



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Advisory Council on Aging

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Wednesday, January 7, 2026

10:00 AM

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

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#### Executive Committee

<https://cccouny-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 | 1001 Golden Rain Road, Walnut Creek | 3014 Grey Eagle Dr., Walnut Creek

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

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

**Present**

Kevin Donovan, Michelle Hayes, Jill Kleiner, and Michael Wener

**Absent**

Candace Evans, Shirley Krohn, and Steve Lipson

10:05 Approval of December 2025 Meeting Minutes

**Motion:**

**Donovan**

**Second:**

**Wener**

**Aye:**

**Donovan, Hayes, Kleiner, and Wener**

**Absent:**

**Evans, Krohn, and Lipson**

**Result:**

**Passed**

Executive Committee Meeting Minutes 12-03-25

[25-5460](#)

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

## Program Monitoring

- CDA program monitoring is scheduled for March and will occur during the same week as the AAA public hearing. The Area Agency on Aging is monitored every three years.
- The monitoring process represents a very large workload for AAA; however, AAA is currently fully staffed except for Program Manager position. Initial documentation must be submitted by January 27, followed by interviews in March.
- CDA will request interviews with the ACOA President and Vice President. Tracy and/or Thomas will provide staff support for the Council during the monitoring process.
- The primary goal of the monitoring process is to have no findings. As part of the process, CDA will notify AAA if issues are identified. The AAA has until the end of the monitoring period in March to correct any issues before they are classified as findings.
- At the conclusion of the review, CDA will issue a corrective action letter addressing any outstanding findings and require remediation.

## Budget

- An overview of the CDA budget display was presented, including a review of baseline funding, one-time-only funding, fund distribution, and fund transfers.
- The budget was also reviewed by funding stream, including Older Americans Act, MOCA, Measure X, and Meals on Wheels Foundation funds.
- Meal Programs (IIC-1 & IIC-2) are the highest funded program in the AAA but are in financial crisis due to increased need outpacing funding.
- Reviewed concerns regarding contractors not fully expending their allocated funds; Contra Costa was noted to be in the upper range of PSAs with unspent funds, which could present challenges under the forthcoming CDA “Future Ready” policies, in which unspent funds could be allocated to other PSAs.

## Staffing

- Thomas Weisbrich is temporarily assuming responsibilities related to staffing the executive meeting until a new AAA Manager is hired and onboarded.
- The AAA is fully staffed except for the vacant AAA Manager position. A draft supplemental questionnaire has been developed, and the AAA Manager position is expected to be posted within the next three to four weeks.
- Recruitment for the AAA Manager position will be open to both internal and external candidates.

Monitoring Announcement Letter | Timeline | CDA Administration  
Advisory Council Monitoring | CDA Administration Governing Board  
Monitoring

[25-5457](#)

Planning Budget | All Budget Displays Remediated

[25-5458](#)

## 10:35 President's Report – Jill Kleiner | Kevin Donovan

## ACOA 2026 Goals

- Jill and Kevin expressed that 2026 will be clean slate for committees to reflect on and reinvent their goals.
- Committees are encouraged to review the mission statement in the ACOA Bylaws and establish goals that are aligned with that mission, reflect on how their work supports coordination of services, and think about how information is gathered and effectively used for advocacy.
- Kevin emphasized that goal setting may be an iterative process, and he encouraged creativity and expanded thinking.
- Committees are encouraged to apply a diversity lens, looking closely at all types of variation across the county, such as differences between cities and unincorporated areas.
- Kevin highlighted the importance of leadership development, including identifying potential future ACOA leaders and supporting their growth and engagement.
- The committee discussed the possibility of holding a one-day ACOA retreat in March or later, ideally after the onboarding of the new AAA Manager. Tracy offered to explore whether an existing AAS consultant could be utilized for the retreat through an existing contract.
- The committee agreed to revisit discussion of the retreat in February.

## Committee Chairs &amp; Members

- Committee Chairs will be appointed at the January General Meeting.
- ACOA Bylaws require each Committee Chair to annually assess the size and composition of their committee. Committees should preferably be an odd number and include alternates.
- All ACOA members are expected to serve on at least one committee, and service on multiple committees is encouraged. Total number of committee seats must be larger than the number of ACOA members.
- Committee discussed and confirmed that the attendance of guests at ACOA meetings cannot be recorded due to the CAO Advisory Manual.

## California Senior Legislature

- California Senior Legislature (CSL) elections are conducted every four years. Candidates are not required to be ACOA members, but ACOA is responsible for voting delegates into office.
- There are three delegate positions allocated to the County. The current delegates are Steve Lipson, Shirley Krohn, and Lorna Van Ackeran.
- Shirley Krohn has resigned and the remaining two delegates have indicated their intent to renew their terms.
- An election will be held at the May General Meeting, and Jenny Lam will manage the election process. The committee expressed interest in hearing candidate speeches as part of the selection process.
- The opportunity will be announced at the January General Meeting and will be posted on the EHSD website.

## 2026 General Meeting Presentations

- January: Mobility Matters, Chalo Buckman
- February: Contra Costa County Health, Dr. Colfax

11:00 Break

11:10 Committee Reports

Membership – Jill Kleiner

- Three membership interviews are scheduled for January, a waitlist has already been initiated, and a new application has been introduced.
- Brock Dubbels has moved out of the county, creating a vacancy for a member at large seat.
- Committee to review/update Member Expectations document in February or later.

Planning – Jill Kleiner

- Tracy Murray provided the AAA budget report at the most recent meeting.
- The committee is planning a site visit to Trio in February, with dates still under review.
- The Area Plan update timeline has been moved up, requiring committee chair updates by 1/26 and then approval of objectives by the February executive meeting. Updated committee objectives with redlined edits will be shared by AAA staff, Cristina Ugaitafa.

Housing – Kevin Donovan

- Two speakers from Health, Housing, and Homeless Services (H3) presented, providing an overview of the state of affairs.
- A representative from Assemblymember Bauer-Kahan's team presented on new affordable housing projects in Walnut Creek, Concord, and San Ramon.
- The next meeting will be held on the fourth Monday due to the MLK holiday and will focus on 2026 goals and revisions to the "No Place to Call Home" presentation, pending release of the 2024 Continuum of Care report.

Health and Elder Abuse Prevention – Mike Wener

- The committee continues to meet on Mondays, is addressing low attendance through recruitment efforts, and is exploring a time change to 10:00 a.m.–12:00 p.m.
- Resources on elder abuse from Alameda Legal Services will be posted on Legistar to help raise awareness.
- In February, Deborah Wenier will be presenting on Elder Abuse.

Legislative – Steve Lipson

Absent, No Update

- SB707 Brown Act Update effective both January 1st and July 1st.
- County Counsel released a memo for EHSD.

Technology – Steve Lipson

Absent, No Update

Transportation – Candace Evans

Absent, No Update

- No meeting was held in December, due to lack of quorum.

11:40 Consent Items - None

11:45 Public Comment

Next Executive Committee Meeting:

Wednesday, February 4, 2026 10:00am – 12:00pm

12:00 Adjourn -The meeting adjourned at 11:53am.

For Additional Information Contact:

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