

**Contra Costa County Advisory Council on Aging  
Membership/Nominating Committee Minutes  
Wednesday, March 17, 2021**

Call to Order: Chair, Jennifer Doran called the meeting to order at 11:30 am

Present: Jennifer Doran, Nuru Neemuchwalla, Jim Donnelly, Nancy Leasure, Susan Frederick,

Absent: Gail Garrett (LOA), Rudy Fernandez

Staff: Anthony Macias

Public Comment: None.

Approval of Today's Agenda: Motion for approval by Nancy, seconded by Susan; all approved.

Approval of February 2021 Minutes: Motion for approval by Nancy, seconded by Susan; minutes approved with no changes.

ACOA Quorum/Attendance of ACOA Meetings, Committees & Workgroups

- Attendance Tracker: Anthony reviewed attendance for past three months. Kathie Thompson missed three meetings. She continues to attend workgroup regularly. Jennifer will be reaching out to her to discuss absences.
- Waiting List: None
- New Membership Applications: None at time of meeting.
- New Members /Buddy Update: Jennifer for Michelle Hernandez; Susan for Susan Meltzer.
- Resignations: None currently
- LOA Requests: LOA Requests: discussion on what process is for approval LOA; Gail LOA request to E-C meeting;
- Send Nuru LOA form; send Nancy a form for summer.
- ACOA Orientation update: scheduled for April 15 for new council members Sue Meltzer, Michelle Hernandez, Penny Reed and Candace Evans.
- Membership Requirements update: All up to date.
- Brown Act Requirement update: All up to date.
- City seats recruitment activity: Jim Donnelly and Jennifer Doran
  - Jim is reaching out to city council member of Pittsburg, Shanelle Scales-Preston
  - Concord and Orinda city seats are waiting to be filled by candidates from each city.
  - A person from city of San Pablo attended today's general meeting and may be interested In joining.

Council Members annual survey results 1/3 of respondents have used one or more consumer services.

Increasing diversity on the council Updates and assignments

- Increasing diversity on the council: Updates and flyer distribution
- Nancy: send a brochure to two of the housing sites contacted; Montego closed;

- Nuru- flyers will be posted on the ones he contacted
- Jennifer- has some that want copies of the flyers mailed to them to distribute; she will
- Send address and letter to Anthony to mail,
- Rudy: two positive responses.

E-C Action Items?

LOA requests for: Joanna, Gail, Nuru and Rudy.

- Items for April 2021 Meeting? Jennifer will call Kathie about absences; Jim will follow-up with Pittsburg; Jenn with San Pablo and Clayton.

Public Comment: None

Adjournment 1:00pm