

**Contra Costa County Advisory Council on Aging (ACOA)  
Technology Group Minutes  
Wednesday, September 8, 2021**

**Call to Order:** Steve Lipson called the meeting to order at 1:33 pm. Meeting conducted using the Zoom meeting platform.

**Present:** Kevin Donovan, Candace Evans, Jill Kleiner, Steve Lipson, Justin Lola, Center for Elders Independence (CEI), Sam Sakai-Miller, Penny Reed

**Absent:** Sara Shafiabady, Erin Partridge, Gail Garrett, Jim Donnelly

**Staff:** Absent (minutes taken by Steve Lipson)

**Approval of Agenda/Minutes**

- Approval of Today's Agenda – corrections made on the date and a misspelled word. Jill motioned to approve the agenda as corrected. Kevin seconded the motion. Agenda approved unanimously.
- August Minutes to be reviewed at October meeting.

**Announcements:**

Steve and Kevin thanked Justin for providing a tour of the Concord Center for Elders Independence (CEI). Both Steve and Kevin noted how impressed they were with the facilities, the resources, and the staff of the center.

**Technology Corner:** No report this month.

**ACOA Website/Google Form: Presentation by Sam Sakai Miller with Executive Committee**

- Sam provided an overview of the ACOA website project and its purpose of promoting and identifying ACOA and county technology resources and promoting volunteer opportunities
- Work Group Chairs have been informed of how to develop introductory information about their groups.
- Sam created the URL [bit.ly/web\\_resources](http://bit.ly/web_resources).
- Sam has offered to do an additional page that addresses leisure and learning, and Work Groups can contribute to this page.
- Justin will be updating the entry for CEI.
- In reference to observation by Ana Bagtas in the Executive Committee meeting, there was some discussion regarding possible upgrades, additions, and improvements to the web site by County staff. In the event that those changes materialize, the Tech Work Group Initiative will incorporate the information.

**Bay Area Digital Inclusion Group Meeting Report: Kevin Donovan**

- Kevin thanked Justin for the CEI facility tour and for being included in the CEI graduation ceremony for the iPad training program.

- Kevin reported on the range of members in the Digital Inclusion Group. He commended on the depth of knowledge of attendees and the collegial nature of the group that made sharing information and learning from others a standout feature of the group. Justin concurred.

### **Outreach Discussion: Work Groups + Board of Supervisors**

- The group discussed reaching out to other Work Groups to help promote relevant digital resources.
- The group discussed the need to reach out to County Supervisors.
- Kevin mentioned his interaction with Candace Anderson. Most of the members of the group are in the same two regions, so outreach will require some planning and getting specific assignments.
- Kevin suggested talking to Jim Donnelly About ways to reach out to others.
- The ultimate goal is to familiarize the Supervisors with the Tech Work Group and its efforts to support the community from within the ACOA. Familiarizing the Board with the Tech Work Group lays the groundwork for any future “ask.”
- Steve will develop a plan for who will be assigned to the different districts. Candace suggested discussing among themselves who talks to which Supervisor.
- Sam wants to structure a coordinated “ask.”

### **New Business for Next Meeting:**

- Jill mentioned the need to work on the Tech Work Group Annual report next month.
- Sam recommended developing a coordinated/mapped “ask,” which Candace supported.

### **Future Meetings:**

- Next meeting: October 13th, 2021.

The meeting adjourned at 2:46 pm.