



AGENDA

CONTRA COSTA COUNTY Advisory Council on Aging

Wednesday, August 19, 2026

10:00 AM

500 Ellinwood Way, Pleasant Hill, CA.

Boardroom

ACOA General Meeting

<https://cccouny-us.zoom.us/j/84280794921>

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. ACOA members will also be participating from the following locations: 2756 Lily Court, Antioch, CA 94531 | 14720 Byron Hwy #4, Byron, CA 94505 | 311 Calle la Mesa, Moraga, CA 94556 | 116 Raven Hill Road, Orinda, CA 94563 | 2339 Magnolia Bridge Drive, San Ramon CA 94582 | 2950 Buskirk Avenue, Suite 330 Walnut Creek, CA 94597 | 3014 Grey Eagle Dr., Walnut Creek, CA 94595 | 366 Caroni St., Walnut Creek, CA 94597

10:00 Call to Order / Pledge of Allegiance / Introductions: Jill Kleiner, ACOA President

10:05 Roll Call

10:07 Approval of June 2026 Minutes

ACOA General Meeting Minutes 06-17-26

[26-3541](#)

10:10 Area Agency on Aging Report: Tracy Murray, AAS Director

- General updates

10:25 Presentation: Family Caregiver Alliance - Christina Irving, LCSW

Family Caregiver Alliance, Presentation

[26-3542](#)

10:55 Caucus for Nominating Committee: Kathryn Monroy-Dexter

ACOA Members by Districts 08-13-26

[26-3543](#)

11:05 Appoint Shirley Khron emeritus

- Roll Call Vote
- Celebration and Speeches

11:20 Break

11:30 ACOA President's Report: Jill Kleiner

- General updates

11:35 Committee Reports (including Area Plan Updates): Chairs (2-3 min each)

- Membership/Nominating: Kathryn Monroy-Dexter
- Planning: Jill Kleiner
- Health & Elder Abuse Awareness: Michael Wener
- Housing: Kevin Donovan
- Senior Mobility Action Council: Jim Donnelly/Bryan Harris
- Technology: Steve Lipson

ACOA Alternate Members

[26-3544](#)

11:43 Legislative Updates: Steve Lipson

11:45 Regional Coalition Update: Debbie Toth

11:50 Consent Items: None

11:51 Public Comment/Announcements (2 min each)

Next ACOA General Meeting:

- Wednesday September 16, 2026 10:00am – 12:00pm

12:00 Adjourn

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

For Additional Information Contact:

- Jenny Lam at 925 655-0773 or jlam@ehsd.cccounty.us | Membership Committee
- Glenda Pacha at 925 655-0772 or gpacha@ehsd.cccounty.us | Technology Committee
- Thomas Weisbrich at 925 655-0776 or tweisbrich@ehsd.cccounty.us | SMAC Committee
- Nhang Luong at 925 655-1385 or nluong@ehsd.cccounty.us | Housing Committee
- Cristina Ugaitafa at 925 655-0775 or cugaitafa@ehsd.cccounty.us | Health and Planning Committee
- Dixie Peralta at 925 655-0774 or dperalta@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3541

Agenda Date: 8/19/2026

Agenda #:

Advisory Council on Aging:

ACOA General Meeting Minutes 06-17-26



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, June 17, 2026

10:00 AM

500 Ellinwood Way, Pleasant Hill, CA.
Boardroom

ACOA General Meeting
<https://cccouny-us.zoom.us/j/84280794921>

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10:00 Call to Order / Pledge of Allegiance / Introductions: Jill Kleiner, ACOA President
- President Jill Kleiner called meeting to order at 10:02 am.

10:05 Roll Call

- Roll call conducted and 27 members qualified to be counted toward a quorum. Therefore, a quorum was established.
- Jill welcomed the newest ACOA Member, Faith Gaither-Davis. Ms. Davis introduced herself to the ACOA.

Present

Roger Boaz, Sean Barry, Chalo Buckman, Deborah Card, Cesar Court, Kevin Donovan, Steven Freshman, Faith Gaither-Davis, Marilyn Fowler, Michelle Hayes, Carol Kehoe, Jill Kleiner, Thomas Lang, Steve Lipson, Sharon Maxwell, Nikki Lopez, Kathryn Monroy-Dexter, Richard Morisky, Brian O'Toole, Logan Robertson, Carol Schaefer, Sonja Shephard, Terri Tobey, Lorna Van Ackeren, Teresa Wright, Michael Wener, Dennis Yee, and Deborah Wiener

Excused

Holly Frates, Alan Goldhammer, Sarah Green, and Gerry LaLonde-Berg

Absent

Sharon Sakai-Miller, and Susan Wright

Non-voting

Jim Donnelly, Bryan Harris, and Indy Sekhon

10:07 Approval of May 2026 Minutes

Motion: Freshman
Second: Buckman
Aye: Boaz, Barry, Buckman, Card, Court, Donovan, Freshman, Fowler, Kehoe, Kleiner, Lang, Lipson, Maxwell, Monroy-Dexter, Morisky, O'Toole, Robertson, Shephard, Tobey, Van Ackeren, Wright, Wener, Yee, and Wiener
Absent: Sakai-Miller, and Wright
Abstain: Gaither-Davis, Hayes, and Schaefer
Late: Lopez
Result: Passed

ACOA General Meeting Minutes 05-20-26

[26-2598](#)

10:10 Area Agency on Aging Report: Tracy Murray, AAS Director

- General updates:
 - Director Murray provided an overview of the status of the May Revise of the State Budget
- Member roster signups:
 - Please sign up to give us permission to share your contact information with the other members of this body. The information will not be shared outside the ACOA/AAA. If you do not want to share your information, please indicate that on the list.
- Intrastate Funding Formula: see attachment.
- Program Manager opening – will post a Temporary Upgrade position.
- The Director thanked Michelle Leporini and Meals on Wheels Contra Costa for their \$2.3 million contribution to support the Senior Nutrition program.
- RFP – 13 of 16 applicants received funding.

Assembly_IFF_Recommendations

[26-2599](#)

10:30 Presentation: Elder Abuse Awareness, Marcy Hara, MSW, Division Manager, Adult Protective Services

- See attached slides

APS and Mandated Reporter

[26-2600](#)

11:00 Break

11:10 Member Introductions: ACOA Members (1-2 min each)

- ACOA Members introduced themselves.

11:25 ACOA President's Report: Jill Kleiner

- General updates
 - At the August meeting, we will celebrate Shirley Krohn in honor of her many contributions to the ACOA. Contact Jill if you would like to share a few words at that meeting.
 - In August, we will convene the Nominating Committee. Their job is to prepare a slate of officers for next year. We will also have a Hybrid (in-person/virtual) seminar for members to learn about the Officer Roles & Responsibilities. If you have topic suggestions, please send to Jill.
- Mike Wener asked for staff introductions at next meeting.

11:35 Committee Reports: Chairs (2-3 min each)

- Membership/Nominating: Kathryn Monroy-Dexter
 - The Committee is updating documents, reviewing the role of the buddies.
 - We have a Clayton appointee in the works.
- Planning: Jill Kleiner
 - The Committee reviewed the Annual Plan Update to look at objectives.
 - Several ACOA members attended a tour of Meals on Wheels Diablo Region.
 - Next site visit is scheduled on August 20 at 11 am. We will visit Center for Elders Independence in El Sobrante.
- Health & Elder Abuse Awareness: Michael Wener
 - We've talked about all sorts of stuff including feet.
 - Thomas W. is giving a presentation on nutrition at our August meeting.
- Housing: Kevin Donovan
 - Theresa Anderson gave an update on legislation sponsored by State Senator Grayson.
 - Gerry La Londe-Berg – made a presentation on condominium HOAs.
 - The Committee made updates to their infographic & No Place to Call Home presentation.
 - At the August meeting, the presenter will be Joseph Villareal with the Contra Costa Housing Authority.
- Technology:
 - The Committee examined AI tools.
 - They discussed updates to the ACOA webpage & unaffiliated webpage
 - They learned about Mule Accounts and related money laundering scams.
- Transportation: Jim Donnelly/Bryan Harris:
 - History of SMAC History
 - Accessible Transportation Meeting on July 20

11:42 Legislative Updates: Steve Lipson

- Welcome Jim and Deborah to the California Senior Legislature.
- SB 971 passed the Senate and is now with the Assembly. The bill has gained the support of AARP.
- Assemblymember Ahrens is the new chair of Aging and Long-Term Care Committee.

11:45 Regional Coalition Update: Debbie Toth

- Regional Coalitions are focused on State budgetary update and supporting “Be Home Soon California” related proposals

11:50 Consent Items: None

11:50 Public Comment/Announcements (2 min each)

- Senator Grayson is hosting a meet and greet in Danville on June 18 from 4-6 pm.

11:59 Next ACOA General Meeting:

- Wednesday August 19, 2026 10:00am – 12:00pm
- Please note: The General Committee will not meet in July

12:00 Adjourn

- The meeting was adjourned at 11:58 am.

For Additional Information Contact:

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- Dixie Peralta at 925 655-0774 or dperalta@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3542

Agenda Date: 8/19/2026

Agenda #:

Advisory Council on Aging:

Family Caregiver Alliance Presentation



Caregiver Support Services

Christina Irving, LCSW

Client Services Director

cirving@caregiver.org

(415) 434 3388 x303

800.445.8106 TOLL-FREE

415.434.3388 LOCAL

WWW.CAREGIVER.ORG



FCA's Mission

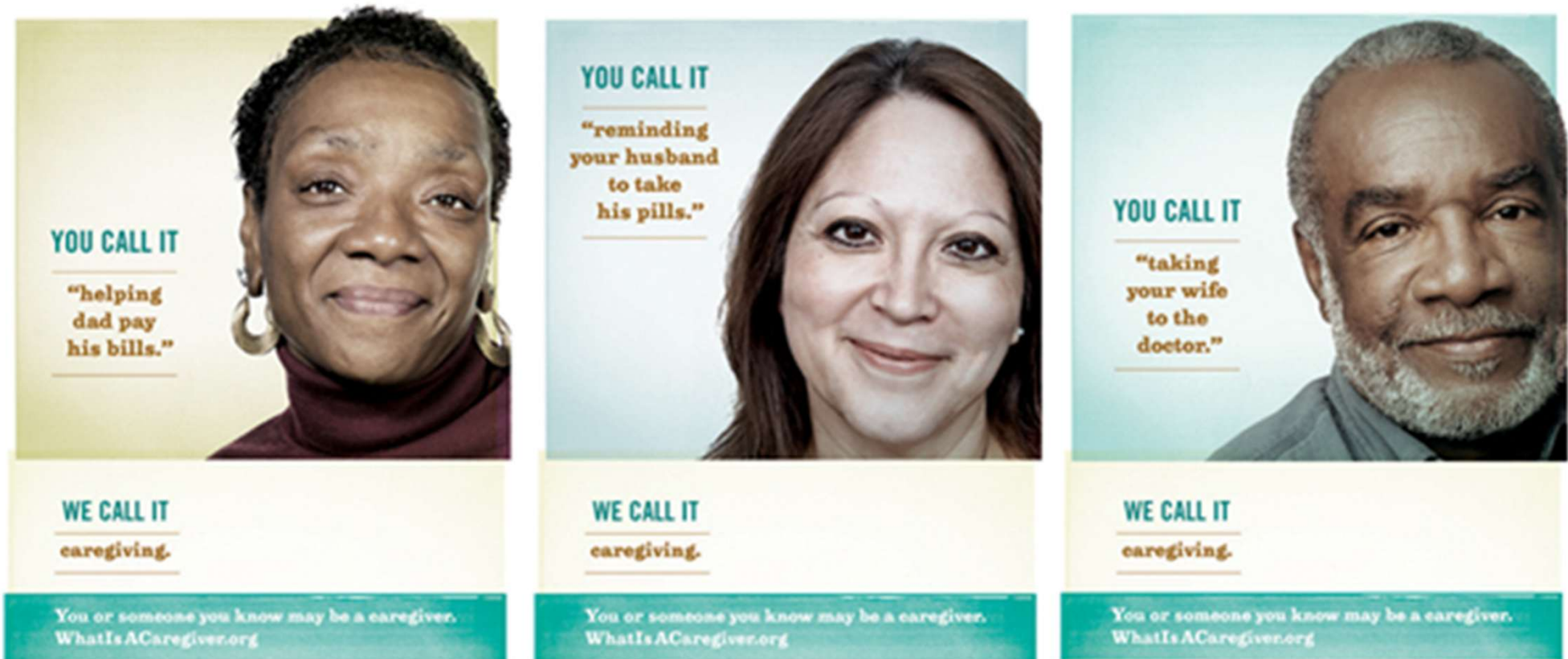
To improve the quality of life for caregivers
and those they care for through information,
services, and advocacy

Who are caregivers?

- Family and friends providing care
- 63 million Americans provide care each year to other adults
- Care valued at \$1 trillion
- 12 million care for someone with dementia



What caregivers do



<https://www.caregiver.org/news/family-caregiver-screening-toolkit-a-resource-for-health-care-providers/?via=about-fca,news-press>

California Caregiver Resource Centers

- 1 [Family Caregiver Alliance / Bay Area Caregiver Resource Center](#)
- 2 [Redwood Caregiver Resource Center](#)
- 3 [USC Family Caregiver Support Center](#)
- 4 [Inland Caregiver Resource Center](#)
- 5 [Del Oro Caregiver Resource Center](#)
- 6 [Southern Caregiver Resource Center](#)
- 7 [Coast Caregiver Resource Center](#)
- 8 [Passages Caregiver Resource Center](#)
- 9 [Valley Caregiver Resource Center](#)
- 10 [Del Mar Caregiver Resource Center](#)
- 11 [Caregiver Resource Center OC](#)



Referrals to other CRCs can be obtained by calling (800) 445-8106.

www.caregivercalifornia.org

California Caregivers

- 78% help with more than 10 ADLs/IADLs
- 83% assist with at least 1 medical/nursing task
- 73% spent more than 40 hours a week on caregiving
- 70% receive no paid help
- 32% report worsening health in last year
- 17% report moderate to severe depressive symptoms
- 20% experience significant loneliness
- 62% experience high strain

Contra Costa Client Demographics FY 23-24

- Caregiver ages: 24-94
- Care Recipient ages: 52-101, average 81
- County breakdown
 - West – 43%
 - East – 21%
 - Central – 36%
- 80% female
- 5% identified LGBTQ
- Racial identity
 - 23% African American/Black
 - 0.4% American Indian/Alaska Native
 - 11% Asian
 - 16% Latino
 - 43% White

Who does FCA serve

FCA provides services to family or friend caregivers residing in **six** counties of the Bay Area:

- Alameda
- Contra Costa
- Marin
- San Francisco
- San Mateo
- Santa Clara

Eligibility

1. Family caregivers of someone with adult-onset cognitive or neurological impairments, **Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara** counties.
 - Dementia/Alzheimer's
 - Parkinson's
 - Stroke
 - Multiple Sclerosis (MS)
 - Amyotrophic Lateral Sclerosis (ALS)
 - Brain Injury
 - Brain Tumor
 - Huntington's Disease
2. Family caregivers of adults age 60 and older with any diagnosis in **San Francisco, San Mateo, Alameda, and Contra Costa** counties.



FCA Services

- Information and Referral
 - Family Consultation/Assessment
 - Counseling/Case Management
 - Support groups
 - *Individual counseling*
 - Respite
 - *Legal/Financial Consultation*
 - Education
-
- Connections Newsletter - <https://www.caregiver.org/about-fca/news-press/connections-newsletter/>
 - Provider e-news Update - <https://www.caregiver.org/about-fca/news-press/connections-newsletter/>
 - ¿Que Pasa? Boletín - <https://www.caregiver.org/es/que-pasa-boletin/>

Intake (800) 445 8106 or Through CareNav

When you call FCA or begin online through [CareNav](#), our Intake and Resource Specialist will:

- Listen to your situation and respond to questions
- Provide emotional support
- Make targeted referrals to community agencies
- Send information to you if needed
- Refer you for a **free** family consultation

Agencies and Organizations can submit a Referral Form

<https://www.caregiver.org/resource/how-to-refer-caregivers-to-family-caregiver-alliance-2/>

Family Consultation

- Family Consultants are professionally trained clinicians who assess caregivers for current and future needs, and caregiver health and well-being
- Languages available
 - Spanish
 - Tagalog
 - Mandarin
 - Cantonese
 - Or through interpretation service
- Meet with caregivers via phone or video for an assessment

Family Consultation/Assessment

- Assist caregivers to:
 - Understand the symptoms of a specific diagnosis
 - Plan for current and future needs
 - Help access community resources
 - Problem solve for caregiver challenges
- Determine eligibility for legal/financial consultation, support groups, respite services, and individual counseling
- Help with long-term planning
- Help caregiver create a Care Plan
- Ongoing support throughout caregiving journey

Support Groups

- General weekly groups that meet for 6 weeks and then break for 3
 - Monday evening, Tuesday and Wednesday afternoons
- Young Caregiver Group
 - Under age 40
 - Thursday evenings twice/month
- LGBTQ+ Caregiver Group
 - Monthly on Wednesday afternoon
 - In partnership with Openhouse
- African American Caregiver Group
 - Meets for 5 weeks then breaks for 4; Tuesday afternoons
- National email discussion groups – general caregiver and LGBTQ caregiver groups

<https://www.caregiver.org/connecting-caregivers/support-groups/>

Vouchered Services

- Respite
 - Depending on availability of funds, FCA may be able to provide a short-term respite grant that can be used to:
 - Hire in-home help through a private provider
 - Use a home care agency that FCA contracts with
 - Enroll in an Adult Day Care Program
 - Temporarily place your loved one in a facility
- Legal/Financial Consultation
 - Estate planning or MediCal questions
- Individual Counseling
 - Short-term, focused on caregiving concerns

Education

- FCA offers a variety of educational programs for caregivers:
 - Classes on understanding dementia and self-care
 - Workshops and conferences
 - [Events & Classes - Family Caregiver Alliance](#)
- Online education
 - Fact sheets
 - Webinars
 - Online classes and videos
 - [All Resources - Family Caregiver Alliance](#)
 - <https://www.youtube.com/@CAREGIVERdotORG>

Are you one of America's 48 million family caregivers? If so, you may have questions about care planning, your care recipient's health condition, daily care activities and more. Check out answers and guidance in these 17 resources* — some of our caregiver clients' favorite articles, fact sheets and videos.

DEMENTIA

- Caregiver's Guide to Understanding Dementia Behaviors [link](#)
- Dementia: Is This Dementia and What Does It Mean? [link](#)
- Ten Real-Life Strategies for Dementia Caregiving [link](#)

SELF-CARE

- Taking Care of You [link](#)
- Emotional Side of Caregiving [link](#)
- Caregiver Relaxation Exercises [link](#)

PLANNING FOR CARE

- Hiring In-Home Help [link](#)
- Caregiving at Home: A Guide to Community Resources [link](#)
- Residential Care Options: Housing Options [link](#)
- Hospital Discharge Planning [link](#)
- Pathways to Effective Communication for Healthcare Providers and Caregivers [link](#)
- Legal Planning for Incapacity [link](#)

DAILY CARE

- Incontinence Care [link](#)
- Caregiver College (video series) [link](#)
Covers the basics of everyday caregiving tasks related to personal care.
- Medication Management (video series) [link](#)
Gives guidance on all aspects of managing a care recipient's medications.
- Safe at Home (video series) [link](#)
Covers home safety matters when caring for those with dementia.
- Family Caregiving How-To (video series) [link](#)
Developed with Home Alone Alliance and AARP, this series covers specific medical/nursing tasks.

<https://www.caregiver.org/resource/top-17-resources-for-family-caregivers/>

Upcoming Classes

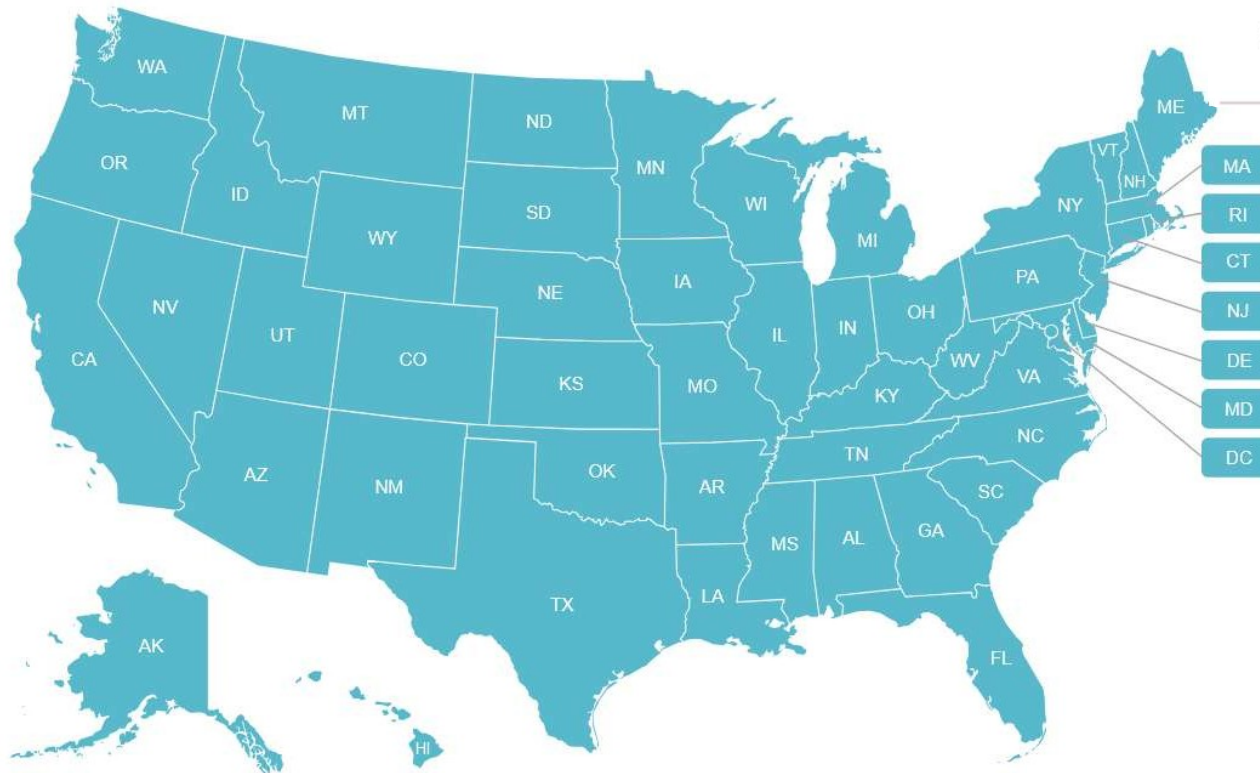
- [Let's Get Away](#) - This series is comprised of interactive sessions with each week focusing on a new place or cultural activity, while incorporating storytelling, music, poetry writing, and/or a simple craft. Each session will include a follow-up message filled with tips, activities, and recipes for families to continue to enjoy after the virtual trip. The focus of each group is to explore a new world, experience a variety of engaging opportunities, and enjoy a sense of camaraderie and community.
- [Dealing with Resistance in Someone with Cognitive Impairment](#) - Getting people with cognitive impairment to do the things we want them to do or we need them to do can be frustrating and lead to anger and resentment. Learn in this seminar tricks to reduce the confrontations that often result. 8/26
- Caregiving 101 (Mandarin) – 9/16
- [16th Annual Caregivers Count Conference](#) – 9/19

GUIDE – Guiding an Improved Dementia Experience

- Eligibility:
 - Have a diagnosis of dementia
 - Enrolled in traditional Medicare as primary insurance
 - Not enrolled in hospice, PACE program (e.g., OnLok, Center for Elders Independence), or Medicare Advantage
 - Not living in a nursing home or memory care
- Free for eligible Medicare beneficiaries
 - Dedicated care navigator for regular support and care coordination
 - Access to care 24/7
 - Potential respite benefits of up to \$2500 per year
- [GUIDE sites](#) throughout the country
- FCA and Tembo Health providing GUIDE in SF Bay Area
 - www.tembo.health/fca
 - 929-998-3626 ext 1
 - Care Navigator: Lila, Lgoehring@caregiver.org

FCA Services by State

Select a state...



Jump To:



I am New to Caregiving Where Do I Start?

Can I Get Help to Pay for Caregiving?

Government Benefits and General Information

Where Do I Go for Legal Help And/Or
Dependent Person Mistreatment?

Can I Get Help While Living In My Home?

Can I Get Help with Residential Care (Assisted
Living, Nursing Home, Hospice?)

Caregiver Policies and Data

Referring Caregivers

- Permission for caregiver referral form:
<https://www.caregiver.org/resource/how-to-refer-caregivers-to-family-caregiver-alliance-2/>
- Caregiver can call us at 800.445.8106 or 415.434.3388
- Caregivers can begin their intake online through [CareNav](#)



We're here to help you.

Looking for quality information, support, and resources related to family caregiving? Sign up for CareNav, a free online dashboard loaded with personalized information that matches your unique caregiving needs.

Register

Learn More

Get the Caregiving Support you Need



CareNav is a secure online service for quality information, support and resources for family caregiver of adults with chronic physical or cognitive conditions such as Alzheimer's, stroke, Parkinson's or other illnesses.

CareNav is Free to All

CareNav is available at no cost to family caregivers everywhere, including those who live in the San Francisco Bay Area, the United States, or abroad. There is something here for anyone who is a caregiver.

For those who reside in the state of California, CareNav is designed to align you with additional customized support that is available through the state's 11 [Caregiver Resources Centers](#), of which FCA is one.

How CareNav Works



1. Tell Us About Yourself

Our brief online intake process is designed to learn a bit about you, so we can better support your unique caregiving situation.



2. Get Customized Resources

CareNav then suggests the most relevant of our numerous articles, videos, online classes and more to support you as a caregiver.



3. Receive More Support

FCA and the other 11 CRCs in California have real people to get you aligned with additional support available to caregivers.

Caregiving may be rewarding at times, but we know it can also be challenging. We are here to help you take good care of yourself and learn new skills that make your caregiving easier.

>

As you share information about your caregiving experience, personalized resources will show up here.

ARTICLE | PLANNING FOR CARE
The Biggest Gift You Can Give Your Family?

FACT SHEET | DIRECT CARE
Dementia, Driving, and California State Law

 TIP SHEET | SELF CARE

Caregiver Depression: A Silent Health Crisis

FACT SHEET | SELF CARE

The Latest News

 News from Caregiver.org
[Caregiver Connections](#)

 Caregiver on Facebook

FROM QUICK LINKS

FAQs

- I'm registered in CareNav, now what can I do?
- How do I contact my family consultant?



www.caregiver.org
800.445.8106

800.445.8106 | www.caregiver.org





CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3543

Agenda Date: 8/19/2026

Agenda #:

Advisory Council on Aging:

ACOA Members by District

DISTRICT	ACOA MEMBER	ASSIGNED SEAT
1	Harris, Bryan	Local Seat: Richmond
1	Kehoe, Carol	Local Seat: El Cerrito
1	Hayes, Michelle	MAL #3
1	La Londe-Berg, Gerry	Alternate #3
1	Lang, Thomas	MAL #1
1	Lipson, Steve	MAL #6
2	Freshman, Steven	Local Seat: Danville/Alamo
2	Morisky, Richard	Local Seat: Lafayette
2	Wright, Susan	Local Seat: Moraga
2	Donovan, Kevin	MAL #17
2	Goldhammer, Alan	MAL #4
2	Kleiner, Jill	MAL #19
2	Maxwell, Shari	MAL #8
2	Sakai-Miller, Sam	MAL #20
2	Schaefer, Carol	MAL #11
2	Tobey, Terri	MAL #10
2	Wener, Michael	MAL #18
2	Wiener, Deborah	Alternate #2
3	Buckman, Chalo	Local Seat: Oakley
3	Court, Cesar	Local Seat: Brentwood
3	Boaz, Roger	MAL #13
3	Lopez, Nikki	MAL #7
4	Fowler, Marilyn	Local Seat: Concord
4	Van Ackeren, Lorna	Local Seat: Pleasant Hill
4	Barry, Sean	Alternate #1
4	Frates, Holly	MAL #9
4	O'Toole, Brian	MAL #16

DISTRICT	ACOA MEMBER	ASSIGNED SEAT
4	Robertson, Logan	MAL #15
4	Yee, Dennis	MAL #14
5	Gaither-Davis, Faith	Local Seat: City of Antioch
5	Green, Sarah	Local Seat: Hercules
5	Monroy-Dexter, Kathryn	Local Seat: Martinez
5	Shephard, Sonja	Local Seat: Pittsburg
5	Card, Deborah	MAL #5
5	Sekhon, Indy	MAL #12
5	Wright, Teresa	Alternate #4



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
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Staff Report

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Agenda Date: 8/19/2026

Agenda #:

Advisory Council on Aging:

ACOA Alternate Members



Advisory Council on Aging (ACOA) Alternate Members

Newly appointed members of the ACOA who have Alternate Status may find it difficult to precisely define their role in the organization. This document aims to clarify some potential sources of confusion.

Overall Responsibilities

Alternate members should attend all ACOA meetings, and their contribution to discussions is considered equally valuable to those of any other ACOA member. Alternate members count towards quorum when an ACOA member is absent. In addition, Alternate members can vote where there is an absent ACOA Member at Large or a City/Town Representative. Voting in such cases is considered a crucial function of Alternate members.

Committees are a critical means by which the ACOA gathers knowledge about key issues in its scope of responsibilities and provides input to the Area Plan. Alternate members are encouraged to join and actively participate in ACOA Committees. Alternate members are eligible for membership in all committees except for the ACOA Governing Committees. Specifically, Alternate members are eligible for membership in the following committees: Health and Elder Abuse Prevention Committee, Housing Committee, Legislative Committee, Technology Committee and Transportation Committee.

Being an Alternate member is often a pathway to full ACOA Membership. Alternate members are frequently appointed to Member at Large seats in cases where the Member at Large resigns or is removed from the ACOA for not satisfying membership requirements (e.g. attendance or residence in Contra Costa County).

Required Trainings

Alternate members must satisfy the same requirements as all other members of the ACOA. These are summarized in the document titled "ACOA Membership Expectations" and described in detail in the ACOA Bylaws (Article III Membership, page 2).

- Complete the **Brown Act & Better Governance Ordinance** video training upon appointment by the Board of Supervisors and send a signed affidavit attesting to its completion to AAA staff. Link to the training: [Brown Act & Better Government Ordinance Training Video](#)



This training must be completed within the first three months of appointment and every two years thereafter.

- Complete **Ethics for Local Government Officials** training upon appointment by the Board of Supervisors. Submit verification of completion to staff. Link to the training: [Ethics Training \(ca.gov\)](https://www.ethicsforlocalgovernment.org/)

This training is must be completed within the first three months of appointment and every two years thereafter.

- Complete **Implicit Bias Training** provided by the City of Richmond through a learning pathway series of [articles and videos](#).

This training must be completed within the first three months of appointment and every two years thereafter.

- Complete **Assuming Office Statement** via NetFile. An email with NetFile login information will be sent to your email address on file. If you have questions, please contact Jenny Lam at jlam@ehsd.cccounty or 925.655.0773.

The Assuming Office Statement must be completed within 30 days of appointment.

- Complete and submit **Form 700** annually (prior to April 1st). This can be done electronically by completing the form online at the County website and following the directions provided. (Print a copy for your own records) [Form 700 \(ca.gov\)](#) If you have questions, please contact Jenny Lam at jlam@ehsd.cccounty or 925.655.0773.

The Form 700 must be completed annually prior to April 1st.

- Complete a new Application when required/requested in order to remain a member of the Council.

Hopefully, this document has shown that Alternate members are critical to the ACOA and has also clearly specified the roles that Alternate members can play in ACOA discussions, meeting quorum, votes and Committees.