



CONTRA COSTA COUNTY

AGENDA

Advisory Council on Aging

Wednesday, January 15, 2025

12:15 PM

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

Membership/Nominating Committees

<https://cccounty-us.zoom.us/j/85009915454?pwd=hS0LRSLQqLVGQbw3pADyrqwCU6iTUr.1> |
Password: 881258 | 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 and Logan Robertson Membership Co-Chair

12:17 Roll Call and Introductions

12:20 Approval of October 2024 Minutes

October 2024 Draft Minutes

[25-149](#)

Attachments: [Mem.10.16.24DraftMinutes](#)

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

ACOA Quorum

Attendance Tracker

Resignations

Leave of Absence (LOA) Requests

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

Buddy Program Updates

Filling Vacant Seats

ACOA New Member Buddy Program Assignments

[25-150](#)

Attachments: [ACOA New Member Buddy Program Assignments](#)

12:45 Membership Committee Annual Report

Membership/Nominating Committee Report [25-151](#)

Attachments: [Membership Committee Annual Report](#)

1:00 ACOA Interview Questions Revision

Interview Question Revisions [25-152](#)

Attachments: [General Questions for All Membership Candidates Rev 12.30.2024](#)

1:20 New Member Orientation Update

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 #: 25-149

Agenda Date: 1/15/2025

Agenda #:



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

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:

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12:15 Welcome - Julie Ortega, Membership Chair & Logan Robertson Membership Co-Chair: Meeting was called to order at 12:15 pm.

12:17 Roll Call and Introductions

Present James Donnelly, Jill Kleiner, Julie Ortega, and Logan Robertson

Absent Nicola Lopez

12:18 Announcements:

Items for next meeting:

Membership Committee Annual Report.

Interview Questions.

No meeting in November/December.

12:2 Approve September 2024 Draft Minutes
0

[24-3364](#)

Attachments: [Mem9.18.24DraftMinutes](#)

Motion: Kleiner

Second: Robertson

Aye: Donnelly, Kleiner, Ortega, and Robertson

Absent: Lopez

Result: Passed

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

ACOA Quorum: 20 ACOA members were present, and quorum was not established.

Attendance TrackerMembers with two or more absences were discussed. Eric Britz.

Resignations: None at this time

Leave of Absence (LOA) Request

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

Members with outstanding trainings discussed.

Buddy Program Updates: No new members at this time.

Filling Vacant Seats:

Alternate 1

Member-at-Large 8

Pittsburg

San Pablo

Hercules

San Ramon

Clayton

Antioch

12:4 ACOA Interview Questions Revisions

[24-3365](#)

5

Attachments:

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

- 1:00 New Member Orientation:
- Schedule for new members:
- Denise Kalm
- Nikki Lopez
- Alan Goldhammer
- Kathryn Monroy

Schedule quarterly (first month)
January 2025

1:30 Executive Committee Action Items: None.

1:50 Public Comment: None.

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

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**Advisory Council on Aging
New Member Buddy Program**

Member Name	Seat	Email Address	Assigned Buddy
Lori Magistrado	City of Pinole	lorimagistrado7@gmail.com	Steve Lipson
Logan Roberston	MAL #15	lrobertson@frontporch.net	Jennifer Doran
Roger Boaz	MAL #13	roger@roarca.org	George Lee
Carol Schaefer	MAL #11	cschaefer079@gmail.com	Jill Kleiner
Julie Ortega	MAL #9	julieortega139@gmail.com	Kevin Donovan
Eric Britz	City of Brentwood	eric.m.britz@outlook.com	George Lee
Richard Morisky	City of Lafayette	rjm@dslegal.net	Jim Donnelly
Denise Kalm	City of Walnut Creek	dpkalm@yahoo.com	Terri Tobey
Francisco Benavides	City of Moraga	franbenavidesq@gmail.com	Mike Wener
Nikki Lopez	MAL #7	nicolaklopez@icloud.com	Thomas Langb
Alan Goldhammer	Alternate #4	goldhammers@comcast.net	
Kathryn Monroy-Dexter	City of Martinez	k.monroydexter@gmail.com	



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
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Staff Report

File #: 25-151

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Agenda #:

MEMBERSHIP/NOMINATING COMMITTEE REPORT *January – December 2024*

Membership Committee Roster (Includes Nominating Committee Roster)

- | | | |
|------------------------------|--------------|---------------------------------|
| • Debbie Card | District V | Nominating Committee |
| • Jim Donnelly | District II | Membership Committee |
| • Carol Kehoe | District I | Nominating Committee |
| • Jill Kleiner | District II | Membership Committee |
| • Niki Lopez | District III | Membership/Nominating Committee |
| • Richard Morisky | District II | Nominating Committee |
| • Julie A. Ortega (Co-Chair) | District II | Membership/Nominating Committee |
| • Logan Robertson (Co-Chair) | District IV | Membership/Nominating Committee |

EHSD staff member Jenny Lam and Jennifer Gomes-Figueira strongly supported the Committee throughout 2024.

Committee's Role

To recruit and select Contra Costa County residents to serve as members on the Advisory Council on Aging. Conduct ten monthly meetings per year to review membership requirements, attendance, and recruitment activities. Form a Nominating Committee to prepare a slate of 2024 officer candidates for consideration. Assign and maintain a list of mentors for new members.

Accomplishments

We began the year with a strong focus on recruitment and refreshing our processes. This included updating our orientation training materials to better support new members. A new welcome package was developed, featuring an updated "Welcome to Membership" letter, and revised interview questions to improve the onboarding experience. Regardless of challenges from resignations and ongoing vacancies, we maintained a quorum based on a full 40-seat count. We only failed to meet a quorum once, during the October 2024 meeting. Through these obstacles, the council demonstrated resilience, showing consistent dedication and adaptability during this transitional period. This year, the Membership Committee successfully welcomed ten new members across various Member-at-Large (MAL) and local city seats. The Committee updated interview questions to better clarify the responsibilities associated with membership. District 1 representation within Contra Costa County has improved, though Districts 3 and 5 still require additional members. Current vacancies include five MAL seats, six local/city seats (Pittsburg, San Pablo, Hercules, San Ramon, Antioch, and Clayton), and one Nutrition Council representative.

2025 Work Plan

- Recruit to fill Member-at-Large (MAL) vacancies and support recruitment efforts for local and city seats.
- Encourage meeting attendance to ensure a quorum for conducting council business.
- Monitor and manage membership requirements, providing regular updates to the Executive Committee and general membership.

Julie A. Ortega
Membership Committee Co-Chair

Logan Roberston
Membership Committee Co-Chair



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General Questions for All Membership Candidates

1. **Motivation and Interest:**

- Can you please tell us about yourself, how did you hear about the ACOA and what are your motivations for joining the Contra Costa County Advisory Council on Aging ACOA?
- 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?

2. **Vision and Goals:**

- What are your thoughts on the current challenges facing older adults in Contra Costa County?

3. **Commitment and Availability:**

- As an ACOA member you would be required to attend, in person, at least two 2-hour meetings a month and actively participate in our ACOA Committee activities.
- Members of the ACOA are required to take training in the areas of Ethics, Brown Act and Implicit Bias. Are you willing to participate in training or professional development related to this role?
- Have you ever, or are you now, a consumer of services funded, as described above, by Federal, State, or Local agencies?
- Are you aware of any conflicts of interest in being a member of the Advisory Council? (This can be discussed further with County staff if you are unsure.)
- Are you able to attend a minimum of 2 two-hour in-person meetings each month? In addition, are you able to actively participate in at least one workgroup or committee per month?
- Do you have any questions for us?