

ACA GENERAL SESSION MEETING AGENDA

Monday, January 12, 2026

9:30AM – 12:00PM

In-Person Meeting**Alameda County Social Services Agency (Eastmont)****Maxwell Park Room**[\(Directions to Conference Room\)](#)6955 Foothill Blvd, Suite 143 (First Floor)
Oakland, CA 94605

TELECONFERENCING GUIDELINES-NOTE NEW LINK: MEMBERS OF THE PUBLIC MAY OBSERVE AND PARTICIPATE IN MEETINGS BY FOLLOWING THIS LINK: [ZOOM LINK](#) OR DIALING IN +1 888 475 4499 US (San Jose). Meeting ID: 847 3634 7845| Passcode: 067342

PLEASE NOTE: For everyone's online safety, Alameda County prohibits the use of AI notetaking applications in County meetings. AI applications found in the online audience will be removed by staff. Apologies for any inconvenience and thank you for your cooperation.

Public participation at Commission meetings is encouraged. We request that individuals limit their comments on any single item on the agenda to two minutes. The chosen spokesperson for a group may speak for four minutes.

Schedule is subject to change and all times are approximate.

Agenda Item	Material Provided	Presenter	Time (all times approximate)
CALL TO ORDER/ROLL CALL		Chair	9:30 – 9:35
APPROVALS: <ul style="list-style-type: none"> Today's Meeting Agenda Meeting Minutes from Strategic Planning Meeting Meeting Minutes from November 10, 2025 	Minutes attached	Chair/Commission	9:35 – 9:40
COMMENTS FROM THE PUBLIC FOR ITEMS ON THE AGENDA		General Public	9:40 – 9:45
COMMENTS FROM THE ACA CHAIR: <ul style="list-style-type: none"> Presentation to the Board of Supervisors – Social Services Committee, 2/23/26, 2:30p 		Chair	9:45 – 9:50


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OAKLAND, CA 94605

Agenda Item	Material Provided	Presenter	Time
AAA DIRECTOR'S REPORT: <ul style="list-style-type: none"> AAA Administrative Updates Program/Contracts RFPs Holiday baskets – THANK YOU Advocacy training (tent. Feb 2026) 		Jennifer Stephens-Pierre	10:20 – 10:35
ITEMS FOR DISCUSSION AND POSSIBLE ACTION: <ul style="list-style-type: none"> Possible participation in Estate Planning Awareness Month (October) Possible revision of SWOT (attached) Possible setup of bylaws committee and timeline for review 	SWOT (attached)	Commission	10:35 – 10:45
SUBCOMMITTEE REPORTS <ul style="list-style-type: none"> Executive Public Relations Legislative Service Delivery 		Committee Members	10:45 – 11:00
COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA		Public	11:00 -11:05
ORAL COMMUNICATIONS <ul style="list-style-type: none"> Announcements 		Commissioners, Staff, Public	11:05 – 11:10
ADJOURNMENT		Chair	11:10



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ACA UPDATES:

1/20- County closed in observance of Martin Luther King Jr.'s Birthday

2/10 – Next meeting

2/23 – Commission presentation to the Board of Supervisors – Social Services Committee, 2:30p.

Attachments:

Draft presentation to Board of Supervisors – Social Services Committee

Minutes of Strategic Retreat meeting 10/27/25

Minutes of ACA Regular Meeting 11/10/25

SWOT

The Alameda County Advisory Commission On
Aging
is appointed by the Board of
Supervisors and the Mayor's Conference in
order to provide advice and oversight to the
Area Agency on Aging in funding local services
for seniors.

draft

Accomplishments in 2025/2026

- Our Quarterly Senior Update Newsletter, which focuses on: senior resources, MediCare and MediCal, health issues, scams aimed at seniors, homelessness, and other pertinent topics.
- A Webinar on Grandparents Raising Grandchildren on 5/8/2025, which was a touching and informative event.
- Our endorsement of multiple appeals to State and Federal legislators concerning the impact of budget cuts on Alameda County seniors.
- 50 holiday baskets to local seniors.
- Participation on RFP Review panels.

Statement of Purpose

The Advisory Commission on Aging advocates for Alameda County seniors by advising and collaborating with the Area Agency on Aging and providing a conduit for information to flow between local seniors, the Area Agency on Aging, providers of services, and the Alameda County Board of Supervisors.

Committees and Their Objectives

We have three active committees each with several objectives:

- The Legislative Committee *keeps us apprised of legislation and pending legislation that will affect local seniors and helps us to determine what positions to take and how.*
- The Public Relations and Outreach Committee *interacts with local seniors and provides information and support through our newsletter and attendance at events.*
- The Services Delivery Committee *interacts with community service providers who are funded by AAA and with the clients they serve and guides us in recommending needed changes.*

Ongoing desire for stronger collaboration with BOS

- We wish to maintain an active channel of communication with the Board of Supervisors, including acknowledgment of monthly reports and a scheduled quarterly meeting with the Social Services Committee, as well as information about when concerns re: Alameda County seniors come up in other BOS committees.
- Please continue to appoint more Commissioners!
- Continue to budget for attendance at local and national events, allowing us to share knowledge and information with other advisory commissions, to create and disseminate useful information, and to hold an annual planning retreat.

Thank you.

Questions or feedback?

ACA STRATEGIC PLANNING MEETING MINUTES

Monday, October, 27, 2025 | 10:00AM – 1:00 PM

Alameda County Social Services Agency (Eastmont)

Maxwell Park Room

6955 Foothill Blvd, Suite 143 (First Floor)
Oakland, CA 94605

<p><u>ACA Commissioners Present</u></p> <p>Barbara Price Denyse McCowan - online Dori Ellis Helen Mayfield John Schinkel-Kludjian Johnny O'Brien Laura McMichael-Cady (Chair) Michael Goetz Pricilla Banks Regina Guillory</p> <p><u>Commissioners Absent</u></p>	<p><u>County of Alameda Staff Present</u></p> <p>Catherine Payne Kim Fogel Jennifer Stephens-Pierre Rhoda Turner</p>
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Item	Discussion / Action Item
A. CALL TO ORDER	<p>Meeting called to order at 10:17am</p> <p>Roll Call of Commissioners</p> <p>Quorum achieved.</p>
B. INTRODUCTION: Partners in Purpose: Strengthening Aging Services Together (AAA (Overview & ACA Collaboration))	<p><i>Introduction: Partners in Purpose:</i></p> <ul style="list-style-type: none"> Facilitator Catherine Payne opened the meeting by introducing herself and outlining the purpose of the session. Each commissioner introduced themselves, shared their background, and offered a word that represents their community. Catherine Payne provided an overview of the Area Agency on Aging (AAA) and the Advisory Commission on Aging (ACA).



- **Mission of AAA:** Promote dignity, independence, and quality of life for older adults, caregivers, and people with disabilities.
- **Role of ACA:** To advise AAA and the Board of Supervisors, review plans and budgets, advocate for community needs, and ensure alignment with the Older Americans Act.
- Commissioner Guillory requested clarification regarding the organizational flowchart and whether it pertains solely to the Advisory Commission on Aging (ACA) or to the broader Area Agency on Aging (AAA). The inquiry focused on understanding how the ACA functions within the larger AAA structure and how both entities are interconnected.
- Commissioner Mayfield emphasized the importance of visualizing both the internal structure of the ACA and the broader organizational chart of the AAA. This would help commissioners and stakeholders understand where individuals are positioned, especially those who serve on both the AAA and ACA. The goal is to ensure clarity on roles, responsibilities, and reporting lines within and across both entities.

C. Committee Objectives & long-term goals (to be continued in Joint Mission Creation)

Committee Objectives & long-term goals

- Reviewed the four standing committees:
 - Service Delivery
 - Public Relations
 - Legislation
 - Recruitment
- Commissioners discussed aligning the 14 objectives in the bylaws with committee responsibilities.
- Some objectives were reclassified as mandates or best practices.
Proposal to merge PR, Recruitment, and Orientation into one committee.



D. Joint Mission statement and Longevity	<ul style="list-style-type: none"> • Discussion on the need for a clear, shared mission statement. • Commissioners emphasized the importance of understanding the commission's history and purpose. • Agreement to revisit the 2021 Strategic Plan and use it to inform future direction.
E. Project planning and timelines: <ol style="list-style-type: none"> 1. Bylaws and orientation packet: <ul style="list-style-type: none"> • Form ad hoc committee to update • Set timeline 2. Create goals and objectives for 2025! 	<p>Bylaws and Orientation Packet</p> <ul style="list-style-type: none"> • Commissioners agreed to: • Review bylaws for alignment with administrative code. • Form ad hoc or standing committees to propose revisions. • Include orientation materials, committee lists, and operating timelines in a new commissioner packet. <p>Create Goals and Objectives for 2026</p> <ul style="list-style-type: none"> • Commissioners discussed setting realistic, measurable goals. • Emphasis on internal organization before external initiatives. • A strategic planning session was proposed for early 2026 to finalize objectives.
F. Ideas for an accessible repository for commission information	<ul style="list-style-type: none"> • Identified the need for a centralized, accessible repository (e.g., SharePoint or website). • Discussed legal considerations (Brown Act, draft vs. final documents). • Action item to clarify what can be shared and how access will be managed.
G. Training and Best Practices	<ul style="list-style-type: none"> • Commissioners requested training on: <ul style="list-style-type: none"> ○ Advocacy. ○ Monitoring responsibilities. ○ Best practices from other commissions. • Orientation packet to include: <ul style="list-style-type: none"> ○ How to request additions to minutes. ○ Committee assignments.



o Timeline of annual responsibilities.

H. Action Items & Timelines

Action Item

Responsible

Due Date

Review 2021
Strategic Plan &
Countywide
Area Plan

All
Commissioners

January
2026
Meeting

Conduct SWOT
Analysis

All
Commissioners

January
2026

Reach out to
advocacy
trainers

Kim Fogel

November
2025

Clarify legalities
of document
sharing (Brown
Act)

Kim Fogel

In Progress

Provide
annotated
bylaws with
staff feedback

Jennifer
Stephens-Pierre

Pending



	Develop orientation packet & timeline	PR/Orientation Committee	In Progress
	Schedule strategic planning update	Catherine Payne & Chair	March/April 2026
	Review and align committee objectives with bylaws	All Committees	Ongoing
I. PUBLIC COMMENT	None.		
J. CLOSING REMARKS	<ul style="list-style-type: none"> Commissioners expressed strong commitment to improving the commission's structure and impact. Emphasis on collaboration, transparency, and respect. Chair adjourned the meeting with appreciation for everyone's participation and engagement. 		
K. ADJOURNMENT	Meeting adjourned at 1:00 pm		


GENERAL SESSION MEETING MINUTES

Monday, November 10, 2025 | 9:30AM – 12:00 PM

Alameda County Social Services Agency (Eastmont)
Maxwell Park Room

6955 Foothill Blvd, Suite 143 (First Floor)

Oakland, CA 94605

ACA Commissioners Present

Barbara Price
 Denyse McCowan (Vice-Chair) – online
 Dori Ellis
 Helen Mayfield
 John Schinkel-Kludjian – online
 Johnny O’Brien - online
 Michael Goetz
 Priscilla Banks
 Laura McMichael-Cady (Chair)

Commissioners Absent

Regina Guillory - Absent

County of Alameda Staff Present

Amritpal Gill
 Connie Soriano
 Deborrah Cooper
 Janet Weisman
 Jennifer Stephens-Pierre
 Jonathan Montano-Flores
 Min Feng
 Rhoda Turner
 Zala Etienne

Guests: Jenny Pardini and Jacqueline Scoggins

Item	Discussion / Action Item
A. CALL TO ORDER	Meeting called to order at 9:40 am Roll Call of Commissioners Quorum achieved.
B. APPROVAL OF MINUTES	Motion to accept meeting minutes from 10/13/2025. (M) Laura McMichael-Cady (S) Michael Goetz Passed
C. COMMENTS FROM THE PUBLIC FOR ITEMS ON THE AGENDA	No public comment was received at the beginning of the meeting. One public comment was received at the end of the meeting from Jacqueline Scoggins regarding the need for community education on funeral planning and pre-need services. She proposed a community outreach initiative. Chair McMichael-Cady acknowledged the importance of



	the topic and suggested it be discussed further in the Executive Committee.
D. COMMENTS FROM THE ACA CHAIR <ul style="list-style-type: none"> Takeaways from the Retreat 	<p>Chair McMichael-Cady shared reflections from the recent retreat, emphasizing the need to:</p> <ul style="list-style-type: none"> Develop a mission statement. Align committee goals with the bylaws. Prepare for the upcoming Countywide Area Plan process. Continue strategic planning with facilitator Catherine in April.
E. PRESENTATION <ul style="list-style-type: none"> Medicare and the Annual Enrollment Period: Changes for 2026 	<p>Jennifer Pardini from Legal Assistance for Seniors delivered a comprehensive presentation on Medicare and the HICAP program. Topics included:</p> <ul style="list-style-type: none"> Medicare eligibility and enrollment. Part A, B, C, and D coverage. Medicare Advantage vs. Original Medicare. Prescription drug coverage and penalties. Extra Help program and Medigap policies. Legislative updates and changes under the Inflation Reduction Act. <p>Commissioners asked questions throughout, and the presentation was well received.</p>
F. AAA DIRECTOR'S REPORT	<p><i>Jennifer Stephens-Pierre, AAA Director, provided updates on:</i></p> <ul style="list-style-type: none"> AAA/ACA relocation to Hayward pending (6-8 weeks estimate). CDA monitoring visit scheduled for November 12 – 14th. \$1.7 million in additional Measure W funding awarded for nutrition services. Holiday Basket Program scheduled for December 12; volunteers and donations requested. RFP process for Health and Medicare Advocacy and Information Services (HMAI). Commissioner reimbursements and budget considerations.


G. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- Possible revision of SWOT
- Possible setup of bylaws committee and timeline for review

- **Mission Statement & Goals:** Committees were asked to return with draft goals and objectives for review at the next Executive Committee meeting.
- **RFP Review Panel:** Commissioners were encouraged to volunteer for the County Selection Committee to review proposals.

Discussion on travel reimbursement and potential stipends; item referred to Executive Committee for further review.

H. COMMISSION COMMITTEE REPORTS:

- Executive
- Public Relations
- Legislative
- Service Delivery

Executive Committee:

- Next meeting scheduled for November 24th.
- Will review draft mission statement and committee objectives.

Public Relations:

- Working on the January newsletter.
- Commissioners encouraged to submit content.

Legislative:

- Discussed Measure W funding and emergency procurement processes and procedures.
- Monitoring AB 1069 (Emergency Preparedness for Older Adults).

Service Delivery:

- Attended the C4A Conference.
- Will provide a formal report at a future meeting.

Commissioner Mayfield requested that when reports are given, there be something typewritten submitted in advance so that commissioners can review the content and add to the conversation if needed.

Commissioner Banks responded, "We'll be more than happy to try to accommodate you," and invited Commissioner Mayfield to provide an example of the format he would like to see.

Jennifer added that for the January presentation, presenters will be asked to submit their materials ahead of time so they can be included in the minutes.

Commissioner Mayfield replied, "What I think I'm trying to do is not get back into the same footsteps of previous situations within this commission—[but instead] increase the support of AAA," emphasizing the importance of

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	consistency and shared understanding among commissioners.
I. ORAL COMMUNICATIONS/PUBLIC COMMENT	Jennifer highlighted the importance of estate planning and pre-need arrangements, drawing from her experience in the Public Administrator's Office. She emphasized the need for public education to reduce financial and emotional stress at end-of-life and suggested a future webinar or outreach during Estate Planning Awareness Month.
J. ADJOURNMENT	Meeting adjourned at 11:59 pm.

Advisory Commission on Aging Mission Statement and Strategic Plan



MISSION STATEMENT

The Advisory Commission on Aging promotes the independence and well-being of older adults through:

- Improved access to information and services and programs for older adults

- Support of family members and caregivers

- Advise and provide leadership to Board of Supervisors and Area Agency on Aging

- Advocate for, protect and care of vulnerable adults

- Community empowerment and outreach

2021 STRATEGIC GOALS

**DIGITAL
DIVIDE**

**ESTATE
PLANNING/ End
of Life**

RECRUITMENT

- Address Equity issues (legislative?)
- Pilot (Joint efforts)
- Collaborations (AFC or Cities)
- TRAINING/ACCESS
- DIGITA

Collaborate with community partners

Event ?

- Literature?
- GMOI

- Advertisement/ Marketing

- Outreach BOS/MC