



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Final

### Advisory Council on Aging

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Tuesday, February 4, 2025

10:00 AM

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

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#### Planning Committee

Zoom Link: <https://cccounty-us.zoom.us/j/81196217695?pwd=cxbNevZZws04C7OrQKi8yvsfCtosp6.1> | Meeting ID: 811 9621 7695 | Password: 195200 |

Dial-In: 214 765 0478 or 888 278 0254 | Code: 698779

**PUBLIC ACCESS INSTRUCTIONS:** The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided above. Remote attendance of this meeting is being held at the following locations: 26 Orinda Way, Orinda.

10:00 Welcome - Jill Kleiner

Meeting called to order at 10:00 am by Jill Kleiner.

Announcement - None

10:02 Roll Call:

**Present**

Deborah Card, James Donnelly, Kevin Donovan, Candace Evans, and Jill Kleiner

**Absent**

Dennis Yee

10:04 January Draft Minutes

Approve January Draft Minutes

[25-349](#)

**Attachments:**

[PL.01.07.25DraftMinutes](#)

**A motion was made by Donnelly, seconded by Card, that this item be adopted as amended. The motion carried by a unanimous vote.**

**Motion:** **Donnelly**

**Second:** **Card**

## 10:05 Update from Area Agency on Aging - Alicia Espinoza

## RFP 1212

Appeals need to be reviewed.

A new panel will need to be assembled to review applications.

## ACOA Annual Report

Submitted to Board of Supervisor 1/9. Not yet on their agenda.

## Area Plan 2024-2028

Not approved yet - need budget revisions.

## Master Plan for Aging

Next meeting is on 2/18/25.

Meetings are open to the public and are not bound by the Brown Act.

## Bylaws

Bylaws - changes have not been seen by Executive, Alicia to discuss with (AAA Director) Tracy.

## Upcoming RFP's

Jenny is drafting senior nutrition RFP, project release in Spring.

## 10:25 Planning Committee I&amp;A Focus Group Revisit Updates

## Future Sites:

Antioch - need to reschedule.

North Richmond - scheduled for March 6th at 10:00 am.

Jill will be the facilitator, Michelle Hayes and Kevin to attend.

Cristina to send flyers when available.

## Fourth Site:

Monument - May or June.

Jill to reach out to Marilyn Fowler to facilitate.

Interpreter (Spanish) needed.

Disabilities Community - Jim to contact Susan Rotchy to plan a presentation.

Questions on the issue of immigration coming up at future presentations.

Kevin to reach out to Nhang Luong regarding Information and Assistance staff receiving calls/questions about immigration.

A question was asked regarding ACOA members attending monitoring visits with staff as done previously. AAA will meet and confirm process.

Area Plan 2024-2028

25-350

Attachments:

[Area Plan 2024-2028 Focus Group Feedback Summaries](#)

10:50 Break

11:00 2025 Area Plan Update

Reviewed and updated.

Revised objectives to be sent to the Chairs for approval or required changes within two weeks.

Alicia to discuss with AAA Director (Tracy) when will an update on the progress of program budgeting be presented. How will progress be monitored? Report twice a year at General meeting (June possible month to report).

Question asked regarding ACOA members attending monitoring visits with staff as done previously. AAA will meet and confirm process.

Remaining timeline prior to Public Hearing in March

February 5: Executive Committee provides input on all objective updates

March 4: Planning Committee finalizes all objective updates

March 5: Executive Committee approves objective updates

March 19: AAA conducts Public Hearing to approve Area Plan update

Throughout this time, AAA will also update the Area Plan

2025 Area Plan

[25-351](#)

**Attachments:** [APU FY 25-26 Planning 01-23-25](#)

11:40 Public Comment: None

Next Meeting: March 4, 2025, from 10:00 am - 12:00 pm.

12:00 Adjourn

Meeting adjourned at 11:53 am.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 400 Ellinwood Way, Pleasant Hill, Attn: Cristina Ugaitafa during normal business hours. Staff reports related to items on the agenda are also accessible on-line at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

**HOW TO PROVIDE PUBLIC COMMENT:** Persons who wish to address the Advisory Council on Aging during public comment on matters within the jurisdiction of the Advisory Council on Aging that are not on the agenda, or who wish to comment with respect to an item on the agenda may comment in person, via Zoom, or via call-in. Those participating in person should speak when called upon by the chair. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \* 9 on their phone. All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact Cristina Ugaitafa at 925 655-0775

Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time at email [cugaitafa@ehsd.cccounty.us](mailto:cugaitafa@ehsd.cccounty.us) or by voice at (925) 655-0775. Comments submitted by email or voice mail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: [cugaitafa@ehsd.cccounty.us](mailto:cugaitafa@ehsd.cccounty.us) or by voice mail at 925 655-0775.