



CONTRA COSTA COUNTY

Committee Meeting Minutes - Final

Advisory Council on Aging

Tuesday, January 7, 2025

10:00 AM

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

Planning Committee

Zoom Link: [https://cccounty-us.zoom.us/j/81196217695?](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 called the meeting to order at 10:00 am.

10:02 Announcements: None

10:03 Roll Call:

Present Deborah Card, James Donnelly, Kevin Donovan, Jill Kleiner, and Dennis Yee

Absent Candace Evans

10:04 December 2024 Draft Minutes

Approval December 2024 Draft Minutes

25-25

Attachments: [PL.12.03.24DraftMinutes](#)

A motion was made by Donovan, seconded by Yee, that this item be approved as amended. The motion carried by a unanimous vote.

Motion: Donovan

Second: Yee

- 10:05 Area Agency on Aging - Alicia Espinoza:
Status of Organizational Capacity Building (RFP 1212):
Two (2) orientations were held, three (3) proposal review panels scoring due 1/8.
Upcoming RFPs for Senior Nutrition Program:
Are being drafted.
Older American's Act - One Time Only funds (OTO):
Contracts are being amended.
Other RFPs not expected in 2025.
ACOA Annual Report
- 10:30 Planning Committee I&A Focus Group Update:
Feedback from Focus Group Revisit - Bay Point Ambrose Senior Center
Future sites:
Antioch for February, North Richmond for April, Oakley maybe for the 4th presentation.
Antioch previous facilitator is no longer with Aging and Adult Service. Monica Wilson, Antioch City Council member will be asked to facilitate.
Identify fourth Focus Group Revisit Site: Prior to the 2/4/25 meeting, the Planning Committee is to review the initial focus group summaries to identify a fourth focus group revisit site.
- 10:50 Break
- 11:00 2025 Area Plan Update
- Review committee/workgroup initial updates to objectives.
Timeline prior to Public Hearing in March:
January 9: Executive Committee to provide feedback on January 9th.
January 31: Committee/workgroups to provide final objective updates.
February 4: Planning committee to finalize objectives updates
February 5: Executive Committee to provide final review.
All committees objectives were made with the exception of Technology & Legislative which are pending.
Suggestions were made for workgroups to hold a mid-year review of their objectives.
Revised APU document to be forwarded to AAA staff and ACOA committee chairs.
February Planning Committee meeting to review the entire APU objectives.
March 5: Executive Committee approves objectives updates.
March 19: AAA to update Area plan and conducts Public Hearing to approve Area Plan update.
- 11:01 2025 Area Plan

APU FY 25-26 Planning 12-31-24

[25-26](#)

Attachments: [APU FY 25-26 Planning 12-31-24](#)

11:30 Planning Committee Number of Seats/Members

Jim Donnelly to be ex-officio and a current member were discussed.

Suggestion made to change from seven seats plus an alternate.

Seats/Members will be discussed during the Executive Committee meeting.

At the Executive Committee meeting, workgroups chairs will be asked to review meeting times.

11:40 Public Comment: None.

The next meeting is currently scheduled for February 4, 2025, 10:00 am -12:00 pm

12:00 Adjourn meeting at 11:48 pm.

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.

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 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 or by voice mail at 925 655-0775.