



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Tuesday, September 2, 2025

10:00 AM

500 Ellinwood Way, Pleasant Hill CA
Corner Conference Room (First Floor)

Planning Committee

<https://cccouny-us.zoom.us/j/81809281017>

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, CA 94563

10:00 Welcome, Announcements, Roll call – Jill Kleiner

Call to Order: Jill Kleiner called the meeting to order at 10:05 a.m.

Present

Chalo Buckman, Deborah Card, Kevin Donovan, Jill Kleiner,
Richard Morisky, Candace Evans, and Dennis Yee

Approval of August 2025 Minutes

Motion:

Donovan

Second:

Yee

Aye:

Buckman, Card, Donovan, Kleiner, Morisky, Evans, and Yee

Result:

Passed

PL8.5.25DRAFTminutes

[25-3463](#)

Attachments:

[PL8.5.25DRAFTminutes](#)

10:10 Updates from Area Agency on Aging – Alicia Espinoza

West County RFP

- Received two proposals
- Alicia could send RFPs for review on the 16th
- 9/19 all day, 9/22 2:00-4:00 pm, 9/23- 10:00 am-1:00 pm open dates for panel, if needed
- Two hours scheduled but may not need the two hours
- Dennis, Kevin, Chalo, Jill, and Candace open on the 23rd

Staff utilization of mini-guides

- Discussions with IHSS and APS Manager- staff take out the guides, but will explore the process further to see if they can be added
- Debbie- suggested moving to County Health next

Prevalent I&A resources

- Top needs for callers are home care, elder abuse, caregiver resources followed by insurance, housing, case management, legal services, transportation, food resources (Alicia to send list to Cristina Ugaitafa)

10:40 Discussion

- ACOA member trainings
- Dixie will be taking over the handling of the trainings
- Certificate couldn't be saved online- needed to be printed

10:40 Focus Group Revisits/Other Site Visit Update

Danville and Oakley as potential sites update

- Kevin has a meeting set up for September 15th (No Place to Call Home presentation) and will ask about potentially having focus group meeting at Danville
- Chalo- Oakley Studio 55 is open to a mini-guide presentation (Tuesday or Wednesday) to be scheduled with Adrian by Cristina in coordination with Nhang presenting (ask about lunch process) and Chalo as facilitator
 - > Debbie is open to attending for lunch, but would like clarification about the process

Other topics- Medicaid on hold until we know when changes will take place

- Tailor to each site

Distribution of mini-guides by EHSD isn't established- Alicia can follow up on this discussion

- Health Services
- Look at what work is already happening to see if mini-guide distribution can be added

11:00 Break

11:10 Quarterly CBO Site Visits

Choice in Aging

- Debbie has given three dates October 22nd from 11:00 am-12:00 pm, 27th from 10:30-11:30 am, 30th from 11:00 am-12:00 pm (open dates with no ACOA meetings)
- Sign-ups would be available at Advisory Council on Aging next general meeting
- Jill to ask Debbie what is the maximum number of people that can visit
- Ask CIA to cover status of funding for affordable senior living facility and new classroom facility
- Debrief after the visit before scheduling another site visit
- Parking is limited

Kevin and Nhang, through Housing Committee, were introduced to Trinity Center in Walnut Creek serving unhoused and unstably housed older adults. Kevin suggested Trinity Center as a potential future site visit

- Debbie stated concerns in the past about the community feeling like they needed to remain invisible and hopes this has changed

Jill would like list of organizations funded by AAA for next Planning meeting (Alicia and Cristina)

11:20 Draft Annual Report

- Each committee has a page
- Report needs to be finalized by November 15th, approved at General ACOA meeting
- Reviewing early- have three meetings to work on report
- Are all the other committee reports based on a calendar year? Alicia to check.

Draft Annual Report Planning Committee 08.22.25

[25-3464](#)

Attachments: [Draft Annual Report Planning Committee 08.22.25](#)

11:40 Advocate at CCC Community Impact Fund Town Halls

Kevin described the Town Halls by Supervisory District for \$1 million each

- Discussed mobilizing ACOA to advocate and for older adults needs and make Supervisors aware of cuts
- Do we know when cuts are coming and which providers might need support?
- Contra Costa Senior Legal Services is underfunded, based on report of local county review
- Talking points for ACOA members can be developed
- Alicia can send the survey along with list of town hall dates to all ACOA members

11:50 Public Comment

- San Ramon live resource fair
- Block Party Update

Next Meeting: October 7, 2025, from 10:00 am – 12:00 pm

12:00 Adjourn – Meeting adjourned at 11:56 am

For Additional Information Contact: Cristina Ugaitafa at 925 655-0775 or cugaitafa@ehsd.cccounty.us

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