General Meeting Agenda

September 14, 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

- Agenda
- Minutes of ACA General Meeting, August 2026

#2: Public Comment for Items on Agenda (9:40-9:45)

ACA General Meeting Agenda 9/14/26 (Cont.)

#3: AAA Director Update
(9:45-10:10)
Area Agency on Aging (AAA) Director

- PAL Committee meeting in afternoon
- Holiday Gift Donations
- New BOS Proclamation policy
- RFP Status
- Medicare Open Enrollment - reaching out to seniors
- Update on Farmers Market Distribution
  outreach to faith based community and community health centers/process
- SB1249/Intrastate Funding Formula PAL request
- Older Americans Act Update
- Voting PSA
- Mayor's Conference 12/9/26 - dinner costs

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

- Attachment: Budget report

#5: Updates from Chair
(10:15-10:25)
Chair

- C4A Conference
- Commissioners' Travel Reimbursements
- Update from Commissioner Ellis on HR 1340

Ten Minute Break (10:25-10:35)

#6: Action Items/Presentions
(10:35-11:15)
All Commissioners

- Attachments:
  *Proposed Question and Discussion Time Limits
  *Action Log: Commissioners should Review and Prioritize top 5 actions items and come prepared to present
- Extending meeting time to 11:45: Discussion and Vote
- Conference Attendance Protocol
- Recruiting non-commissioners for Committees Protocol: Discussion.
- Commissioner term limits: Still not clear. Website states 2 four year term limit. Clerk stated 3 four year term limit.
  (cont'd)

ACA General Meeting Agenda 9/14/26 (Cont.)

(Continued)

- Question/Comment Time Limits: Proposed by EC: See Attachment: Discussion and Vote.
- Back-up Parliamentarian while Commissioner Guillory is on leave
- Bylaws Changes. Onboarding and observation 90 day period: Discussion.
- Action Log Priorities: Proposed by EC: Commissioners review the log and choose top 5 priorities. Going forward, addressing these is a standing ACA and Executive Committee agenda item. Discussion and Vote.

#7: Committee Reports
(11:15-11:30)
Committee Chairs

Standing Committees:

- Public Relations
- Legislative
- Services Delivery

Ad Hoc Committees:

- Orientation
- Bylaws
- Operating Procedures

#8: Public/Commissioner Comments/Questions re: items not on the agenda (11:30-11:35)

- Sign up for Healthy Living Festival

#9: Adjournment (11:35)

Key Dates

9/14 Committee Meetings Following General:

1. Public Relations
2. Legislative
3. Service Delivery

9/24 Healthy Living Festival, Oakland Zoo

9/28 Commission Executive Committee Meeting 9:30a
AAA Annual Presentation to BOS Social Services Committee, 2:30 p.m.

10/12 Next General Commission Meeting

ACA General Meeting Agenda 9/14/26 (Cont.)

List of Attachments

1. Agenda
2. Minutes of August General Meeting
3. Budget Report
4. Legislative Committee letter on Intrastate Funding Formula
5. Sample Public Comment on Intrastate Funding Formula
6. Action Tracker/Decision Log
7. Proposed Question and Discussion Time Limits

Check website Advisory Commission on Aging for updates. Commission schedules are subject to change.

ALAMEDA COUNTY ADVISORY COMMISSION ON AGING

MEETING MINUTES

Date August 10, 2026

Time 9 30 AM – 1 1 45 AM

Location County Veterans Service Office 22225 Foothill Blvd, Hayward,

CA 94541 Freedom Hall Conference Room

Virtual Attendance Teams/ Remote Participation Available

1. Call to Order

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

2. Roll/ Call / Quorum Established

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

3. Approval of Prior Meeting Minutes & Agenda

Commissioners reviewed the corrections to the previous minutes. Action Taken

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

Second By Commissioner McCowan.

Outcome Motion Passed.

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

Agenda as presented. Motion By: Commissioner McCowan

Second By Commissioner Ellis

Outcome Motion Passed.

4. AAA Director's Report

Director Jennifer Stephens-Pierre provided updates on

a) Administrative Report

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

    Action Item: AAA Staff will resend business card email.

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

High-Level Overview/Projects

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

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

5. ACA Budget Report; Funds Remaining

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

Action Item

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

6. US Aging Report

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

7. Break

A 10-minute break was taken by the commissioners.

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

Discussion:

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

Decision:

Protocol approved.

Action Item:

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

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

Motion By: Commissioner Banks

Second By Commissioner Mayfield

Outcome Motion Passed.

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

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

Action Item:

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

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

Second By Commissioner McCowan

Outcome Motion Passed.

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

Discussion:

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

Action Item:

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

10. Committee Reports

- ❖ Service Delivery: The subcommittee focused on three primary areas: drafting a joint SB1249 response letter, reviewing and selecting its priority goals for the current and upcoming year, and evaluating a model observed during a Board of Supervisors/Health Services meeting for use in future commission engagement. The subcommittee is also preparing upcoming site visits and tracking contract award status.

- ❖ Legislative: The subcommittee drafted and submitted the SB1249 response letter.
- ❖ The committee will monitor legislative activity through CSL, C4A, and the Age-Friendly Council. Updates were provided on the PSA and voter-education campaign.

- ❖ Public Relations: Membership remains difficult to maintain, but current communications materials are in good shape. Deborah has conducted several successful webinars. The subcommittee is working on the April resource guide and will schedule a meeting to continue planning.

- ❖ Ad-Hoc: The Ad Hoc Committees continue work on three areas: Bylaws, Standard Operating Procedures (SOP), and development of the Orientation Packet.

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

with the Senior Service Coalition.

11. Oral Communication/Public Comment

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

The meeting adjourned at approximately 11:41 AM

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

ADVISORY COMMISSION ON AGING BUDGET AND EXPENDITURES-FISCAL YEAR 2026-2027
For General Meeting 9/14/26

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
	-September 2026 Panera	$ 377
	REMAINING ACA OTHER BUDGET	**$ 2,879**
	REMAINING ACA BUDGET 26-7	**$ 10,611**
	Original budget	*$ 15,000*

Sample Public Comments on the Proposed Intrastate Funding Formula (IFF)

The following comments represent a sample of priority issues you may want to comment on. These comments do not represent C4A but are for you to use and adapt as you see fit for your organization.

RE: Public Comments on the Proposed Intrastate Funding Formula (IFF)

Dear California Department of Aging:

Thank you for the opportunity to provide additional public comment on California's proposed Intrastate Funding Formula (IFF).

We support the goal of modernizing California's funding formula to better reflect the needs of older adults, people with disabilities, caregivers, and communities throughout the state. As the California Department of Aging (CDA) considers potential revisions to the proposed IFF, we respectfully offer the following feedback in response to the specific areas identified by the Department for public comment.

1. Whether the proposed formula and its factors appropriately reflect needs across California

We support the consideration of factors such as older adult population, income, disability, racial and ethnic demographics, and geographic isolation. These are important indicators of community need.

However, CDA should further evaluate whether weighting each of these factors equally accurately reflects the complexity of need and service delivery across California's diverse communities.

Area Agencies on Aging (AAAs) serve communities with varying levels of poverty, cultural and linguistic diversity, geographic challenges, population size, service infrastructure, and service coordination needs. The formula should be evaluated against real-world service delivery conditions to determine whether the factors and their weighting appropriately reflect both community need and the realities of providing services.

The goal should not be to advantage one type of community over another, but to develop a formula that fairly recognizes need, cost, and complexity across California.

2. Considerations that should inform the proposed hold harmless approach

The hold harmless approach should ensure that no AAA experiences a reduction in its existing funding level as a result of implementing a new Intrastate Funding Formula.

A hold harmless provision should protect existing allocations, not simply slow or limit funding losses. AAAs and their providers rely on current funding to maintain staffing, contracts, programs, and services. Reducing those resources—even gradually—could result in service reductions, provider instability, workforce impacts, and increased unmet need.

As California transitions to an updated formula, existing funding should serve as the floor, not the ceiling. Additional resources should be used to address changing demographics and identified needs without taking funding away from communities currently relying on those dollars.

This approach would allow California to modernize the IFF while protecting continuity of services for older adults, people with disabilities, and caregivers throughout the state.

3. Considerations that should inform implementation and the transition to an updated formula

Implementation should prioritize stability, predictability, transparency, and continuity of services.

CDA should consider:

- Phasing implementation over multiple years;
- Using a three-year rolling allocation or other smoothing mechanism to reduce annual funding volatility;
- Providing AAAs with sufficient advance notice of allocation changes;
- Maintaining appropriate baseline funding to support minimum AAA operational capacity;
- Recognizing differences in PSA size, geography, scale, and administrative complexity;
- Preserving local flexibility through the Area Plan process; and
- Coordinating IFF implementation with other SB 1249 changes, including PSA designation and boundary decisions.

A clear implementation and transition timeline should be developed in partnership with the AAA network before funding changes take effect.

The transition should also be structured so that implementation of a new formula does not disrupt existing contracts, staffing, provider relationships, or services.

4. Aspects of the proposed carryover policy that should be supported or changed

[PERSONALIZE THIS SECTION BASED ON YOUR EXPERIENCE.]

Commenters may wish to address how the proposed carryover policy could affect their AAA, providers, contracts, programs, or ability to respond to local needs.

Consider including specific examples of why carryover occurs, how carryover funds are currently used, and whether the proposed policy would create unintended consequences for service delivery or responsible program administration.

Where possible, provide specific recommendations for how the carryover policy could be improved.

5. Aspects of the proposed formula that should be supported or changed

We support the use of factors intended to better measure community need. However, CDA should further evaluate the weighting of those factors and validate the results against actual community conditions before finalizing the formula.

CDA should also maintain sufficient baseline funding while recognizing differences among PSAs in population, geography, scale, administrative responsibilities, and service delivery complexity.

Additionally, PSA-level modeling, assumptions, data sources, and scenario comparisons should be easily accessible so that AAAs and community stakeholders can understand how proposed changes affect individual communities and provide informed feedback.

AAAs must also retain the flexibility to respond to locally identified needs through the Area Plan process. A statewide formula should support equitable distribution of resources without undermining the ability of local communities to determine how best to meet identified needs.

6. Any additional information or perspectives CDA should consider as it determines next steps

Updating the funding formula does not address the underlying question of whether California's Aging Network has sufficient resources to meet growing community need.

Without additional investment, changes to the IFF primarily redistribute limited resources among communities. Redistribution alone does not increase the capacity of California's Aging Network, reduce unmet need, or expand access to services.

California's older adult population continues to grow, as does demand for nutrition services, information and assistance, caregiver supports, transportation, and other community-based aging and disability services.

True modernization requires both an equitable, transparent, and sustainable funding methodology and adequate investment in the Aging Network.

As CDA determines its next steps, we encourage continued transparency and meaningful engagement with AAAs, providers, Advisory Councils, older adults, people with disabilities, caregivers, advocates, and community partners.

The goal should be an IFF that strengthens California's entire Aging Network without reducing or limiting access to critical programs and services in any community.

Thank you for considering these comments and for the opportunity to participate in this process.

Sincerely,

[NAME, TITLE, ORGANIZATION]

Dear California Department of Aging:

As the chair of the Legislative Committee of the PSA 9 Advisory Commission on Aging (ACA), I am writing to express my concern regarding the new Intrastate Funding Formula (IFF). While we are supportive of the intent to align funding with need and recognize that those who are geographically dispersed are under served, we are concerned about the impact on the services in PSA 9 and other more urban areas across the state.

The current proposal to reduce the Older Americans Act (OAA)funding of PSA 9 by nearly 14% results in approximately a $1.4 million cut. If spread uniformly across services, this would result in:

Program	Current Units	Estimated 14% Reduction
Congregate meals	200,000 annually	- 28,000 meals
Home-delivered meals	675,000 annually	- 95,000 meals
Nutrition education sessions	27,000 annually	- 3,800 sessions
Case management hours	15,000 annually	- 2,100 hours
Legal service hours	7,300 annually	- 1,000 hours
Information & assistance	25,000 contacts	- 3,500 contacts
Senior center hours	30,000 hours	- 4,200 hours
Visiting hours	6,000 hours	- 840 hours
Telephone reassurance	4,400 calls	- 616 calls
Transportation trips	200 trips	- 28 trips

Effects on Waitlists and Access:

- A 14% reduction in nutrition funding likely forces AAAs to:
  - Suspend intake for new clients
  - Increase eligibility thresholds or implement rationing
  - Postpone service start dates
- Nationwide, 71% of AAAs have waitlists, which have expanded 20–30% in recent years due to similar budget pressures. [seniorreso…ceswmi.org]
- Alameda County estimates waitlists would rise by 25-40%, extending wait times by 6-12 months, putting additional stress on older adults and caregivers.

Impacts on Residents

- Meals: Up to 95,000 fewer home-delivered meals—equivalent to 260 meals per day—exacerbating food insecurity and health risks among homebound seniors.
- Case Management & Assistance: A loss of 2,100 support hours could delay access to essential resources, increasing risks of eviction, health crises, and caregiver burnout.
- Senior Center & Transportation Support: With up to 4,200 fewer hours at senior centers and 28 fewer transportation trips, socialization and accessibility for older adults will decline, worsening isolation.

Additionally, the impact on those who provide services will be large. Urban counties such as Alameda have a stable provider base with years of experience providing for the senior population. The clients that they serve will continue to need services, and the providers will wither. The need will not be reduced. Rural counties that receive additional funding will have to develop a provider base over time, and it is not clear that the funds can be beneficially spent during the fiscal year. Gradually increasing their funding would allow a judicious development of providers to serve rural communities.

Sincerely,

Dori Ellis
Commissioner, PSA 9 Advisory Commission on Aging
Chair, Legislative Committee

ACA Action Tracker								
No.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
25.2.3	Add newsletter column for individuals without Medi-Cal		Public Relations Committee					Again identified as a need during the 8/10/26 EC meeting
25.3.4	Develop structure & checklists for Monthly site visites		Commissioner Banks, Commissioner Goetz					
25.4.7	Prepare BOS monthly report.		Service Delivery Committee					
25.7.3	Develop 2025–26 calendar aligned with budget.		Executive Committee					
25.8.11	Finalize legislative priorities.		Legislative Committee					
25.8.12	Create Service Delivery 2026 work plan.		Service Delivery Committee					
25.9.8	Participate in Farmers Market voucher distributions.		Commissioners, AAA Staff				In process	
25.10.5	Farmers Market voucher distribution.		AAA Staff, Commissioners				In process	
25.10.6	Independent Living webinar attendance.		Director Stephens-Pierre					
25.10.7	Provide annotated Bylaws with staff feedback	Strategic Planning	Director Stephens-Pierre	High	10/27/25		Not started	
25.10.8	Develop Orientation Packet & Timeline		PR/Orientation Adhoc Committee		10/27/25		In Process	Draft outline shared at 7/10/2026 General Meeting. Awaiting information identified as supplied by AAA.
25.10.9	Review and align committee objectives with bylaws	Strategic Planning	All committees	High	10/27/25		In process	handout of updated bylaws (2023) will be distributed during the General meeting on 9/14th.
26.1.1	Obtain tablets to record information for site visits by Service Delivery Committee members	General Mtg.	Director Stephens-Pierre	Medium	1/12/26		In Process	AAA has found a way to provide iPads, but need to develop a distribution policy before they can be delivered to Commissioners
26.2.1	Contact the Clerk of the Board of Supervisors to correct list of members and their rightful districts or mayors' area	General Mtg.	Mgmt. Analyst K. Fogel	Medium	2/9/26		In Process	Contact has been made, but list is still inaccurate

No.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.2.2	Contact Steven Bocian to discuss briefing the Mayors' Conference	Executive Mtg.	Director Stephens-Pierre	High	2/23/26	3/9/26	In Process	~~Briefing time has been difficult to schedule, but now appears to be at the Mayors' Conference meeting on September 9, 2026 at Concannon Winery, 4590 Tesla Road, CA;~~ new schedule as of Aug. EC meeting is now December
26.2.3	Add to General Meeting agenda: Please attend the Mayors' conference meetings if possible	Executive Mtg.	Mgmt. Analyst K. Fogel	Medium	2/23/26		In Process	
26.2.4	Create and maintain a calendar of upcoming events/actions such as newsletter input posted to the website	Executive Mtg.	AAA staff	High	2/23/26		Not started	
26.2.5	Update the bylaws to reflect current expectations	Executive Mtg.	Ad hoc committee	High	2/23/26		In Process	Amendments to the Bylaws may, after two weeks notice, be adopted by the affirmative recorded vote of a majority of all currently appointed Commissioners at a regular or called meeting. Notice of any proposed amendment together with a copy of the proposed amendment shall be delivered personally or by email to each Commissioner at least two weeks in advance of the meeting at which time the amendment is to be considered.
26.2.6	Develop objectives and responsibilities for ACA Vice Chair	Executive Mtg.	Executive Committee	Medium	2/23/26		In Process	
26.2.7	Develop/understand procedure for posting ACA documents and recordings	Executive Mtg.	Mgmt. Analyst K. Fogel	Medium	2/23/26		Not started	
26.2.8	Create ACA Flier	Executive Mtg.	PR/Orientation Adhoc Committee				In process	
26.2.9	Add Vision and Mission Statements to ACA Flier	Executive Mtg.	PR/Orientation Adhoc Committee	Medium	2/23/26		In Process	
26.3.1	Check on Commissioners' business cards	General Mtg.	Rhoda Turner	Medium	3/9/26		In Process	Commissioners' information has been submitted to AAA for business card production
26.4.1	Identify actions to increase the awareness and priority of nominating ACA Commissioners by the Mayors' Conference	Executive Mtg.	Commissioner McCommissioner-Cady	High	4/23/26		In Process	Discussions included the possibiity of moving some positions to the Board of Supervisors and perhaps even eliminating positions if ACA is not successful in engaging the Mayors' Conference more fully.

No.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.4.2	Determine whether Commissioner McMichael-Cady's appointment as Chair can be extended by 3 months	Executive Mtg.	Director Stephens-Pierre	High	4/23/26	5/11/26	In Process	Per the Bylaws, Number and Term: The Officers of the Commission shall be a Chairperson and a Vice-Chairperson. The term of the Officers shall be two years, beginning in July. Officers may be reelected for one additional term following the above procedure.
26.6.1	Identify actions assigned to the Executive Committee during the Strategic Planning Retreat	Executive Mtg.	Commissioner McCommissioner-Cady/ Commissioner Banks	High	6/29/26			
26.6.2	Establish an agenda format for all General Meetings	Executive Mtg.	Executive Committee	High	6/29/26		In Process	Discussions ongoing, tentatively agreed upon
26.7.1	Obtain documents listed on the Draft Orientation Packet as those supplied by AAA	General Mtg.	AAA staff	High	7/13/26		In Process	No due date yet established
26.7.2	Develop documentation on Draft Orientation Packet as thos supplied by ACA	General Mtg.	ACA Committee Chairs	High	7/13/26		In Process	No due date yet established
26.7.3	Review and approve protocol for determining conference and training participation	General Mtg.	Executive Committee	High	7/13/26	9/14/26	In Process	Executive Committee developed a proposal for discussion and vote by the ACA
26.7.4	AAA will work with Farmers Market Association, the Mayor's office to develop safe distribution plan for Farmers Market gift card distribution	Executive Mtg.	AAA staff	High	7/27/26		In Process	Successful distribution at San Leandro. Other sites are in process
26.7.5	Request participation by Commissioners for Farmers Market gift card distribution	Executive Mtg.	Mgmt. Analyst K. Fogel	High	7/14/26		In Process	Min Feng sent request via email to all Commissioners
26.7.6	Establish a process for including non-ACA members in ad hoc committees	Executive Mtg.	Executive Committee	Medium	7/27/26		Not started	Per the Bylaws: Non-Commissioners may serve on committees. They may vote on committee matters but may not vote on Commission motions.
26.7.7	Develop Standard Operating Procedures for the ACA	Executive Mtg.	Executive Committee/AAA Staff	Medium	7/27/26		In Progress	

No.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.7.8	Develop information to inform ACA conference or training participants how to enroll, pay for, and get reimbursed for participation	Executive Mtg.	Director Stephens-Pierre	Medium	7/27/26		Not started	Conference attendees must know a priori how to register, including what the expectations are for per diem, travel expenses, etc.
26.7.9	Develop action tracking and decision log for ACA	Executive Mtg.	Commissioners Ellis and McCowan	High	7/27/26		In process	Draft forms shared at August General Meeting and approved. First draft of actions starting in October 25 will be shared at the August Executive Meeting and the September general meeting. Drafts will be sent to all ACA members and AAA staff for editing where information was incomplete or missing in the minutes.
26.7.10	Identify a backup Parliamentarian to cover when Commissioner Guillory is unavailable	Executive Mtg.	All Commissioners	Medium	7/27/26		Not started	
26.7.11	Develop a statement recommending good qualities/skill set for prospective commissioners to be sent the the Board of Supervisors and the Mayors'	Executive Mtg.	Chairman McCommissioner-Cady	Medium	7/27/26		Not started	
26.7.12	Formulate a statement to be read at the start of ACA general meetings re: question and discussion around briefings	Executive Mtg.	Chairman McCommissioner-Cady	Medium	7/27/26		In process	
26.7.13	Provide Commissioners with reviewing assignments prior to the general meeting with the understanding that items are identified as 1.Review, 2. Discuss, 3. Vote	Executive Mtg.	Chairman McCommissioner-Cady	Medium	7/27/26		In process	
26.7.14	Include guiding principles in every meeting packet	Executive Mtg.	Chairman McCommissioner-Cady	Medium	7/27/26		In process	
26.7.15	Approved Commissioner Mayfield for C4A Conference	Executive Mtg.	Chairman McCommissioner-Cady	High	7/27/26	8/24/26	In process	Director Stephens-Pierre will contact Commissioner Mayfield regarding registration and expense reimbursement process.

No.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.7.16	Establish contact with each Board of Supervisor's Chief of Staff	Executive Mtg.	Director Stephens-Pierre	Medium	7/27/26		In process	
26.7.17	Prioritize list of presenters/topics for upcoming ACA Meetings	Executive Mtg.	Chairman McCommissioner-Cady	High	7/27/26		In process	
26.8.1	Director Stephens-Pierre will contact the Mayor's Conference Executive Director to reinforce the need for a briefing re the ACA now that the September date is now	Executive Mtg.	Director Stephons-Pierre	High	8/24/26			The September date is now moved to December
26.8.2	Develop a list of specific impacts of the reduction in funding through the new IFF under SB1249	Executive Mtg.	Director Stephons-Pierre	High	8/24/26	8/31/26	Complete	The letter of advocacy for the reopened comment periods will be more impactful if there are specifics
26.8.3	Develop an advocacy letter re SB1249	Executive Mtg.	Commissioner Ellis	High	8/24/26	9/21/26	In process	Advocacy letter will be discussed at September Legislative Committee meeting
26.8.4	Develop a policy for the operations procedure to select non-Commissioners for ad hoc committees	Executive Mtg.	Ad hoc committee	High	8/24/26		Not started	
26.8.5	Develop an operations procedure for the Commission	Executive Mtg.	Ad hoc committee	High	8/24/26			
26.8.6	Public realtions committee to formulate a workplan to explain Medicare Enrollment, e.g. in local newsletters	Executive Mtg.	PR Committee	High	8/24/26	10/15/26		Commissioner McMichael-Cady will contact HICAP and Director Stephens to determine what they are doing to bound the effort
26.8.7	Timer prepared for questions and answers that are not on the agenda	Executive Mtg.	AAA Staff	Medium	8/24/26		Not started	
26.8.8	Review existing travel reimbursement guidelines for accuracy and clarity.	Executive Mtg.	AAA Staff	Medium	8/24/26			

No.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.8.9	Provide staff and Commissioners with updated instructions outlining required documentation for reimbursement	Executive Mtg.	AAA Staff	High	8/24/26			
26.8.10	Identify opportunities to simplify the reimbursement process where possible.	Executive Mtg.	AAA Staff		8/24/26			
26.8.11	Continue outreach to identify potential non-commissioner committee members	Executive Mtg.	AAA Staff		8/24/26			
26.8.12	Review and clarify committee roles to support incoming participants	Executive Mtg.	AAA Staff		8/24/26			
26.8.13	Prepare a brief guidance note summarizing bylaws allowances for non-commissioner	Executive Mtg.	AAA Staff		8/24/26			
26.8.14	Staff will identify potential dates for the HICAP presentation and include the proposed HICAP operating calendar in a future agenda packet for the commission to review	Executive Mtg.	AAA Staff		8/24/26			

No.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.8.15	**Staff will update the Agenda Tracker and Decision Log, route Items 1 and 2 to Service Delivery, and include them in the Work Plan**	Executive Mtg.	AAA Staff		8/24/26			
26.8.16	The Committee will establish a clear selection protocol for conference attendance to ensure consistency before future conference related agenda items are added. Align conference attendance decisions with commissioner readiness and experience, Note that all conference attendees are expected to provide a post-	Executive Mtg.			8/24/26			
26.8.17	Identify and incorporate qualities needed in prospective commissioners into recruitment and onboarding and	Executive Mtg.			8/24/26			
26.8.18	Include Guiding Principles in each meeting packet and explore placing a stand in the meeting room	Executive Mtg.			8/24/26			
26.8.19	Send proposed agenda to EC members for review prior to sending to AAA staff	Executive Mtg.	Commissioner McMichael-Cady	High	8/24/26		Complete	
26.8.20	Announce Commissioner Mayfield's attendance at C4A and ask if there is a second interested Commissioner	Executive Mtg.	Commissioner McMichael-Cady	High	8/24/26			

No.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.8.21	Include request to approve ACA general meeting extension to 11:45 am.	Executive Mtg.	Commissioner McMichael-Cady		8/24/26			
26.8.22	Compile RFP questions and send to Director Stephens-Pierre, Kim and Carmen	Executive Mtg.	Commissioner Goetz	High	8/24/26	10/12/26	In process	Request made to Director AAA for contrast between process prior to 2026 and now. Draft design to be completed by 9/14/26
26.8.23	Add nominating committee for Chair and Vice Chair to future agenda. Add to Operational Calendar to reflect March Nomination timeline	Executive Mtg.			8/24/26		In process	Note Commissioner Banks' interest in serving on the committee as chair

ACA DECISION LOG

No.	Description	Origin	Owner	Start Date	Due Date	Notes
25.10.10	Schedule Strategic Planning update	Strategic Planning	Catherine Payne & Chairman McMichael Cady	10/27/2025	March/April 2026	Strategic Planning replaced the General meeting of the ACA on June 8, 2026
25.10.11	Reach out to Advocacy Trainers	Strategic Planning	Mgmt. Analyst K. Fogel	10/26/2025	11/10/2025	Amritpal Gill Briefed the Commission on Advocacy
25.10.12	Conduct SWOT Analysis	Strategic Planning	All Commissioners	10/25/2025	1/12/2026	
25.10.13	Review 2021 Strategic Plan & Countywide Area Plan	Strategic Planning	All Commissioners	10/25/2025	1/12/2026	
26.3.2	Choose mission statement from options reviewed	General Mtg.	All Commissioners	3/9/2026	3/9/2026	Chosen: We envision an Alamdea County where every older adult thrives with dignity, independence, and equitable access to the resources and care they need to thrive.
26.3.3	Add parliamentarion as an official position on ACA	General Mtg.	Chairman McMichael-Cady	3/9/2026	3/9/2026	Commissioner Guillery voted in as parliamentarian
26.3.4	Add Events to food budget	General Mtg.	Chairman McMichael-Cady	3/9/2026	3/9/2026	Added
26.3.5	Amend ACA budget to consolidate conferences, travel, training, and retreat; community outreach, supplies; and food for 26/27 budget	General Mtg.	Chairman McMichael-Cady	3/9/2026	3/9/2026	Conferences, etc. - $9500; Community, etc. - $1500; Food - $4000
26.2.10	Extend Executive Committee Meetings to 2 hours	Executive Mtg.	Executive Committee	2/23/2026	2/23/2026	Approved
26.2.11	Complete the Mission Statement Creation Handout	General Mtg.	All commissioners	2/9/2026	4/13/2026	2 Options presented, down selected to one
26.2.12	Recess December meetings of ACA and Committees in December 2026	General Mtg.	Chairman McMichael-Cady	2/9/2026	2/9/2026	Voted on and passed
26.1.2	Complete the Vision Statement Creation Handout	General Mtg.	All commissioners	1/12/2026	2/9/2026	
25.10.14	Clarify legalities of document sharing under the Brown Act	Strategic Planning	Mgmt. Analyst K. Fogel	10/27/2025	2/9/2026	Briefing to ACA General Meeting on 2/9/2026 by Office of the General Council

No.	Description	Origin	Owner	Start Date	Due Date	Notes
26.4.3	Encourage Commissioners to send letter of advocacy regarding OMB updates on guidelines for federal assistance	Executive Mtg.	AAA Director	4/23/2026	4/23/2026	Template emailed to Commissioners
26.4.4	Include letter and referenced video re the RFP process in May general meeting packet	Executive Mtg.	Commissioner McMichael-Cady	4/23/2026	5/13/2026	
26.4.5	Brief RFP process to General Meeting	Executive Mtg.	AAA Director	4/23/2026	5/13/2026	Brief by Director Stephens-Pierre
26.4.6	Finalize Purpose Statement	General Mtg.	All committees	4/23/2026	6/8/2026	Completed at 6/8/26 Strategic Planning Meeting
26.6.3	Prioritize actions from Strategic Planning Retreat	Executive Mtg.	Executive Committee	6/29/2026		Priorities were 1. Communications Improvements, 2. Accountability and Collaboration, and 3. Document Accessability and Transparency.
26.4.7	Determine whether individuals who are not on the ACA can serve as members of ad hoc committees	Executive Mtg.	Director Stephens-Pierre	4/23/2026	5/11/2026	Subject matter experts from outside the ACA may serve as ad hoc committee members
26.4.8	Send a description of the CSL positions to all Commissioners	Executive Mtg.	Commissioner McMichael-Cady	4/23/2026		
26.4.9	Provide name of the chair of the California Senior Legislature to Commissioner Banks	Executive Mtg.	Mgmt. Analyst K. Fogel	4/23/2026		
26.3.6	Notify Commissioners that California Senior Legislature applications are due to AAA by 3/31/2026	General Mtg.	Jennifer Stephens-Pierre	3/9/2026	3/9/2026	
26.3.7	Provide fliers for C4A and USAging Conferences to Commissioners	General Mtg.	Mgmt. Analyst K. Fogel	3/9/2026		
25.10.4	Holiday Basket Program participation.		Director Stephens-Pierre, Commissioners			
25.10.3	Conflict of Interest guidance.		County Counsel			
25.10.2	Resolve C4A budget issue.		Director Stephens-Pierre			
25.10.1	Finalize Strategic Planning Retreat details.		Catherine Payne, Executive Committee, Director Stephens-Pierre			

No.	Description	Origin	Owner	Start Date	Due Date	Notes
25.9.10	Prepare for CDA audit request.		Chair, Vice Chair			
25.9.9	Watch BOS Social Services meeting on Sept 22.		Full Commission			
25.9.7	Submit reimbursement paperwork by Sept 29.		All Commissioners Attending			
25.9.6	Develop 2026 work plan.		Service Delivery Committee			
25.9.5	Add Healthy Living Festival write-up to newsletter.		Public Relations Committee			
25.9.4	Commissioner O'Brien must recuse from Family Bridges items.		Commissioner O'Brien			
25.9.3	Determine C4A conference attendance.		Commission Leadership			
25.9.2	Finalize retreat details.		Executive Committee, Director Stephens-Pierre			
25.9.1	Correct minutes: Service Delivery report credited to Banks.		AAA Staff			
25.8.10	Develop quarterly newsletter topics.		Public Relations Committee			
25.8.9	Prepare conference attendance list.		Director Stephens-Pierre			
25.8.8	Plan participation in Healthy Living Festival.		Public Relations Committee, AAA Staff			
25.8.7	Follow-up with appointing party re: Commissioner Grant.		Director Stephens-Pierre			
25.8.6	Obtain bids & secure space for Strategic Planning Retreat.		Director Stephens-Pierre			
25.8.5	Begin removal process for Commissioner Bobby Grant.		Executive Committee, Director Stephens-Pierre			
25.8.4	Accept FY 2025–26 budget revision.		Full Commission			
25.8.3	Elect Chair & Vice Chair.		Full Commission			
25.8.2	Accept 2025–26 APU.		Full Commission			
25.8.1	Move voting items to beginning of agenda.		ACA Chair			
25.7.8	Pause site visits in August.		Service Delivery Committee			

No.	Description	Origin	Owner	Start Date	Due Date	Notes
25.7.7	Prepare July–Sept newsletter release.		Public Relations Committee			
25.7.6	Continue coordination for AAA relocation.		Director Stephens-Pierre			
25.7.5	Seek two additional procurement bids for retreat.		Director Stephens-Pierre			
25.7.4	Review consultant options for Strategic Planning Retreat.		Executive Committee			
25.7.2	Plan potential rescheduling of August meeting.		Executive Committee			
25.7.1	Postpone all voting items until August.		ACA Chair			
25.4.8	Prepare Senior Update newsletter (July–Sept edition).		Public Relations Committee			
25.4.6	Review senior-focused legislative proposals.		Legislative Committee			
25.4.5	Finalize May & July agendas (budget & APU).		Executive Committee			
25.4.4	Add ADRC overview presentation to July/Aug agenda.		Director Stephens-Pierre, ACA Chair			
25.4.3	Determine USAging Conference participation.		Commission Leadership			
25.4.2	Continue ACA budget discussion into May.		Full Commission			
25.4.1	Form Nomination Committee for elections.		Commissioners Goetz & Banks			
25.3.3	Begin planning next FY Budget		Full Commission			
25.3.2	Plan expenditure of remaining FY funds prior to EOY		All Commissioners			
25.3.1	Send Attendance reminder letters to commissioners		Chair, AAA Support Staff			
25.2.5	Confirm BOS acknowledgement of submitted letter		Service Delivery Committee			
25.2.4	Follow up on audit support gap		Commissioner Banks, Director Stephens-Pierre			
25.2.2	Goetz revised tool for monthly communications.		Commissioner Goetz			
25.2.1	Submit physical copies of all correspondence to BOS		Commissioner McCommissioner-Cady, Commissioner Banks			

No.	Description	Origin	Owner	Start Date	Due Date	Notes

Proposed time limits on questions, comments, and discussion during ACA meetings

Suggested Script (to be read by Chair at start of meetings)

Before we begin, I want to review our meeting procedures. Commissioners have **1 minute** to ask their question. The committee has **2 minutes** to respond.

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

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

Public Comment Rules

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

Recommended Public Comment Policy

Public Comment Procedures

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

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

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

Timekeeper Script

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

Timekeeper Script

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

Summary of Policies

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

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

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

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

Thank you for respecting the time signals.