



ALAMEDA COUNTY ADVISORY COMMISSION ON AGING

MEETING MINUTES

Date August 10, 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

Chairperson, Commissioner Laura McMichael-Cady called the meeting to order at approximately 9:30 AM.

2. Roll/ Call / Quorum Established

Commissioners participated in a verbal roll call. Everyone was present except Commissioner Guillory who was excused. Staff confirmed a quorum was established.

3. Approval of Prior Meeting Minutes & Agenda

Commissioners reviewed the corrections to the previous minutes. Action Taken

Motion to Approve the July 13, 2026, Advisory Commission on Aging General meeting minutes as presented. Motion By: Commissioner Goetz

Second By Commissioner McCowan.

Outcome Motion Passed.

Motion Approve the August 10, 2026, Advisory Commission on Aging General meeting

Agenda as presented. Motion By: Commissioner McCowan

Second By Commissioner Ellis

Outcome Motion Passed.

4. AAA Director's Report

Director Jennifer Stephens-Pierre provided updates on

a) Administrative Report

- Commission Items:
 - Business Cards: An email had been sent requesting commissioner's business card information. Some members did not receive the email, so it will be resent with a deadline to ensure cards can be ordered before the next meeting.

Action Item: AAA Staff will resend business card email.

- Mayor's Conference: The ACA presentation confirmed for September; focus will be on explaining AAA services and city specific data.
- C4A: Registration is open for November 17-19.

High-Level Overview/Projects

- SB 1249: County may face a \$1.2 million funding reduction. The California Association for the Area Agency on Aging and other statewide advocates opposed the funding formula changes, which resulted in a one-year extension. CDA will re-open the Intrastate Funding Formula, which is used to determine funding, for public comments. AAA will send out the announcement, once the dates to make comments opens. SFMNP – Farmer's Market: The distribution attempt in San Leandro (July 15) drew an unexpectedly large crowd and became unsafe, so the event was stopped. A successful distribution later occurred in Alameda (approximately 160 vouchers). The next distribution will take place at San Leandro Library on August 19, with a structured plan involving volunteers, police presence, crowd-control barriers, and assistance from the Department of Food & Agriculture. They anticipate distributing 300–400 vouchers that day.
- RFP Update: Most RFPs have been awarded, including HICAP, Ombudsman, Telephone Reassurance, Nutrition programs, Family Caregiver, Fall Prevention, and Information & Assistance. Supportive Services contracts are still pending. A finalized summary will be shared once all awards are complete.
- Healthy Living Festival: Scheduled for September 24, volunteers are needed, AAA provided lunch bags will be used.
- Voting PSA: The Legislative Committee is creating a voter education initiative,

including a PSA being script-read today for Comcast. Weekly voter education messages will also be released for older adults. Additional discussions will continue on transportation access for seniors wishing to vote.

5. ACA Budget Report; Funds Remaining

A brief budget update appeared in the meeting materials. A budget line showing \$14,998 was noted, and it was identified that the correct reporting period (July 1 – June 31) was missing and should be added for clarity in future budget documents.

Action Item

- Staff will add the reporting period July 1 – June 30 to the budget line.
- Staff will provide full ACA Budget details at future meetings.

6. US Aging Report

Commissioner Dori Ellis provided a brief overview of the USAging National Report. She highlighted rising demand for aging services, large nationwide volumes of meals and care hours delivered, the importance of elder justice and caregiver support, concerns about increasing scams targeting older adults, and key national resources available to protect seniors. Commissioners felt the report was helpful and appropriate to share with the community.

7. Break

A 10-minute break was taken by the commissioners.

8. Executive Committee Transparency Protocol – Action Required: Discussion/Vote

Discussion:

The Committee reaffirmed transparency as a core guiding principle. Members agreed that all committee minutes, along with the action and decision logs, will be included in every meeting packet to keep commissioners fully informed. The guiding principles from the retreat will be visibly displayed during meetings. These steps aim to prevent confusion, support accountability, and maintain clear communication. A formal vote was suggested to adopt this process as standard operating procedure.

Decision:

Protocol approved.

Action Item:

- Attach all committee minutes (Executive Committee and others) to future meeting packets.
- Include action log and decision log in every meeting packet.
- Post guiding principles visibly in the meeting room for all future meetings.
- Add clarification to the minutes stating that attachments must include all committee minutes, action log, and decision log.
- Prepare for a formal vote to adopt the transparency protocol as the Standard Operating Procedure.

Motion: To adopt a Standard Operating Procedure requiring that all committee minutes, along with the action log and decision log, be included in every commissioner meeting packet, and that the guiding principles be visibly displayed during meetings, in order to ensure full transparency and consistent access to committee information.

Motion By: Commissioner Banks

Second By Commissioner Mayfield

Outcome Motion Passed.

9. Strategic Planning Retreat Priorities- Action Required: Discussion/Vote

The commission briefly reviewed the retreat feedback and reaffirmed three main priorities: improving communication, strengthening accountability and collaboration, and ensuring documentation is accessible and transparent. Members emphasized the need for timely review of packets and consistent sharing of materials.

Action Item:

- Adopt the three retreat priorities (communication, accountability/collaboration, accessible documentation).
- Apply these priorities to ongoing commission and committee work.
- Commissioners are expected to review all packet materials before meetings.

Motion: To accept the top three priorities (priorities (communication, accountability/collaboration, accessible documentation) as an operating principle.

Motion By: Commissioner Banks

Second By Commissioner McCowan

Outcome Motion Passed.

10. Orientation Packet Review and Adoption – Action Required: Discussion/Vote

Discussion:

The commission reviewed the draft Orientation Packet and discussed what materials should be included for new members. Members emphasized creating a clearer, more complete packet and adding an interactive orientation session twice a year. Additional input from commissioners will be incorporated, and the orientation subcommittee will continue refining the packet. No final vote was taken; next steps were added as an action item.

Action Item:

- Continue refining the Orientation Packet with additional commissioner feedback.
- Add clearer committee role descriptions and align content with bylaws and SOPs.
- Include committee-specific information and ensure content is reflected on the website.
- Prepare both a binder and online version for new commissioners.
- Plan for two orientation sessions per year (June and December).

10. Committee Reports

- ❖ **Service Delivery:** The subcommittee focused on three primary areas: drafting a joint SB1249 response letter, reviewing and selecting its priority goals for the current and upcoming year, and evaluating a model observed during a Board of Supervisors/Health Services meeting for use in future commission engagement. The subcommittee is also preparing upcoming site visits and tracking contract award status.
- ❖ **Legislative:** The subcommittee drafted and submitted the SB1249 response letter.
- ❖ The committee will monitor legislative activity through CSL, C4A, and the Age-Friendly Council. Updates were provided on the PSA and voter-education campaign.
- ❖ **Public Relations:** Membership remains difficult to maintain, but current communications materials are in good shape. Deborah has conducted several successful webinars. The subcommittee is working on the April resource guide and will schedule a meeting to continue planning.
- ❖ **Ad-Hoc:** The Ad Hoc Committees continue work on three areas: Bylaws, Standard Operating Procedures (SOP), and development of the Orientation Packet.

- Staff Deborah Cooper mentioned that the Senior Updates is available to distribute.
- Commissioner Goetz commented that he was selected as a Chan/Randolph Policy Fellow

with the Senior Service Coalition.

1 1. Oral Communication/Public Comment

- Chair McMichael-Cady stated she did not provide a formal report. She noted strong attendance over the past ten weeks, appreciated members' engagement, and reminded commissioners they may attend up to three meetings online when needed.
- AAA Director Jennifer Stephens-Pierre explained that there has been another appointment to the ACA,, though the specific district was not identified.
- Commissioner Banks suggested adding a public comment period and encouraged commissioners to watch a recent segment available on YouTube and aired on CNN that portrays seniors as receiving more funding than youth.

The meeting adjourned at approximately 11:41 AM

Prepared By/
Rhoda Turner
Secretary II
Alameda County Department of Adult & Aging Services