** 4/2/2025

**Agenda #:**

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ACOA Meetings - 2025

Apr-25

Committee	Meeting Date	Meeting Time	Bldg	Room	Staff	Phone #	Publish to Legistar	Mtg Material to ACOA Chair from AAA	Docs to Clerical Staff
SMAC	1st Monday 7-Apr	1:00-2:30pm	400	303	Alicia Espinoza	(925) 655-0771	4/3/2025	24-Mar	3/31/2025
Planning	1st Tuesday 1-Apr	10-12pm	400	303	Cristina Ugaitafa	(925) 655-0775	3/27/2025	18-Mar	3/24/2025
Executive	1st Wednesday 2-Apr	10-12pm	400	303	Alicia Espinoza	(925) 655-0771	3/28/2025	19-Mar	3/25/2025
Health	2nd Monday 14-Apr	1-2:30pm	400	303	Cristina Ugaitafa	(925) 655-0775	4/9/2025	31-Mar	4/6/2025
Legislative	2nd Tuesday 8-Apr	N/A	N/A	N/A	N/A	N/A	4/3/2025	25-Mar	3/31/2025
Technology	2nd Wednesday 9-Apr	1:30-3:30pm	400	303	Glenda Pacha	(925) 655-0772	4/4/2025	26-Mar	4/1/2025
Housing	3rd Monday 21-Apr	10-12pm	500	Classroom	Nhang Luong	(925) 655-1385	4/16/2025	7-Apr	4/13/2025
General	3rd Wednesday 16-Apr	10-12pm	500	BoardRoom	Jenny Lam	(925) 655-0773	4/11/2025	2-Apr	4/8/2025
Membership	3rd Wednesday 16-Apr	12:15-2:00pm	500	BoardRoom	Jenny Lam	(925) 655-0773	4/11/2025	2-Apr	4/8/2025

## ACOA Meetings - 2025

May-25

Committee	Meeting Date	Meeting Time	Bldg	Room	Staff	Phone #	Publish to Legistar	Mtg Material to ACOA Chair from AAA	Docs to Clerical Staff
SMAC	1st Monday	1:00-2:30pm	400	303	Alicia Espinoza	(925) 655-0771	5/1/2025	21-Apr	4/28/2025
Planning	1st Tuesday	10-12pm	400	303	Cristina Ugaitafa	(925) 655-0775	5/1/2025	22-Apr	4/28/2025
Executive	1st Wednesday	10-12pm	400	303	Alicia Espinoza	(925) 655-0771	5/2/2025	23-Apr	4/29/2025
Health	2nd Monday	1-2:30pm	400	303	Cristina Ugaitafa	(925) 655-0775	5/7/2025	28-Apr	5/4/2025
Legislative	2nd Tuesday	N/A	N/A	N/A	N/A	N/A	5/8/2025	29-Apr	5/5/2025
Technology	2nd Wednesday	1:30-3:30pm	400	303	Glenda Pacha	(925) 655-0772	5/9/2025	30-Apr	5/6/2025
Housing	3rd Monday	10-12pm	500	Classroom	Nhang Luong	(925) 655-1385	5/14/2025	5-May	5/11/2025
General	3rd Wednesday	10-12pm	500	BoardRoom	Jenny Lam	(925) 655-0773	5/16/2025	7-May	5/13/2025
Membership	3rd Wednesday	12:15-2:00pm	500	BoardRoom	Jenny Lam	(925) 655-0773	5/16/2025	7-May	5/13/2025

## ACOA Meetings - 2025

Jun-25

Committee	Meeting Date	Meeting Time	Bldg/Room	Room	Staff	Phone #	Publish to Legislar	Mtg Material to ACOA Chair from AAA	Docs to Clerical Staff
SMAC	1st Monday 2-Jun	1:00-2:30pm	400	303	Alicia Espinoza	(925) 655-0771	5/29/2025	19-May	5/26/2025
Planning	1st Tuesday 3-Jun	10-12pm	400	303	Cristina Ugaitafa	(925) 655-0775	5/29/2025	20-May	5/26/2025
Executive	1st Wednesday 4-Jun	10-12pm	400	303	Alicia Espinoza	(925) 655-0771	5/30/2025	21-May	5/27/2025
Health	2nd Monday 9-Jun	1-2:30pm	400	303	Cristina Ugaitafa	(925) 655-0775	6/4/2025	26-May	6/1/2025
Legislative	2nd Tuesday 10-Jun	N/A	N/A	N/A	N/A	N/A	6/5/2025	27-May	6/2/2025
Technology	2nd Wednesday 11-Jun	1:30-3:30pm	400	303	Glenda Pacha	(925) 655-0772	6/6/2025	28-May	6/3/2025
Housing	3rd Monday 16-Jun	10-12pm	500	Classroom	Nhang Luong	(925) 655-1385	6/11/2025	2-Jun	6/8/2025
General	3rd Wednesday 18-Jun	10-12pm	500	BoardRoom	Jenny Lam	(925) 655-0773	6/13/2025	4-Jun	6/10/2025
Membership	3rd Wednesday 18-Jun	12:15-2:00pm	500	BoardRoom	Jenny Lam	(925) 655-0773	6/13/2025	4-Jun	6/10/2025

## ACOA Meetings - 2025

Jul-25

Committee	Meeting Date	Meeting Time	Bldg	Room	Staff	Phone #	Publish to Legislar	Mtg Material to ACOA Chair from AAA	Docs to Clerical Staff
SMAC	1st Monday 7-Jul	1:00-2:30pm	400	303	Alicia Espinoza	(925) 655-0771	7/3/2025	23-Jun	6/30/2025
Planning	1st Tuesday 1-Jul	10-12pm	400	303	Cristina Ugaitafa	(925) 655-0775	6/26/2025	17-Jun	6/23/2025
Executive	1st Wednesday 2-Jul	10-12pm	400	303	Alicia Espinoza	(925) 655-0771	6/27/2025	18-Jun	6/24/2025
Health	2nd Monday 14-Jul	1-2:30pm	400	303	Cristina Ugaitafa	(925) 655-0775	7/9/2025	30-Jun	7/6/2025
Legislative	2nd Tuesday 8-Jul	N/A	N/A	N/A	N/A	N/A	7/3/2025	24-Jun	6/30/2025
Technology	2nd Wednesday 9-Jul	1:30-3:30pm	400	303	Glenda Pacha	(925) 655-0772	7/4/2025	25-Jun	7/1/2025
Housing	3rd Monday 21-Jul	10-12pm	500	Classroom	Nhang Luong	(925) 655-1385	7/16/2025	7-Jul	7/13/2025
General	3rd Wednesday 16-Jul	10-12pm	500	BoardRoom	Jenny Lam	(925) 655-0773	7/11/2025	2-Jul	7/8/2025
Membership	3rd Wednesday 16-Jul	12:15-2:00pm	500	BoardRoom	Jenny Lam	(925) 655-0773	7/11/2025	2-Jul	7/8/2025

## ACOA Meetings - 2025

Aug-25

Committee	Meeting Date	Meeting Time	Bldg	Room	Staff	Phone #	Publish to Legislar	Mtg Material to ACOA Chair from AAA	Docs to Clerical Staff
SMAC	1st Monday 4-Aug	1:00-2:30pm	400	303	Alicia Espinoza	(925) 655-0771	7/31/2025	21-Jul	7/28/2025
Planning	1st Tuesday 5-Aug	10-12pm	400	303	Cristina Ugaitafa	(925) 655-0775	7/31/2025	22-Jul	7/28/2025
Executive	1st Wednesday 6-Aug	10-12pm	400	303	Alicia Espinoza	(925) 655-0771	8/1/2025	23-Jul	7/29/2025
Health	2nd Monday 11-Aug	1-2:30pm	400	303	Cristina Ugaitafa	(925) 655-0775	8/6/2025	28-Jul	8/3/2025
Legislative	2nd Tuesday 12-Aug	N/A	N/A	N/A	N/A	N/A	8/7/2025	29-Jul	8/4/2025
Technology	2nd Wednesday 13-Aug	1:30-3:30pm	400	303	Glenda Pacha	(925) 655-0772	8/8/2025	30-Jul	8/5/2025
Housing	3rd Monday 18-Aug	10-12pm	500	Classroom	Nhang Luong	(925) 655-1385	8/13/2025	4-Aug	8/10/2025
General	3rd Wednesday 20-Aug	10-12pm	500	BoardRoom	Jenny Lam	(925) 655-0773	8/15/2025	6-Aug	8/12/2025
Membership	3rd Wednesday 20-Aug	12:15-2:00pm	500	BoardRoom	Jenny Lam	(925) 655-0773	8/15/2025	6-Aug	8/12/2025



## ACOA Meetings - 2025

Sep-25

Committee	Meeting Date	Meeting Time	Bldg	Room	Staff	Phone #	Publish to Legislar	Mtg Material to ACOA Chair from AAA	Docs to Clerical Staff
SMAC	1-Sep	1:00-2:30pm	400	303	Alicia Espinoza	(925) 655-0771	8/28/2025	18-Aug	8/25/2025
Planning	2-Sep	10-12pm	400	303	Cristina Ugaitafa	(925) 655-0775	8/28/2025	19-Aug	8/25/2025
Executive	3-Sep	10-12pm	400	303	Alicia Espinoza	(925) 655-0771	8/29/2025	20-Aug	8/26/2025
Health	8-Sep	1-2:30pm	400	303	Cristina Ugaitafa	(925) 655-0775	9/3/2025	25-Aug	8/31/2025
Legislative	9-Sep	N/A	N/A	N/A	N/A	N/A	9/4/2025	26-Aug	9/1/2025
Technology	10-Sep	1:30-3:30pm	400	303	Glenda Pacha	(925) 655-0772	9/5/2025	27-Aug	9/2/2025
Housing	15-Sep	10-12pm	500	Classroom	Nhang Luong	(925) 655-1385	9/10/2025	1-Sep	9/7/2025
General	17-Sep	10-12pm	500	BoardRoom	Jenny Lam	(925) 655-0773	9/12/2025	3-Sep	9/9/2025
Membership	17-Sep	12:15-2:00pm	500	BoardRoom	Jenny Lam	(925) 655-0773	9/12/2025	3-Sep	9/9/2025

## ACOA Meetings - 2025

Oct-25

Committee	Meeting Date	Meeting Time	Bldg	Room	Staff	Phone #	Publish to Legistar	Mtg Material to ACOA Chair from AAA	Docs to Clerical Staff
SMAC	1st Monday 6-Oct	1:00-2:30pm	400	303	Alicia Espinoza	(925) 655-0771	10/2/2025	22-Sep	9/29/2025
Planning	1st Tuesday 7-Oct	10-12pm	400	303	Cristina Ugaitafa	(925) 655-0775	10/2/2025	23-Sep	9/29/2025
Executive	1st Wednesday 1-Oct	10-12pm	400	303	Alicia Espinoza	(925) 655-0771	9/26/2025	17-Sep	9/23/2025
Health	2nd Monday 13-Oct	1-2:30pm	400	303	Cristina Ugaitafa	(925) 655-0775	10/8/2025	29-Sep	10/5/2025
Legislative	2nd Tuesday 14-Oct	N/A	N/A	N/A	N/A	N/A	10/9/2025	30-Sep	10/6/2025
Technology	2nd Wednesday 8-Oct	1:30-3:30pm	400	303	Glenda Pacha	(925) 655-0772	10/3/2025	24-Sep	9/30/2025
Housing	3rd Monday 20-Oct	10-12pm	500	Classroom	Nhang Luong	(925) 655-1385	10/15/2025	6-Oct	10/12/2025
General	3rd Wednesday 15-Oct	10-12pm	500	BoardRoom	Jenny Lam	(925) 655-0773	10/10/2025	1-Oct	10/7/2025
Membership	3rd Wednesday 15-Oct	12:15-2:00pm	500	BoardRoom	Jenny Lam	(925) 655-0773	10/10/2025	1-Oct	10/7/2025

## ACOA Meetings - 2025

Nov-25

Committee	Meeting Date	Meeting Time	Bldg	Room	Staff	Phone #	Publish to Legistar	Mtg Material to ACOA Chair from AAA	Docs to Clerical Staff
SMAC	1st Monday 3-Nov	1:00-2:30pm	400	303	Alicia Espinoza	(925) 655-0771	10/30/2025	20-Oct	10/27/2025
Planning	1st Tuesday 4-Nov	10-12pm	400	303	Cristina Ugaitafa	(925) 655-0775	10/30/2025	21-Oct	10/27/2025
Executive	1st Wednesday 5-Nov	10-12pm	400	303	Alicia Espinoza	(925) 655-0771	10/31/2025	22-Oct	10/28/2025
Health	2nd Monday 10-Nov	1-2:30pm	400	303	Cristina Ugaitafa	(925) 655-0775	11/5/2025	27-Oct	11/2/2025
Legislative	2nd Tuesday 11-Nov	N/A	N/A	N/A	N/A	N/A	11/6/2025	28-Oct	11/3/2025
Technology	2nd Wednesday 12-Nov	1:30-3:30pm	400	303	Glenda Pacha	(925) 655-0772	11/7/2025	29-Oct	11/4/2025
Housing	3rd Monday 17-Nov	10-12pm	500	Classroom	Nhang Luong	(925) 655-1385	11/12/2025	3-Nov	11/9/2025
General	3rd Wednesday 19-Nov	10-12pm	500	BoardRoom	Jenny Lam	(925) 655-0773	11/14/2025	5-Nov	11/11/2025
Membership	3rd Wednesday 19-Nov	12:15-2:00pm	500	BoardRoom	Jenny Lam	(925) 655-0773	11/14/2025	5-Nov	11/11/2025

## ACOA Meetings - 2025

Dec-25

Committee	Meeting Date	Meeting Time	Bldg	Room	Staff	Phone #	Publish to Legistar	Mtg Material to ACOA Chair from AAA	Docs to Clerical Staff
SMAC	1-Dec	1:00-2:30pm	400	303	Alicia Espinoza	(925) 655-0771	11/27/2025	17-Nov	11/24/2025
Planning	2-Dec	10-12pm	400	303	Cristina Ugaitafa	(925) 655-0775	11/27/2025	18-Nov	11/24/2025
Executive	3-Dec	10-12pm	400	303	Alicia Espinoza	(925) 655-0771	11/28/2025	19-Nov	11/25/2025
Health	8-Dec	1-2:30pm	400	303	Cristina Ugaitafa	(925) 655-0775	12/3/2025	24-Nov	11/30/2025
Legislative	9-Dec	N/A	N/A	N/A	N/A	N/A	12/4/2025	25-Nov	12/1/2025
Technology	10-Dec	1:30-3:30pm	400	303	Glenda Pacha	(925) 655-0772	12/5/2025	26-Nov	12/2/2025
Housing	15-Dec	10-12pm	500	Classroom	Nhang Luong	(925) 655-1385	12/10/2025	1-Dec	12/7/2025
General	17-Dec	10-12pm	500	BoardRoom	Jenny Lam	(925) 655-0773	12/12/2025	3-Dec	12/9/2025
Membership	17-Dec	12:15-2:00pm	500	BoardRoom	Jenny Lam	(925) 655-0773	12/12/2025	3-Dec	12/9/2025



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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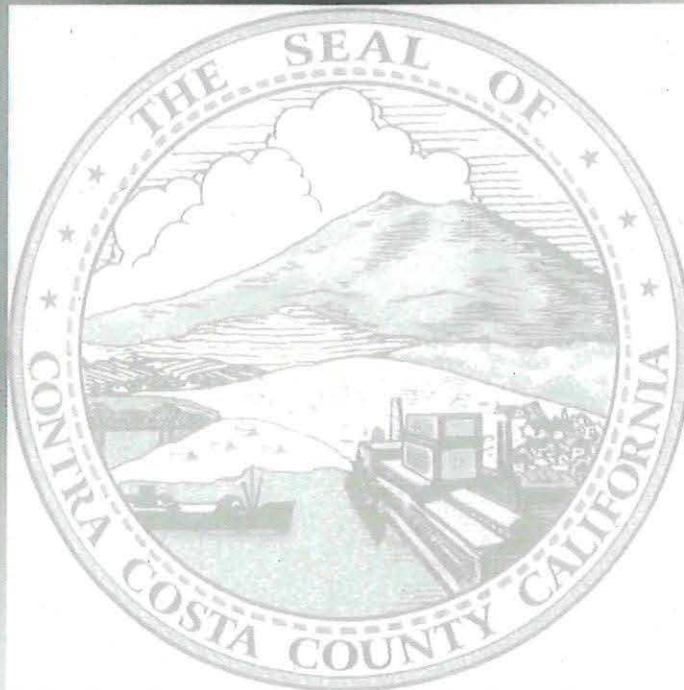
**Agenda Date:** 4/2/2025

**Agenda #:**

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# CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING

BYLAWS



# ADVISORY COUNCIL ON AGING BYLAWS INDEX

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# CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING

## BYLAWS

December 18, 2024

### PREAMBLE

In recognition of age-related issues affecting older people of Contra Costa County and the need for concerted community action to help resolve these 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.
- 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, 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 Area Plan 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 members. These members shall consist of the designated representatives of the local municipalities [nineteen (19)], and the remainder will be Members-at-Large (20.) The Council will strive to achieve membership that reflects the ethnic, economic and geographic distribution 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 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 following their standard policies and procedures for such appointments. Local municipalities 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 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. 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 vacancy for a Member-at-large occurs, the Membership Committee shall recommend a replacement for approval by the Council and possible appointment by the Board of Supervisors. When a vacancy 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 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. 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. Each member is also required to participate in the activities of at least one of the Council's committees. All members must choose a committee 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 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 training must be completed every two years. Verification of completion must be provided immediately to Staff. Members not in compliance may be referred to the Board of Supervisors for appropriate action.

4.3 Disclosure of Financial Interests

All 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 be referred to the Board of Supervisors for appropriate action.

4.4 Perception of Conflict

The 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 aforementioned 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 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 a member of the Council to serve the unexpired term of the Vice-President and present to the Council for approval.
- 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 appoint 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 outlined 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,

- 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

committees and chairs of work committees (designated by the Council), if they are also members of the Council. Only members of the Executive Committee shall have voting rights at Executive Committee. Other members of the 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 Structure

The President of the Council, upon taking office, shall appoint the Chairs of each 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.

6.6 Committee Quorums

A majority of 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 Council, ad hoc committees shall act under the direction of their respective Chairs without any requirement for a quorum.

6.7 Committees

Each committee shall have a chairperson. Committee meeting notices, agendas and minutes shall be distributed in compliance with County requirements. The Council staff person shall maintain a list of Council members, and their attendance, for each meeting. 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 of the Council may designate or solicit participation for ad hoc committees. Ad hoc committees are not subject to the Brown Act but are subject to the County's Better Government Ordinance (C.C.C. Ord. Code, § 25-2.)

6.9 Governing Committees and Work Committees

The following shall be the Governing Committees 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, Housing Committee, Legislative Committee, Technology Committee and Transportation Committee. Work Committee members may include Council members and non-council members.

**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 majority of the number of Council positions. 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.

**ARTICLE VIII - NOMINATING COMMITTEE**

8.1 The nominating committee shall be chosen 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 Advisory 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 Bylaws as shall seem appropriate and necessary for the functioning of the Council.

ARTICLE X - ADOPTION OF BYLAWS

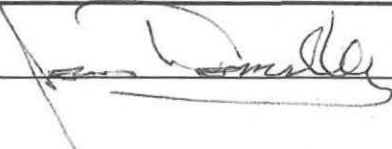
- 10.1 Bylaws and bylaws amendments shall be recommended by ACOA and be effective upon approval by the Board of Supervisors of Contra Costa County.

RECOMMENDATION TO THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS:

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

Ayes 29      Noes 0

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Chair  Date 3/6/2025