



AGENDA

CONTRA COSTA COUNTY Advisory Council on Aging

Wednesday, May 6, 2026

10:00 AM

500 Ellinwood Way, Pleasant Hill, CA.
Ice Breaker Room

Executive Committee

<https://cccouny-us.zoom.us/j/85300066691>

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. The public may attend this meeting in person at the above location.

10:00 Call to Order, Roll Call, Introductions – Jill Kleiner, President

10:05 Approval of April 2026 Meeting Minutes

Executive Committee Meeting Minutes 04-01-26

[26-1844](#)

10:10 Area Agency on Aging Report – Tracy Murray, AAA Director

- CDA 2030 Future Readyng

Revocation Language | Public Comments – Revocation Status | CDA – Opportunity for Public Participation on Changes to the IFF | IFF Factor Update Summary by County | What is Intrastate Funding Formula Flyer

[26-1857](#)

10:35 President’s Report – Jill Kleiner

- General updates
- Website updates
- Roles and Responsibilities updates
- ACOA Accomplishments for Outreach Presentation

ACOA: Website Updated Feedback | Committees Roles Responsibilities Draft | Accomplishments for Outreach | Outreach Presentation Draft

[26-1845](#)

11:00 Break

11:10 Committee Reports

- Membership & Nominating Committee – Kathryn Monroy-Dexter
- Planning Committee – Jill Kleiner
- Housing Committee – Kevin Donovan
- Health and Elder Abuse Awareness – Mike Wener
- Legislative Committee and California Senior Legislature Update – Steve Lipson
- Technology Committee – Steve Lipson
- Senior Mobility Action Council (S.M.A.C./Transportation Committee) – Jim Donnelly and Bryan Harris

11:40 Consent Items

Leave of Absence Requests:

- Deborah Wiener: 8/19/2026, 10/21/2026
- Kathryn Monroy-Dexter: 4/15/2026
- Michelle Hayes: 5/1/2026 – 5/31/2026
- Candace Evans: 3/1/2026-7/31/2026

11:45 Public Comment

11:59 Next Meeting

- Wednesday, June 3rd, 2026, 10:00 a.m. – 12:00 p.m.

12:00 Adjournment

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 500 Ellinwood Way, Pleasant Hill during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting

For Additional Information Contact:

- Thomas Weisbrich at 925 655-0776 or tweisbrich@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1844

Agenda Date: 5/6/2026

Agenda #:

Advisory Council on Aging:

Executive Committee Meeting Minutes 04-01-26



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, April 1, 2026

11:00 AM

500 Ellinwood Way, Pleasant Hill, CA.
Ice Breaker Room

Executive Committee

<https://cccouny-us.zoom.us/j/85300066691>

PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:

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10:00 Call to Order, Roll Call, Introductions – Jill Kleiner, President

- Jill Kleiner, ACOA President, called the meeting to order at 10:00am.

Present Kevin Donovan, Michelle Hayes, Jill Kleiner, Steve Lipson, and Kathryn Monroy-Dexter

Absent Candace Evans, Shirley Krohn, Lorna Van Ackeren, and Michael Wener

10:05 Approval of March 2026 Meeting Minutes

Motion: Donovan

Second: Monroy-Dexter

Aye: Donovan, Hayes, Kleiner, Lipson, and Monroy-Dexter

Absent: Evans, Krohn, Van Ackeren, and Wener

Result: Passed

Executive Committee Meeting Minutes 03.04.26

[26-1327](#)

10:10 Area Agency on Aging Report – Tracy Murray, AAA Director

Program Monitoring

- CDA conducted a comprehensive program monitoring review across 12–14 areas, including ACOA, with recognition given to Jill and Kevin for their strong performance and to Supervisor Burgis for being well-prepared and effective during the process.
- The AAA performed strongly during the review; while it is typical to receive 10–15 findings, only 11 were identified, including several related to voluntary contributions and four minor nutrition findings, none involving health or safety, and zero findings in Administration (e.g., RFP, staffing, data), which the state noted as exceptional.
- During the monitoring, AAA staff was able to correct or “remediate” findings; After remediation, only two minor findings remained.

Brown Act guidance

- County Counsel advised that members may not ask staff to send emails to the full council, as this could create a Brown Act violation, even for seemingly innocuous items such as event announcements.
- Materials that will be reviewed in meetings must be included with the public agenda and should not be distributed separately to committees or individuals.
- Members may still share announcements during public comment and provide leave-behind flyers, and Tracy will communicate this guidance at the General Meeting.

IIIB Request for Proposal (RFP)

- The IIIB Request for Proposal (RFP) will fund supportive services such as legal services, adult day programs, care visiting, telephone reassurance, and outreach, using both OAA and MX funding sources.
- Key dates include the Bidder’s Conference on April 3, a mandatory Letter of Intent due April 10, and the application deadline on April 20.
- ACOA members will be recruited to participate in the review panels, anticipated from late April through mid-May, on an accelerated timeline to meet Board of Supervisors approval.

Staffing updates

- There has been a strong response to the recruitment for the AAA Program Manager Position, and Tracy received the list of candidate names on March 31.
- Interviews will be scheduled over several days, with the goal of holding them within the next couple of weeks.

10:35 President's Report – Jill Kleiner

Website updates

- The website redesign is progressing, with the initial pages largely complete and reflecting a new look and feel; sections for each committee are planned but still need to be populated.
- The current attachment is not the most updated version, and edits are needed, including ensuring consistent use of “committees” rather than “work groups.”
- Jenny collaborated with the Communications Team to incorporate content from the annual report into the site.
- There was discussion about whether to reference disabled populations in the opening statement, with a need to clarify scope, as AAA primarily serves older adults and caregivers, with limited overlap in disability-related services.

Brown Act

- The Brown Act handout was reviewed, including guidance on attendance requirements, voting eligibility, and maintaining quorum.
- Tracy will consult County Counsel on whether alternating between home and in-person attendance is allowable for individuals with a reasonable accommodation.
- Feedback was provided that the teleconferencing slides may benefit from adding clarification and outlining criteria for disability accommodation early in the slides.

Roles and Responsibilities

- The Roles and Responsibilities document is being revisited after prior updates were paused; Jill and Kathryn have made initial revisions, and each committee chair is asked to review their section and suggest edits.
- A Word version will be distributed for redlining and tracked changes, with feedback requested by April 24 and submissions directed to Jill.
- The role and future of the Legislative Advocacy Committee were discussed, including its potential to guide advocacy efforts and coordinate bill review across committees, but further alignment with staff and County functions is needed, especially given its recent inactivity.

ACOA Outreach Presentation

- The ACOA Outreach Presentation was well received, with positive feedback on its content and potential use, including Thomas Lang's recent presentation in San Pablo.
- Committee chairs are asked to submit recent accomplishments by April 24, with a plan to incorporate updates into a finalized version of the presentation in May rather than sharing a draft at the April General Meeting.
- There was discussion about who should be authorized to use the presentation, with ideas including a hybrid approach (e.g., approved speakers or pairing with Executive members).

ACOA Webpage | Brown Act | Committee Roles | Outreach

[26-1328](#)

Membership Expectations Document – Kathryn Monroy-Dexter

- Minor updates were made to the Membership Expectations document, including removing the Senior Nutrition Council seat, revising language on ethics and respect, and adding guidance for Zoom participation.
- Attendance expectations were clarified to state that members are expected to arrive on time and stay for the full meeting, though this remains guidance rather than a bylaw requirement; it was noted that the Brown Act does not define meeting duration but does require maintaining quorum.
- Additional updates include extending the timeline to join a committee from three to six months, introducing a buddy system for members, and standardizing language to use “older adults and adults with disabilities” instead of “seniors.”

ACOA Membership Expectations

[26-1329](#)

11:00 Break

DRAFT

11:10 Committee Reports

Membership – Kathryn Monroy-Dexter

- The Board of Supervisors officially moved Indy from Alternate to Member-at-Large and appointed Sean Barry to the Alternate #1 seat.
- The City of Antioch has approved a representative to serve on ACOA, though there are still openings in six cities.
- Thomas Lang is drafting a one-page document outlining expectations and suggestions for alternate members.
- There is currently one opening on the Membership Committee, with a possibility of one additional vacancy.

Planning – Jill Kleiner

- The next site tour has been scheduled for May 22 to visit the new MOWDR facility.
- The tour will be limited to 20 participants, with sign-ups available at the April and May meetings. A few slots will be reserved for staff participation.

Housing – Kevin Donovan

- Claudia Ramirez, Executive Director of St. Vincent de Paul, presented on the organization's work leveraging parishes and churches, engaging approximately 900 volunteers, and serving about 80,000 people annually through a variety of programs addressing different community needs; while not funded by AAA, the organization does subcontract with H3 and work with the County in other capacities.
- In April, Jennifer Cannon, Manager of Transportation for Emergency Services, will present.
- In May, Justice in Aging will present on HR1 and its local and statewide impacts in California.

Health and Elder Abuse Prevention – Dr. Mike Wener

- Dr. Mike Wener was absent, and there were no updates from the Health and Elder Abuse Prevention Committee.
- The next meeting will include a presentation from a Deputy District Attorney on elder abuse.

Legislative – Steve Lipson

- The newest round of legislative proposals was submitted to CSL on March 31, 2026, including a resubmission of a previously stalled bill.
- SB 971, the “Older Adult Education to Public Health” bill, faced initial pushback from the County Health Executives Association of California, but the concerns were resolved after amendments were requested and subsequently addressed.
- SB 971 was heard by the Senate Health Committee and placed on the consent calendar.

Technology – Steve Lipson

- The Technology Committee conducted a deep dive on Notebook LM for generating AI content, building on prior work with slide deck creation and now exploring podcast development capabilities.
- The committee also discussed emerging AI policies at the county and state levels, noting both the usefulness of these tools and ongoing concerns around misinformation and AI

hallucinations.

Transportation – Jim Donnelly

- Jim Donnelly and Bryan Harris will serve as co-chairs of the Transportation Committee during Candace’s leave.
- The next agenda will include a review of SMAC history and past planning documents to better understand prior work and structure, which Tracy will review once shared.
- The committee will also discuss how to re-establish SMAC as an active and viable committee, including strategies to re-engage both the broader community and ACOA members.

11:40 Consent Items

- Approve Leave of Absence:
 - Alan Goldhammer: 3/9/2026 – 9/3/2026
 - Michael Wener: 3/31/26 – 4/6/26
- Approve Membership Expectations Document

Motion:	Donovan
Second:	Monroy-Dexter
Aye:	Donovan, Hayes, Kleiner, Lipson, and Monroy-Dexter
Absent:	Evans, Krohn, Van Ackeren, and Wener
Result:	Passed

11:45 Public Comment

- None

11:59 Next Executive Committee Meeting:

- Wednesday, May 6, 2026, 10:00am – 12:00pm

12:00 Adjournment

- The meeting adjourned at 11:55am.

For Additional Information Contact:

Thomas Weisbrich at 925 655-0776 or tweisbrich@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
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Staff Report

File #: 26-1857

Agenda Date: 5/6/2026

Agenda #:

Area Agency on Aging Report - Tracy Murray, AAA Director

- CDA 2030 Future Readying
 - Revocation Language
 - Public Comments - Revocation Status
 - CDA - Opportunity for Public Participation on Changes to the IFF
 - IFF Factor Update Summary by County
 - What is Intrastate Funding Formula Flyer

CALIFORNIA DEPARTMENT OF AGING
TITLE 22. SOCIAL SECURITY

PROPOSED REGULATORY TEXT

NOTE: Changes/additions are illustrated by blue underline for proposed insertions and ~~strike-through~~ for proposed deletions.

*Division 1.8. California Department of Aging
Chapter 3. Title III Programs – PSAs and AAAs*

§ 7212. Revocation of AAA Designation.

- (a) The Department, ~~after attempts to resolve the problem, including the use of the sanctions specified in Article 5, have been unsuccessful,~~ shall revoke an AAA designation, in accordance with the provisions of this section, whenever it finds that ~~any of the conditions specified in 45 CFR 1321.35(a) exist.~~
- (1) An AAA does not meet the requirement of this part;
 - (2) An area plan, plan update, or plan amendment is not approved;
 - (3) There is substantial failure in the provisions or administration of an approved area plan to comply with any provision of the Act, regulations and other guidance as set forth by the Assistant Secretary for Aging, terms and conditions of Federal grant awards under the Act, or policies and procedures established and published by the Department;
 - (4) Activities of the AAA are inconsistent with the statutory mission prescribed in the Act;
 - (5) Attempts by the Department to resolve noncompliant conduct by the AAA through the use of the sanctions specified in Article 5 have been unsuccessful, and/or the conditions in 22 CCR section 7429(f) have been met; or
 - (6) When the Department changes one or more planning and service area designations.
- (b) Notwithstanding subsection (a) above, the Department may revoke an AAA designation when, after submitting a letter of intent pursuant to Welfare & Institutions Code Section 9002, a county files an application with the Department expressly choosing to exercise its right to first refusal, as set forth 45 CFR Section 1321.19(a)(iv).
- (c) Upon making a preliminary decision to revoke an AAA's designation under section (a) or (b) above, the Department shall simultaneously:
- (1) Send a notice to the AAA which meets the requirements specified in Section 7706 and includes all the following additional information:
 - (A) The AAA has 30 days from receipt of the notice in which to request a State hearing.

- (B) If a State hearing is requested by the AAA, it will be scheduled after the Department holds a public hearing and reviews and decides upon the testimony in accordance with (d).
- (C) The final decision to revoke designation shall not occur until after the public hearing and the State hearing, if one is requested, and the Department has reviewed and considered all the information received.
 - (2) Schedule and conduct a public hearing by following the procedures specified in Section 7204.
- (d) Within 30 days following the public hearing specified in (c)(2), the Director shall review the testimony presented and the Department's reasons for proposing the revocation and take one of the following actions:
 - (1) Terminate the proposed revocation action.
 - (2) Proceed with the proposed revocation action, unless the AAA has requested a State hearing within the time frame specified in (c)(1)(A). If a State hearing has been requested, the Director shall refer to the request to an external hearing officer to be processed in accordance with Chapter 5.
- (e) Upon a final decision by the Director to revoke an AAA designation, the provisions specified in Section 7210~~(b)~~ shall apply.
- (f) Notwithstanding (a) through (d) above an AAA's grant agreement with the Department may be voluntarily terminated prior to its expiration in accordance with Section 7210.

NOTE: Authority cited: Sections 9002, 9102, and 9105 Welfare and Institutions Code; Section 1321.19(a)(1)(iv), Title 45 Code of Federal Regulations. Reference: Section 1321.21, Title 45 Code of Federal Regulations; Section 7212, Title 22, California Code of Regulations.

Good morning. My name is Tracy Murray, and I am the Director of the Contra Costa County Aging & Adult Services Bureau. I am responsible for seven divisions, including the Area Agency on Aging, that support older adults and people with disabilities. I am speaking today to share my concern about the proposed regulatory changes related to the Revocation of AAA Designation status.

In the proposed text that is provided, CDA has stricken out in the first paragraph, section (a), the words “after attempts to resolve the problem, including the use of sanctions specified in Article 5, have been unsuccessful.” Striking these words from the opening paragraph effectively absolves CDA from utilizing an escalation process or corrective action plan in working through perceived issues with an Area Agency on Aging.

The Department continues by noting that it “shall revoke an AAA designation, in accordance with the provisions of this section, whenever it finds that” followed by six statements. The statements do not contain the word “and”, so it could be construed that revocation could occur if any of the factors are met. Regarding the factors, my concerns are as follows:

- (1): notes “*An AAA does not meet the requirement of this part;*” The statement is overly broad and ambiguous.
- (2): “*An Area Plan, update or amendment is not approved.*” CDA frequently delays approval of Area Plans by several months. As written, such a delay could be used to revoke an AAA’s designation.
- (4) notes “*Activities of the AAA are inconsistent with the statutory mission prescribed in the Act*”. This statement is overly broad and does not provide actionable guidance for AAA’s.
- (6) describes when the Department changes one or more planning & service designations. As written, this would effectively allow the Department to change the service area and revoke status without any due process described.

Section (b) allows the Department to revoke an AAA designation if a county submits a letter of intent to exercise its first right of refusal. This last statement does not appropriately consider the implications if an existing AAA, if not a county, is performing well.

I recognize and appreciate the Department’s commitment to enhancing the AAA network to serve older Californian’s, and I believe that the AAA’s, which include counties, Joint-Powers Agreements, and nonprofit organizations, seek to engage in meaningful dialogue about how to best proceed forward. I respectfully conclude by restating my concern about the proposed changes in regulation. I hope that the Department will consider all the feedback that it receives and revise its plans and documents accordingly. As a closing comment, I also want to note that finding the zoom links for this hearing, as well as others related to this effort has been challenging. I encourage CDA to prominently display in one section of their website all zoom links for the public hearings.

Best regards,
Tracy Murray
Director, Contra Costa County Aging & Adult Service

California Department of Aging – CA 2030

[CA 2030 | California Department of Aging - State of California](#)

Opportunity for Public Participation on Changes to the IFF

Anyone wishing to provide their view on the proposed Intrastate Funding Formula can do so via written submission, as follows:

- Emailed to CA2030@aging.ca.gov.
- By postal service and delivered to:
California Department of Aging
2880 Gateway Oaks Dr. Suite 200
Sacramento, CA 95833

It is requested that all written submissions contain the identifier "Public Hearing Comment: IFF Proposal" in the subject line to facilitate timely identification and review. Regardless of the method of transmittal, all submissions must be received by the California Department of Aging on or before Tuesday, May 12, 2026, at 5:00 p.m.

[IFF Factor Update Summary by County](#)

[IFF Factor Update Summary by PSA](#)

[New Intrastate Funding Formula](#)

What is CA 2030?

A future-ready California Aging Network will need to proactively prepare to serve a larger, older, and more diverse population of older Californians. To prepare, CDA launched **CA 2030** and is convening leaders in aging to identify opportunities for Area Agency on Aging (AAA) network-wide advancement and enhancement.

CA 2030's six areas of focus:

- Funding sources and capacities
- Geography and demographics
- Governance
- Branding and communications
- Programs and services
- Performance measures

CA 2030's steering committee convenes monthly meetings and is in the process of developing a future-oriented framework with recommendations for both CDA and the California Aging Network.

CA 2030 Reports and Research

**CURRENT AND PROPOSED ALLOCATIONS: TOTAL
PROGRAM/ADMINISTRATION**

Counties	PSA	Current Allocations	Proposed Allocations	Difference	% Change
Del Norte	1	\$329,053	\$467,470	\$138,417	42%
Humboldt	1	\$1,226,273	\$1,575,785	\$349,512	29%
Lassen	2	\$459,966	\$475,934	\$15,968	3%
Modoc	2	\$332,813	\$303,041	(\$29,773)	-9%
Shasta	2	\$1,528,911	\$2,339,352	\$810,441	53%
Siskiyou	2	\$824,965	\$1,040,336	\$215,371	26%
Trinity	2	\$389,368	\$509,173	\$119,805	31%
Butte	3	\$1,516,570	\$1,935,272	\$418,702	28%
Colusa	3	\$266,094	\$286,548	\$20,454	8%
Glenn	3	\$330,211	\$378,292	\$48,081	15%
Plumas	3	\$471,913	\$672,396	\$200,483	42%
Tehama	3	\$805,756	\$1,112,597	\$306,841	38%
Nevada	4	\$948,867	\$1,763,875	\$815,008	86%
Placer	4	\$2,330,081	\$2,878,999	\$548,918	24%
Sacramento	4	\$8,120,332	\$7,037,579	(\$1,082,753)	-13%
Sierra	4	\$98,009	\$134,842	\$36,833	38%
Sutter	4	\$610,684	\$737,747	\$127,063	21%
Yolo	4	\$1,021,236	\$1,053,386	\$32,150	3%
Yuba	4	\$463,315	\$756,610	\$293,295	63%
Marin	5	\$1,819,452	\$1,725,880	(\$93,572)	-5%
San Francisco	6	\$5,807,325	\$5,295,078	(\$512,247)	-9%
Contra Costa	7	\$5,846,256	\$5,076,199	(\$770,057)	-13%
San Mateo	8	\$4,324,403	\$3,719,252	(\$605,151)	-14%
Alameda	9	\$9,161,217	\$7,548,339	(\$1,612,878)	-18%
Santa Clara	10	\$9,675,431	\$8,291,989	(\$1,383,442)	-14%
San Joaquin	11	\$3,832,412	\$4,301,685	\$469,273	12%
Alpine	12	\$109,006	\$83,348	(\$25,658)	-24%
Amador	12	\$559,482	\$956,399	\$396,917	71%
Calaveras	12	\$713,933	\$1,261,040	\$547,107	77%
Mariposa	12	\$410,090	\$574,698	\$164,608	40%
Tuolumne	12	\$831,895	\$946,588	\$114,693	14%
San Benito	13	\$509,771	\$600,789	\$91,017	18%
Santa Cruz	13	\$1,713,214	\$1,880,512	\$167,298	10%
Fresno	14	\$5,133,622	\$5,777,996	\$644,374	13%
Madera	14	\$1,037,514	\$1,853,534	\$816,020	79%
Kings	15	\$779,307	\$885,204	\$105,897	14%
Tulare	15	\$2,583,716	\$3,092,402	\$508,686	20%
Inyo	16	\$1,009,250	\$737,463	(\$271,787)	-27%
Mono	16	\$421,200	\$462,490	\$41,290	10%
San Luis Obispo	17	\$1,857,241	\$2,346,279	\$489,038	26%
Santa Barbara	17	\$2,333,542	\$2,181,626	(\$151,916)	-7%
Ventura	18	\$4,193,874	\$4,044,759	(\$149,115)	-4%

Los Angeles Co.	19	\$33,726,788	\$27,798,566	(\$5,928,222)	-18%
San Bernardino	20	\$10,227,353	\$10,751,298	\$523,945	5%
Riverside	21	\$11,686,916	\$12,173,893	\$486,977	4%
Orange	22	\$15,389,419	\$12,737,845	(\$2,651,574)	-17%
San Diego	23	\$15,149,989	\$14,923,351	(\$226,638)	-1%
Imperial	24	\$1,534,530	\$1,612,478	\$77,948	5%
Los Angeles City	25	\$19,992,879	\$20,100,949	\$108,070	1%
Lake	26	\$723,428	\$1,073,696	\$350,269	48%
Mendocino	26	\$1,072,810	\$1,590,305	\$517,495	48%
Sonoma	27	\$2,991,230	\$3,912,292	\$921,062	31%
Napa	28	\$966,379	\$1,261,793	\$295,414	31%
Solano	28	\$2,611,975	\$2,475,944	(\$136,031)	-5%
El Dorado	29	\$1,651,557	\$2,715,493	\$1,063,936	64%
Stanislaus	30	\$2,725,517	\$3,128,390	\$402,873	15%
Merced	31	\$1,592,055	\$1,943,065	\$351,010	22%
Monterey	32	\$2,432,003	\$2,940,282	\$508,279	21%
Kern	33	\$4,392,936	\$5,362,915	\$969,979	22%
TOTAL		\$215,605,336	\$215,605,336	\$0	

CONTRA COSTA COUNTY AREA AGENCY ON AGING WHAT IS THE INTRASTATE FUNDING FORMULA, AND WHY IT MATTERS TO YOU?

The Intrastate Funding Formula (IFF) is how California decides how to share funding with local agencies that provide services for older adults. These agencies, called Area Agencies on Aging (AAA's), provide services like:

- Meals (congregate & home-delivered)
- Home visiting
- Long-term care ombudsman services
- Caregiver support
- Adult day care

The State, through the California Department of Aging (CDA), is updating this formula to reflect today's needs. The updated formula considers the following factors:

- Age (60+)
- Low Income
- Racial/Ethnic Minority
- Disability
- Geographic Isolation



Why This Matters in Contra Costa County. Contra Costa County's Area Agency on Aging serves more than 25,000 older adults a year.

Based on CDA's proposed formula change, Contra Costa County would see a 13% reduction (\$770,057) in funding.

This could mean 124,202 fewer home delivered meals for seniors already receiving services.

Other essential services could be cut, and our network of community-based organizations could see substantial reductions in services.

What can you do?

You can contact CDA and express your concerns by:

Email: CA2030@aging.ca.gov.

Mail:

**California Department of Aging
2880 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833**

All written submissions must contain **"Public Hearing Comment: IFF Proposal in the subject line and must be received by CDA on or before Tuesday, May 12, 2026, at 5:00 PM"**

For more information, visit CDA's website at <https://aging.ca.gov/ca2030>



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1845

Agenda Date: 5/6/2026

Agenda #:

Advisory Council on Aging:

President's Report:

- Website updates
- Roles and Responsibilities
- Accomplishments for Outreach Presentation

ACOA Executive Committee

Feedback on Updated ACOA Website as of 4/28/26

- ADA compliant status?
 - Being worked on –
 - Site has widgets (language & accessibility) for compliance
 - Site has header: We're actively working to make our data dashboards and PDFs fully accessible to meet ADA and WCAG 2.1 AA standards. In the meantime, if you need help accessing any document or visual, please contact us at media@ehsd.cccounty.us.

- Housing Committee:
 - Change 3rd bullet to:
 - Provides educational outreach to local officials, commissions on aging, and the community to raise awareness about housing issues and the growing challenge of senior homelessness affecting older adults.

- Transportation:
 - Replace description with:
 - 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.

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 be representing 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 contract.

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 resolved 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.

ACOA Executive Committee

***DRAFT* List of Accomplishments as of 4/24/26**

to Include on ACOA Outreach Presentation Slide

- Created the “No Place to Call Home” infographic and slide deck and raised awareness in the county by conducting eleven presentations to different groups in 2025, including city councils and commissions on aging.
- Hosted presentations from non-profit organizations, local and state officials, and County leaders at monthly Committee meetings to raise awareness and advocate for key issues, programs, and initiatives impacting older adults and adults with disabilities.
- ACOA and California Senior Legislature (CSL) representatives played an integral role in the initial authoring of the expanded Brown Act teleconferencing alternatives and advocating for its subsequent passage in SB 707.
- Assisted the Area Agency on Aging in the review process for Proposals received.
- Conducted onsite visits of community-based organizations to further ACOA members’ knowledge.
- Facilitated/participated in five community outreach presentations highlighting available county resources for older adults and adults with disabilities.
- Actively participated in the Bay Area Digital Inclusion Coalition and monitored emerging Artificial Intelligence (AI) technologies and their impact on older adults and adults with disabilities.
- Strengthened ACOA membership by recruiting and interviewing diverse applicants, monitoring quorum and attendance requirements, and improving onboarding through quarterly orientations, buddy assignments, and coordination with the Nominating Committee.



Advisory Council on Aging (ACOA)

[Presenter Name]

[Date]



What is the ACOA?

The Contra Costa County **Advisory Council on Aging (ACOA)** is a dedicated group of county residents committed to improving the quality of life for older adults throughout Contra Costa County.

The ACOA provides **leadership, advocacy, and a vital channel of communication on aging issues**. In partnership with the Area Agency on Aging, the Council helps coordinate countywide planning, collaboration, and resources to ensure older adults have access to the services and opportunities they need.

Our mission is to advocate for programs, legislation, and policies that support older adults, while also educating the community about the many resources offered by local non-profits and government agencies. We also serve in an advisory capacity to the Contra Costa County Board of Supervisors on issues important to our aging population.

Purpose of the ACOA

Planning for Older Residents

Provide a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for older residents of Contra Costa County.

Leadership and Advocacy

Provide leadership and advocacy on behalf of older persons and serve as a channel of communication and information on aging.

Advise on Area Plan

Advise the Area Agency on Aging (AAA), part of the Aging and Adult Services Bureau of Contra Costa County's Employment and Human Services Department, and the Board of Supervisors on a 4-year Area Plan based on the unmet needs and priorities of older persons as determined by surveys of local committees and coalitions on aging, and results of public hearings held in conjunction with Aging and Adult Services.

Who are the ACOA?

ACOA members represent diverse backgrounds and life experiences, which strengthens our work and impact. This includes older adults, caregivers, working professionals, people with lived experience, community advocates, and more.

The **ACOA is comprised of 39 volunteer members** who are appointed by the Board of Supervisors

- 19 Members represent cities in Contra Costa County
- 20 Members are “Members at Large”

All **ACOA meetings are open to the public**, and it is not required to become a member to attend, participate, or even join a committee.

ACOA Committees

The ACOA is **comprised of 9 distinct committees**, each dedicated to addressing key issues impacting older adults in Contra Costa County.



General



Executive



Membership



Health & Elder
Abuse Prevention



Housing



Legislative



Planning



Technology



Transportation

Committee	Meeting Schedule	Purpose
General Meeting	1st Wednesday (10-12)	Serves as the main meeting body of the ACOA, where members receive updates, discuss agenda items, learn from guest speakers, and report-out from subcommittees.
Executive	1st Wednesday (10-12)	Serves as the leadership body of ACOA, guiding the council’s overall direction, setting agendas, and addressing urgent matters between regular meetings.
Health & Elder Abuse Prevention	2nd Monday (1-2:30)	Addresses the health and well-being of older adults, including access to healthcare, wellness programs, and raising awareness to prevent elder abuse, neglect, and exploitation.
Housing	3rd Monday (10-12)	Focuses on identifying and addressing housing challenges faced by seniors, such as affordability, accessibility, and safety. Supports policies and services that enable older adults to age in place and remain in their communities.
Legislative	TBD	Monitors local, state, and federal legislation affecting older adults and recommends advocacy strategies for the ACOA to engage with policymakers.
Membership	3rd Wednesday (12-2)	Manages the recruitment, screening, and recommendation of new ACOA members. It ensures that the council maintains balanced and diverse representation and helps orient and engage new members.
Planning	1st Tuesday (10-12)	Responsible for developing and reviewing the Area Plan, which outlines countywide goals, services, and priorities for older adults in the community.
Technology	2nd Wednesday (1:30-3:30)	Works to bridge the digital divide by promoting technology access and education for older adults. It explores tools and solutions that enhance communication, safety, independence, and quality of life for seniors.
Transportation	1st Monday (1-2:30)	Focuses on access to reliable, safe, and affordable transportation for older adults. It identifies service gaps, advocates for improved mobility options, and supports initiatives that help seniors stay connected and active in the community.

Interested in Getting Involved?

- Attend an upcoming **ACOA General Meeting** or a **committee** related to your interests!
<https://contra-costa.legistar.com/Calendar.aspx>
- Contact **Jenny Lam** to inquire about membership applications:
jlam@ehsd.cccounty.us | (925) 655-0773



Thank you



CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES

