



ALAMEDA COUNTY ADVISORY COMMISSION ON AGING

6955 FOOTHILL BOULEVARD, SUITE 300
 OAKLAND, CA 94605
 CONTACT: aaa@acgov.org

**ACA GENERAL SESSION MEETING AGENDA-
 UPDATED**

Monday, March 9, 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: [TEAMS LINK](#). CALL-IN: We are resolving a technical issue and will provide call-in information as soon as available. Apologies for any inconvenience.

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"> ▪ Welcome new commissioner and new staff ▪ Today’s Meeting Agenda ▪ Meeting Minutes from February 9, 2026 	Minutes attached	Chair/Commission	9:35 – 9:40
COMMENTS FROM THE PUBLIC FOR ITEMS ON THE AGENDA		General Public	9:40 – 9:45



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Agenda Item	Material Provided	Presenter	Time (approximate)
PRESENTATION: BROWN ACT/ROBERTS RULES/PROCUREMENT		Shanna Connor, Deputy County Counsel Samantha Stonework- Hand, Assistant County Counsel	9:45 – 10:45
COMMENTS FROM THE ACA CHAIR: <ul style="list-style-type: none"> • Update on retreat planning for 6/8/26 • Feedback from presentation to Board of Supervisors – Social Services Committee • Commission resignation 		Chair	10:45 – 10:50
DIRECTOR’S REPORT: -Status of California Senior Legislature -RFPs - Mayor’s Conference -Tablets for site visits -SB 1249 summary and upcoming events		Jennifer Stephens- Pierre, Director, Area Agency on Aging	10:50 – 10:55
ACTION ITEM: PROPOSED COMMISSION BUDGET 26/27 Due to AAA 3/12 Deadline has been set by SSA Finance for timely submission to Board of Supervisors	Attached: Current budget Proposed budget	Chair, Commission, Staff	10:55 – 11:10
ACTION ITEM: Proposed Appointment of Commissioner Regina Guillory as Commission Parliamentarian		All Commissioners	11:10 - 11:15
ACTION ITEM: Vision and Purpose Statements	Proposed Vision and Purpose Statements	All Commissioners	11:15 - 11:25
SUBCOMMITTEE REPORTS <ul style="list-style-type: none"> ▪ Executive ▪ Public Relations ▪ Legislative 		Committee Members	11:25 – 11:35



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▪ Service Delivery			
▪ COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA		Public	11:35 - 11:40
ORAL COMMUNICATIONS Announcements		Commissioners, Staff, Public	11:40 – 11:45
ADJOURNMENT		Chair	11:45

ACA UPDATES:

- 3/9 - ACA Services Delivery Committee Meeting (immediately following General meeting)**
- 4/3 – Legislative Committee meeting**
- 4/13 – Next General meeting**
- 6/8 –Commission retreat**

Attachments:

- Minutes of meeting from 2/9/26
- Brown Act presentation
- Roberts Rules
- County Procurement
- Current Commission budget
- Proposed Commission budget
- Proposed Vision Statement/Statement of Purpose



GENERAL SESSION MEETING MINUTES

Monday, February 9, 2026 | 9:30AM – 12:00 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> Denyse McCowan (Vice-Chair) Dori Ellis Helen Mayfield John Schinkel-Kludjian Johnny O’Brien Michael Goetz Priscilla Banks Laura McMichael-Cady (Chair)</p> <p><u>Commissioners Absent</u> Barbara Price Jeffrey Macapinlac</p>	<p><u>County of Alameda Staff Present</u> Abigail Katz Amritpal Gill - online Janet Weisman - online Janine Carlson Jeffrey Robinson Kim Fogel Min Feng Rhoda Turner Sonya Frost Zalae Etienne</p> <p><u>Guests:</u> Jenny Pardini and Jacqueline Scoggins</p>
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Item	Discussion / Action Item
<ul style="list-style-type: none"> ▪ CALL TO ORDER 	<p>Meeting called to order at 9:32 am Roll Call of Commissioners Quorum achieved.</p>
<ul style="list-style-type: none"> ▪ APPROVAL OF MINUTES 	<p>Motion to accept the meeting minutes from 1/12/2026. (M) Dori Ellis (S) Michael Goetz Passed</p>
<ul style="list-style-type: none"> ▪ COMMENTS FROM THE PUBLIC FOR ITEMS ON THE AGEDA 	<p>No public comment given.</p>
<ul style="list-style-type: none"> ▪ COMMENTS FROM THE ACA CHAIR <ul style="list-style-type: none"> ▪ Tentative retreat schedule 6/8/26 ▪ Schedule and attendance reminders 	<p>Chair McMichael-Cady made the following comments:</p> <ul style="list-style-type: none"> • The Strategic Planning Retreat is tentatively scheduled for the 2nd Monday in June in Hayward. • Draft slides have been prepared and require review for content and alignment with agency templates. • Suggested additions: list of commissioners, current vacancies, and recruitment efforts.



<p>E. AAA DIRECTOR'S REPORT</p> <ul style="list-style-type: none"> • Staffing Changes/ Administrative Updates • RFP's 	<p><i>Sonya Frost, Division Director for Department of Aging and Adult Protection, provided updates on behalf of Jennifer Stephens-Pierre (out of office).</i></p> <p>Staffing Changes/ Administrative Updates:</p> <ul style="list-style-type: none"> ▪ Jeffrey Robinson has joined as a new Social Worker for AAA. ▪ Jeffrey Robinson introduced himself and shared a bit about his background ▪ A new Admin Specialist will begin on March 2nd. ▪ Interviews were conducted for the Supervising Program Specialist and Specialist Clerk positions. Currently waiting to see if the selected candidates accept the offer. ▪ Still waiting for the updated menu guidelines to be released/updated. ▪ The move to the new building is scheduled for early March. ▪ Ribbon Cutting Ceremony for the new location will be held on February 17, from 9:00 AM to 11:00 AM at 22225 Foothill Blvd., Hayward. <p>RFP's</p> <ul style="list-style-type: none"> ▪ The Senior Information and Assistance RFP has closed. ▪ Recently submitted RFPs include Family Caregiver Support, SIP Healthcare, and the Senior Injury Prevention Program. ▪ The Health Promotion RFP—which includes Friendly Visitor, Telephone Reassurance, Family Caregiver Support, and Senior Center Activities—will be reposted in the upcoming weeks. We are in the final review and approval process for that and several other RFPs still in progress.
<ul style="list-style-type: none"> ▪ PRESENTATION <p>Topic: California Senior Legislature</p>	<p>John Pointer, Chair of the Joint Rules Committee for the California Senior Legislature, provided an overview of the California Senior Legislature.</p> <p>Key points from his presentation included:</p> <ul style="list-style-type: none"> ▪ Senior Rally Day will take place during the first week of May and coincides with Older Americans Month. ▪ 2026 is an election year for the California Senior Legislature. ▪ CSL elections will be held in May 2026, with four positions available in Alameda County. ▪ Applications can be submitted to the AAA between January and March 31.



<p>G. PRESENTATION</p> <p>AB-1069 Older adults: emergency shelters and PAL</p>	<p><i>Charles Balderama-Sanchez, Management Analyst for the Social Services Agency – Government & Community Relations, was not able to attend. Presentation will be given at March 6 Legislative Committee meeting and April ACA meeting.</i></p>
<ul style="list-style-type: none"> ▪ ACA PRESENTATIONS <ul style="list-style-type: none"> ▪ Presentation for BOS - Social Services Committee (for submission to Social Services Agency) ▪ Draft Presentation to Mayor’s Conference (content only) 	<ul style="list-style-type: none"> ▪ Commissioner McMichael-Cady reported that presentations for the Board of Supervisors and the Mayor’s Conference are coming up. ▪ Chair McMichael-Cady commented that the slides for the Board of Supervisors presentation are included in the agenda packet. ▪ The Board of Supervisors presentation will be taking place in two weeks, on February 23rd. ▪ Commissioner Banks stated that they are working on their second draft of the PowerPoint presentation for the Mayor’s Conference, with input from Commissioners Dori Ellis Denyse McCowan, and expect to have it finalized by March. ▪ Commissioner Guillory noted that the slide incorrectly lists her as “At Large,” but she represents District 5. ▪ Commissioner McMichael-Cady mentioned that the website also lists members incorrectly. <p>Action Item: Kim Fogel, Management Analyst, will contact the Clerk of the Board to correct the members to their rightful districts.</p>
<ul style="list-style-type: none"> ▪ ITEMS FOR DISCUSSION AND POSSIBLE ACTION: <ul style="list-style-type: none"> ▪ Draft Vision Statement ▪ Parliamentian 	<p>Draft Vision Statement:</p> <ul style="list-style-type: none"> ▪ Commissioners shared their individual vision statements. Common themes included: ▪ Dignity and Independence: Enabling seniors to age comfortably, safely, and with autonomy. ▪ Sense of Belonging and Community: Ensuring older adults feel connected and valued. ▪ Access to Resources and Services: Advocating for equitable access to care, opportunities, and supportive programs. ▪ Advocacy and Voice: Amplifying seniors’ voices, protecting rights, and honoring legacies. ▪ Well-being and Safety: Promoting aging well and aging safely in inclusive environments. ▪ Statements will be compiled and reviewed by Helen for patterns, summarized, and forwarded to Laura for submission to the consultant assisting with the process.



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	<p>Parliamentarian</p> <ul style="list-style-type: none"> ▪ Commissioner Mayfield recommended appointing a designated person on the Commission to centralize communication. This individual would serve as the point of contact for information flow between the Commission and staff, ensuring members receive timely updates about existing groups and relevant information.
<ul style="list-style-type: none"> ▪ PROPOSED COMMISSION RECESS DATES: <ul style="list-style-type: none"> ▪ June 2026 ▪ December 2026 	<p>Motion: To recess in December and hold a strategic planning retreat on June 8 in lieu of the regular June meeting. (M) Laura McMichael-Cady (S) Priscilla Banks</p> <p>(Passed)</p> <ul style="list-style-type: none"> ▪ A discussion ensued on the proper protocol for conducting a vote on motions. Commissioners focused on the correct procedure, including how votes should be called, recorded, and confirmed to ensure compliance with standard meeting practices.
<ul style="list-style-type: none"> ▪ Committee Reports 	<p>Executive Committee:</p> <ul style="list-style-type: none"> ○ The next Executive Committee meeting will be held on Monday, February 23. ○ Focus will be on Reviewing the bylaws, annual schedule, orientation packets, and mission statement. ○ Plan to meet with Catherine Payne to work on the Vision Statement and define specific goals and objectives. <p>Public Relations:</p> <ul style="list-style-type: none"> ○ Met prior to the General meeting at 9 a.m. ○ Work has begun on the next Senior Update newsletter. ○ The current Senior Updates were provided to Commissioners for distribution within their networks. <p>Legislative:</p> <ul style="list-style-type: none"> ○ Commissioners Mayfield and Ellis attended the last Legislative committee meeting and raised questions regarding the Legislative



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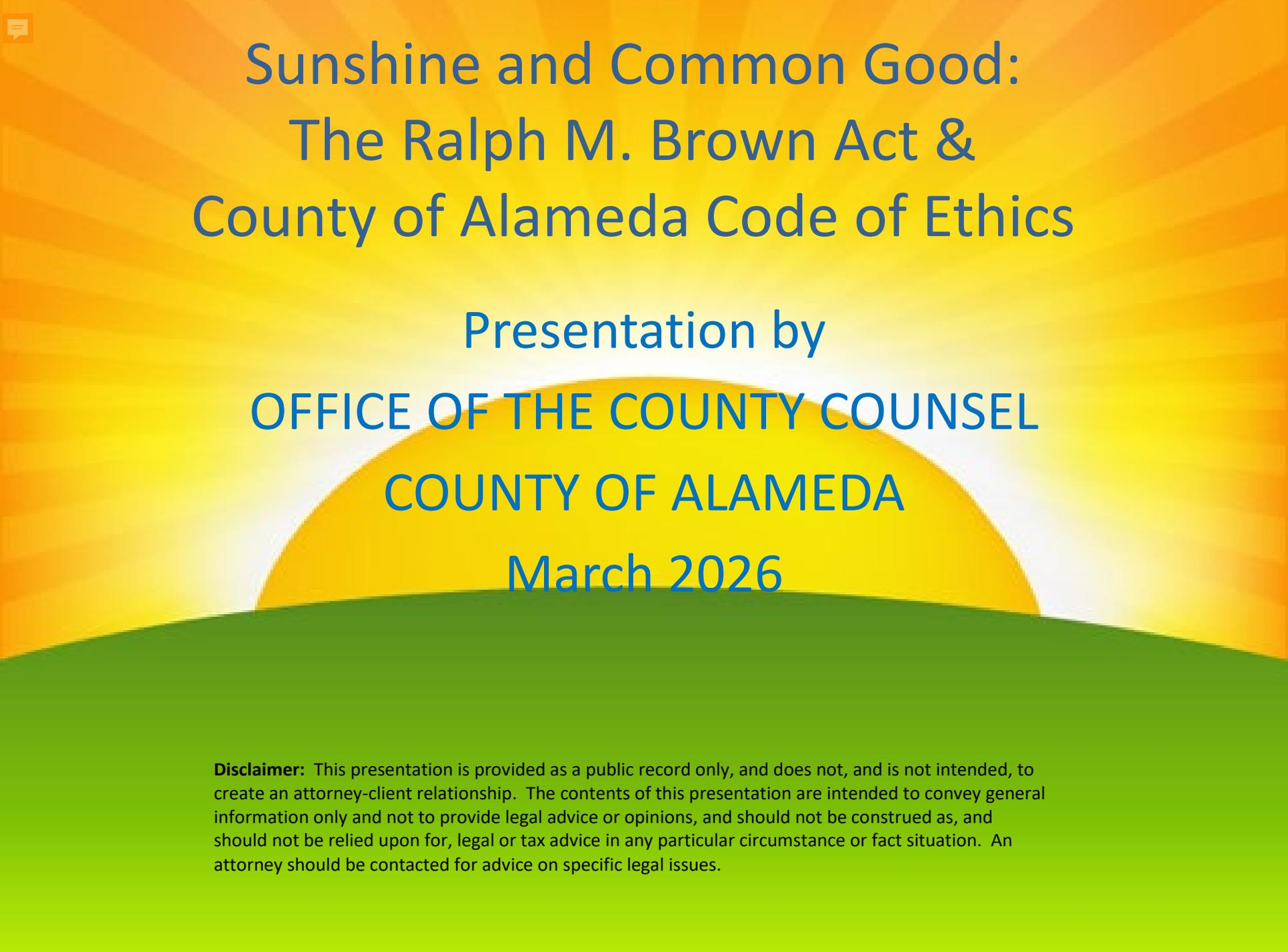
	<p>Committee’s structure and processes. Their questions focused on:</p> <ul style="list-style-type: none"> ▪ Clarifying what is expected of members in the Legislative Committee. ▪ Establishing more structure and defined expectations for participation. ▪ Understanding the PAL process (Priority/Advocacy List) and how items move through it. ▪ Exploring how the Committee’s work ties in with CSL (California Senior Legislature) for alignment and collaboration. <p>Service Delivery:</p> <ul style="list-style-type: none"> ○ The Service Delivery report was presented earlier in the meeting. ○ Commissioner Banks requested that a logo be added to the PowerPoint presentation to the Mayor’s Conference, noting that the current version does not include one. ○ Will meet immediately following the General meeting.
<ul style="list-style-type: none"> ▪ ORAL COMMUNICATIONS/PUBLIC COMMENT 	<ul style="list-style-type: none"> ▪ Davonna Finley from Bright Star Care shared that she works for an in-home support service that helps maintain independence for older adults and individuals with disabilities in their own homes. Her role is in community relations, and she expressed interest in connecting with Commissioners for future collaboration. She invited Commissioners to a brunch at Ivy Park on the 11th and emphasized her desire to maintain access to this community moving forward. ▪ Helena Hill, a 96-year-old Oakland resident, shared that she received the Senior Update in the mail and expressed interest in helping in Oakland. ▪ Marilyn Ababio, public member who attended the commission meeting, shared that she enjoyed the discussion and plans to apply to the California Senior Legislature as a senator. She requested support from the Commission and stated her focus will be on financial equity for seniors and built environment improvements. Commissioners may



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	<p>contact her with questions at ababiom@yahoo.com.</p> <ul style="list-style-type: none"> ▪ Commissioner Schinkel-Kludjian announced that he will be traveling to Washington, D.C. at the end of the month to sit in on several congressional hearings addressing issues affecting older veterans. He looks forward to sharing updates from these hearings at the March Commission meeting. ▪ Commissioner Mayfield shared that she serves on Nate Miley's United Senior Board and highlighted strong alignment between the board's goals and those of the commission. The Senior Board recently finalized its 2026 goals, many of which mirror the commission's goals. She will provide updates on upcoming activities and collaboration opportunities. Additionally, she suggested that our commission consider presenting to the Senior Board, which meets on the second Friday of each month. ▪ She also mentioned that she is leading a community-wide effort on chronic kidney disease prevention with the American Heart Association, focusing on hypertension awareness. A flyer will be sent to the Chair for distribution; the initiative targets ages 18–59, including families of seniors. ▪ Happy Heart Campaign with free blood pressure screening on Monday, February 23 and Thursday, February 26th at the Eastmont Wellness Center Self Sufficiency Center, Suite 100 ▪ Kim Fogel noted that the Budget should have been on this month's agenda and requested that it be added to next month's general meeting agenda.
<ul style="list-style-type: none"> ▪ ADJOURNMENT 	<p>Meeting adjourned at 11:42 pm.</p>



Sunshine and Common Good:
The Ralph M. Brown Act &
County of Alameda Code of Ethics

Presentation by
OFFICE OF THE COUNTY COUNSEL
COUNTY OF ALAMEDA
March 2026

Disclaimer: This presentation is provided as a public record only, and does not, and is not intended, to create an attorney-client relationship. The contents of this presentation are intended to convey general information only and not to provide legal advice or opinions, and should not be construed as, and should not be relied upon for, legal or tax advice in any particular circumstance or fact situation. An attorney should be contacted for advice on specific legal issues.

The Brown Act

The Brown Act was enacted in 1953 in part due to a 10-part exposé in the *San Francisco Chronicle* on the lack of transparency in local government, entitled “Your Secret Government.”

San Francisco Chronicle
NORTHERN CALIFORNIA'S LARGEST NEWSPAPER

The Guiding Principle

The Public's business must be conducted in *public*, with ample opportunity for public participation.





Recent Amendments

- Major changes to the Brown Act this year
- Purpose:
 - To increase public participation and access
 - To modernize the Act to reflect technological changes
 - To ensure minimum standards for public participation and notice



Recent Amendments

A local agency shall provide a copy of the Brown Act to any person elected or appointed to serve as a member of a legislative body of the local agency.

Gov. Code sec. 54952.7



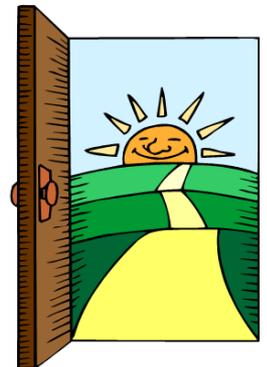
Who is Subject to the Brown Act?

- Any board, commission, committee or other body created by a charter, ordinance, resolution or other formal action of the Board of Supervisors; and standing committees
- Exception: ad hoc committees made up of less than a quorum of the body
- The Advisory Commission on Aging is codified in the Admin Code, Ch. 2.72

The Open Meeting Rule

RULE: Meetings are OPEN to the public:

“all meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency.”



What is a “Meeting?”

A meeting occurs whenever a majority of the members of the ACA come together at the same time and place (including teleconference locations), to discuss ACA business.



Meetings May Be:

- Formal or informal
- Involve listening, discussion, or action, or all of the above
- In person, or through technology



Meetings Can Include:

- Retreats
- Site visits
- Social gatherings or “networking” before or after a noticed meeting



Traps for the Unwary

- “Pre-meetings” and “Post-meetings”
- Serial meetings (communications, direct or indirect, that relate to ACA business).

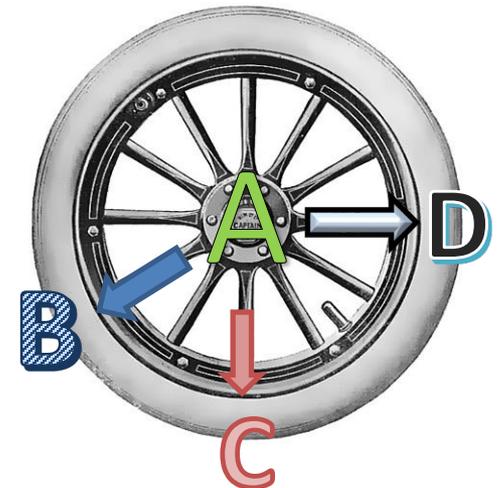


Types of Serial Meetings

- “Chain” meetings: Member A talks to member B, who talks to Member C...



- “Hub-and-Spoke” meetings: A talks to B, then C, then D...



How Serial Meetings Occur

- Through technology:
 - Text
 - Email
 - Phones, etc.



- Through staff or “intermediaries”



Discussions With Staff

Staff can ***answer questions*** or ***provide information*** to individual ACA members ***so long as*** any views or positions expressed by the member are ***not communicated*** to other members of the ACA





What ISN'T a Meeting?

- Attendance of majority at
 - regional/state/national conference
 - local meeting open to the public
 - social, recreational, ceremonial event not sponsored by or for the body
- Are OK *PROVIDED* no collective discussion of Commission business



What about Social Media?

- Internet-based Social Media Platforms
- *Meeting* does not include
 - **separate** conversations or communications on the platform
 - to answer questions, provide information to the **public**, or solicit information from the **public** regarding ACA business

...still...

- **No** “discuss[ion] among [members about] business of a specific nature that is within the subject matter jurisdiction of the legislative body”
- **No** “responding directly to any communication...regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body”
 - Government Code sec. 54952.2

Meetings: Locations and Time

- Meetings must be held within Alameda County
- Meetings must occur at a time and location set by ordinance, resolution, or bylaws
- Meetings include approved teleconference locations



“Teleconference” =

- Different locations, connected by electronic means, through either audio or video, or both.
- Each teleconference location must be identified in the notice and agenda.
- Agenda must be posted at all teleconference locations.
- Each location **must have public access and opportunity for public to speak.**
- A quorum must be inside the County.
- All votes must be taken by roll call.

Teleconference cont.

- The body must “conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.”



Teleconference as Reasonable Accommodation

- Members can teleconference to accommodate a disability
 - Member must use audio and visual technology unless disability requires only telephone participation
 - Must disclose if someone 18+ is in the room with member, and relationship, before any action by ACA is taken
 - Remote participation for this reason counts toward quorum at physical location
 - » Gov Code sec. 54953 (as amended)

Teleconference as Reasonable Accommodation (cont.)

- Traditional teleconferencing rules do not apply in this situation
 - No need to post the location of the remote member

Alternative Teleconference Rules

Eligible Subsidiary Body

Local board/commission members may participate remotely without posting their physical location on the agenda if all of the following are met:

- 1) Authorization (every 6 months) by BOS through majority vote*
- 2) One physical meeting location (at least) where non-remote members participate and where public can attend, observe, hear & participate

*BOS has not authorized yet

Alternative Teleconference Rules (cont.)

3) One staff member (at least) of the commission or BOS shall be present at the physical meeting location

4) Public participation must be provided, allowing public to remotely hear and visually observe the meeting, and address the commission through:

a) Two-way audiovisual platform

b) Two-way telephonic service and live webcasting of the meeting

Alternative Teleconference Rules (cont.)

5) Remote members must disclose at the meeting, before any action taken, if someone 18+ is in the room with them, and relationship

6) Members must appear on camera unless a physical or mental condition creates a need to participate off camera

Alternative Teleconference Rules (cont.)

a) The camera appearance of a member can only stop if technologically infeasible, including a lack of reliable internet service.

b) If not appearing on camera, a member needs to state the reason they are not visible prior to turning off their camera.

Gov. Code sec. 54953.8.6 (until 1/1/30)

Remote Attendance

- A commission member may participate remotely without posting their physical location on the agenda but...

Only if:

- There is “just cause”
- At least a quorum of members are in-person at a singular physical location within the county (open to public)
- Member must notify the ACA at the earliest opportunity possible of the need to participate remotely, including a general description of the reason
- Member must attend using **both** video & audio
- Meeting minutes must include “just cause” reason
- Must disclose if someone 18+ is in room with member, and relationship

Gov. Code sec. 54953.2

Remote Attendance cont.

Just Cause

Sec. 54953.8.3(c)

- (1) Childcare or caregiving need
- (2) A contagious illness
- (3) A need related to a physical or mental condition (not covered under disability definition)
- (4) Travel while on official business of the ACA or another state or local agency

Remote Attendance cont.

Just Cause

(5) An immuno-compromised family member

(6) A physical or family medical emergency

(7) Military service obligations

- 50 miles outside boundary of ACA

Gov. Code sec. 54953.8, (In effect until 1/1/30)

Process

- For ACA, remote participation is limited to two times per year
- Submit request at earliest opportunity, including general description of the just cause or emergency circumstances.
- Minutes of the meeting must identify the specific provision in Gov. Code section 54953.8.3(c) relied on as “just cause” for remote appearance
 - Members do not need to disclose any medical diagnosis or disability

Why Does It Matter?

A body subject to the Brown Act *may not discuss* and *may not act* on items not on the agenda or that are beyond the reasonable scope of the agenda description.



Very Limited Exceptions

- Public health/safety emergency
 - Immediate need to avoid serious injury to public interest

EMERGENCY

- An item continued from previous agenda *and* that last meeting was within the last 5 days

These Don't Need To Be on the Agenda

- Commendations
- Announcements
- Request to agendize future items
- Limited follow-up to general public comment, to provide information or direction to staff



Rights of the Public

ACCESS TO MEETINGS

- To have meetings open and public with limited exceptions
- To have access to all agendas of public meetings and documents distributed to the Legislative Body members
- To record the meetings as long as no reasonable finding that recording is persistently disruptive
- To inspect any recordings of the meetings made by the agency; inspections should be free of charge with agency equipment
- To attend without any condition precedent (e.g., cannot mandate that attendees register or say name)

Rights of the Public

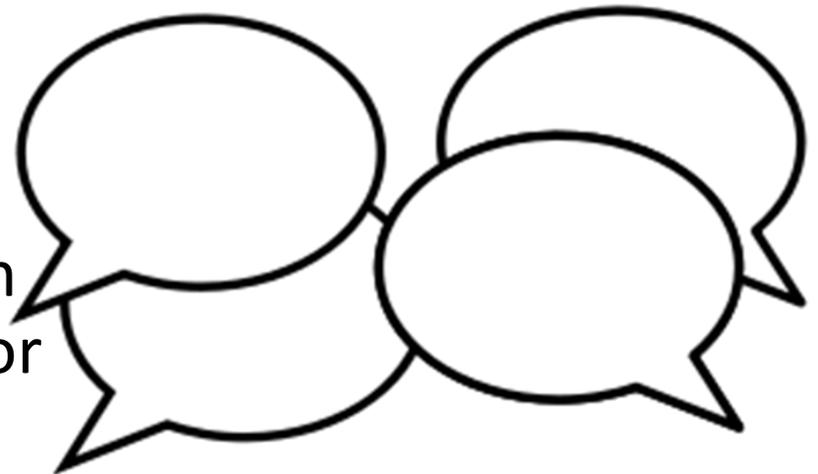
PARTICIPATION IN MEETINGS

The public has the right to address the Commission at any regular or special meeting on any item on the agenda, ***before conclusion of the discussion or action by the Commission***



Types of Public Comment

- Specific: Concerning an item on the agenda, at the time of consideration
- General: Any item within the Board or Commission's subject-matter jurisdiction



Specific Public Comment

- Any agenda item – discussion or action
- Must occur before
 - conclusion of consideration of item (discussion item); or
 - action taken (action item)

1. =

2. =



General Public Comment

- May occur at any time in the meeting, at the discretion of the Chair/Board majority
- Is limited to matters within scope of Commission's jurisdiction, even if not on the agenda
- Members may not discuss or respond substantively
- Not required at special meetings

Rights of the Speaker

- Right to equal time
- Right to criticize policy body, its members, and its staff



Limits on Public Comment

- “Up to” three minutes on an item
- Reasonable limit on total public comment time on an item
- No right to a response from policy body or its members



Additional Limits on Public Comment

A board/commission can skip public comment for certain items **if already considered by a prior committee** comprised exclusively of legislative body members, *IF*:

- No substantial change to the item since committee consideration
- The prior committee had a physical, in-person quorum
- The committee did not have primary jurisdiction over certain sensitive, high interest areas (e.g., budget, taxes, police oversight, privacy, library material access)

Controlling Unruly Speakers

- Board Chair can impose reasonable time, place, and manner restrictions on public participation
- Unruly speakers may be excluded from the forum if necessary to allow business to continue
 - This applies to on-line participants too



Closed Session

Meetings must be open to the public *unless* the Brown Act specifically authorizes the Board to meet in “closed session.”

It is unlikely that the ACA will have any closed session matters; any plans to hold a closed session can be discussed with County Counsel prior to being placed on an agenda.

Example Topics:

- Personnel
- Litigation
- Labor Negotiations
- Real Estate Negotiations



Criminal Penalties

- Willful violation of Brown Act
 - Action taken in violation of Brown Act
 - Member intends to deprive the public of information to which the public is entitled
- Misdemeanor
 - punishable by imprisonment in the county jail not exceeding six months, or
 - by fine not exceeding one thousand dollars (\$1,000), or
 - by both



Other Potential Penalties

- Invalidation of action taken in violation of Brown Act
- Injunction or declaratory relief to stop or prevent violations
- Disciplinary action
- Prevailing plaintiff may get attorneys' fees and/or costs
- Referral to grand jury for disclosing closed session discussion





County Code of Ethics

- In 2024, County of Alameda adopted a code of ethics for all boards and Commissions.
- Goal is to ensure that promoting the common good is the hallmark of the decision-making process for all.
- Establishes 16 maxims for achieving the goal, including:

Code of Ethics Cont.

- Actively promote public confidence in county government through your actions.
- Recognize and support the public's right to know the public's business.
- Involve residents in the decision-making process and welcome divergent points of view.
- Void outside interests that will interfere or conflict with maintaining an objective and impartial perspective.
- Carefully guard against conflict of interest or its appearance in your actions or decisions.
- Full list codified at Admin Code 2.02.200. - Code of ethics—Board and commission members.

QUESTIONS?





PROCUREMENT POLICY AND PROCEDURES OVERVIEW

Guidelines for Acquisition of Goods⁺ & Services and Professional Services



IF YOU NEED GSA-PROCUREMENT TO PROCURE YOUR GOODS AND/OR SERVICES, CLICK HERE FOR A [Request for Contract](#)

All IT-related software and hardware procurements require prior [Technology Requisition Review \(TAR\)](#) approval.

AMOUNT	POLICY	PROCEDURE
Up to \$3,000	<ol style="list-style-type: none"> If no Internal Service Fund (ISF) department can provide the goods/services, purchase from a competitively bid contract. If no contract, obtain at least 1 verbal or written quote* from a <ol style="list-style-type: none"> certified local Emerging business; if no Emerging, then certified local Small business; if no Small, then Local <p>SLEB Waiver not required.</p> If the purchase involves ANY Federal funds, verify the bidder’s principal, and named and unnamed subcontractors are not on the Federal debarred, suspended list at SAM. 	<ol style="list-style-type: none"> All IT-related software and hardware procurements require TAR approval. Check with GSA-Procurement for an ISF department, Contracts, or pre-qualified SLEB list that may be able to provide the goods/services. If no ISF, contract, or pre-qualified list, <ol style="list-style-type: none"> check Intranet Local Vendor Database for certified emerging or small or local businesses or check other resources for the preferred local vendor (phone book, internet, etc.) Purchase items with Purchasing Card (see online procedures at Alameda County UPM Purchase Card Manual or Auditor’s Direct Claim #110-50. Maintain the quote in the file.
\$3,001 - \$25,000	<ol style="list-style-type: none"> If no ISF department can provide the goods/services, purchase from a competitively bid contract. If no contract, obtain 2 or preferably 3 written quotes* from a <ol style="list-style-type: none"> certified local Emerging business; if no Emerging, then certified local Small business; if no Small, then Local If no Local, then Approved SLEB Waiver <p>A SLEB waiver is NOT required for P.O. Change Order (POC) with a cumulative fiscal year total of up to \$25,000 and no changes in vendor, product, or fiscal year.</p> Purchase from the lowest responsible bidder. SLEB Exempt (<i>SLEB Waiver is NOT Required; SLEB Program Overview</i>) <ol style="list-style-type: none"> Procurement: <ol style="list-style-type: none"> Software Licensure Procurement under \$25,000 when the SLEB cost exceeds a non-SLEB’s cost by 10% or \$3,000, excluding taxes and whichever is less, of the total contract amount Entities: <ol style="list-style-type: none"> Non-profit community based organizations (CBO) that are providing services on behalf of the County directly to County clients/residents; Non-profit churches or non-profit religious organizations (NPO); Public schools and universities; and Government agencies. If the purchase involves ANY Federal funds, verify the bidder’s principal, and named and unnamed subcontractors are not on the Federal debarred, suspended list at SAM. 	<ol style="list-style-type: none"> All IT-related software and hardware procurements require TAR approval. Check with GSA-Procurement for an ISF department, Contracts, or pre-qualified SLEB list that may be able to provide the goods/services. If no ISF, contract, or pre-qualified list, <ol style="list-style-type: none"> check Intranet Local Vendor Database for certified emerging or small or local businesses or check other resources for the preferred local vendor (phone book, internet, etc.) if no SLEB or not SLEB-exempted, obtain SLEB Waiver and attach it to the requisition. Submit ALCOLINK requisition to process ALCOLINK Purchase Order (PO) and upload all vendor quotes/justification/supporting documentation. Maintain vendor quotes/justification/supporting documentation in the file.

*Quotes are defined as a response to a solicitation from capable and qualified vendors.

⁺ For all modular furniture purchases, see guidelines on page 3.

AMOUNT	POLICY	PROCEDURE
\$25,001 - \$100,000	<ol style="list-style-type: none"> 1. If no ISF department can provide the goods/services, purchase from a competitively bid contract. If no contract, solicit 2 or preferably 3 written quotes* from a <ol style="list-style-type: none"> a. certified local Emerging business b. if no Emerging, then certified local Small business c. if no Small, then Local d. if no Local, then Approved SLEB Waiver 2. Certified SLEBs receive a 5% bid preference for informal bids <ol style="list-style-type: none"> a. Non-certified SLEB bidder must partner 20% of contract value with certified SLEB 3. SLEB Exempt (<i>SLEB Waiver is <u>NOT</u> Required; SLEB Program Overview</i>) <ol style="list-style-type: none"> a. Procurement: <ol style="list-style-type: none"> (1) Software Licensure (2) Procurement over \$25,000 when the SLEB cost exceeds a non-SLEB's cost by 5% or \$10,000, excluding taxes and whichever is less, of the total contract amount b. Entities: <ol style="list-style-type: none"> (1) Non-profit community based organizations (CBO) that are providing services on behalf of the County directly to County clients/residents; (2) Non-profit churches or non-profit religious organizations (NPO); (3) Public schools and universities; and (4) Government agencies. 4. Verify bidder's principal, named, and unnamed subcontractors are not on the Federal debarred, suspended list at SAM. 5. Recommend award to lowest responsible bidder or highest ranked proposer. 6. Board approval & procurement contract required to contract for services 7. Monitor contract in Compliance System as required. <p>Note: <i>If the department chooses to solicit sealed bids for this expenditure amount of \$100,000 and under, follow the formal bid policy as indicated below for those \$100,001 and above.</i></p>	<ol style="list-style-type: none"> 1. All IT-related software and hardware procurements require TAR approval. 2. Check with GSA-Procurement for an ISF department, Contracts, or pre-qualified SLEB list that may be able to provide the goods/services. If no ISF, contract, or pre-qualified list: <ol style="list-style-type: none"> a. check Intranet Local Vendor Database at Local Vendor Database for certified emerging or small or local businesses or b. check other resources for the preferred local vendor (phone book, internet, etc.) c. if no SLEB or not SLEB-exempted, obtain SLEB Waiver and attach it to the requisition. 3. Board letter and Standard/Professional Agreement required for services. 4. Bidder to submit a signed **Debarment and Certification Form 5. For goods, submit ALCOLINK requisition to process ALCOLINK PO and upload all vendor quotes/justification/supporting documentation. See Alameda County PO Contracting Checklist. A Procurement Contract is required. PO will be linked to the Procurement Contract by GSA Procurement. 6. For services, if the department has managed the bidding process, submit a signed Standard/Professional Agreement, copies of Board approval, and a completed 110-9 form to Auditor to process PO. See PO-Contracting Checklist: Alameda County PO Contracting Checklist. 7. If GSA-Procurement has managed the bidding process, submit ALCOLINK requisition to process PO. GSA-Procurement will work with the client department to obtain Board approval and develop a Standard/Professional Agreement. Auditor will process the PO. 8. See Alameda County Contract Compliance Policies and Procedures manual at Alameda County UPM.
Over \$100,000	<ol style="list-style-type: none"> 1. Solicit sealed bids/proposals according to the County of Alameda Contracting Policies and Procedures Manual for Goods and Services. 2. Advertise in local ethnic publications, local Chambers of Commerce, and on the website. 3. Conduct 2 networking/bidder conferences 4. 5% Local vendor bid preference plus 5% SLEB bid preference (total 10% bid preference for formal bids) is available <ol style="list-style-type: none"> a. Non-certified SLEB bidder must partner 20% of contract value with certified SLEB; First Source commitment required for vendors b. If less than 20% SLEB participation, then the Approved SLEB Waiver is required 5. SLEB Exempt (<i>SLEB Waiver is <u>NOT</u> Required; SLEB Program Overview</i>) <ol style="list-style-type: none"> a. Procurement: <ol style="list-style-type: none"> (1) Software Licensure (2) Procurement over \$25,000 when the SLEB cost exceeds a non-SLEB's cost by 5% or \$10,000, excluding taxes and whichever is less, of the total contract amount 	<ol style="list-style-type: none"> 1. All IT-related software and hardware procurements require TAR approval. 2. Prepare formal specifications to solicit sealed bids/proposals. 3. E-mail all vendors in the Local Vendor Database, and advertise in local ethnic publications, Local Chambers of Commerce, and on the website. 4. Hold two networking/bidder conferences in a central location or north/south County Locations. 5. Evaluation of RFQ bids – <i>For local vendors, deduct 5% percent from the bid price; certified SLEBs receive a 10% deduction.</i> Evaluation of (scored) RFP bids – <i>For local vendors, add 5% local preference to score; for certified SLEBs add 10%.</i> 6. Selected vendor to submit a signed Debarment and Certification Form. 7. For goods, submit the ALCOLINK requisition, with all vendor quotes/justification, to GSA-Procurement to process the PO. See Alameda County PO Contracting Checklist. A Procurement Contract is required. PO will be linked to the Procurement Contract by GSA Procurement.

*Quotes are defined as a response to a solicitation from capable and qualified vendors.

+ For all modular furniture purchases, see guidelines on page 3.

	<p>b. Entities:</p> <ul style="list-style-type: none"> (1) Non-profit community based organizations (CBO) that are providing services on behalf of the County directly to County clients/residents; (2) Non-profit churches or non-profit religious organizations (NPO); (3) Public schools and universities; and (4) Government agencies <p>5. Verify bidder's principal, named, and unnamed subcontractors are not on the Federal debarred, suspended list at SAM.</p> <p>6. Recommend award to lowest responsible bidder or highest ranked proposer.</p> <p>7. Board approval & procurement contract required to contract for services.</p> <p>8. Monitor contract in Compliance System as required.</p>	<p>8. For services, if the department has managed the bidding process, submit a signed Standard/Professional Agreement, copies of Board approval, and a completed 110-9 form to the Auditor to process the PO. See Alameda County PO Contracting Checklist.</p> <p>9. If GSA-Procurement has managed the bidding process, submit the ALCOLINK requisition to process the PO. GSA-Procurement will work with the client department to obtain Board approval and develop a Standard/Professional Agreement. Auditor will process the PO.</p> <p>10. See Alameda County Contract Compliance Policies and Procedures manual at Alameda County UPM.</p>
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+ For all modular furniture purchases, see guidelines on page 3.



PROCUREMENT POLICY AND PROCEDURES OVERVIEW



Guidelines for Construction and A&E Services

TYPES OF SERVICES	POLICY	PROCEDURE
Construction Services (See PCC 22002 (c))	All construction-related services must be approved in advance.	Requests for construction-related services must be initiated through GSA's Portfolio Management Unit, by filling out the attached Space Request Form:  Space Request.pdf
Architectural & Engineering Services	All Architectural and/or Professional Engineering Services for County-owned real property must be approved in advance and procured and administered through GSA.	Requests for Architectural and/or Professional Engineering Services must be initiated through GSA's Portfolio Management Unit, by filling out the attached Space Request Form:  Space Request.pdf

Guidelines for Modular Furniture

POLICY	PROCEDURE
All procurements for modular furniture, including those with assembly and installation elements, must be approved in advance.	<p>A. Furniture: Requests for procurement of furniture, with assembly and installation elements which include labor over \$25,000, or are affixed to the real estate, must be initiated through GSA's Portfolio Management Unit by submission of a Space Request and obtaining an approved memo from the Department's CAO Analyst (CAO Memo). Requests for procurement of furniture with assembly and installation elements under \$25,000 do not require a Space Request or CAO Memo.</p> <p>B. Furniture purchase (design and installation included): If the purchase is for furniture, design and/or installation services and the installation services are included in the furniture cost, Board approval <u>is not</u> required.</p> <p>C. Design, Installation, Reconfiguration Services: If design and/or installation or reconfiguration services will exceed \$25,000 and are not included in the furniture cost, Board approval is required following receipt of an approved CAO memo.</p>

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+ For all modular furniture purchases, see guidelines on page 3.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, *stand and address the chair.***
- **If you approve the motion as is, *vote for it.***
- **If you disapprove the motion, *vote against it.***
- **If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it.***
- **If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back.***
- **If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act.***
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table.***
- **If you want time to think the motion over, *move that consideration be deferred to a certain time.***
- **If you think that further discussion is unnecessary, *move the previous question.***
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, *move the motion be recalled.***
- **If you think that the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered.***
- **If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly.***
- **If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised.***
- **If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches.***
- **If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion.***

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

Must be germane to the main motion

PRIMARY AMENDMENT

Must be germane to the primary amendment

SECONDARY AMENDMENT
(not amendable)

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

FY26 ALAMEDA COUNTY ADVISORY COMMISSION ON AGING
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<u>ITEM(s)</u>	<u>Requested</u>	<u>Paid</u>	<u>Voucher</u>	<u>Comments</u>
State C4A Conference	\$ 2,500.00			
Michael Goetz		\$ 1,343.40	358012	
Priscilla Banks (Supplier ID #17852)		\$ 873.37	358011	
National USAGing Conference	\$ 2,500.00			
Strategic Planning Retreat	\$ 1,350.00			
TOTAL ACA EVENTS	\$ 6,350.00	\$ 2,216.77		
Community Outreach	\$ 1,000.00			
TOTAL ACA OUTREACH/EDUCATION	\$ 1,000.00	-		
Service Delivery Site Tour Materials	\$ 750.00			
TOTAL ACA TECH ASSIST/TRAINING	\$ 750.00			
Food for Meetings	\$ 3,500.00			
Town Center Café on 10/13		\$ 330.75	356645	10/13/2025 General Session Meeting
Town Center Café on 11/10		\$ 330.75	357570	11/10/2025 General Session Meeting
Town Center Café on 1/12/26		\$ 330.75	359624	1/12/2026 General Session Meeting
Town Center Café on 1/12/26		\$ 330.75		
Town Center Café on 2/9/26		\$ 330.75		
Town Center Café on 3/9/26		\$ 441.00		(upcoming)
Food for meeting 4/13/26		\$ 441.00		(estimated)
Food for meeting 4/13/26		\$ 441.00		(estimated)
Food for meeting 5/11/26		\$ 441.00		(estimated)
TOTAL ACA OTHER	\$ 3,500.00	\$ 3,417.75		
TOTAL REQUEST ACA	\$ 11,600.00	\$ 5,634.52		
Remaining as 3/2/26	\$ 5,965.48			

ACA Proposed Budget 2026/2027

Conferences/Travel/Trainings/Retreat	\$10,000
Committees/Outreach	\$1,500
Food for Meetings	\$3,500
	<u>\$15,000</u>

Advisory Commission on Aging (ACA)

Purpose Statement Reflection & Refinement Handout

This handout is designed for individual engagement and reflection. Its goal is to help each commissioner clarify what the ACA’s work truly means and why it matters.

Current Purpose Statement On ACA Website

“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.”

<https://socialservices.alamedacountyca.gov/about-us/Adult-and-Aging-Services/advisory-commission-on-aging>

As you reflect, consider: Does this statement clearly capture why the ACA exists and the deeper reason the work matters?

Why Purpose Matters: Knowing Your “Why”

For the ACA, defining our purpose is vital because it clarifies the reason behind our advising, advocacy, and recommendations. A clearly articulated purpose strengthens our role as a voice for older adults, guides difficult decisions, and serves as a steady check and balance to ensure our work remains aligned with equity, dignity, and accountability.

Before you begin forming your purpose statement, click the box and take a moment to watch this quick 4-minute video! You can also click [HERE!](#)



In his well-known “Know Your Why” message, Michael Jr. explains that when you understand your WHY, what you do becomes more powerful, impactful, and focused.

What's The ACA's *WHY*?

The ACA's "what" includes advising, informing, and representing.
But the "**why**" clarifies:

- Why advocacy matters
- Why lifting community voice through recommendations matters
- Why overall representation for older adults matters

A strong Purpose Statement serves as a **check and balance** when making decisions. It also helps the Commission determine what is within scope, and what is not.

If we are clear about our WHY and anchored in shared values, our recommendations and priorities become more intentional and effective.

What Is a Purpose Statement?

A Purpose Statement explains **why the ACA exists beyond its tasks and structure**. It captures the deeper intention behind advising, informing, and advocating.

Purpose is not about activities.

Purpose is about meaning and responsibility.

Core Reflection Question

Why does the ACA exist, beyond advising and providing information?

Guided Reflection Prompts

Take a few minutes to reflect before drafting.

Impact & Responsibility - What would be missing in Alameda County if the ACA did not exist? What responsibility does the Commission hold to older adults, especially those facing inequities?

Equity & Voice - Whose voices are most at risk of being unheard? Why is it essential that diverse older adults have representation at the county level?

Accountability & Systems Influence - How does the ACA serve as a bridge between older adults and decision-makers? In what ways should the ACA function as a safeguard or check within county systems?

Values & Beliefs - What belief about aging drives your service on this Commission? What principle should never be compromised in the ACA's work?

Capture Key Words or Phrases

List words or ideas that feel essential to the ACA's purpose:

Draft a Refined Purpose Statement

Using your reflections, draft 1-3 sentences that describe why the ACA exists and why its role matters in Alameda County:

Purpose Check

Before finalizing, ask yourself:

Does it explain **why** the Commission's role is **necessary**?

Would this statement guide difficult decisions or competing priorities?

Clarity of purpose strengthens the Commission's voice and its impact.

Vision Statements

Per Commissioner Mayfield's brief:

Some commissioners have expressed verbal and written examples of vision statements as captured below:

- (1) "We envision an Alameda County where every older adult enjoys equitable access to opportunities, resources, and care."
- (2) "The Advisory Commission on Aging of Alameda County advocates for dignity, independence, and well being of seniors by amplifying their voices, protecting their rights and ensuring access to supportive inclusive community resources."
- (3) "The Advisory Commission on Aging of Alameda County fostering a county where every older adult has the health, independence, financial support and choice to live with contentment and build a lasting legacy."
- (4) "The Alameda County Advisory Commission on Aging that every older adult feels safe, heard, and respected with the freedom and equitable support to age independently and with dignity."
- (5) "The Alameda County Advisory Commission on Aging successfully identify, addresses, and develops solutions timely, effectively and collectively resources to viability of aging seniors."
- (6) "The Advisory Commission on Aging supports all seniors in Alameda County having a sense of belonging in their communities and can access viable resources, supporting services with dignity and ease."
- (7) "The Alameda County Advisory Commission on Aging promote development of community-based systems of care providing viable services, enrichment of community live, ensuring accessibility to quality healthcare services, empowerment and determination of living a life for fulfillment as an older adult."
- (8) " The insurance of quality delivery and supportive services to senior communities to enhance their empowerment status, creating an environment of equality and contentment in the daily living environment in which they live."

Patterns & Consistency of Thought

*Numbers next to statements indicate which Vision this information was pulled from.

Core Shared Vision: “Dignified, Independent, Equitable Aging”

Across nearly all statements, there is a clear, consistent north star:

Older adults in Alameda County should be able to age with dignity, independence, equity, and adequate support.

This shows up repeatedly through different wording:

- *Dignity* (2, 4, 6)
- *Independence / aging independently* (2, 3, 4)
- *Equity / equitable access / equality* (1, 4, 8)
- *Supportive services and resources* (1, 2, 5, 6, 7, 8)

Even when phrasing varies, the intent is aligned: *aging should not diminish autonomy, respect, or access.*

Strong Emphasis on Access to Resources & Services

A major overlapping theme is **access** - not just the existence of services, but the ability to actually use them.

Common ideas:

- *Equitable access to opportunities, resources, and care*
- *Ensuring access to supportive inclusive community resources*
- *Access viable resources and supporting services with dignity and ease*
- *Accessibility to quality healthcare services*
- *Quality delivery and supportive services*

The Commission is consistently seen as a bridge between seniors and systems of care, with an emphasis on:

- *Quality*
- *Viability*
- *Ease*
- *Timeliness*

This suggests shared concern about barriers, not just service availability.

Consistent Values: Voice, Respect, Safety, Belonging

Several statements reinforce **how seniors should feel**, not just what they should receive.

Recurring emotional and relational outcomes:

- *Heard / voices amplified (2, 4)*
- *Safe (4)*
- *Respected (4)*
- *Sense of belonging (6)*
- *Contentment / fulfillment (3, 7, 8)*

Consistency In Thought & Statement Review:

The vision isn't purely service-driven; it's human-centered, focusing on lived experience and emotional well-being alongside systems of support and policy.

Please Review The Following 4 Options

Vision Statement Option A

We envision an Alameda County where every older adult ages with dignity, independence, and equitable access to the resources and care needed to thrive.

Vision Statement Option B

We envision a future where every older adult in Alameda County has the freedom, resources, and support to live a fulfilling life with dignity, security, and purpose.

Vision Statement Option C

The Alameda County Commission on Aging aims to create a community where aging is about living, valuing, and respecting older adults.

Vision Statement Option D

An Alameda County where older adults experience belonging, empowerment, and equitable access to the services and supports needed to live independent lives with dignity.