

General Meeting Agenda

October 12, 2026

General Meeting: 9:30-11:45

Committees: 11:45-12:15

Schedule is subject to change, and all times are approximate.

Alameda County Social Services Agency

Area Agency on Aging/Veterans Services Office

Freedom Room, 22225 Foothill Blvd., Hayward, CA 94541

Commissioners must attend in person except when the Chair determines there are "just cause" circumstances as defined by Government Code Sec. 54953.8.3(c).

The public is welcome to participate in person, online at <https://bit.ly/YourACA>, or phoning (888) 715-8170, Meeting ID 977472625# (US, Toll Free). For questions or connection issues, contact Kim Fogel, krfogel@acgov.org, (510) 577-3536.

NOTE: For online security, Alameda County prohibits the use of AI notetaking applications in County meetings. AI applications found in the online audience will be removed by staff.

Public participation at Commission meetings is encouraged. Individual comments on any item on the agenda are limited to two minutes. The chosen spokesperson for a group may speak for four minutes.

#1: Welcome/Call to Order/Roll Call

(9:30-9:35)

Chair

#2: Approval of previous meeting minutes and current agenda

(9:35-9:40)

All Commissioners

- Attachments: Prior meeting minutes

#3: Public comment for items on agenda

(9:40-9:45)

#4: AAA Director update (Please hold questions and comments until the end)

(9:45-10)

Area Agency on Aging (AAA) Director

ACA General Meeting Agenda 10/12/26 (Cont.)

#5: Updates from Chair (Please hold questions and comments until the end)

(10:10-10:20)

Chair

- Upcoming events for senior (AAA involvement)
 - CWAP Steering Committee
 - December Holiday Baskets
- 12/4: SSC Conference in Oakland. Funds have been allocated for parking and registration
- 12/9: Mayor's Conference. Will dinner be prepaid by AAA/Social Services? Which commissioners to attend?
- Acknowledgement and thank you to Commissioner Jeffrey Macapinlac for the Retreat photos
- Schedule formal Commission photo for the ACA flyer at the November meeting

Break (10:20-10:30)

#6: Action Items/Presentations

(Please hold questions and comments until the end)

(10:30-11:30)

All Commissioners

- Question and Answer Period Policy: Review, Discuss, Vote
- Letter to BOS re: ACA reimbursement issues: Review, Discuss, Vote
- Conference Attendance Policy: Review, Discuss, Vote
- Chairs to appoint Vice chairs for ACA committees: Review, Discuss, Vote
- Onboarding Policy: Review, Discuss, Vote
- Leave of Absence Policy: Review, Discuss, Vote
- Attachments: Conference Attendance Policy, Leave of Absence Policy, Letter to BOS, Onboarding Policy, Question and Answer Period Policy

#7: Committee Reports

(11:30-11:40)

Committee Chairs

Standing Committees:

- Public Relations
- Legislative
- Services Delivery

Ad Hoc:

- Bylaws
- Standard Operating Procedure
- Orientation

ACA General Meeting Agenda 10/12/26 (Cont.)

**#8: Commissioner Comments/Public
Comments/Questions re: items not on the
agenda**
(11:40-11:45)

#9 Adjournment
(11:45)

Key Dates

- **11/9 - Next ACA General Commission Meeting**
- **12/11 - Holiday Gift Basket Distribution**

**Check website Advisory Commission on Aging (alamedacountysocialservices.org) for
update. Commission schedules are subject to change.**



ALAMEDA COUNTY ADVISORY COMMISSION ON AGING

MEETING MINUTES

Date September 14, 2026

Time 9 30 AM - 11 45 AM

Location County Veterans Service Office 22225 Foothill Blvd, Hayward, CA

94541 Freedom Hall Conference Room

Virtual Attendance Teams/ Remote Participation Available

1. Call to Order

Vice Chairperson Denyse McCowan called the meeting to order at approximately 9:36 AM.

2. Roll/ Call / Quorum Established

Commissioners participated in a verbal roll call. Commissioners Goetz, Guillory, McMichael-Cady, and Mayfield were excused. Staff confirmed a quorum was established.

3. Approval of Prior Meeting Minutes

Commissioners reviewed the August 10th ACA General Meeting minutes as presented.

Motion Approve the August 10, 2026 Advisory Commission on Aging meeting minutes as presented. Motion By: Commissioner Goetz and Second By: Commissioner Harris

Motion Passed.

4. Public Comment for Items on Agenda

There was no public comment.

5. AAA Director's Report

Director Jennifer Stephens-Pierre provided updates on

a) Administrative Supports

- Staffing:
 - Introduced Cecilia Ong as the new administrative support person for the Commission. Cecilia transferred from Adult Protective Services and is currently being onboarded. The Director requested patience as she is trained, noting the staff member responsible for training her was absent, requiring others to step in.
 - The AAA continues to have an open Administrative Specialist II position. The Director is awaiting interviews to fill this role.
- Commission Items:
 - New Commissioner - The Director welcomed Commissioner Kaur, appointed by the Mayor's Conference, and outlined the onboarding process. Two additional commissioner appointments are pending.
 - Calendar of Events - Commissioners were provided with an updated calendar of events through 2027. Requests for additions or corrections may be submitted to the Director.
 - Budget Update – Commissioners received updated projections and were asked to report discrepancies.
 - C4A - Commissioner Mayfield was confirmed as the attendee for this year's C4A Conference. Jennifer will present on a nutrition-related panel at the conference. A more concrete schedule will be provided at the next meeting.

Action Item

Staff to work with Commissioner Mayfield, who was selected to attend the C4A conference, and ensure she receives all needed materials.

b) Projects

- RFP Status:
 - The four-year RFP cycle has concluded.
 - Total contracts awarded were reduced from 80+ to 61.
 - Onboarding for new providers is underway.
 - A side-by-side comparison chart of old vs. new contracts will be provided.
 - Contracts extended through December 31, 2026 include nutrition, family caregiving, and case management (approx. 38 contracts).
- C1 Program:

- The C1 Congregate Meal Program is transitioning back to in-person service with limited to-go meals allowed.
- A 20% cap on to-go meals was implemented after AAA worked with the state department to clarify and correctly interpret the to-go meal regulations.
- Feedback from nutrition providers on the updated policy has been mixed.
- Older adults unable to participate in congregate dining may qualify for C2 Home-Delivered Meals.
- ZaZa, the senior nutritionist is supporting nutrition policy updates, provider guidance, and strengthened data reporting.
- Board of Supervisor's Presentation:
 - AAA will present accomplishments to the Social Services Committee on September 28; attendance is open to commissioners.
- Voting PSA
 - Voting PSA created featuring Commissioner Ellis to encourage older adults to vote.
 - PSA will be shared through the AAA listserv and Alameda County social media.
 - Will need to work with TACT to air the PSA on cable.
 - Weekly voter-education messages will run alongside the PSA (ballot info, what to bring to vote, etc.)
 - Messaging ties into 411.org voter-readiness resources.
 - Reminder.
 - Reminder to commissioners to help ensure older adults vote, with 51 days remaining before the mid-term election.
- SB 1249/Intrastate Funding Formula PAL request
 - Public comment period reopened. AAA and the county's Legislative Office submitted feedback.
 - Additional advocacy communications may be forwarded by committee leadership.
- Farmer's Market Distribution
 - Commissioners were thanked or volunteering at the Farmers Market and supporting a successful, all-hands-on-deck event.
 - AAA and partners distributed 1,500 farmers market cards, out of 1,600 allocated.
 - Event involved multiple agencies including Agriculture Department, San Leandro Police, San Leandro Library, and internal staff.
 - Lessons learned will improve next year's process.

Action Item

Director stated she would share the agency newsletter article highlighting the Farmers Market event.

- Mayor's Conference 12/9/26
 - Presentation to the Mayor's Conference rescheduled to December 2026.

- Goal is to inform mayors about what the Commission does.
- Will explain how AAA funding impacts each city and the support needed from mayors.
- Staff will begin preparing the presentation now.
- **Healthy Living Festival:**
 - The Healthy Living Festival will be held on September 24-25 at the Oakland Zoo.
 - Registration is full / sold out.
 - AAA and AAS (Adult & Aging Services) will participate together at the event, with multiple AAS programs represented, including IHSS.
 - AAA and ADRC will staff tables and provide outreach at the festival.

c) Campaign Events

- **Holiday Baskets:**
 - Planning underway for annual holiday baskets, targeting 50+ older adults who are isolated or live alone.
 - It was noted this is a joint AAA–ACA effort, coordinated primarily by AAA staff Min and ZaZa, who were recognized for their strong leadership on the project.
 - Based on positive past participation, the team may consider increasing the number of baskets distributed this year.

Action Item

Commissioners were asked to support the project through donations (cash or checks payable to SOS/Meals on Wheels) and assist with delivery.

- **Resource Fair**
 - Initial planning for the Resource Fair began during the June/July ACA meeting, and AAA/ACA will jointly host the event in April 2027.
 - Event will include resource tables and indoor/outdoor activities.
 - Presentations will cover Advance Care Directives, Estate Planning, and Family Caregiving.
 - Attendees may complete Advance Care Directives on site.
 - Planning committee has held its first meeting and set the date and theme.

Action Item

Continued planning for the April 2027 Resource Fair, including exploring lunch sponsorships if the budget cannot support meal costs.

- **Countywide Area Plan:**
 - AAA is beginning work on the 2028–2032 Countywide Area Plan (CWAP).
 - The CWAP process will include a shortened needs assessment, public forums, and focus groups for key older-adult populations.

- Alameda County's CWAP is more locally tailored than the standard CDA template, highlighting county-specific issues, local partners, and how AAA collaborates with them.
- CWAP uses AARP's Domains of Livability, with Alameda County adding extra domains, including dementia/memory care, to better reflect local needs.
- ACA Commissioners will participate in the Strategic Planning Committee and must approve the final plan before submission.
- Commissioners will receive training and copies of the current Countywide Area Plan (2024–2028).
- Recruitment for the Strategic Planning Committee will begin soon.

Action Items:

- Commissioners must participate in the CWAP Strategic Planning Committee, receive training, review the current Countywide Area Plan, and approve the final plan.
- AAA will begin recruitment for the CWAP Strategic Planning Committee.
- AAA staff will shorten the CWAP needs assessment to improve accessibility for community members.

6. Comments from the ACA Chair

- C4A Conference:
 - Vice Chair McCowan noted that Commissioner Mayfield will be attending the C4A Conference.
 - Commissioner Banks stated the Executive Committee is working on a policy for conference attendance, including how participants are selected.

- Commissioner's Travel Reimbursement:

Discussion

- Vice Chair McCowan expressed concerns about delays in receiving retreat and conference reimbursements.
- Jennifer clarified that commissioners should not use personal funds for retreat or conference expenses, since reimbursement is difficult unless items are purchased through county-approved procurement methods.
- Adult and Aging Director, Sonya Frost explained the county's hotel per-diem reimbursement policy, noting that:
 - a) Hotel reimbursement must fall within the official per-diem lodging rate for the travel location.
 - b) Only the nightly room rate (not taxes or fees) must remain within per-diem limits.
 - c) Commissioners can look up allowed rates using the state/county per-diem tables.
- Commissioners agreed that the Commission needs clearer rules and procedures for travel and reimbursement going forward.

Decision

The Commission agreed that clearer travel reimbursement procedures are needed moving forward

Action Item

Commissioners to request a formal reimbursement policy from County Procurement to clarify expectations and prevent future confusion.

- HR 1340 Update from Commissioner Ellis
 - 1) Commissioner Ellis reported on HR 1340, a bipartisan bill with 167 co-sponsors.
 - 2) The bill would increase the capital gains exclusion, easing tax burdens for older adults selling long-owned homes.
 - 3) She noted older adults often face high capital gains taxes—sometimes up to \$300,000—making it harder to transition to assisted living or age in place.
 - 4) Commissioner Ellis highlighted the bill’s importance for seniors’ financial stability and housing transitions.

7. Break

The Commission took a short break before resuming the meeting.

8. Action Items/Presentations

- Proposed Question and Discussion Time Limits*Action Log

Discussion

- Vice Chair McCowan introduced the Proposed Question & Discussion Time Limits item and directed commissioners to review the attached materials.
- Commissioners noted the action log is large and difficult to navigate and suggested improvements, such as adding committee/staff categories.
- Commissioners shared the top five items they selected, many focusing on Service Delivery (Board Of Supervisor’s monthly report, work plan, aligning committee objectives with bylaws, service-delivery structure/checklist).
- It was noted that some items marked “completed,” such as the tablets, still require follow-up because additional contract information is needed.
- Vice Chair McCowan emphasized the need to strengthen the onboarding process, noting new commissioners need early support and that onboarding should not rely solely on the annual retreat.
- Group discussed whether onboarding requirements should be in bylaws or operating procedures; consensus leaned toward operating procedures.

Decision

- The Executive Committee will complete the first round of prioritization and report back to the full Commission.
- The onboarding/bylaws discussion will be referred to the Executive Committee for further review.

Action Item

- Commissioners will review the action log, select their top five priorities, and come prepared to present them at the next meeting.
- Extending meeting time to 11:45 am: Discussion and Vote
 - Vice Chair McCowan explained the need to adjust the end time to 11:45, noting staff must leave the building by noon.
 - Commissioners discussed that extending the meeting would allow enough time to complete agenda items without carrying them over to the next meeting.
 - The adjustment also allowed adding a short break into the meeting schedule.

Motion to extend meeting to 11:45 am

Motion By: Commissioner Banks and Second By: Commissioner O'Brien: Motion Passed.

Decision

Motion made and approved to extend the Commission meeting end time to 11:45.

- Conference Attendance Protocol

Discussion

- Commissioners discussed how attendees should be selected for conferences, noting the need for consistency and clearer guidelines.
- Funding limits for conference participation were reviewed, including how many commissioners can be sponsored at national, state, and local conferences.
- The US Aging Conference was mentioned to commissioners as the national-level conference, scheduled for August 2–5 in Savannah, Georgia, with funding likely sufficient for one commissioner due to higher travel costs.
- Commissioner Banks stated there was space for one more attendee for the C4A Conference and asked if any commissioner wished to go.
- The Senior Services Coalition (SSC) Conference, scheduled for December 4 at Preservation Park, was discussed; cost is about \$50, including lunch and parking, allowing more commissioners to attend due to its affordability.

Motion to continue discussion on Conference Attendance Protocol

Motion By: Vice Chair McCowan and Second By: Commissioner Shinkel-Kludjian:

Motion Passed

Decision

Motion made and approved to continue the conference-attendance protocol discussion and refer the topic to the Executive Committee for further refinement.

Action Item

Commissioners will notify staff if they wish to attend any upcoming conferences (US Aging, C4A, or SSC) so registration and budgeting plans can be made.

- Recruiting non-commissioners for Committees/Protocol

Discussion

- The Commission discussed whether non-commissioners should be allowed to serve on ACA committees.
- Commissioner Schinkel-Kludjian expressed concern, stating the Commission should first fill its vacant seats and that “there are 21 seats” that should be filled by commissioners before considering non-commissioners.
- Other commissioners supported allowing non-commissioners to participate when specific expertise is needed and not available within current membership.
- It was clarified that committees are open to the public, staff already participate, and a commissioner must chair each committee.
- A question was raised about whether provider/subcontractor representatives could serve as non-voting committee participants.

Motion to allow recruitment of non-commissioners for specific committees assignments

Motion By: Commissioner Shinkel-Kludjian and Second By: Commissioner Ellis:

Motion Passed

Decision

Motion was made and approved to allow recruiting non-commissioners for specific committee assignments.

Action Item

Begin identifying potential non-commissioner participants who can support committees needing additional expertise or capacity.

- Commissioner term limits:

Discussion

- Vice Chair McCowan requested clarification on term limits, noting conflicting information: the website lists two 4-year terms, while the Clerk indicated three 4-year terms.
- AAA Director Jennifer Stephens-Pierre confirmed commissioners may serve up to 12 years, consisting of three 4-year terms.

Decision

No formal decision was made; clarification was provided for informational purposes.

- Back-up Parliamentarian while Commissioner Guillory is on leave
 - Commissioner Schinkel-Kludjian volunteered to serve as the backup parliamentarian for the Commission.
 - Commissioners’ expressed appreciation for his willingness to take on this role and acknowledged the need for parliamentary support during meetings.

Decision

The Commission accepted Commissioner Schinkel-Kludjian’s offer to serve as backup parliamentarian.

- Bylaws Changes. Onboarding and observation 90 day period:

Discussion

- Commissioners discussed whether onboarding requirements should be placed in bylaws or addressed through operating procedures, with consensus leaning toward operating procedures.
- Commissioners noted onboarding is essential to help new members understand Commission structure, access tools, and be matched to appropriate committees.
- It was emphasized that onboarding must occur immediately upon appointment, even before formal orientation events, since appointments occur unpredictably.
- The Commission intends to hold two onboarding sessions per year; one aligned with the retreat and another later in the year.
- Vice Chair McCowan stated that onboarding would return as a stand-alone item on the October agenda for further discussion.
- A 2-minute read-out format was mentioned as part of future onboarding and meeting-flow improvements.

Motion to move the Onboarding/bylaws discussion to the Executive Committee for further review and refinement.

Motion By: Commissioner McCowan and Second By: Commissioner Banks:

Motion Passed

Decision

Motion made to refer the onboarding/bylaws discussion to the Executive Committee for review and refinement; the motion passed.

Action Item

- Executive Committee will review onboarding procedures and determine whether onboarding requirements should remain in operating procedures or be added to bylaws.
 - Onboarding to be brought back on the October agenda as a stand-alone item for full Commission discussion.
- Action Log Priorities: Proposed by the Executive Committee: Commoners' review the log and choose top 5 priorities
 - Vice Chair McCowan noted that this item had already been discussed earlier in the meeting.

9. Subcommittee Reports

- ❖ Public Relations: It was reported that much of its work was already covered earlier in the meeting, specifically regarding preparations for the Resource Fair scheduled for April 2027.
- A recent meeting was held, and the subcommittee will continue coordinating outreach and communications for the event.
- The next Public Relations Subcommittee meeting is already scheduled for October 12th.

- ❖ Legislative: It was reported that the committee is working on two goals identified during the Commission retreat.
 - Provided updates on federal and state legislation, including:
 - Older Americans Act (OAA) appropriations currently stuck in the Senate.
 - OAA reauthorization has expired and has not yet been passed, though funds continue to be appropriated.
 - Discussed Measure RTM, a regional transit sales-tax measure that could significantly impact older adults if it fails, including potential reductions in BART and Amtrak stops and longer service intervals.
 - The subcommittee indicated it would ask the Chair to send a letter related to legislative advocacy on these issues.

- ❖ Service Delivery: It was noted that Service Delivery is prioritizing the items they need to effectively carry out their work, including tasks related to oversight, site-visit structure, deliverables tracking, and committee alignment with bylaws.
 - It was stated that Janet Weisman is supplying the information the subcommittee needs regarding funded agencies and caregiving programs so they can move forward with their assigned priority work.

- ❖ Ad-Hoc: It was reported that they are actively working on assembling the Orientation Packet for commissioners.
 - The committee is also reviewing bylaws to determine what updates may be required and identifying items that must be included in the onboarding process.
 - Work continues on developing operating procedures related to onboarding and commissioner preparation, which will be reviewed by the Executive Committee.

10. Public Comment/11 Commissioner Comments

No Public comment given,

11. Adjournment

The meeting adjourned at approximately 11:48 AM

ACA Leave of Absence Policy:

Commissioners may request a leave of absence from the Commission of up to 6 months due to medical, caregiving, or bereavement issues. The request is to be in writing and directed to the Chair or Vice Chair who will review it with the Executive Committee for approval and provide an acknowledgment in writing if approved.

Conference Attendance Selection Procedure

Purpose. This procedure establishes a fair, transparent, and consistent process for selecting Commission officers and general members to attend conferences supported by the Commission's annual budget. It is intended to broaden access, develop leadership, support newly appointed members, and distribute opportunities equitably over time.

Annual Conference Opportunities

- **National conference:** Funding for one attendee each fiscal year.
- **State conference:** Funding for two attendees each fiscal year.
- **Local conference:** Priority funding, within the approved budget, for members who are within the first one to three years of their initial appointment. Note, if budget resources are available funding will be made available for all who would like to attend.

Selection Process

1. **Annual notice:** At the start of each fiscal year, staff will provide all officers and general members with the anticipated conference schedule, available funding, and estimated covered expenses. The Executive Committee will refer Commissions to eligibility requirements and a deadline to express interest.
2. **Expression of interest:** Interested members must submit a brief statement identifying the conference (National and/or State) that they desire to attend, state their ability to attend the full event and acknowledge that full a report of the conference activities will be provided to the Commission by the agreed upon date designated by the Executive Committee utilizing the Model Report provided in the Commission's Standing Operating Procedures Manual. If report is not provided, the Commissioner will not be eligible to attend either the National or State Conference for a period of three (3) years.
3. **Eligibility:** A member must be in good standing, expect to remain on the Commission through the conference date, and be able to comply with applicable travel and reimbursement rules. **National Conference and State Conference:** Priority for attendance will be given in the following order: Commission Chair; Vice Chair; Committee Chairs; Committee Vice Chairs; and Commissioners who have completed at least one term on the Commission.
4. **Local-conference applicants** who are within one to three years of their initial appointment are considered priority applicants.

5. **Priority and rotation:** Selection will first favor eligible members who have not previously received Commission-funded attendance at that conference type. Among those members, priority will go to the person who has gone the longest without any Commission-funded conference attendance.
6. **Balanced access:** Officers and general members are equally eligible. Position alone does not guarantee selection. When two State Conference seats are available, they should, when practicable, be divided between an officer and a general member.
7. **Tie-breaker:** If applicants remain equally situated, selection will be made by a documented random drawing conducted during a public meeting.
8. **Approval:** The Executive Committee will review the process and confirm selections at a noticed meeting. Any departure from this procedure must be explained in the meeting record.
9. **Alternates:** At least one alternate should be identified in ranked order for each conference. If a selected attendee cannot participate, the opportunity will pass to the next eligible alternate.

Attendee Responsibilities

- Complete all required registration, travel, and reimbursement documentation by the stated deadlines.
- Attend the conference sessions necessary to accomplish the stated purpose of attendance.
- Within 30 days after the conference, provide written report (as model in the Commissions Standing Operating Procedures Manual) and an oral update at a Commission meeting summarizing key information, useful resources, and recommended follow-up.
- Share conference materials with all Commission members when permitted.
- Promptly notify staff if unable to attend so that an alternate can be offered the opportunity and avoidable costs can be minimized.

Administration and Review

Staff will maintain an attendance log showing each member's appointment date, officer or general-member status, conferences attended with Commission funding, selection date, and completion of reporting requirements. The log and current rotation order will be available to all members before selections are made.

A member must disclose any actual or apparent conflict of interest related to a conference or selection decision and, when appropriate, refrain from participating in that decision. Selection will not be based on personal relationships, seniority alone, or viewpoints expressed in Commission business.

Selections remain subject to the approved budget and availability of funds. The Executive Committee will review this procedure annually and recommend changes to the Commission as needed. If a conference is canceled, funding is reduced, or exceptional circumstances arise, the Executive Committee may adjust the allocation through a documented decision that preserves equitable access as closely as possible.

New Commissioner Onboarding:

Objective

Establish a practical onboarding process that helps new commissioners understand the Commission's work, observe committee operations, ask thoughtful questions, and select a committee where they can contribute effectively. The process also prepares the next generation of advocates for older adults.

Onboarding Process

1. **General Commission Meeting:** Attend the General Commission meeting and receive the onboarding materials provided for review.
2. **Committee Observation and Participation:** Attend two committee meetings as part of onboarding. Committee options are the Public Relations Committee, Services Delivery, and Legislative Committee. After each visit, allow time for questions and a conversation with the committee chair. The commissioner should return to a committee for deeper participation in its discussions and activities. When appropriate, assign a specific task or area of focus; during the second visit, the commissioner should give a brief update on that assignment.
3. **Area Plan:** Review the Area Plan.
4. **Bylaws:** Review the bylaws.
5. **Meeting Procedures:** Review of Robert's Rules of Order.

Committee Placement

After orientation, the new commissioner will meet with the Executive Committee to discuss committee placement. The commissioner will serve for six months on the committee selected by the Executive Committee and may then request a change, if desired.

Core Materials Provided for Review

- Area Plan
- Bylaws
- Robert's Rules of Order
- Standard operating procedures, once completed
- Committee descriptions and expectations
- Organizational structure and reporting relationships
- RFP and contracting overview, once completed

Suggested Script (should be read at the start of each meeting)

Before we begin, I want to review our meeting procedures. Commissioners have **1 minute** to ask their question. The committee has **1 minute** to respond.

Please remember that **only items listed on today's agenda may be discussed**. If a topic is raised that is **not on the agenda**, it will be placed in our **Parking Lot** for the Executive Board to **prioritize and arrange** for a future meeting.

These procedures help us stay focused, respectful of time, and compliant with open-meeting rules.

Public Comment Rules

Concise takeaway: You want rules that set time limits, maintain decorum, and keep comments relevant to agenda items.

Recommended Public Comment Policy

Public Comment Procedures

Members of the public will have an opportunity to address the Board on items listed on today's agenda.

- Each speaker is allotted **2 minutes** for their comment.
- Comments must relate directly to the **agenda item** being discussed.
- Speakers must maintain **respectful decorum**: no personal attacks, profanity, or disruptive behavior.
- The Board will **not engage in dialogue** during public comments. Clarifications may be provided at the Chair's discretion.
- Items **not on the agenda** cannot be discussed. Off-agenda comments will be placed in the **Parking Lot** for the Executive Board to **prioritize and agendaize** at a future meeting.

These rules ensure fairness, transparency, and an orderly meeting environment.

Timekeeper Script

Concise takeaway: Gives the timekeeper a neutral, consistent script to use throughout the meeting.

Timekeeper Script

I will be keeping time for all Commissioners, committee responses, and public comments.

Summary of Policies

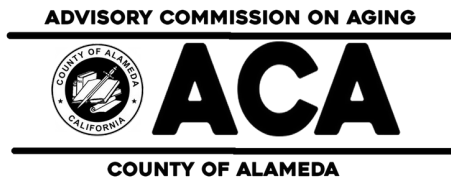
Commissioners have **1 minute** for questions. Committee responses are **1 minute**. Public comments are **2 minutes**.

I will provide a **10-second warning** before time expires.

When time is up, I will state: **“Time has expired.”**

All speakers must conclude immediately when time expires so we can maintain fairness and stay on schedule.

Thank you for respecting the time signals.



Alameda County Board of Supervisors
1221 Oak St., Ste. 536
Oakland, CA 94612

Dear Supervisor,

We, the members of the Alameda County Commission on Aging, wish to express our disappointment at the handling of our budgeted funds by the Alameda County Social Services Agency. We have been given confusing and conflicting messages as to how to pay or get reimbursed for conferences and educational events, and our expenses have been reimbursed partially or not at all. This makes it difficult for us to carry out the duties you have appointed us to. We need clear guidelines, and to be reimbursed in a timely fashion.

Our request is that you address this problem with the assessor's and finance departments of the Social Services Agency.

Thank you for your attention to this matter.

Sincerely,

Laura McMichael-Cady, Chair

The Alameda County Advisory Commission on Aging
Area Agency on Aging
22225 Foothill Blvd.
Hayward, CA 94541

ACA Action Tracker									
	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes	
25.02.23.3	Add newsletter column for individuals without Medi-Cal	Executive Mtg.	Public Relations	Medium	2/23/26			Again identified as a need during the 8/10/26 EC meeting	
25.04.13.7	Prepare BOS monthly report.	General Mta.	Service Delivery	High	4/13/26		In process		
25.08.1011	Establish legislative priorities	General Mta.	Legislative	High	8/10/26		In process		
25.10.27.8	Develop Orientation Packet & Timeline		Ad Hoc	High	10/27/25		In process	Draft outline shared at 7/10/2026 General Meeting. Awaiting information identified as supplied by AAA. Additional discussion on 9/14/2026	
26.01.12.1	Obtain tablets to record information for site visits by Service Delivery Committee members	General Mtg.	Director Stephens-Pierre	Medium	1/12/26		In process	AAA has found a way to provide iPads, but need to develop a distribution policy before they can be delivered to Commissioners; RFP results need to be added to tablets by AAA IT	
26.02.09.1	Contact the Clerk of the Board of Supervisors to correct list of members and their rightful districts or mayors' area	General Mtg.	Director Stephens-Pierre	Medium	2/9/26		In process	Contact has been made, but list is still inaccurate	
26.02.23.2	Contact Steven Bocian to establish date for briefing the Mayors' Conference	Executive Mtg.	Director Stephens-Pierre	High	2/23/26	3/9/26	In process	~~Briefing time has been difficult to schedule, but now appears to be at the Mayors' Conference meeting on September 9, 2026 at Concannon Winery, 4590 Tesla Road, CA;~~ new schedule as of Aug. EC meeting is now December 9TH	
26.02.23.3	Add to General Meeting agenda: Please attend the Mayors' conference meetings if possible Create and maintain a calendar of upcoming events/actions such as newsletter input posted to the website	Executive Mtg.	Director Stephens-Pierre	Medium	2/23/26		In process		
26.02.23.4		Executive Mtg.	Director Stephens-Pierre	High	2/23/26		In process	Some info shared via a calendar at 9/14/26 meeting. Is it possible to have an accessible calendar on the ACA website?	

	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.02.23.5	Update the bylaws to reflect current expectations	Executive Mtg.	Ad Hoc	High	2/23/26		In process	Amendments to the Bylaws may, after two weeks notice, be adopted by the affirmative recorded vote of a majority of all currently appointed Commissioners at a regular or called meeting. Notice of any proposed amendment together with a copy of the proposed amendment shall be delivered personally or by email to each Commissioner at least two weeks in advance of the meeting at which time the
26.02.23.6	Develop objectives and responsibilities for ACA Vice Chairs	Executive Mtg.	Executive	Medium	2/23/26		In process	
26.02.23.7	Develop/understand procedure for posting ACA documents and recordings	Executive Mtg.	Director Stephens-Pierre	Medium	2/23/26		Not started	
26.02.23.8	Create ACA Flier	Executive Mta.	Ad Hoc				In process	
26.02.23.9	Add Vision and Mission Statements to ACA Flier	Executive Mtg.	Ad Hoc	Medium	2/23/26		In process	
26.03.09.1	Check on Commissioners' business cards	General Mtg.	Director Stephens-Pierre	Medium	3/9/26		In process	Commissioners' information has been submitted to AAA for business card production
26.06.29.1	Identify actions assigned to the Executive Committee during the Strategic Planning Retreat	Executive Mtg.	Executive	High	6/29/26		Not started	Add status to each Executive Committee agenda
26.07.13.2	Develop documentation on Draft Orientation Packet as those supplied by ACA Review and approve	General Mtg.	Ad Hoc	High	7/13/26		In Process	No due date yet established
26.07.13.3	protocol for determining conference and training participation	General Mtg.	Executive	High	7/13/26	9/14/26	In Process	Executive Committee developed a proposal for discussion and vote by the ACA at 10/
26.07.137	Develop Standard Operating Procedures for the ACA	Executive Mtg.	Executive	Medium	7/27/26		In Progress	

	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.07.14.5	Request participation by Commissioners for Farmers Market gift card distribution	Executive Mtg.	Director Stephens-Pierre	High	7/14/26		In Process	Min Feng sent request via email to all Commissioners
26.07.27.11	Develop a statement recommending good qualities/skill set for prospective commissioners to be sent the Board of Supervisors and the Mayors' Conference	Executive Mtg.	Executive	Medium	7/27/26		Not started	
26.07.27.13	Provide Commissioners with reviewing assignments prior to the general meeting with the understanding that items are identified as 1.Review, 2. Discuss, 3. Vote	Executive Mtg.	Executive	Medium	7/27/26		In process	
26.07.27.16	Establish contact with each Board of Supervisor's Chief of Staff	Executive Mtg.	Director Stephens-Pierre	Medium	7/27/26		In process	Kim will follow up with Dir. To determine status.
26.07.27.17	Prioritize list of presenters/topics for upcoming ACA Meetings	Executive Mtg.	Executive	High	7/27/26		In process	Members discussed HICAP presentation. Time limits are suggest - 1 hour for the presentation and 10 minutes of Q&A. Hold all questions for the end of the briefing. Limit Questions to 2 minutes/replies to 1 minute.
26.07.27.8	Develop information to inform ACA conference or training participants how to enroll, pay for, and get reimbursed for participation	Executive Mtg.	Director Stephens-Pierre	Medium	7/27/26		In process	Conference attendees must know a priori how to register, including what the expectations are for per diem, travel expenses, etc. Travel policy distributed at 9/14/26 aeneral meetinga.
26.07.27.9	Develop action tracking and decision log for ACA	Executive Mtg.	Executive	High	7/27/26		In process	Draft forms shared at August General Meeting and approved. First draft of actions starting in October 25 will be shared at the August Executive Meeting and the September general meeting. Drafts will be sent to all ACA members and AAA staff for editing where information was incomplete or missing in the minutes. Process to be

	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.08.24.23	Add nominating committee for Chair and Vice Chair to future agenda. Add to Operational Calendar to reflect March Nomination timeline.	Executive Mtg.	Executive	High	8/24/26		In process	Note Commissioner Banks' interest in serving on the committee as chair
26.08.24.10	Identify opportunities to simplify the reimbursement process where possible.	Executive Mtg.	Director Stephens-Pierre	High	8/24/26		In process	
26.08.24.11	Continue outreach to identify potential non commissioner committee members	Executive Mtg.	Director Stephens-Pierre	Medium	8/24/26		In process	
26.08.24.12	Review and clarify committee roles to support incoming participants	Executive Mtg.	Executive	High	8/24/26		In process	
26.08.24.14	Staff will identify potential dates for the HICAP presentation and include the proposed HICAP operating calendar in a future agenda packet for the commission to review	Executive Mtg.	Director Stephens-Pierre	Medium	8/24/26		In process	
26.08.24.15	Staff will update the Agenda Tracker and Decision Log, route Items 1 and 2 to Service Delivery, and include them in the Work Plan	Executive Mtg.	Director Stephens-Pierre	High	8/24/26			

	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.08.24.16	The Committee will establish a clear selection protocol for conference attendance to ensure consistency before future conference related agenda items are added. Align conference attendance decisions with commissioner readiness and experience. Note that all conference attendees are expected to provide a post-conference report.	Executive Mtg.	Executive Committee	High	8/24/26		In process	See 26.07.13.8; Commissioner Banks will prepare the initial draft of the conference attendance procedure for Executive Committee Review. 9/28/2026
26.08.24.17	Identify and incorporate qualities needed in prospective commissioners into recruitment and onboarding	Executive Mtg.	Executive		8/24/26		In process	EC will ask Catherine Payne to assist with a survey to determine capabilities of current Commissioners to begin the process of determining other capabilities needed on the Commission.
26.08.24.22	Compile RFP questions and send to Director Stephens-Pierre, Kim and Carmen	Executive Mtg.	Service Delivery	High	8/24/26	10/12/26	In process	Request made to Director AAA for contrast between process prior to 2026 and now. Draft design to be completed by 9/14/26
26.08.24.4	Develop a policy for the operations procedure to select non-Commissioners for ad hoc committees	Executive Mtg.	Ad Hoc	High	8/24/26		Not started	
26.08.24.5	Develop an operations procedure for the Commission	Executive Mtg.	Ad Hoc	High	8/24/26		In process	
26.08.24.6	Public relations committee to formulate a workplan to explain Medicare Enrollment, e.g. in local newsletters	Executive Mtg.	Public Relations	High	8/24/26	10/15/26	In process	Commissioner McMichael-Cady will contact HICAP and Director Stephens to determine what they are doing to bound the effort
26.08.24.8	Review existing travel reimbursement guidelines for accuracy and clarity.	Executive Mtg.	Director Stephens-Pierre	Medium	8/24/26		In process	See 26.07.27.8

	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.08.24.9	Provide staff and Commissioners with updated instructions outlining required documentation for reimbursement	Executive Mtg.	Director Stephens-Pierre	High	8/24/26		In process	See 26.07.27.8 and 26.08.24.8
26.08.2418	Include Guiding Principles in each meeting packet and explore placing a stand in the meeting room.	Executive Mtg.	Director Stephens-Pierre		8/24/26		In process	
26.09.14.11	Review on-boarding procedures to determine whether those requirements should remain in operating procedures or be added to the Bvlaws	General Mtg.	Executive	Medium	9/14/26		In process	will be brought back to the October meeting
26.09.14.2	Holiday Baskets - request for donations from Zaza and Min (targeting >50)	General Mtg.	ACA		9/14/26		In process	Collaboration with Mercy Care; donations to SOS/Meals on Wheels
26.09.14.3	Create the 2028-2032 County Wide Area Plan; Begin recruitment for Planning Committee; Shorten the CWAP needs assessment to improve accessibility	General Mtg.	Director Stephens-Pierre	High	9/14/26		In process	Have initiated the strategic planning for construction of the new plan. Kim will put out a call for volunteers to participate.
26.09.14.4	Request for Commissioners to assist on holiday basket delivery	General Mtg.	ACA	Medium	9/14/26		Not started	
26.09.14.5	April 16, 2027 Resource Fair - Commission ask TBD	General Mtg.	Director Stephens-Pierre	Medium	9/14/26		Not started	Have initiated the strategic planning for construction of the new plan. Kim will put out a call for volunteers to participate. Add status to each Executive Committee agenda

	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.09.14.6	Discussion of 90-day on-boarding moved to Exec. Committee to add to 10/26 General meeting agenda	General Mtg.	Executive	High	9/14/26		In process	Referred to Executive Committee for further review
26.09.14.7	Establish top 5 priorities of action items	General Mtg.	Executive	High	9/14/26		In process	Executive Committee will complete the first round of prioritization and report back to full Commission
26.09.14.9	Commissioners will notify AAA staff if they wish to attend upcoming conferences to allow registration and budgeting planning	General Mtg.	Director Stephens-Pierre	High	9/14/26		In process	Ongoing need. As a rule of thumb, the ACA budget will support one attendee at the USAgings Conference, two attendees at the C4A Conference, and several attendees at the local conference.
26.09.28.1	Write a letter to the BOS re the reimbursement for conferences	Executive Mtg.	Executive	High	9/28/26	10/12/26	In process	Draft is under development.
26.09.28.2	Develop leave of absence policy	Executive Mtg.	Executive	High	9/28/26	10/12/26	In process	Chair can approve a leave of absence; Is that person counted for purposes of a quorum? Must be approved by the Exec. Committee. Leave of absence: three categories, up to 6 months, notification in writing to chair or vice-chair
26.09.28.3	Develop budget request	Executive Mtg.	Executive	High	9/28/26	1/11/27	In process	On October EC agenda, for the January General meeting, approval
26.09.28.4	Retreat Planning	Executive Mtg.	Executive	High	9/28/26	6/14/27	In process	Starts in February for June meeting
26.09.28.5	Choose attendees for next USAgings	Executive Mtg.	Executive	High	9/28/26	4/12/27	Not started	April
26.09.28.6	Create a Survey Monkey survey re skills of current commissioners, with the intent of determining what other skills are needed	Executive Mtg.	Executive	Medium	9/28/26		In process	Can Catherine help?
26.09.28.7	Develop structure & checklists for Monthly site visits	Executive Mtg.	Services Delivery	High	9/28/26		In process	

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26.09.28.8	Include a reminder in the next meeting packet that the Director's report must stay within the 30 minute limit.	Executive Mtg.	Director Stephens-Pierre	High	9/28/26		In process	
26.09.28.11	Include onboarding in standard operating documents	Executive Mtg.	Ad Hoc	High	9/28/26		In process	Also [26.08.24.17]
26.09.28.12	Draft language outlining recommended qualities and amend Bylaws to reflect qualities of new members and orientation.	Executive Mtg.	ACA	High	9/28/26		In process	
26.09.28.13	Develop guidance regarding non-ACA participation in committees and consider whether this is a Bylaws change or standard operating procedure.	Executive Mtg.	Executive	Medium	9/28/26		Not started	

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26.09.28.14	Draft agenda for the 10/12/26 agenda to include:- Leave of Absence Policy (to be brought forward for discussion and vote)							
	- Question & Answer Time Limit Procedure (2 minute script) to be brought to the body							• Members emphasized the need to structure agenda items clearly using notification → review → discussion → vote.
	- Vice Chairs for Committees (discussion)	Executive Mtg.	Director Stephens-Pierre	High	9/28/26		In process	• Voting items must be clearly marked in bold.
	- Committee Roles & Responsibilities, including how non ACA members fit in							• The agenda should be sent out early so commissioners have time to review it.
	- Onboarding/Orientation Process (to be added for discussion)							
	- Conference Attendance Procedure (to return to the							

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