



CONTRA COSTA COUNTY

AGENDA

Advisory Council on Aging

Wednesday, October 16, 2024

12:15 PM

500 Ellinwood Way, Pleasant Hill,
Board Room A/B

Membership/Nominating Committees

|<https://cccounty-us.zoom.us/j/88547740619?pwd=AipWRbQP2JHcVkmsZz9wYBMib1cHCX.1>|
Password: 792615 | Dial-In: (214) 765-0478 | Code: 698779 | Meeting ID: 885 4774 0619 |

PUBLIC ACCESS INSTRUCTIONS:

The public may attend this meeting in person at the posted locations. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided above.

12:15 Welcome - Julie Ortega, Membership Chair & Logan Robertson Membership Co-Chair:

12:17 Roll Call and Introductions

12:20 Approve September 2024 Draft Minutes

[24-3364](#)

Attachments: [Mem9.18.24DraftMinutes](#)

12:25 ACOA Quorum/Attendance of ACOA Meetings, Committees & Workgroups

ACOA Quorum

Attendance Tracker

Resignations

Leave of Absence (LOA) Request

Membership Requirements Update (Brown Act, Ethics Training, and new Implicit Bias)

Buddy Program Updates

Filling Vacant Seats

12:45 ACOA Interview Questions Revisions

[24-3365](#)

Attachments: [General Questions for All Membership Candidates - Draft](#)

1:00 New Member Orientation

1:30 Executive Committee Action Items

1:50 Public Comment

2:00 Adjourn

The Council will provide reasonable accommodations for persons with disabilities planning to attend the Council meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Council less than 96 hours prior to that meeting are available for public inspection at 500 Ellinwood, Pleasant Hill, attention Jenny Lam during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Advisory Council on Aging during public comment on matters within the jurisdiction of the Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should speak when called upon by the chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing * 9 on their phone. All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact: 925 655-0773.

Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time at email at jlam@ehsd.cccounty.us or by voice mail at 925 655-0773. Comments submitted by email or voice mail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: jlam@ehsd.cccounty.us or by voice mail at 925 655-0773



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3364
12:20

Agenda Date: 10/16/2024

Agenda #:



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, September 18, 2024

12:15 PM

500 Ellinwood Way, Pleasant Hill,
Board Room

Membership/Nominating Committees

<https://cccounty-us.zoom.us/j/88547740619?pwd=AipWRbQP2JHcVkmsZz9wYBMib1cHCX.1>
Password: 792615 | Dial-In: (214) 765-0478 | Code: 698779 | Meeting ID: 885 4774 0619 |

PUBLIC ACCESS INSTRUCTIONS:

The public may attend this meeting in person at the posted locations. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided above.

12:15 Welcome - Julie Ortega, Membership Chair & Logan Robertson, Membership Co-Chair

Present Deborah Card, James Donnelly, Jill Kleiner, Richard Morisky,
Julie Ortega, and Logan Robertson

Absent Candace Evans, Brian O'Toole, and Michael Rigby

Approval of August Minutes

**A motion was made by Donnelly, seconded by Kleiner, that this item be approved.
The motion carried by a unanimous vote.**

Motion: Donnelly

Second: Kleiner

Mem.8.21.24 Draft Minutes

[24-2894](#)

Attachments: [Mem8.21.24 Draft Minutes](#)

12:20 Nominating Committee Update on Slate of Council Officer - Logan Robertson
Nikki Lopez need to contact Sam Sakai-Miller, Carol Schaefer, Terri Tobey
President: Jim Donnelly
Vice President: Lorna Van Ackeren
Secretary/Treasurer: Michelle Hays

12:35 ACOA Quorum/Attendance of ACOA Meetings, Committee & Workgroup

ACOA Quorum:

23 ACOA members were present, and quorum was established.

Attendance Tracker:

Members with two or more absences were discussed

Michael Rigsby

Eric Britz

Jarrold Bolliger

Sam Sakai-Miller

Francisco Benavides

Thomas Lang

Dennis Yee

Julie Ortega and Logan Robertson to contact individuals with three or more absences

Jill to contact individuals with four or more absences regarding resignation

Resignations:

Antonio Shelly

Leave of Absence (LOA) Requests:

Lorna Van Ackeren 9/18/24

Membership Requirements Update (Brown Act, Ethics Training, and new Implicit Bias)

Members with outstanding training discussed

Buddy Program Updates:

Buddies have been assigned to all new ACOA members

Jim recommended Alan Goldhammer for the Member-at-Large #4 seat.

A motion was made by Donnelly, seconded by Kleiner, that this item be recommended. The motion carried by a unanimous vote.

Motion: Donnelly

Second: Kleiner

12:55 ACOA Interview Questions Revision:

Jim suggested to add questions regarding:

Have you ever utilized our services?

Are you over the age of 60?

Julie asked Membership Committee to review questions 1-6 and provide any recommendations at the next meeting.

Revised Membership Questions

[24-2895](#)

Attachments: [Revised Membership Questions](#)

1:30 Executive Committee Action Items:

MAL #4: Alan Goldhammer
Lorna Van Ackeren LOA 9/18/2024

1:50 Public Comment:
None.

2:00 Adjourn: Meeting adjourned at 1:09 pm.

The Council will provide reasonable accommodations for persons with disabilities planning to attend the Council meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Council less than 96 hours prior to that meeting are available for public inspection at 500 Ellinwood, Pleasant Hill, attention Jenny Lam during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Advisory Council on Aging during public comment on matters within the jurisdiction of the Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should speak when called upon by the chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing * 9 on their phone. All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact: 925 655-0773.

Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time at email at jlam@ehsd.cccounty.us or by voice mail at 925 655-0773. Comments submitted by email or voice mail will be included in the record of the meeting but will not be read or played aloud during the meeting.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3365
12:45

Agenda Date: 10/16/2024

Agenda #:

General Questions for All Membership Candidates

1. **Motivation and Interest:**
 - What motivated you to apply for a position as a councilmember on the Contra Costa County Advisory Council on Aging (ACOA)?
 - How do you see yourself contributing to the goals of the ACOA?
2. **Experience and Skills:**
 - Can you describe any previous experience you have with aging or senior services?
 - What specific skills or expertise do you bring to the board or committee?
3. **Understanding of Role:**
 - What is your understand about the role and responsibilities of the ACOA member?
 - How do you plan to balance this role with your other commitments?
4. **Collaboration and Teamwork:**
 - Can you provide an example of a successful team project you've been involved in? What role did you play?
 - How do you handle disagreements or conflicts within a team setting?
 - Are you willing to discontinue a project that does not align with the guidelines of the Area Agency on Aging, regardless of the time or effort invested, or if it is personally significant to you? How do you approach such situations?
5. **Vision and Goals:**
 - What are your thoughts on the current challenges facing older adults in Contra Costa County?
6. **Commitment and Availability:**
 - How much time can you realistically commit to board or committee activities?
 - Are you willing to participate in training or professional development related to this role?

Specific Questions for Candidates

1. **Leadership and Strategy:**
 - Can you share an experience where you provided leadership in a volunteer or professional setting?
 - How do you approach strategic planning and decision-making?
2. **Governance and Compliance:**
 - What experience do you have with organizational governance or compliance issues?
 - How do you ensure adherence to bylaws and regulations in your work?
3. **Fundraising and Resource Development:**
 - Have you been involved in fundraising or resource development? If so, what strategies did you use?
 - How would you contribute to enhancing the council's financial resources?

Specific Questions for Committees

1. **Project Management:**

- Can you describe a project you've managed or contributed to? What was the outcome?
- How do you handle deadlines and ensure project milestones are met?
- 2. **Specialized Expertise:**
 - What specialized knowledge or skills do you bring to this committee?
 - How can your expertise support the committee's objectives?
- 3. **Committee Dynamics:**
 - How do you handle working on a committee with members who have different perspectives or priorities?
 - What strategies do you use to ensure productive and respectful committee meetings?
- 4. **Project Alignment and Adaptability:**
 - Are you willing to discontinue a project that does not align with the guidelines of the AAA, regardless of the time or effort invested, or if it is personally significant to you? How do you approach such situations?
- 5. **Committee Preferences and Vacancies:**
 - We would like our members to sit on committees that align with their interests, but if your preferred committee is full, would you be willing to serve on a different committee until a spot on your first choice becomes available? How would you handle such a situation?

Meeting Schedule

1. **Meeting Frequency:**
 - General ACOA Meetings: Once a month (e.g., the third Wednesday of each month)
 - Committee Meetings: Once a month, ideally on a different week than the board meeting
2. **Duration:**
 - General ACOA Meetings: Typically 2 hours
 - Committee Meetings: Usually 2 hours
3. **Planning:**
 - Schedule meetings at times that are least likely to conflict with other commitments.
 - Use a shared calendar or scheduling tool to ensure availability and avoid overlaps.