

**Contra Costa County Advisory Council on Aging (ACOA)
Executive Committee Meeting Minutes
September 1, 2021**

Call to Order: James Donnelly, ACOA President, called the meeting to order at 9:30am.

Present: Jim Donnelly, Kevin Donovan, Gail Garrett, Gerald Richards, Jennifer Doran, Dennis Yee, Jill Kleiner, Shirley Krohn, Steve Lipson

Absent: Mary Bruns, Terri Tobey

Guest: Dale Harrington (public attendee)

Staff: Ana Bagtas, Anthony Macias

Approval of Agenda/Minutes

- Adoption of Today's Agenda: change requested by Steve to move ACOA Website item to the beginning of meeting. Gerald motioned to approve the agenda as amended. Dennis seconded the motion. Agenda unanimously adopted.
- Adoption of August 2021 Minutes: Jennifer moved to adopt the minutes as amended for spelling. Shirley seconded the motion. Minutes unanimously approved.

ACOA Website content form – Steve Lipson and Sam Sakai-Miller

- Steve introduced Sam, a member of the Technology workgroup.
- Sam presented on the project to redesign the ACOA website (see attached presentation slides). She discussed the process for submitting content to the website, the form to use, and the review and approval of postings. Sam will conduct an initial review of content, and AAA staff will do the final approval.
- Comments and feedback on the project include:
 - Evaluating the projects potential for duplication of efforts is important. The County is developing the Aging and Disability Resource Connection (ADRC), which might affect this project. The County is also contracting with 211, which already has a resource website that is updated in real time.
 - Redesigning the ACOA website is a major project and requires a lot of effort to maintain. It should be written into the Area Plan for it to get support.
 - Focusing the redesign effort on the work of the ACOA and its committees has great potential for increasing the Council's profile.
 - Considering the legal implications and management of risks (i.e., perception of endorsement, exclusion/inclusion criteria, etc.) should be examined.

AAA Program Report: Ana Bagtas

- Aging and Disability Resource Connection (ADRC) update: project is moving forward and is seeking a consultant to help with planning. A Memorandum of Understanding (MOU) is being drafted between the Independent Living Center and the Area Agency on Aging. The idea is that there is "No wrong door" for people looking for services.
- Master Plan for Aging (MPA) update: putting a list together of possible invitees to join Contra Costa IMPACT (Implementing the Master Plan for Aging in California Together) Committee. Ana hopes to have the first IMPACT meeting this month.

- Current Federal Fiscal Year (FFY) ends September 30 and will begin anew October 1. This include SNAP-Ed contract with CDA and increase in program funding.
- HICAP to receive a small grant to do outreach for low-income people who may qualify for subsidies to lower Medicare premiums and share of cost.
- CARES Act extended to September 2022 with no new money but allows more time to spend the funds. CARES Act funds to be used with I&A to implement the CHAT program.

President's Report: James Donnelly

- There is currently no presenter scheduled for September ACOA meeting.
- Ana will reach out to directors of Marin County's ADRC and ask them to present at the September meeting.

In-Person Meetings and Virtual Participation County Policy- James Donnelly

- Discussion of resuming meeting in person beginning October 1 per direction from the Clerk of the Board as follows:

Advisory Body members can participate in the body's meetings by teleconference, but only when certain legal requirements are met. (Gov. Code, 53953 (b).) If these requirements are not met, then the member calling in cannot be counted as part of the quorum for the meeting, can only listen to the meeting, and cannot discuss any item or vote.
- Gerald believes workgroups are not subject to the same requirements as committees and ACOA. He will research this and get back to the committee.
- Anthony to contact the Board Clerk to see if ACOA workgroups must comply with Brown Act rules and regulations.
- Council meetings will adhere to Brown Act/Better Governance rules.
Suggestion: Ask County Supervisors if satellite/remote meetings can be held in a meeting room in their district.

Committee Reports:

- *Legislative Work Group:* Shirley Krohn – No meetings until January. Mental health bill AB 383 died at appropriation committee. Working on a plan to have it reintroduced next year.
- *Senior Nutrition Project Council Report:* Gail Garrett – the Nutrition Council is working on a program to improve food access in the far-eastern part of the County, considered a “food desert.”
- *Health Work Group:* Jennifer Doran - trying to identify a project around nursing homes. California Advocates for Nursing Home Reform will be speaking at this month's meeting. Gerald added to workgroup email list.
- *Elder Abuse Prevention Work Group:* Terri Tobey – absent, no report.
- *Transportation Work Group (SMAC):* Mary Bruns – absent. Jim reported that Uberware presented at the August meeting and spoke of new services for seniors and those who have disabilities.

- *Planning Committee:* Kevin Donovan – has not met this month due to first Tuesday of this month is not until next week.
- *Housing Work Group:* Gerry Richards – reported at last meeting. Dale Harrington is joining the group as a public member and is awaiting approval to be a Council member.
- *Membership Committee:* Jill Kleiner – thanked Jennifer for her service as committee chair. Nominating committee met last month meeting and Dennis appointed chair of this committee. Current vacancies for one Member-at-large vacancy and four City seats. Busy with new applicants and interviews. No one has expressed interest running for office for 2022.
- *Technology Work Group:* Steve Lipson - Bay Area Digital Inclusion group now has Contra Costa County representation from Kevin Donovan. The group's mission is for digital inclusion and closing the digital divide.

Consent Item:

- Jill motioned to approve Michael Wener as first alternate Council member. Kevin seconded the motion. Motion unanimously approved.

ACOA future presentations:

- September: Marin County ADRC (to be determined)
- October: TBD
- November: RECESS
- December: End of Year Meeting

Action Items:

- Consent Item for a Council vote to approve Michael Wener as first alternate member.
- Jennifer will contact Supervisor Burgis' office, Gerald will contact Supervisor Gioia's office, and Kevin will contact Supervisor Andersen's office about using a meeting room in their districts for remote ACOA meetings.
- Ana will reach out to Marin County ADRC directors and ask if they can present at the general ACOA meeting on September 15.

Public Comment:

- Dale asked if White Pony has been contacted to provide food to areas of county in need. Dale will be in contact with Gale to provide information.

Next Meeting: Wednesday, October 6, 2021

The meeting adjourned at 11:30 am.