# Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes (Amended)
Friday, May 22, 2026 1:30 pm – 3:00 pm

VIRTUAL MEETING

ACA Commissioners
Laura McMichael-Cady (Chair)
Denyse McCowan (Vice-Chair)
Priscilla Banks - online
Michael Goetz – online

County of Alameda
Jennifer Stephens-Pierre
Kim Fogel
Marlene Tapia

## A. CALL TO ORDER

Meeting called to order at 1:43 pm
Roll Call of Commissioners
Quorum not achieved.

## B. APPROVAL OF AGENDA & MINUTES

The agenda and previous meeting minutes were not approved and were deferred until a quorum was achieved. Quorum was achieved with the addition of Priscilla Banks.
approval of the prior meeting's minutes will be tabled until the next meeting. Minor corrections were needed (changing "April" to "May").The group agreed to approve the meeting agenda with two additions: creating a calendar and finalizing the action and decision-making logs.

**Motion to accept today's meeting agenda only**
(M) Priscilla Banks

(S) Denyse McCowan
PASSED

## C. STRATEGIC PLANNING RETREAT AGENDA ATTACHMENT: DRAFT RETREAT AGENDA

**DRAFT RETREAT AGENDA**

***Discussion:***

• Kim shared that an updated draft of the area plan, including recent revisions and public-hearing feedback, will be sent to commissioners before the retreat, with the fully formatted version to follow later.
• The commission reviewed the draft agenda for the upcoming Strategic Planning Retreat.

• Minor corrections to the agenda were identified, and next steps were confirmed for distributing materials and preparing summaries.
• The final agenda will include:
– Networking Breakfast
– Icebreaker
– Objectives Overview
– Breakout Groups
– Breakout Reports and Wrap-Up
– Public Comment
– Adjournment

***ACTION ITEM:***

• Kim will distribute the updated draft of The Area Plan to all commissioners before the retreat, with highlighted revisions.
• Kim will make the necessary changes to the agenda and post the corrected version.

## D. July General Meeting Agenda

**Recap of Strategic Planning Retreat**

***Discussion***:
The July Meeting agenda will include a 30-minute recap of The Strategic Planning Retreat to address follow-up needs and unresolved items.

***ACTION ITEMS:***
• Add a 30-minute Strategic Planning Retreat recap to the July agenda.

## Questions and concerns about APU

***Discussion:***
The committee discussed how much time to set aside in July for follow-up questions about The Annual Plan Update. Although the APU is scheduled for review and a possible vote during the retreat, members agreed that additional discussion time may be needed. Commissioner Banks recommended reserving 15 minutes in the July meeting to address any remaining questions.

***ACTION ITEMS***:
• Commissioners will review the APU before the retreat.
• Commissioners may submit questions in advance to streamline discussion.
• Any unresolved questions from the retreat will be addressed during the 15-minute segment in the July meeting.

## Ongoing Agenda Item: updates on AAA/ACA Budgets
***Discussion:***
• The committee discussed and agreed a separate budget agenda item isn't needed because it's already included in the Director's Report.
• Jennifer explained that updates are always ongoing and are divided into three sections: Administrative (staffing, procurement, pending items), Budget (overview of budgets and contracts), and Program (program-related updates).

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***Action Items:***

• The Budget updates will remain within the Director's Report, not as a separate agenda item.
• When the director is absent, staff will still provide a budget update to the commission.

## Ongoing Agenda Item: 5 minutes for Questions at the end of presentations

***Discussion:***

The committee discussed how to manage questions following presentations. they agreed on a standard 2-minute limit per person, moving around the room without a roll-call format, to keep the process efficient.

***ACTION ITEM:***

A 2-minute per-person question period will be standard after presentations.

## Breaks during meetings

***Discussion:***

Vice-Chair McCowan noted that a break had not been previously discussed or included on the agenda. The committee agreed to add a 10-minute break at 10:30 am to avoid extending the meeting significantly. this addition will be reflected in the July agenda along with time for The Strategic Planning Retreat recap, The Annual Plan Update, and Presentation guidelines.

***DECISIONS:***

- The committee agreed to add a 10-minute break at 10:30 am during the general meeting.

- The break will be included in the July agenda.
- The July agenda will also include dedicated time for the Strategic

  Planning Retreat recap, The Annual Plan Update, and
  Presentation guidelines

***ACTION ITEMS:***
• Add a 10-minute break at 10:30 am to the General Meeting Agenda.
• Incorporate agenda items for the retreat recap, Annual Plan Update, and Presentation timing guidelines.
• Staff and leadership to finalize the July agenda once staff returns on June 11.

## Mayor's Conference

***Discussion*:**
The committee discussed Mayor's Conference representation and proposed reducing its seats from eight to five due to ongoing vacancies. Members agreed to place the topic on the next agenda to prepare a recommendation before the new chair begins. Additional items (Bylaws, Operating Procedures, Action/Decision Logs) will also be carried forward due to limited time.

***DECISIONS:***
• Mayor's Conference seat-reduction proposal will be addressed at the next meeting.
• Other pending governance items will be deferred.

***ACTION ITEMS:***
• Add the mayor's conference discussion and all deferred items to the next Executive Committee Agenda.

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**FOLLOW-UP ON AGENDA FINALIZATION**

Staff confirmed there will be adequate time to review and finalize the July agenda once they return on June 11. any needed adjustments can be made at that time.

# E. ACTION ITEMS:

## Day and time change for General Meeting (poll commissioners)

***Discussion:***
The committee agreed to keep the current meeting time and table the proposal to move to 1:30 pm. staff confirmed they can support timely starts.

## Next Executive Committee Meeting June 29? (Chair out of town June 22)

***Discussion:***
The group reviewed scheduling options for a June Executive Committee Meeting. June 29 was considered but conflicted with member availability. after discussion, June 15 at 9:30 am was identified as the only workable date. Kim can post the agenda if materials are submitted by June 11. Jennifer noted a room conflict but confirmed an alternate room is available. the group agreed to move forward with June 15.

***ACTION ITEMS:***
- Schedule executive committee meeting for June 15 at 9:30 am.
- Laura will prepare and send the agenda.
- All materials due to Kim by close of business June 11.
- Jennifer will secure an alternate meeting room (Patriot Hall).
- Jennifer assigned Min to provide staff support for the ACA Executive

Committee.
• Kim will update the media invite so that it appears on all members' calendars.

## Protocol for choosing conference attendees

***Discussion:***
• The group agreed that a clearer, structured process is needed for choosing conference attendees.

• Budget limits and fairness concerns prompted discussion of creating criteria based on role, seniority, and ability to bring back useful information.

• The Executive Committee will take responsibility for developing this process and incorporating it into operating procedures, with possible reference in bylaws.

• Succession planning, establishing vice chairs for all committees, and improving recruitment materials (including a brochure) were also noted as related needs.

***DECISION***
• The Executive Committee will develop and formalize the Conference Attendee Selection Process in the Operating Procedures.

***ACTION ITEMS:***
• Add conference attendee selection to the Operating Procedures Work Plan and June agenda (Laura).
• Develop criteria and structure for attendee selection, including committee leadership and succession planning (Executive Committee).
• Continue work on recruitment materials and brochure (Deborrah/administrative staff).

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## CALENDAR

***Discussion:***
• A draft calendar of major annual events has been created and will be updated as new information becomes available.
• The commission agreed to include only significant, recurring events—not all county activities.
• Current calendar format is not accessible for the public website; public affairs support will be required for an online version.
• Until a long-term solution is identified, Jennifer will provide an updated calendar to commissioners monthly.
• The calendar will support agenda planning.
• Commissioner banks agreed the internal calendar meets the commission's current needs.

***DECISION:***
• The calendar will focus on major recurring events only.
• The calendar will remain an internal tool for now, until an accessible public-facing format is developed.
• Monthly updates to commissioners are sufficient at this stage.

***ACTION ITEMS:***
• Jennifer will maintain and update the calendar and provide monthly versions to commissioners.
• Staff will add new event information as it becomes available.
• Public Affairs will be consulted later regarding an accessible online calendar format.

## TABLET EMAIL

***Discussion:***
Commissioners agreed that a shared email account is needed for tablet-

based site visit reports to avoid using personal emails. since an acgov.org address is not available, a shared Gmail account will be created. All messages to the full commission will continue to be routed through AAA staff. Kim will manage the computer use agreement process when she returns. She also confirmed that two emails (setup and recovery) will be used for account creation, and this will be added to the acknowledgment form currently in development. Password procedures will be finalized later. Mike and Denyse confirmed they have the needed information.

***DECISIONS***

• A shared Gmail account will be used for site visit report submissions.
• AAA staff will handle any full commission communications.

***ACTION ITEMS***

• Mike will create the shared Gmail account (aca@gmail.com with the aaa@acagov. org as the recovery email.
• Jennifer and Kim will assist with setup and password tracking.
• Kim will finalize the computer-use agreement.
• Kim will add account setup and recovery email details to the acknowledgment form.
• Commissioners will await finalized password and account procedures.

## CONTRACTS AND RFP DISCUSSION

- Jennifer reported that AAA contracts will not be completed on time, so SSA will issue six-month extensions for case management, family caregiver support, and nutrition. Other programs will experience temporary funding gaps. providers have been notified, and Jennifer will send the letter to commissioners.
- Commissioner Banks asked to add her concerns about the Ombudsman RFP review to the next Executive Committee Agenda.

She requested postponement if the director is unavailable, as she wants the director's input.

***Discussion:***
The committee agreed to add 15–20 minutes to the July agenda for a contracts and RFP's discussion.

***DECISION:***
• The committee will add a 15–20 minute contracts/RFP's discussion to the July agenda.

***ACTION ITEM:***
• The Chair (or designated staff) will add this discussion item to the July Executive Committee Agenda.

## RETREAT PLANNING

***Discussion:***
The team confirmed the retreat setup with minor adjustments and clarified breakout room sizes, seating, and snack plans. signage will be posted, and printed materials will be handled by Catherine. A walkthrough was scheduled for June 5 at 11:00 a.m.

**DECISIONS:**
• Setup approved with small adjustments.
• Snacks and water only in breakout rooms.
• Walkthrough set for June 5 at 11:00 a.m.

***ACTION ITEMS:***
• Yingmin will finalize setup, signage, and room preparations.

• Denyse & Priscilla: bring ice and snacks on event day.
• Priscilla & Denyse will attend walkthrough.

**COMMITTEE MEETINGS**

Committees may continue meeting after noon without staff present, except for those requiring assigned staff (e.g., legislative).

**ROOM SCHEDULING**

Staff will reserve the main room and adjacent breakout rooms through 1:00 pm to support committee meetings.

***ACTION ITEMS:***

• Staff to confirm room reservations for the general meeting and committee meetings through 1:00 pm.
• Staff to review administrative code to ensure no conflicts with current meeting time structure.
• Committees to coordinate with assigned staff as needed for post-meeting work.

## F. COMMITTEE CHAIR UPDATES

**PUBLIC RELATIONS:**

Laura reported the recent Public Relations Webinar was well attended and praised Deborrah Cooper's work. Another is planned for October. She added that with two new members, the previously one-person PR Committee can now take on more activities.

**SERVICE DELIVERY:**

Priscilla shared that the Service Delivery Committee hasn't met recently because general meetings ran long and members weren't sure they could stay without staff present. therefore, there is no chair update at this time.

**LEGISLATIVE**

No Legislative report was given, as no committee representatives were present.

## G. COMMENTS OR QUESTIONS RE: ITEMS NOT ON THE AGENDA

Jennifer requested adding a discussion on new voter requirements for older adults before November. Laura agreed to schedule it for August or September, with a possible newsletter update once details are clearer.

## H. Adjourn

Meeting was adjourned at 3:18 pm