



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Final

### Advisory Council on Aging

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Tuesday, April 1, 2025

10:00 AM

400 Ellinwood Way, Pleasant Hill, CA  
Room 303 (Third Floor)

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#### Planning Committee

**Zoom Link:** [https://cccounty-us.zoom.us/j/81196217695?](https://cccounty-us.zoom.us/j/81196217695?pwd=cxbNevZZws04C7OrQKi8yvsvfCtosp6.1)

**pwd=cxbNevZZws04C7OrQKi8yvsvfCtosp6.1 | Meeting ID: 811 9621 7695 | Password: 195200 |**

**Dial-In: 214 765 0478 or 888 278 0254 | Code: 32877987**

**PUBLIC ACCESS INSTRUCTIONS:** The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided above. Remote attendance of this meeting is being held at the following locations: 28 Orinda Way, Orinda.

10:00 Welcome - Jill Kleiner

#### Announcements:

Jim to be appointed to Contra Costa Food Security Collaborative as community member as ACOA representative.

Details to be worked out - roles and responsibilities.

Will report appointment to ACOA Health Workgroup.

#### Roll Call

##### **Present**

Chalo Buckman, Deborah Card, James Donnelly, Jill Kleiner, and Dennis Yee

##### **Absent**

Kevin Donovan, and Candace Evans

10:02 Approve March 2025 Minutes

March Draft Minutes

[25-1139](#)

#### **Attachments:**

[PL03.04.25DraftMinutes](#)

#### **Motion:**

**Donnelly**

#### **Second:**

**Card**

#### **Aye:**

**Buckman, Card, Donnelly, Kleiner, and Yee**

#### **Absent:**

**Donovan, and Evans**

#### **Result:**

**Passed**

**10:05 Updates from Area Agency on Aging - Alicia Espinoza****RFP 1212:**

Appeals have ended.

Contracts to staff sent this morning

Allocations to be determined

Negotiations to start

Inform Planning committee by email about RFP results

April meeting - inform ACOA General

**RFP for Senior Nutrition:**

Interested for review panel - Chalo, Dennis, Jill, Jim

Bidders conference online of Thursday, April 4th, 1:00-2:00 pm, details and, Friday April 4th 12:00-1:00 pm, on EHSD

**Area Plan Update 2024 - 2028:**

Correction submitted to California Department of Aging

**Area Plan Update:**

Getting ready to go to Board of Supervisors

**Age-Friendly:**

Will go to Planning and Executive to ask about interest in being part of focus group

Time commitment possible two meetings

**10:25 Planning Committee I & A Focus Group Revisit Updates****Debrief on recently completed sites:**

North Richmond March 6th had ~ 20 attendees

Antioch Senior Center - March 14th had ~ 25 attendees

Both meetings went well and were appreciated by the attendees

For future meetings, if need for a Spanish translation, consider having a separate meeting to lessen disruption

**Future meetings:**

Scheduling in progress for Concord Monument Crisis Center. Potentially 5/15/25.

Cristina will see if we could have a separate session in Spanish.

**10:50 Break****11:00 Updates on budget::**

Jim reviewed budgetary slide #12 from ACOA orientation.

Alicia will check if Tracy will join the June/December or August/January meetings to provide updates on funding tracking.

Funding Chart

[25-1140](#)**Attachments:**[General Funding ACOA Orientation 2025](#)

11:40 Public Comment: None.

Next: May 6, 2025, from 10:00 am - 12:00 pm.

Review progress of Area Plan objectives related to the Planning Committee.

12:00 Adjourn: Meeting adjourned at 11:41 pm.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee 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 Committee less than 96 hours prior to that meeting are available for public inspection at 400 Ellinwood Way, Pleasant Hill, Attn: Cristina Ugaitafa during normal business hours. Staff reports related to items on the agenda are also accessible on-line at [www.contracosta.ca.gov](http://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 Advisory Council on Aging 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 Cristina Ugaitafa at 925 655-0775.

Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time at email [cugaitafa@ehsd.cccounty.us](mailto:cugaitafa@ehsd.cccounty.us) or by voice at (925) 655-0775. 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: [cugaitafa@ehsd.cccounty.us](mailto:cugaitafa@ehsd.cccounty.us) or by voice mail at 925 655-0775.