

Hello ACOA Member,

Effective **January xx, 20xx**, the Contra Costa County Board of Supervisors approved your membership to the Advisory Council on Aging (ACOA). Congratulations and welcome to the ACOA!

The ACOA depends upon the valuable contributions of all of our members. For this reason, you are expected to attend the monthly ACOA meetings regularly and to send notice in advance if you should have circumstances which prevent attendance. The Council follows the policy of recommending the removal from membership of any member accruing more than three absences in a calendar year. ***In person attendance at the ACOA General Meeting held January xx, 20xx, is required.***

**Meeting Location:**

500 Ellinwood Way

Pleasant Hill, CA 94523

Boardroom A/B

**Sign up for ACOA Meeting Agendas via:**

<https://contra-costa.legistar.com/>

As you are aware, ***each member is also expected to serve on one of our committees or work groups.*** If you have not yet chosen one, you may wish to sit in on some of the meetings before making your decision. A meeting schedule is attached.

I have also attached a document listing ACOA Membership Expectations. ***Please be sure to complete the required trainings (Brown Act, Ethics and Implicit Bias) and Form 700 within three months of your appointment to the ACOA.*** Instructions on how to complete Form 700 is attached.

Thank you again for your interest in the issues of older adults in Contra Costa County. We all look forward to working with you.

Please let me know if you have any questions!

Attachments:

- ACOA Membership Expectations
- ACOA Welcome Letter
- Training Certification Form
- ACOA Bylaws
- 2025 ACOA Monthly Meeting Schedule
- Form 700 Filing Information
- Area Agency on Aging Acronyms
- Brown Act