



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Advisory Council on Aging

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Tuesday, December 3, 2024

10:00 AM

400 Ellinwood Way, Pleasant Hill, CA  
Room 303

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#### Planning Committee

**Zoom Link:** [https://cccounty-us.zoom.us/j/81196217695?](https://cccounty-us.zoom.us/j/81196217695?pwd=cxbNevZZws04C7OrQKi8yvsfCtosp6.1)

**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.

10:00 Welcome - Jill Kleiner called meeting to order at 10:04 am.

10:01 Roll Call

**Present**

Deborah Card, Kevin Donovan, Jill Kleiner, and Dennis Yee

**Absent**

James Donnelly, and Candace Evans

10:03 Announcements: Area Plan Update Objectives:

Reviewed and edited Planning Committee FY 25-26 objectives

January Planning Committee meeting - review the entire APU objectives updates submitted by and end of December from the Committees/workgroups.

RFP Update Questions:

Training-when will it be conducted for evaluators?

Will there be more reviewers than the ACOA members that have expressed interest?

Email link to the Bidder's conference Q&A.

**10:0** Approve November 2024 minutes as amended

**[24-4030](#)**

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**Attachments:**

**[PL.11.06.24DraftMinutes](#)**

**A motion was made by Card, seconded by Donovan, that this item be approved. The motion carried by a unanimous vote.**

**Motion:**

**Card**

**Second:**

**Donovan**

**10:05 Planning Committee I&A Focus Group Update:**

Focus Group Revisit: Bay Point - Ambrose Senior Center: 12/5/2024

AAA and EHSD IT personnel to facilitate setup, TRIO snacks, Spanish interpreter, distribution of personal protective equipment, sign-in sheet (to include name, email, phone number, attendance at 9/29/24 meeting, and how they learned about current meeting), distribution of mini guide and verbal screen Powerpoint presentation.

Suggestion made for AAA staff (Nhang Luong) to present at a future ACOA General meeting (February) was tabled until next meeting.

Identify focus group revisit site:

Facilitators for focus groups ask to present at same sites.

Sites that should be revisited.

Facilitators invited to January meeting (to include Susan Rochy)

Antioch-February, Richmond-April 4th, and Oakley (TBD) - June

**10:55 Public Comment: None****10:59 Next Meeting: January 7, 2024, 10:00am - 12:00pm****11:00 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 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.