

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, July 27, 2026 (Revised)| 9:30 am – 11:30 am

VIRTUAL MEETING: The meeting could not be held in a virtual format due to the unavailability of the necessary technology to support remote participation. As a result, the session proceeded in person as scheduled.

ACA Commissioners

Laura McMichael-Cady (Chair)
Denyse McCowan (Vice-Chair)
Priscilla Banks
Michael Goetz
Dori Ellis

County of Alameda

Jennifer Stephens-Pierre
Kim Fogel
Rhoda Turner

1. CALL TO ORDER

Meeting called to order at 9:31 am
Roll Call of Commissioners
Quorum achieved.

2. APPROVAL OF AGENDA & MINUTES

Both the minutes and the agenda were approved with modifications.

Addendum to the Agenda

1. Name corrections: Patricia Banks shall be listed as Priscilla Banks. Helen Mayfair shall be listed as Helen Mayfield. Additionally, Helen Mayfield is not an ACA Executive Committee member.
2. The agenda sequence was adjusted to prioritize items in alignment with the Director's schedule.

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, July 27, 2026 (Revised)| 9:30 am – 11:30 am

Motion to approve the agenda

(M) Priscilla Banks

(S) -Denyse McCowan

PASSED

Motion to approve the minutes

(M) Priscilla Banks

(S) Dori Ellis

PASSED

3. AAA DIRECTOR UPDATES

The Director provided an extensive update covering:

US Aging Conference:

- Jennifer described the US Aging Conference as very informative and valuable.
- She appreciated the opportunity to connect with commissioners during the event.
- She noted that the team will compile the conference information into a clear presentation, with Commissioner Ellis assisting. [https://acgovt-my.sharepoint.com/personal/rhoda_turner_acgov_org/_layouts/15/Doc.aspx?sourcedoc={B3A5B0E0-7732-465B-B6B0-59F29D8FC12A}&file=ACA exe notes 7-27.docx&action=default&mobileredirect=true](https://acgovt-my.sharepoint.com/personal/rhoda_turner_acgov_org/_layouts/15/Doc.aspx?sourcedoc={B3A5B0E0-7732-465B-B6B0-59F29D8FC12A}&file=ACA%20exe%20notes%207-27.docx&action=default&mobileredirect=true)
- She clarified that this presentation will be separate from the general meeting presentation.

Action Item

- Staff will prepare a consolidated conference presentation with support from Commissioner Ellis.

RFP:

The Director provided an extensive update on the current RFP cycle, highlighting compliance issues, contract extensions, CDA feedback, and award progress. SSA executed six month extension for contracts performing priority due to timing challenges, but CDA determined the extension did not meet emergency procurement standards, resulting in compliance issues.

Approved / Awarded RFPs:

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, July 27, 2026 (Revised)| 9:30 am – 11:30 am

Medicare Insurance Counseling (HICAP), Legal Assistance, Nutrition, Ombudsman, Information & Assistance, Family Caregiver, and Senior Injury & Fall Prevention.

Pending:

Supportive Services including transportation, adult day care, senior centers, and other supportive service categories.

Farmer's Market:

- The Director reported significant challenges at the San Leandro Farmers Market voucher distribution, including crowd control issues, conflicts, safety concerns, inability to distribute vouchers, and future relocation of distribution efforts to senior centers with support from city and county partners.
- The Farmers Market voucher distribution event in Dublin was canceled due to safety concerns identified by the Farmers Market Association. Staff are working with local partners to reschedule and implement a safer, more structured distribution plan.

Action Items

- Staff will work with the Farmers Market Association, the Mayor's Office, and Supervisor's Office to develop a safer distribution plan and reschedule the Dublin voucher event.
- AAA will design and implement a revised, more controlled process for future Farmers Market voucher distributions across locations.



Mayor's Conference:

AAA is scheduled to present at the September Mayor's Conference. The presentation will cover AAA operations and the Commission's advisory role.

Action Item

Staff will prepare the AAA presentation for the September Mayor's Conference, including slides and coordination with leadership.

Commission Chair term:

Kim Fogel, AAA Staff, noted that the matter regarding the Commission Chair term is still under review and being researched.

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, July 27, 2026 (Revised)| 9:30 am – 11:30 am

Action Item

AAA staff (Kim Fogel) will continue researching and clarifying the rules regarding the Commission Chair term.

Questions from Commissioners:

Commissioners posed several questions to the Director regarding contract and procurement processes, communication between AAA, Contracts, and Finance, and clarification on how decisions are made and communicated across departments.

Action Item

Add an in-depth RFP discussion to the next General Meeting agenda.

4. ACTION ITEMS:

Recruitment of non-commissioners for committees

Discussion:

The Commission discussed the ability to include non-commissioners as members of ACA committees. Commissioner McCowan noted a need for a **clear procedure** to guide how non-commissioners may be recruited to serve on committees. It was noted that the current bylaws already allow committees to include community members who may be selected to serve as mentors or committee participants. Commissioners reviewed past practice in which non-commissioners had served on committees and agreed that the Committee Chair may recommend individuals to participate. Members emphasized that those recruited should be encouraged to attend general meetings to stay informed and engaged.

Action Item:

Develop a clear procedure outlining how non-commissioners may be identified, recommended, and added to committees.

Establishing Log for Action and Discussion Items

Discussion:

The committee discussed the need to establish both an Action Log and a Decision/Discussion Log to improve transparency, prevent misunderstandings, and ensure commissioners remain informed. Members noted that recent concerns about communication highlighted the need for consistent documentation of what is discussed,

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, July 27, 2026 (Revised)| 9:30 am – 11:30 am

what decisions are made, and what tasks require follow-up. They agreed that these logs should be reviewed by commissioners before general meetings.

Action Items:

- Develop and implement an Action Log to track follow-up tasks.
- Develop and implement a Decision/Discussion Log to document key discussions and decisions.
- Commissioners will be expected to review the executive Committee minutes, the Action Log, and the Decision/Discussion Log prior to each General Meetings to support transparency and preparedness.

Conference Attendance Protocol

Discussion:

Commissioners expressed concern about transparency in selecting commissioners for conference attendance and agreed that a clear protocol is needed.

Action Item:

Develop a clear protocol outlining how commissioners are selected to attend conferences and present it to the full Commission for review and approval.

5. COMMITTEE CHAIR UPDATES.

No committee chair updates were presented during this meeting.

Ad Hoc Committee

An Orientation Packet proposal was attached for review. Commissioners noted that several components of the orientation materials still require completion, including items needing AAA staff input.

It was noted that the Ad Hoc Committee assigned to review and update the bylaws had previously drafted revisions; however, the updated bylaws were never formally approved. The committee will need to continue its work to ensure the bylaws align with current practice and administrative code requirements. No additional updates were provided.

Action Items:

- Commissioners will review the attached Orientation Packet proposal and identify any additional components needed.
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- AAA staff and the Ad Hoc Committee will continue refining the Orientation Packet.
- Updates to the Bylaws require further work to align with county administrative code

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, July 27, 2026 (Revised)| 9:30 am – 11:30 am

requirements.

- Standard Operating Procedures will need continued development and review.

6. Break

A 10-minute break was taken during the meeting.

7. Strategic Planning Goal Updates

The Strategic Planning Goal Update was not discussed during this meeting. Commissioners noted that this item had been missed in the prior general meeting and would need to be added to the agenda for a future meeting.

8. Agenda Building/Announcements

Discussion:

The Executive Committee engaged in an extensive discussion to build the agenda for the next General Meeting. Members reviewed required items, determined the proper sequence, and allocated time for each section. They agreed the meeting should begin with the Director's Update, followed by presentation items, retreat feedback, motions, and committee-related business. Commissioners emphasized the need to correct items missed in the previous general meeting and identified specific agenda topics to carry forward, including the Strategic Planning Retreat feedback, RFP discussion, and review of transparency tools.

General Meeting Agenda – Items and Time Allotted

- Director's Update – 30 minutes
- U.S. Aging Conference Presentation – 20–25 minutes
- Break – 10 minutes
- Strategic Planning Retreat Feedback Review – 20 minutes
- In-Depth RFP Discussion – 20 minutes
- Motions & Action Items
 - Orientation Packet
 - Action Log & Decision/Discussion Log

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, July 27, 2026 (Revised)| 9:30 am – 11:30 am

– Conference Attendance Protocol

Time: 30–40 minutes

- Committee Reports – 10 minutes

- Jennifer noted that ACA activities in November will include the annual Open Enrollment presentation.
- She highlighted the upcoming mid-term election and stated that it will be featured in the Senior Update to help older adults stay informed.
- Jennifer recommended that commissioners be a part of the HICAP PSA, noting it would strengthen ACA outreach to older adults.

8. Adjournment

The meeting was adjourned at 11:52 am.