

**Advisory Council on Aging (ACOA) Planning Committee
Minutes for June 7, 2022 meeting**

Call to Order: Kevin Donovan called the meeting to order at 9:30 a.m.

Present: Jim Donnelly, Michelle Berman, Jill Kleiner, Gerald Richards, Deborah Card, Rhoda Butler, Dale Harrington, Kevin Donovan, Dennis Yee, Jody Iorns

Absent: Arthur Kee, Michael Wener

Staff Present: Ana Bagtas, Glenda Pacha, Jenny Lam and Anthony Macias

Approval of Today's Agenda: Jim made a motion to approve the agenda. Jill seconded the motion. The agenda was approved unanimously.

Approval of May 2022 Minutes: Debbie made a motion to approve the minutes. Jim seconded the motion. The minutes were approved unanimously.

Area Agency on Aging (AAA) Report – Ana Bagtas

- Staff submitted contract renewals for Fiscal Year 2022-23.
- Staff completed onsite (virtual) monitoring visits for all AAA contracts. Monitoring report with findings and highlights of best practices are forthcoming.
- Thanked to staff and Planning Committee members in recognition for their work on the monitoring visits.
- The California Department of Aging (CDA) began its monitoring visit of the AAA on Monday June 13.

Implementation of Master Plan for Aging in California Together (IMPACT) subcommittees update

- The IMPACT Steering committee meets on Friday June 3 and will discuss setting parameters for funding requests through Measure X support allocated for the Master Plan for Aging (MPA).

AAA Client Grievance Panel – Ana Bagtas

- AAA has developed grievance policy guidelines to help contractors develop their grievance policies for recipients of services.
- The AAA is required to have a Client Grievance Panel should a grievance need to be escalated above the contractor level.
- The Planning Committee will request three volunteers to serve on the AAA Client Grievance Panel.

AAA Contractor Monitoring Debriefing

- Monitoring provided ACOA members an opportunity to learn about the programs funded, build better rapport with contractors, and understand the AAA's process.
- ACOA members were able to get to know more about the contracted providers during monitoring visits.
- The monitoring visits provided the opportunity to build better rapport with service providers. Was able to interview clients as caregiver and as adult disabled client.
- Some of the providers are interested in volunteer recruitment process for their organization.
- The AAA will look into funding sources to see if dollars are available for volunteer center.

Public Comment:

- Debbie Card: Will coordinate a Cal AIM presentation for ACOA.
- Debbie- Will preparations for older adults for free will resume after COVID is under control. This service uses volunteer attorneys from corporate groups such as Chevron and Contra Costa Senior Legal Services (CCSL).

Items for Executive Committee:

- None

Next Meeting:

- Next Meeting: August 2, 2022, 9:30-11:30, location: Zoom

Adjourn – Meeting adjourned at 11:30 a.m.