



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Advisory Council on Aging

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Wednesday, October 15, 2025

12:15 PM

500 Ellinwood Way, Pleasant Hill, CA  
Corner Conference Room

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**Membership/Nominating Committee**  
<https://cccounty-us.zoom.us/j/89149743965>

#### 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: 14720 Byron Hwy #4, Byron, CA 94505

12:15 Welcome – Jill Kleiner, interim Membership Chair

Roll Call and Introductions

<b>Present</b>	Roger Boaz, Jill Kleiner, Thomas Lang, and Kathryn Monroy-Dexter
<b>Absent</b>	Lorna Van Ackeren
<b>Non-voting</b>	Deborah Wiener

12:18 Approval of September 2025 Minutes

<b>Motion:</b>	<b>Monroy-Dexter</b>
<b>Second:</b>	<b>Lang</b>
<b>Aye:</b>	<b>Boaz, Kleiner, Lang, and Monroy-Dexter</b>
<b>Absent:</b>	<b>Van Ackeren</b>
<b>Result:</b>	<b>Passed</b>

Membership 09-17-25 DRAFT Minutes

[\*\*25-4248\*\*](#)

**Attachments:** [Membership 09-17-25 DRAFT Minutes](#)

## 12:20 ACOA Quorum /Attendance of ACOA Meetings, Committees &amp; Workgroup

- ACOA Quorum:
  - 27 ACOA members were present, and quorum was established
- Attendance Tracker
  - Members with more than three absences discussed  
Jill to contact Cate Burkhart regarding deemed voluntary resignation (for missing 4 meetings in a calendar year) from City of Richmond Representative
- Resignations
  - None at this time
- Leave of Absence (LOA) Requests
  - Candace Evans – October 2025
  - Sarah Green – October 2025
- Membership Requirements Update (Brown Act, Ethics Training, and new Implicit Bias)
  - All trainings up to date.
- Buddy Program Updates
  - Buddies will be needed for all new members once they are approved by the Board of Supervisors (BOS)
- Orientation Update/Tracker
  - New members will require an orientation. Jenny will coordinate with Alicia to schedule.
- Filling Vacant Seats
  - Pending approval
    - > City of Pittsburg: Sonja Wright, Family Human Services Committee approved on 10/13. BOS approval required.
    - > City of Clayton: Sheila Driscoll, Family Human Services Committee approved on 10/13. BOS approval required.
    - > Member at Large (MAL) #9: Holly Frates, Family Human Services Committee approved on 10/13. BOS approval required.
    - > Alternate #3: Gerry La Londe-Berg: Family Human Services Committee approved on 10/13. BOS approval required.
    - > Alternate #4: Teresa Wright (Yanmei): Family Human Services Committee approved on 10/13. BOS approval required.
    - > Awaiting City action for the following positions:

- City of Antioch: Interested party applied to be the ACOA City of Antioch Representative. Currently pending City's appointment. Jenny to continue following up regarding status of appointment.
- City of Pinole: Zee Handoush awaiting appointment from City of Pinole (10/21). City Clerk will notify Jenny once Zee is officially appointed by the City.
- Town of Moraga: Susan Wright, Town of Moraga will interview candidate and consider appointment. Town Clerk will notify Jenny once Susan is officially appointed by Town Council.

- Vacant Seats
  - City of San Pablo  
Thomas Lang reached out to City Manager for a possible applicant
  - City of San Ramon

12:30 ACOA Interview: Ruthanne Williams

- Candidate interviewed

Williams Ruthanne (ACOA) D1 Redacted

[25-4249](#)

Attachments: [Williams Ruthanne \(ACOA\) D1 Redacted](#)

12:50 Break

1:00 ACOA Interview: Dorie Ofogh

- Candidate interviewed

Ofogh Dorie (ACOA) 09-09-25 D2 Redacted

[25-4250](#)

Attachments: [Ofogh Dorie \(ACOA\) 09-09-25 D2 Redacted](#)

1:20 Discuss ACOA Interview Candidates.

ACOA Candidates discussed

Applications for both candidates will be kept on file for a year. Applicants are encouraged to attend meetings.

1:30 Review Draft Annual Report for Membership

Annual Report draft Membership 100525

[25-4251](#)

Attachments: [Annual Report draft Membership 100525](#)

1:45 Executive Committee Action Items

- Candace Evans – October 2025 Leave of Absence
- Sarah Green – October 2025 Leave of Absence

1:50 Public comment: None

Items for next meeting:

Membership Requirements (attendance policy for meetings)

Next Meeting: January 21, 2026 from 12:15 – 2:00pm

2:00 The meeting was adjourned at 1:55 p.m.

For Additional Information Contact:

Jenny Lam at 925 655-0773 or [jlam@ehsd.eccounty.us](mailto:jlam@ehsd.eccounty.us)

DRAFT