



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, March 4, 2026

10:00 AM

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

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

10:00 Call to Order, Roll Call, Introductions – Jill Kleiner, President
- called the meeting to order at 10:05am.

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 February 2026 Meeting Minutes

Minutes Amended:

- Present for rollcall – Kathryn does not count as present, wasn't in county
- Approval of minutes, says absent for Michael Wener

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

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[26-720](#)

10:10 Area Agency on Aging Report – Thomas Weisbrich

Staffing Updates

- The AAA Program Manager position was posted on Wednesday, February 25, 2026, with a closing date of March 11, 2026
- ACOA members were encouraged to share the job posting widely and distribute it through their networks.

IIIB Request for Proposal (RFP)

- The IIIB RFP has been completed by AAA, staff, approved by Tracy, and has been submitted to Fiscal & Contract unit.
- No update on publication date quite yet but should have an update soon.

AAA Program Monitoring

- CDA Monitoring interviews will begin on March 16, and Thomas, on behalf of Tracy Murray, expressed gratitude to Jill and Kevin for being available to participate in the interview process.

ACOA Outreach

- AAA & ACOA discussed developing a standing slide deck that approved ACOA members can use to perform outreach presentations.
- A draft slide deck has been developed and shared with each AAA analyst for feedback, after which will go to Tracy and the ACOA executive committee for review.

10:35 President's Report – Jill Kleiner

Finalize Committee Seats

- Committee chairs finalized the number of seats for each ACOA committee. The number of committee seats reflects the maximum allowed seats, not just the number of currently filled positions. Quorum should be determined based on the maximum number of seats, not the number of filled seats.
- Finalized Committee Seats and Alternates are as follows:
 - Executive Committee: 9 seats; no alternates.
 - Health Committee: 13 seats; 2 alternates.
 - Housing Committee: 9 seats; 1 alternate.
 - Legislative Committee: 3 seats; 1 alternate.
 - Membership Committee: 5 seats; 1 alternate.
 - Planning Committee: 7 seats; 1 alternate.
 - Technology Committee: 7 seats; 1 alternate.
 - Transportation Committee: 7 seats; 1 alternate.
 - Nominating Committee: 5 seats; no alternates.

Website Updates

- The Communications Team requested ACOA approval for website updates.
- The current draft website does not include dedicated pages for each committee.
- Committee previously discussed using content from annual report to populate committee pages.
- ACOA is working with AAA analyst Jenny Lam and is expecting to have new draft in a week or so. Jenny also gave the communications team the annual report to work with.

ACOA Committee Assignments

[26-721](#)

10:45 Vice President's Report – Kevin Donovan

- Kevin Donovan facilitated a discussion that focused on institutional reputation, defined as the collective perceptions, judgments, and evaluations stakeholders form based on its actions, values, and credibility over time.
- Members discussed strategies to strengthen and promote ACOA's institutional reputation. Potential tools to support this effort include a brochure, a slide deck, and a one-page "leave-behind" flyer.
- Materials such as the brochure and slide deck should be aligned and focused on highlighting ACOA's achievements.
- There is an opportunity to incorporate these materials and messaging into the upcoming retreat.

11:00 Break

11:10 Committee Reports

Membership – Kathryn Monroy-Dexter

- The Member Expectations document was reviewed, including discussion about attendance expectations and members leaving meetings early; the group considered whether to formalize expectations (e.g., through bylaws or guidance), and Membership will continue the discussion and bring a recommendation to the Executive Committee in April.
- The membership onboarding process and introductory packet were also reviewed; the group discussed creating a one-page guide for alternates and individuals on the waitlist.

Planning – Jill Kleiner

- The Planning Committee received an AAA report from Cristina, including updates on staffing, the IIIB RFP, and CDA activities.
- The committee discussed Community-based outreach such as doing focus groups for Medi-Cal, but want speaker to present to the committee on that subject matter first.
- Debriefed on Trio site visit, exploring MOWDR as the next site visit.
- For the Area Plan Update, the committee plans to request updates at the August General Meeting on each committee's progress toward its goals.

Housing – Kevin Donovan

- The Housing Committee hosted a presentation by Steve Lipson, who discussed introductory concepts related to AI, timelines and expectations for CLS, and strategies for identifying key housing legislation earlier in the process.
- The committee also discussed using AI tools to create stylized presentations (e.g., for “No Place to Call Home”).
- Claude from St. Vincent de Paul will present at the next meeting on challenges related to food provision.

Health and Elder Abuse Prevention – Dr. Mike Wener

- The committee noted it has a large and active membership, and members participated in introductions to share their backgrounds, interests, and suggestions for future speakers.
- The meeting included discussion of elder abuse resources and topics, including an Alameda County Justice Center bulletin and hidden or underreported elder abuse.

Legislative – Steve Lipson

- The Legislative Committee discussed SB 971, the Older Adult Public Education bill, which is moving forward and is scheduled for a Health Committee hearing on March 25 in Sacramento.
- The bill has received significant support, along with some opposition.
- A minor amendment was discussed, specifically changing language from “shall” to “may.”

Technology – Steve Lipson

- The Technology Committee reviewed AI-generated presentations for Housing and Choice in Aging created using Notebook LM. It was noted that the tool can generate unique presentations in approximately seven minutes.

Transportation – Jim Donnelly & Kevin Donovan

- Jim Donnelly chaired the Transportation Committee meeting, which focused on strategies to re-engage transit providers and strengthen connections with the community.
- The Transportation Event has been postponed indefinitely, and Candace will be stepping down for 2–3 months due to a medical procedure.
- Jennifer Cannon (OES) is developing a transportation plan and has offered Kevin the opportunity to present to SMAC; the committee also discussed clarifying the core purpose and messaging of SMAC, including whether it should serve as an informational forum or a broader initiative.

11:40 Consent Items

- Approve Leave of Absences
 - Michael Wener: 2/18/2026
 - Kathryn Monroy-Dexter: 2/18/2026
 - Holly Frates: 6/17/2026
 - Chalo Buckman: 2/18/2026 & 3/18/2026

Motion: Donovan
Second: Lipson
Aye: Donovan, Hayes, Kleiner, Lipson, and Wener
Absent: Evans, Krohn, and Van Ackeren
Result: Passed

11:45 Public Comment

- none

Next Executive Committee Meeting:

- Wednesday, April 1, 2026, 10:00am – 12:00pm

12:00 Adjournment

- The meeting adjourned at 12:00pm.

For Additional Information Contact:

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