

CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING COMMITTEES AND TASK FORCES PURPOSE AND RESPONSIBILITIES

4/28/26 Draft Updates

Executive Committee

Purpose

To oversee all activities of the Advisory Council on Aging (ACOA) and take action as appropriate.

Organization

1. The Chair is the ACOA President.
2. The Co-Chair is the ACOA Vice President.
3. Committee composition:
 - a. All ACOA officers.
 - b. Chairperson from each committee and task force.

Duties and Responsibilities

1. Review and approve business and recommendations arising from the activities of committees and task forces.
2. Provide the Area Agency on Aging a forum to report on its activities and updates at the county, state, and federal level.
3. Assist in the development and execution of monthly ACOA meetings.
4. Bring actionable items to the attention of the full council.
5. Regular attendance at Executive Committee meetings is expected.

Membership Committee

Purpose

To recruit and select Contra Costa County residents to serve as members on the Advisory Council on Aging (ACOA).

Organization

1. In December, the committee shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The committee Chair and members of the committee will select the Co-Chair.
3. Members of the committee shall represent each county district.
4. The ACOA President may appoint additional council members to a one-year term, as needed.
5. Members may serve two (2) consecutive one-year terms, with the exception of the chair who may go on to serve an additional two (2) consecutive one-year terms.

Duties and Responsibilities

1. The Committee shall make every effort to recruit ACOA members that reflect the ethnic, economic, and geographic balance of the senior population of the County, including members of the disabled community and consumers of county services.
2. Review all member at large (MAL) applications, conduct interviews and recommend applicants for approval to the Executive Committee and the council.
3. Once all MAL seats are filled, the Committee shall review all future MAL applications for appointment to alternate seats, conduct interviews and recommend applicants for approval to the Executive Committee and the council.
4. The Committee shall maintain a list of those applicants who are considered for member-at large vacancies.
5. The Membership Committee Chair will assign a buddy to each new member.
6. Provide guidance and direction to the Nominating Committee.
7. Shall review ACOA quorum, attendance and other council member requirements and recommend appropriate corrective action to the Executive Committee.
8. Bring actionable items to the attention of the Executive Committee.
9. Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.
10. Regular attendance at all Membership meetings is expected.
11. The Chair/Co-Chairs will file an annual committee report no later than November 15th of each year.

Nominating Committee

Purpose

To recruit Advisory Council members to serve as officers in the coming year.

Organization

1. Nominating Committee will consist of five members; one from each supervisorial district selected by caucus of the Council members from those districts. Nominating Committee will be chosen no later than August ACOA meeting.
2. Chair of Nominating Committee chosen by majority vote of the five (5) member Committee.
3. The Committee, having served their purpose, will disband upon completion of the annual elections. If, however, a controversy or problem occurs with the election of new officers, Nominating Committee will continue to be active until such situation is resolved.

Duties and Responsibilities

1. The Nominating Committee shall contact ACOA members to solicit nominees for positions of ACOA officers.
2. The Nominating Committee Chair shall present a slate of candidates to the full council at the October or November meeting.
3. Regular attendance at Nominating Committee meetings is required.

Planning Committee

Purpose

To work with the Area Agency on Aging (AAA) staff to develop the Area Plan for services for older adults and adults with disabilities.

To participate in the RFP review process for new and existing contracts.

Organization

1. In December, the committee shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The committee Chair and members of the committee will select the Co-Chair.
3. Committee composition:
 - a. Members of Advisory Council, as designated by the President of the Advisory Council.
 - b. Membership, as practical and possible, divided equally among the five (5) supervisorial districts with every attempt to include diverse representation.
 - c. No contractor or employee of an AAA service provider or persons with any perceived conflict of interest may serve on the Planning Committee. Disclosure of any potential conflict of interest to the president of the advisory council and the committee chair is required.

Duties and Responsibilities

1. Assist AAA staff in the development of the Area Plan by bringing local needs to the attention of the AAA staff and advocate to ensure resources necessary are made available.
2. Assist AAA staff with the RFP review process through the review and evaluation of applications for funding for new and ongoing programs received by contracted service providers, etc.
3. Facilitate site tours for ACOA members at community-based organizations for services funded by AAA.
4. Support of AAA staff as requested.
5. Bring actionable items to the attention of the Executive Committee.
6. Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.
7. Regular attendance at all Planning Committee meetings is expected.
8. The Chair/Co-Chairs will file an annual committee report no later than November 15th of each year.

Health and Elder Abuse Prevention Committee

Purpose

To review current and proposed health-related programs and systems (physical, mental and long-term care) and to increase awareness of elder abuse prevention, that affect older adults and adults with disabilities who are residents of Contra Costa County.

To advocate for and educate about quality, suitability and accessibility of these programs and systems.

Organization

1. In December, the committee shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The committee Chair and members of the committee will select the Co-Chair.
3. Committee composition:
 - a. All Advisory Council members are eligible to participate and contribute to the functions of the committee.
 - b. Community participation will be encouraged for those with special interest in older adult health and elder abuse issues.
 - c. Participation of health care professionals and professions involved with elder protections will be encouraged.

Duties and Responsibilities

1. Identify, prioritize, and support legislation promoting quality health care services that are available, affordable, and accessible.
2. Prepare and/or disseminate health care and elder abuse prevention information to the public.
3. Advocate for improving health care and elder abuse prevention for older adults and adults with disabilities in Contra Costa County.
4. Regular attendance at Committee meetings is expected.
5. Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.
6. Bring actionable items to the attention of the Executive Committee.
7. The Chair/Co-Chairs will file an annual committee report no later than November 15th of each year.

Housing Committee

Purpose

To support and advocate for initiatives and legislation that promotes the development and preservation of low-cost housing for older adults and adults with disabilities, and to conduct outreach to local officials, commissions on aging, and the broader community to raise awareness about housing issues affecting older adults and adults with disabilities.

Organization

1. In December, the committee shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The committee Chair and members of the committee will select the Co-Chair.
3. Committee composition:
 - a. The Advisory Council members are encouraged to participate and contribute to the functions of this committee.
 - b. Community participation is encouraged from individuals with background and/or special interest in housing issues.
 - c. Housing professionals in the community will be engaged as resource persons to support information development and policy considerations.

Duties and Responsibilities

1. Learn about housing related issues that impact older adults by inviting housing, homelessness, and policy experts to present to the committee.
2. Gather data on housing availability and needs of older adults in Contra Costa County, and advocate for solutions that help homeless older adults obtain housing and support older adults in staying housed.
3. Create informational materials, such as the *No Place to Call Home* infographic and PowerPoint presentation, and provide outreach presentations to commissions on aging, city councils, and the broader community to raise awareness about the challenges older adults face in accessing and keeping affordable housing in Contra Costa County.
4. Advocate for initiatives and strategies that expand the supply of age-restricted, below-market-rate affordable housing; strengthen tenant protections; increase the availability of affordable assisted living facilities; support shared housing programs and expand free legal services and rental assistance programs for tenants.
5. Keep the ACOA membership informed of the committee's activities and enlist their help keeping local officials informed.
6. Regular attendance at Committee meetings is expected.
7. The Chair/Co-Chairs will file an annual committee report no later than November 15th of each year.

Legislative Advocacy Committee

Purpose

To review legislation and develop letters of support or opposition concerning proposed and potential legislative issues of importance to older adults and adults with disabilities in Contra Costa County. Members of committees focusing on issues being reviewed by the Legislative Committee will provide feedback, assistance on writing support or opposition letters.

Organization

1. The President of the Advisory Council on Aging (ACOA) will appoint the Committee Chair in January of each year. Members of committee will nominate a chair for appointment at their last meeting of the year. The committee Chair will be a member of the California Senior Legislature who represents Contra Costa County,
2. The members of the Committee will select the Co-Chair.
3. Committee composition:
 - a. ACOA members representing Contra Costa County for the California Senior Legislature will be the primary members.
 - b. Other ACOA members, who have experience working on legislation, will be selected based on their past experience working on legislation.
 - c. Community participation is encouraged, especially from those with experience working on an issue being reviewed and researched by the Legislative committee.
4. Meetings will generally be held beginning in January and concluding in August.

Duties and Responsibilities

1. The Chair and Co-Chair will meet to identify organizations and non-profits in the County specializing in aging issues for collaboration on legislation affecting older adult and disabled populations.
2. When the state legislative session begins, the Chair and Co-Chair will identify, with input from other organizations, legislation that is of importance to the ACOA.
3. The committee will solicit support from community organizations on legislation they consider important.
4. Each ACOA committee interested in the same legislation will be asked to engage in evaluating the Bill and providing their input in support/opposition of the Bill.
5. Discussion by the Legislative committee will be summarized into appropriate recommendations for consideration by the Executive Committee, then by the full Council based on the work done in evaluating the issue.
6. Networking with local legislators, committees/commissions will be an ongoing activity pursued by committee members.
7. Regular attendance at committee meetings is expected.
8. Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.
9. The Chair/Co-Chairs will file an annual committee report no later than November 15th of each year.

Technology Committee

Purpose

To support the Advisory Council on Aging (ACOA) by identifying and recommending ways to improve access and use of technologies for older adults and adults with disabilities.

Organization

1. In December, the committee shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The members of the committee will select the Co-Chair.
3. Committee composition:
 - a. All Advisory Council members are encouraged to participate and contribute to the functions of this committee.
 - b. Community participation is encouraged for those with special skills, interest and background in communicating the messages of the organization.
 - c. Committee members will work collaboratively to keep abreast of new and emerging technologies relevant to older adults.

Duties and Responsibilities

1. Work together with the ACOA Executive Committee and General Membership to determine information and technology needs and delivery systems.
2. Representation by the Chair on the Executive Committee of the ACOA.
3. Solicit the broader participation of all interested ACOA members.
4. Support the ACOA and Executive Board as requested.
5. Keep all ACOA members abreast and informed of the committee's activities.
6. Bring actionable items to the attention of the Executive Committee.
7. Regular attendance at committee meetings is expected.
8. The Chair/Co-Chairs will file an annual committee report no later than November 15th of each year.

Transportation Committee

Purpose

To advance equitable, reliable, and accessible mobility for older adults in Contra Costa County by eliminating transportation barriers. We champion education, advocacy, and coordinated mobility services that promote safety, dignity, autonomy, and independence.

Organization

1. In December, the committee, also known as the Senior Mobility Action Council (SMAC), shall recommend the chair for appointment by the ACOA President. The ACOA president will appoint the chair in January.
2. The SMAC Co-Chair will be selected by the members of the SMAC Committee.
3. All ACOA members will be eligible to participate in the activities of the SMAC Transportation Committee.
4. Participation from representatives of transportation service providers in Contra Costa County will be solicited.
5. Community participation from individuals with special interests or expertise will be encouraged.

Duties and Responsibilities

1. Representation by the Chair on the Executive Committee of the ACOA.
2. Provides advocacy for legislation to meet transportation needs of Contra Costa seniors.
3. Monitors the activities and provides input to the CCTA Accessibility Advisory Committee.
4. Monitors the developments in County transportation policies and plans. Reviews transit systems' long-range plans, including, but not limited to, disaster preparedness for older adults and adults with disabilities as well as the Contra Costa Transportation Authority's (CCTA) plans and documents related to accessible transportation.
5. Informs the ACOA of the impact of the above policies and plans.
6. Develops action steps to address and influence transportation policies and plans, as they relate to the issues of Contra Costa County older adults and adults with disabilities.
7. Regular attendance at Transportation Committee meetings is expected.
8. Bring actionable items to the attention of the Executive Committee.
9. Keep the ACOA membership informed of the Committee's activities and enlist their help keeping local officials informed.
10. The Chair/Co-Chairs will file an annual committee report no later than November 15th of each year.