

General Meeting Agenda

August 10, 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.

Welcome/Call to Order/Roll Call (9:30-9:35) Chair

#1: Review/approve agenda and minutes (9:35-9:40)

All Commissioners

- Attachment: Agenda
- Attachment: Minutes of ACA General Meeting July 2026 (in process)

#2: Public Comment (9:40-9:45)

#3: AAA Director Update (9:45-10:10)

Area Agency on Aging (AAA) Director

- Mayor's Conference Presentation
- SB1249
- Farmers Market Distribution
- RFP Status
- Voting PSA

#4: ACA Budget Report; Funds Remaining (10:10-10:15) Staff

- Attachment: Budget report

ACA General Meeting Agenda 8/10/26 (Cont.)

#5: USAging Report

(10:15-10:30)

AAA Director and Commissioner Ellis

- Attachment: Presentation

Break (10:30-10:40)

#6: Executive Committee Transparency Protocol

Action Required: Discussion/Vote

(10:40-10:50)

ACA Executive Committee

Instruction:

- Review and finalize attached "Proposed items for Action Log and Decision Log Protocol"

#7: Strategic Planning Retreat Priorities

Action Required: Discussion/Vote

(10:50-11:10)

Chair/Vice Chair

Instruction:

- Review attached ACA Retreat Feedback Summary
- Vote on recommended top 3 priorities:
 1. Communication Improvements
 2. Accountability and Collaboration
 3. Documentation for Accessibility and Transparency

#8: Orientation Packet Review and Adoption

Action Required: Discussion/Vote

(11:10-11:20)

Chair/Vice Chair

Instruction:

- Review attached Proposed Orientation Packet
- Vote on adoption of Proposed Orientation Packet

#9: Committee Reports (11:20-11:30)

Standing Committees:

- Services Delivery
- Legislative
- Public Relations

Ad Hoc:

- Bylaws
- Standard Operating Procedure
- Orientation

#10: Adjournment (11:30)

Attachments:

1. Agenda
2. Minutes of General Meeting July 2026 (in process as of posting time)
3. Minutes of Executive Committee Meeting July 2026 (for reference)
4. Budget report
5. USAging Conference Presentation
6. Decision log
7. ACA Retreat Feedback Summary
8. Orientation Packet

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, July 27, 2026 | 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: Priscilla Banks, 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.

Motion to approve the agenda

(M) Priscilla Banks

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes Monday, July 27, 2026 | 9:30 am – 11:30 am

(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:

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

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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.

Action Item

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

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes Monday, July 27, 2026 | 9:30 am – 11:30 am

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

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

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

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.
-
- AAA staff and the Ad Hoc Committee will continue refining the Orientation Packet.
- Updates to the Bylaws require further work to align with administrative code requirements.
- Standard Operating Procedures will need continued development and review.

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes Monday, July 27, 2026 | 9:30 am – 11:30 am

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.

Action Item:

Dori will prepare a comprehensive summary of the Strategic Planning Retreat feedback, including prioritized elements.

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 | 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.

ADVISORY COMMISSION ON AGING BUDGET AND EXPENDITURES-8/10/26

CATEGORY	ITEM (s)	Utilization
CONFERENCES/TRAVEL	CONFERENCES/TRAVEL/TRAINING/RETREAT	\$ 9,500
	-Dori Ellis - USAging Conference	\$ 3,268
	REMAINING ACA EVENTS BUDGET	\$ 6,232
OUTREACH/EDUCATION	COMMITTEES/OUTREACH/SUPPLIES	\$ 1,500
	REMAINING ACA OUTREACH/EDUCATION	\$ 1,500
OTHER	FOOD FOR MEETINGS	\$ 4,000
	-July 2026 Panera	\$ 377
	-August 2026 Panera	\$ 367
	REMAINING ACA OTHER BUDGET	\$ 7,256
	REMAINING ACA BUDGET 26-7	\$ 14,988

BRIEF UPDATE ON THE USAGING – ANSWERS ON AGING CONFERENCE

Presented to:

Alameda County Advisory Commission on Aging

Dori Ellis, Commissioner

August 10, 2026



ABOUT THE **USAging** CONFERENCE

- 51st annual conference
- Largest conference on record... >1500 participants
- More than 100 presenters
- More than 100 exhibitors
- Many presentations available at: [USAging26 Presentations](#)
- Very well organized in subject-matter tracks, and easy to choose sessions
- Alameda County attendees
 - Jennifer Stephens Pierre, Director, Area Agency on Aging
 - Zalaë "Za Za" Etienne, Senior Nutritionist, Area Agency on Aging



L to r: Jennifer Stephens-Pierre, Director, AAA; John Schinkel-Kludjian, Commissioner, ACA; Dori Ellis, Commissioner, ACA; Michael Galvan, Consultant, CRIL

- Dori Ellis, Commissioner, **Advisory** Commission on Aging
- John Schinkel-Kludjian¹, Commissioner, Advisory Commission on Aging

¹ Not funded by this AAA

THEMES OF THE CONFERENCE

Advancing	Advancing Advocacy and Elder Justice
Aging	Aging Well in Community: Housing, Transportation and More
Aligning	Aligning Health and Social Care: Health Care Contracting and Systems Integration
Meeting	Meeting the Unique Needs of Aging Communities
Promoting	Promoting Healthy Aging and Social Connection
Running	Running Your Agency: Strategies to Strengthen Leadership, Systems and People

REPEATING MESSAGE – OAA RENEWAL STATUS & HR1 IMPACTS

Item	Senate	House	Status
OAA Reauthorization Act (S. 2120, Text of OAA)	✓ Passed July 14, 2026	✗ Not yet voted	Awaiting House action
FY26 HHS/OAA Appropriations	Pending Senate vote	✓ Passed House Jan 22, 2026	Flat funding + small increases
FY27 OAA Appropriations	Not yet	✓ Committee approval only	Not passed by full House

- HR1 impacts in CA
 - Currently withholding \$867.5 Million Medicaid funding targeted at In Home Support Services (~400,000 seniors potentially impacted)
 - Estimated 80,000 to 100,000 may lose SNAP benefits
- All seniors' programs are under stress – growing population and shrinking resources

WHY FOCUS ON THE OLDER AMERICANS ACT?

NATIONWIDE IMPACT OF OAA IN 2025

- Served 16.5 million (1 in 6 older adults)
- 250 million meals served to 2.7 million adults
- 14.8 million rides
- 20.6 million hours of personal care, and homemaker- and chore-services
- 3.3 million hours of case management
- ~900 thousand caregivers
- ~900,000 caregivers
- >7 million hours of respite care
- > 60% of caregivers report isolation and loneliness
- Provides oversight for Adult Protective Services
 - 59 state level aps programs
 - 1581 Local offices
 - 1.4 million referrals annually (fraud, exploitation, injury, etc.)

OTHER THEMES

- Seniors are most at risk during transitions
 - Home to hospital
 - Hospital to
 - Home/Independent living
 - Rehab
 - Skilled Nursing
 - Assisted Living
 - Training needed for healthcare and homecare workers to impact change to fit seniors' expectations/needs:
 - Mobility
 - What Matters
 - Medication
 - Mentation
- Seniors are vulnerable to fraud
 - 1 in 5 families have experienced internet fraud (likely underestimated due to shame)
 - Isolation is a key risk factor
 - Targeted during life transitions
 - Sale of home
 - Move to assisted or skilled care living
 - Death of a spouse
- Nutrition programs are critical
 - Food is Medicine Coalition [Research Outcomes](#)
 - Improved access to food
 - Improved mental health
 - Better disease management
 - Fewer hospitalizations and emergency department visits
 - 16% reduction in Healthcare costs

RESOURCES FOR SENIORS

- HHS: Administration for Community Living
[Resources from ACL](#)
- HHS: Area Agency on Aging [Eldercare Locator](#)
- DOJ: National Elder Fraud Hotline
 - 1-833-372-8311
 - [Eldercare Fraud Hotline](#)
- FBI: Internet Crime Complaint Center
 - [Internet Crime Complaint Center](#)
- FTC: [FTC-Report Fraud](#)
- Adult Protective Services
 - Call or text 1-800-677-1116
 - [Eldercare Hotline](#)



L to r: Dori Ellis, Commissioner, Advisory Commission on Aging; Christina Irving, Client Services Director, Family Caregiver Alliance; Jennifer Stephens-Pierre, Director, AAA; Za Za Etienne, Senior Nutritionist, AAA

Questions?



ACA Action Tracker - DRAFT

Description	Origin	Owner/Responsible Party	Priority	Date Initiated	Due Date	Status	Notes
Choose Legislative Committee Co-Chair	Executive Mtg.	Chair, Legislative Committee	Medium	7/13/2026	7/13/2026	Complete	Mari-Lyn Harris is new Co-Chair for Legislative Committee
Chair of Legislative Committee will send PAL briefing to members	Legislative Mtg.	Chair, Legislative Committee	Medium	7/13/2026	8/13/2026	Not started	
Extend invitation to Amritpal Gill, Management Analyst Assistant, SSA, to attend Legislative Meeting	Legislative Mtg.	AAA Director	Medium	7/13/2026			
Review 2021 Strategic Plan and County-wide Area Plan	General Mtg.	All Commissioners	High	1/12/2026		Not started	
conduct SWOT analysis	General Mtg.	All Commissioners		1/12/2026	1/26/2026	Not started	
Reach out to advocacy trainers	General Mtg.	Kim Fogel	High	11/25/2025		Not started	Amritpal Gill presented a briefing to the General Meeting. Still awaiting real training
Clarify legality of document sharing for the Brown Act	General Mtg.	Kim Fogel	High	1/12/2026		In Progress	Presentation on the Brown Act, but not specific to document sharing
Provide annotated Bylaws with staff feedback	General Mtg.	Jennifer Stephens-Pierre		1/12/2026		In Progress	
Develop Orientation Package and Timeline	Other	Executive committee	High	1/12/2026		In Progress	Will be presented to the general meeting on 8/10/2026 for discussion

ACA DECISION LOG - DRAFT

Description	Date	Origin	Notes
Legislative Committee meeting time will change. Now, follows the General ACA Meeting	7/13/2026	Legislative Mtg.	
Legislative Committee Members will attend in person, as per the Brown Act	7/13/2026	Legislative Mtg.	
Legislative Committee will follow the lead of other bodies such as the CSL and C4A	7/13/2026	Legislative Mtg.	

ACA Retreat Feedback Summary

Information Gathering Phase

Compiled from commissioner feedback, recommendations, and requests captured during the ACA Retreat.

Document Accessibility and Transparency

- Reader-friendly, printable Annual Plan
- ADA-compliant documents
- Multiple language translations when appropriate
- Glossary and index included in major documents
- Quick-glance summary or snapshot
- Side-by-side comparison/redline version showing changes
- Change log identifying what changed, when, and by whom
- Revision dates for plans, bylaws, and governing documents

Review Process and Brown Act Compliance

- At least five working days for document review
- Plans provided before public release whenever possible
- Hard copy and electronic copy of the Brown Act
- Training on Brown Act-compliant collaboration
- Opportunity to review documents before endorsements or approvals

Communication Improvements

- Clear email subject lines
- Time-sensitive emails clearly identified
- Timely communication regarding updates and deadlines
- Feedback loops and debrief opportunities
- Contact list of key county staff with phone numbers
- Telephone access/contact information when needed
- Post-interaction evaluations

Accountability and Collaboration

- Cross-accountability between commissioners and county staff
- Action tracker showing assignments and progress
- Alignment grid connecting tasks to goals and priorities
- Document tracker to monitor status of work products
- Collaboration opportunities within Brown Act guidelines

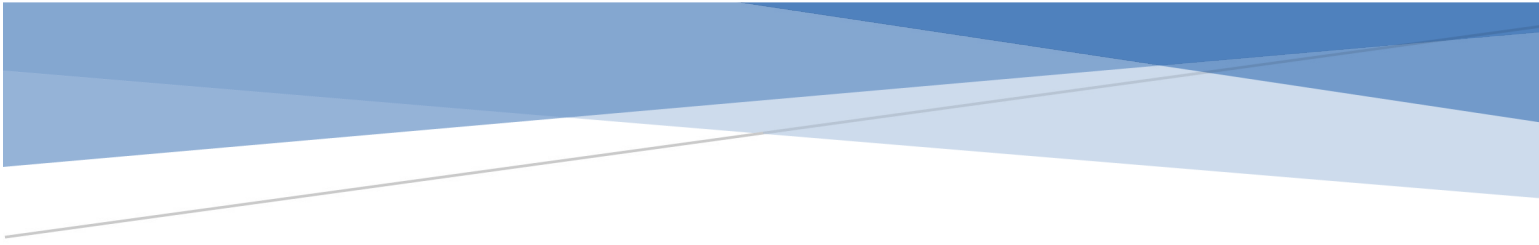
Training and Capacity Building

- Ongoing training opportunities

- Skill-building and growth-focused training
- Overview of AAA and related county services
- Training on how to review and evaluate the Annual Plan
- Cross-training and second-level backup responsibilities (two-deep concept)

Recognition and Commissioner Support

- Name tags for commissioners
- Regular debrief opportunities
- Acknowledgement and appreciation for commissioner contributions
- Recognition that thank-you and feedback are meaningful



Alameda County Advisory Commission on Aging

COMMISSIONER ORIENTATION GUIDE

Revised 7/15/2025

Alameda County Advisory Commission on Aging (ACA)

Commissioner Orientation

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Alameda County Advisory Commission on Aging (ACA)

Commissioner Orientation

Background

The Alameda County Advisory Commission on Aging (ACA) advises and provides information to the Board of Supervisors and the Area Agency on Aging (AAA). The commission is made up of representatives concerned about the needs and interests of elders in Alameda County. The commission works in concert with the staff of the AAA to develop, plan, and administer, programs designed to assist elders and their caregivers in the county.

This Orientation Guide is for Commissioners, giving them a clear idea of their roles and responsibilities, together with a sense of how they can contribute to the well-being of the community they have been appointed to serve.

This is a virtual document. In addition to its own narrative, it references other, external, sources of information. Rather than including those sources the Guide has virtual links to the outside source. This is done to ensure that if the referenced document changes those changes will be automatically included in the Orientation Guide.

Alameda County Board of Supervisors Objectives for the Advisory Commission

To act as an independent advocate for older persons as mandated by the Older Americans Act, and the Mello-Granlund Older Californians Act by taking positions on matters pertaining to federal, state and local policies, programs and procedures, and any legislation affecting older persons.

Founding Documents

The Advisory Commission on Aging is chartered by two laws:

Federal Older Americans Act (OAA)

The OAA link: [Older Americans Act](#)

Here is an excerpt of the section that defines the Advisory Commission (called “council” in the Act). Sec. 1321.57 Area agency advisory council.

(a) Functions of council. The area agency shall establish an advisory council. The council shall carry out advisory functions which further the area agency's mission of developing and coordinating community-based systems of services for all older persons in the planning and service area. The council shall advise the agency relative to:

- (1) Developing and administering the area plan;
- (2) Conducting public hearings;
- (3) Representing the interest of older persons; and
- (4) Reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

(b) Composition of council. The council shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community-based systems of services. The advisory council shall be made up of:

- (1) More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in programs under this part;
- (2) Representatives of older persons;

Alameda County Advisory Commission on Aging (ACA)

Commissioner Orientation

- (3) Representatives of health care provider organizations, including providers of veterans' health care (if appropriate);
- (4) Representatives of supportive services providers organizations;
- (5) Persons with leadership experience in the private and voluntary sectors;
- (6) Local elected officials; and
- (7) The general public.

(c) Review by advisory council. The area agency shall submit the area plan and amendments for review and comment to the advisory council before it is transmitted to the State agency for approval.

Mello-granlund Older Californians Act

Mello-granlund Older Californians Act link: [Mello-granlund Older Californians Act](#)

Here is a brief excerpt from the Act:

The Legislature hereby declares and recognizes each area agency on aging advisory council as a principal advocate body on behalf of older individuals within a planning and service area. Area agency on aging advisory councils shall operate in conformance with applicable federal requirements. The local advisory councils shall meet regularly and provide advice and consultation on issues affecting the provision of services provided locally to older individuals.

Commissioner Appointments

The Advisory Commission consists of 21 Commissioners, appointed in the following manner: Each member of the Board of Supervisors nominates two commissioners, one being a low income and/or minority. Eight Commissioners are appointed by the Alameda County Mayors Conference (4 from north county and 4 from south county).

Advisory Council on Aging Website

Link to ACA Website: [ACA Website](#)

On this website may be found the following:

Meeting Agenda Packets

Member Roster

ACA Bylaws

Meeting Calendar

Commissioner Responsibilities

Commissioners have been appointed to represent seniors and the disabled, their caregivers and families, and the various organization that provide services. It is an important responsibility. Commissioners are expected to:

- Be thoroughly familiar with Commission Bylaws. General responsibilities of Commissioners and Commission Officers are outlined in that document.
- Attend monthly meetings. If unable to attend, inform the Commission Chair.
- Review materials before the meeting.

Alameda County Advisory Commission on Aging (ACA)

Commissioner Orientation

- Take an active role in meetings. Ask questions and seek information as required for understanding. Express opinions.
- Maintain an awareness of the issues and needs of the community they represent.
- Serve on at least one subcommittee.
- Volunteer to review material from SSA to provide advice and guidance.
- Volunteer for Action Item assignments that come up during meetings.
- Volunteer for community outreach opportunities.

Subcommittees

All work of the ACA is accomplished in subcommittees as defined in the ACA Bylaws. (Link to ACA Website: [ACA Website](#))

The Bylaws identify five standing committees:

Executive Committee

The definition and responsibilities of the Executive Committee are defined in the ACA Bylaws.

Public Relations

The Public Relations committee contributes to and oversees production of the Commission's quarterly newsletter and provides a presence at community events to get the word out to Alameda County seniors about our work and about the agencies that are funded by the AAA.

Legislative Advocacy

The Legislative Advocacy committee works with the SSA expert in legislation to identify any legislative initiatives that would or wouldn't benefit older adults in Alameda County, and to advocate for or against that legislation. The committee also works with the Age Friendly Council and California Senior Legislature to ensure continuity with the Master Plan on Aging.

Recruitment

The Recruitment committee helps to recruit new members to the ACA.

Services Delivery

The Services Delivery committee works with the community-based organizations, NGOs, and other institutions that deliver services to seniors to monitor the services, evaluate issues, and serve as an emissary between the commission and these institutions. The committee is the primary eyes and ears of the commission to these institutions.

Subcommittee Standard Practices

Overall responsibilities of Subcommittees and members are outlined in the ACA Bylaws. (Link to ACA Website: [ACA Website](#))

Subcommittee Plans and Tracking

Each subcommittee will maintain a list of goals/objectives, and an action plan.

Alameda County Advisory Commission on Aging (ACA)

Commissioner Orientation

Goals and Objectives

A list of major goals and objectives. This list forms the basis for planning and reporting subcommittee work.

Action Plan

A detailed plan for work to accomplish goals and objectives.

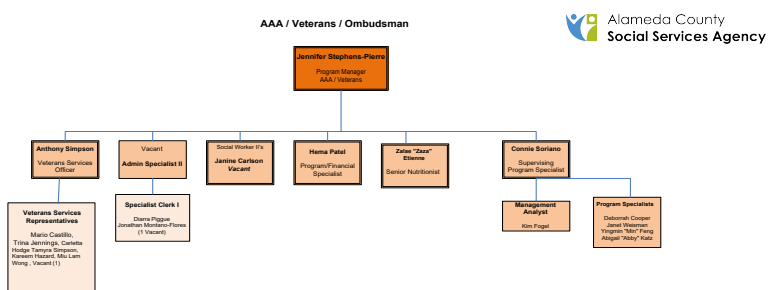
Alameda County Social Services Agency (SSA)

Link to SSA Website: [Alameda County SSA Website](#)

Alameda County Area Agency on Aging (AAA)

Link to AAA Website: [Alameda County AAA Website](#)

AAA Organization Chart:



Standard Review Cycles

The RFP (Request for Proposals) and CWAP (County Wide Area Plan) occur every four years and the planning begins approximately 18 months prior to the event. Historically, there's been an expectation that Commissioners will participate in the efforts directly, as reviewers, or as observers in the annual events listed below:

- Board of Supervisor's Presentations, as requested by the Social Service Committee
- California Senior Legislature: representation or participant in the nomination process (May)

Alameda County Advisory Commission on Aging (ACA)

Commissioner Orientation

- Countywide Area Plan- Needs Assessment, Community and Public Forums (next launch—ongoing until data and plan is written)
- Countywide Area Plan Updates (annually between March/April)
- Countywide Area Plan Updates (Public Meeting/ March)
- Requests for Proposals: Commissioner may be asked to complete need surveys and to serve as a reviewer on various panels
- Older Adult Month Activity, if scheduled (May)
- Elder Justice Awareness Month, if scheduled (June)
- Annual Holiday Basket-donations/deliveries (November)

In addition you may be asked to provide feedback on recurring items/issues such as:

- Budget Reviews or allocations
- Program Issues or Challenges for AAA and Providers
- Annual Contract Updates (effective July 1st)

Background Documents

These documents provide background information from the California Department on Aging, Alameda County, and other sources.

Alameda Countywide Area Plan

Link to CWAP: [Alameda CWAP](#)

California Master Plan for Aging (MPA)

Link to MPA: [CA MPA](#)

Brown Act

Link to Guide to Brown Act: [Guide to Brown Act](#)

Roberts Rules of Order

Link to Cornell University Simplified: [Simplified Roberts Rules](#)

DRAFT – ORIENTATION PACKET as of July 20, 2026

Items highlighted in **green** will be supplied by the County

Items highlighted in **yellow** will be delivered by ACA

Composition of the Commission

- Roster of Commission
- Staffing by Area Agency on Aging
- County Commissioners
- Mayors Conference
- Organizational Charts

Slide Decks – *Little bit of History*

- Director's
- Services Delivery --- action: **combining into one presentation**
- **Past six months of meeting agendas and minutes**

Code of Conduct

Roberts Rules of Order

Brown Act

Bylaws

ACA Committees

- Executive Committee
- Legislation
 - California Legislation Association (CLA) Partnership
- Public Relations
- Service Delivery
 - Service Delivery Manual

Standard Operating Procedures

- Governance Oversight and Process
- Appointment process – Commission and Committees
- Duties responsibilities: Commission Chair, Commission Vice Chair, Committee Chairs and Vice Chairs, Parliamentarian
- Definition of Committee responsibilities

- Meeting Operating Protocol: setting agenda, managing action items, information intake and output,
- Operating Calendar (annual recurring events, includes meeting dates, none-meeting dates, annual retreat, orientation dates....)
- County of Alameda Event Calander
- Decision Log
- Action Log
- Acronyms & Vocabulary
- Website- AAA
- Conference Attendance Reimbursement Process
- CLA – process and timeline

Area Plan and current update

- RFP Bidding Process – County Process
- Commissioners' Role in the RFP Process

Grantees – Current

Current Retreat Information

Current Operating Budget

Resources

- Collaborators (RFP -Contractors)
- Service Agencies- Advocacy Non-Profit Organizations (SSC; CCLTSS-[California Collaboration for long term services and support;])
- Funding of the AAA
 - Department of Health and Human Services – Administration on Aging and Administration of Community Living.
 - State of California (California Department on Aging; OMB
 - County of Alameda
- C4A, US Aging, Senior Services Coalition of Alameda County

Current Newsletter