

Executive Committee Meeting Agenda

October 26, 2026 | 9:30-11:45 AM

Alameda County Social Services Agency

Area Agency on Aging/Veterans Services Office

Freedom Room, 22225 Foothill Blvd., Hayward, CA 94541

In-Person Meeting

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 participate online or call (888) 715-8170, 8480563# United States (Toll-free). For questions or connection issues, contact Kim Fogel, krfogel@acgov.org, (510) 577-3536.

PLEASE NOTE: For online security, Alameda County prohibits the use of AI notetaking applications in County meetings. AI applications will be removed by staff.

Public participation at Commission meetings is encouraged. Individual comments on any single item on the agenda are limited to two minutes. The chosen spokesperson for a group may speak for four minutes.

Schedule is subject to change and all times are approximate.

#1: Welcome

Chair, Commissioners,
Public (9:30-9:40)

- Call to order
- Roll call
- Approval of August and September Executive Committee Meeting minutes
- Current agenda comments, changes, approval (Commissioners and Public).

Executive Committee Meeting Agenda (Cont.)

#2: AAA Director Updates

AAA Director and staff

Note: Please hold questions until end of updates.

(9:40-10:10)

- Who is acting as support staff for ACA (which staff members are doing what?)
- What is the timeline for CWAP? When can ACA expect to have the draft CWAP for review?
- Requested info for Orientation Packet (who is responsible for this?)
- Where is funding for food for ACA meetings coming from, and how can we make changes? We would like dark roast, decaf, and hot water for tea.

#3: Action Items - All Commissioners (10:10-10:50)

- Advocacy Letter Policy
- Criteria for Appointment to ACA: Recommendations for BOS and Mayors Conference
- SharePoint library, who has access at this point? Can we get staff assist to set up Executive members setup?
- Budget
- Strategic Planning Retreat/Review of Committee Goals (Dec and Jan)/Orientation planning
- Operational Calendar
- Bylaws/Standard Operating Procedures



Ten Minute Break

#4: Review of Previous Action Items

All Commissioners (11:00-11:20)

- Attachment: Action/Decision Log

#5: Build Draft Agenda for Next General Meeting

All Commissioners (11:20-11:30)

- Conference Attendance Policy
- Advocacy Letter Policy
- HICAP Presentation
- CWAP Update

Executive Committee Meeting Agenda (Cont.)

#6: Committee Updates -

ACA Committee chairs (11:30-11:40)

Standing Committees

- Public Relations
- Services Delivery
- Legislative

Ad Hoc Committees

- Orientation (Attached: List of contents)
- Bylaws
- Operating Procedures

#7: Comments/Questions for Items not on agenda

Commissioners/Public (11:40-11:45)

#8: Adjournment (11:45)

Next Executive Committee meeting: November 23, 2026, 9:30a to 11:45a (All schedules subject to change)

Attachments:

- Action Log/Decision Log
- Minutes

ACA Executive Committee members

- Laura McMichael-Cady
- Denyse McCowan
- Dori Ellis
- Priscilla Banks

Commission information and updates available [on our website.](#)

Advisory Commission on Aging (ACA)

Executive Committee Meeting Minutes

Monday, September 28, 2026 9:30AM – 11:45 AM

- ACA Commissioners
Laura McMichael-Cady (Chair)
Denyse McCowan (Vice Chair)
Dori Ellis
Priscilla Banks

County of Alameda

Jennifer Stephens-Pierre – Absent
Kim Fogel
Rhoda Turner
Cecilia Ong

1. **CALL TO ORDER**

Meeting called to order at 9:30 am
Roll Call of Commissioners
Quorum achieved.

APPROVAL OF MINUTES & AGENDA

There were no previous minutes available for review, and no motion was made to approve the agenda.

2. **AAA Director Updates:**

The Director was not present, and Kim Fogel, AAA staff shared the following updates:

- She informed the Executive Committee that her team would be presenting to the Social Services Committee that afternoon. Attendance was optional, and commissioners were welcome to attend in person, watch online, or view the recording afterward.

Advisory Commission on Aging (ACA)

Executive Committee Meeting Minutes

Monday, September 28, 2026 9:30AM – 11:45 AM

SB1249:

- Supervisor Tam had sent a letter on the County's behalf, communicating the County's position regarding SB1249.
- Recommendations were forwarded to oppose the proposed funding formula changes, which would negatively impact urban counties such as Alameda and Los Angeles.

Kaiser Conference:

- The new Acting Director of the California Department of Aging delivered the introductory remarks and remained for the session but did not take direct questions.
- the conference emphasized the importance of coordinating services for older adults who often experience overlapping needs such as medical issues, housing instability, and legal challenges.
- It was noted that a participant asked how counties are expected to improve coordination while the intrastate funding formula cuts are reducing resources—particularly for urban counties such as Alameda and Los Angeles. The state panel acknowledged the difficulty of budget cuts but did not offer a detailed response.
- It was noted that the Director regularly provides contract updates and that these are important for keeping commissioners informed. However, members acknowledged that contract reporting can become lengthy and affect the agenda's timeline

Director's Report – Time Management:

Discussion:

Committee members emphasized the need for the Director's report to remain within the allotted time. They discussed providing her 30 minutes for her report and noted that she often covers many topics, which can overwhelm the agenda if time is not managed effectively.

Decision:

The Director's report will be limited to 30 minutes to ensure adequate time for other agenda items.

Advisory Commission on Aging (ACA)

Executive Committee Meeting Minutes

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Action Item:

Include a reminder in the next meeting packet that the Director's report must stay within the 30-minute limit. **[26.09.28.8]**

3a. Action Items – Formal procedure to choose conference attendees [26.08.24.16 and 26.07.13.8]

Discussion

Committee members discussed the need for a formal, consistent process for selecting conference attendees. They reviewed the types of conferences (national, state, and local) and agreed that attendance should follow a leadership-based rotation, beginning with the Chair, then Vice Chair, followed by Committee Chairs, and then Vice Chairs. They also noted situations where a new Chair may “bump” others in the rotation. Additional considerations included reimbursement challenges, ensuring mandatory reporting from attendees, and creating a fair, transparent process that accounts for term limits and opportunities for commissioners who have not previously attended.

Decision

The Executive Committee agreed that a written procedure is needed to formalize the rotation, expectations, and criteria for selecting attendees, but no final policy language was adopted at this meeting.

Action Item.

Commissioner Priscilla Banks will prepare the initial draft of the conference-attendance procedure for Executive Committee review.

Motion to write a letter to the Board of Supervisors addressing reimbursement problems affecting commissioners attending conferences.

(M) Priscilla Banks

(S) Denyse McCowan

Approved.

3b. ACTION ITEM – List of presenters/topics for upcoming ACA meetings [26.07.27.17]

Advisory Commission on Aging (ACA)

Executive Committee Meeting Minutes

Monday, September 28, 2026 9:30AM – 11:45 AM

Discussion

- Members discussed inviting HICAP to present.
- Concern was raised that past presentations were too long (one lasted 90 minutes).
- Members proposed limiting presentations to 20 - 30 minutes with a 10 minute answer and question period.
- Commissioner McCowan noted there is an existing script allowing 2 minutes for questions (1 minute to ask, 1 minute to respond).
- Members agreed that these expectations should be formally documented as part of the Commission's operating procedures to ensure consistency.

Decision

- Future presentations must follow structured time limits, including the 2-minute question guideline.
- No presenter was formally confirmed.

Action Items

- Contact potential presenters, including HICAP. **[26.09.28.2 and 26.09.28.9]**
- Communicate presentation time limits and Q&A expectations.
- Add the 2-minute question-time script to the next meeting packet.

3c. ACTION ITEM – Leave of Absence Policy

Discussion

- Members agreed that the Commission needs a formal Leave of Absence policy, as the bylaws do not currently address LOAs.
- LOAs would apply to situations such as medical needs, caregiving responsibilities, extended travel, or other personal circumstances.
- The group discussed allowing LOAs of up to six months, with the requirement that commissioners notify the Chair (or Vice Chair if the Chair is unavailable).
- LOA requests would be reviewed and approved by the Executive Committee, not the full Commission.
- Members also noted the importance of considering quorum impacts and maintaining flexibility when commissioner numbers are low.

Advisory Commission on Aging (ACA)

Executive Committee Meeting Minutes

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Decision

The committee agreed that a formal LOA policy is needed and that it must be drafted and voted on at a future meeting. They agreed on the basic structure: **[26.09.28.2]**

- LOA requests must be submitted to the Chair (or Vice Chair).
- The Executive Committee will review and approve the request.
- LOAs may be granted for up to six months.

Action Items

- Draft the Leave of Absence policy based on the discussion.
- Add the proposed LOA policy to the agenda for the next meeting for review and possible vote.

4. Break

The Executive Committee took a 10-minute break and resumed at 10:52 a.m.

5. ACTION ITEM (cont.) – Annual Operational Calendar

Discussion

- Members discussed the need for a comprehensive annual operational calendar and noted that commissioners currently lack regular access to one.
- Items identified for inclusion were:
 - Retreat planning (beginning in February for a June retreat)
 - Commissioner orientations (December and June)
 - Conference timelines (National conference in July; C4A typically in August; local Senior Services Coalition conference in December)
 - Nominating Committee schedule (beginning in March)
 - Budget updates
 - AAA-recognized monthly observances related to older adults
- It was also noted that commissioners need regular access to this calendar and that it should be updated continuously as priorities shift.

Decision

Advisory Commission on Aging (ACA)

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An annual operational calendar will be created and maintained as part of the Commission's standard operating tools.

Action Item

Develop the draft annual operational calendar, populate it with recurring activities, and present it to the Executive Committee for review and ongoing updates. **[26.02.23.4]**

5b. ACTION ITEM (cont.) – Action Item/Decision Log

Discussion

- Members reviewed the Action Log and Decision Log and noted that several items required updating, reprioritization, or consolidation.
- The committee emphasized the importance of maintaining accurate logs so items are not lost or repeated across meetings.
- During this review, members also noted that the orientation/onboarding process had been discussed in multiple meetings but was not yet formally documented.
- They agreed that onboarding must be added to the Action Log to ensure follow-through and eventually moved to the Decision Log once adopted as an operating procedure.

Decision

- The Action Log and Decision Log will continue to be updated after each meeting, with completed items moved appropriately and high-priority items flagged for follow-up.
- Orientation/onboarding will be added as a standing item in the Action Log until a formal procedure is completed and approved.
- Completed or clarified items will continue to be moved to the Decision Log to ensure proper recordkeeping.

Action Items

- Update the Action Log and Decision Log to reflect all items from this meeting, including onboarding. **[26.09.28.10]**
- Ensure onboarding becomes part of standard operating documentation once finalized. **[26.08.24.17 and 26.09.28.11]**

5c. ACTION ITEM – Bylaws change re: recommendations for qualifications of an orientation of new commissioners **[26.09.28.12]**

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Discussion

- Members discussed the need to clearly define the qualifications, skills, and competencies recommended for new commissioners to ensure strong participation and committee placement.
- They emphasized that commissioners should ideally be assigned to committees where they already have relevant knowledge or background.
- The committee agreed that onboarding should include attending multiple committee meetings, completing small assignments, and reviewing core documents to understand Commission operations.
- It was noted that the Commission should request criteria from the Board of Supervisors and the Mayor's Conference to understand what qualities these appointing bodies expect in commissioners, so onboarding and placement can align with those expectations.
- Members stated that these qualities and requirements may need to be documented in bylaws or operating procedures.
- The committee also discussed whether bylaws changes must be presented to the full ACA Commission for approval.

Decision

- The Commission will incorporate recommended qualifications, committee fit expectations, and onboarding requirements into written procedures or bylaws.
- The committee will seek clarification on the Board's expectations and on whether bylaws changes require full Commission approval.

Action Items

- Draft language outlining recommended qualifications and orientation requirements for new commissioners.
- Contact the Board of Supervisors and Mayor's Conference to request commissioner qualification criteria.
- Confirm bylaws change approval requirements and bring revisions back to the Executive Committee.

Advisory Commission on Aging (ACA)

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5d. ACTION ITEM – Committee roles and responsibilities and how non-ACA committee members fit in?

Discussion

- Members agreed that each committee needs clearly defined roles and responsibilities, including expectations for Chairs, Vice Chairs, and members.
- Members noted that some committees have limited membership, making it important to identify and document expectations for chairs, vice chairs, and general committee members.
- They also noted that non-ACA participants can provide valuable input but their role must be clarified—especially regarding voting and decision-making.
- Members agreed that committee structure and participation rules need to be documented in the Commission’s operating procedures and may require future bylaws clarification.

Decision

- Formal committee role descriptions and guidelines for non-ACA participation will be developed.
- Further review will determine whether any changes need to be added to the bylaws.

Action Items

- Draft committee roles and responsibilities. **[26.08.24.11]**
- Develop guidance outlining how non-ACA members may participate and any limits on voting. **[26.08.24.1 – decision log and 26.09.28.13]**
- Review whether these definitions must also be incorporated into the bylaws or remain in operating procedures.

6. Review of Previous Action Items:

Discussion

- The committee reviewed the Action Log page by page, identifying completed, ongoing, and priority items.
- Completed: 26.2.2, 26.7.5, 26.8.16.

Advisory Commission on Aging (ACA)

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- Decision item: 26.4.2 — Chair McMichael-Cady will remain Chair until July 2027, then move to an at-large role.
- Ongoing items: 26.8.1; 26.8.2–26.8.8; 26.8.15; 26.9.1; 26.9.3; 26.9.5; 26.9.9; 26.2.6; 26.7.1; 26.7.11; 26.7.13; 26.7.14; 26.7.16 (high priority).
- Orientation/onboarding will be added to the Action Log.

Decision

- Move completed items and 26.4.2 to the Decision Log.
- Retain all active 26.8.x, 26.9.x, and 26.7.x items.
- Orientation/onboarding will be added to the Action Log as a standing item.

Action Items

- Update the Action Log and Decision Log to reflect changes.
- Add orientation/onboarding as a new Action Log item.

7. Build Draft Agenda for Next General Meeting

Discussion:

- The committee discussed items that need to be placed on the next general meeting agenda.
- Agenda items mentioned in the notes were:
 - Leave of Absence Policy (to be brought forward for discussion and vote)
 - Question & Answer Time-Limit Procedure (2-minute script) to be brought to the body
 - Vice Chairs for Committees (discussion)
 - Committee Roles & Responsibilities, including how non-ACA members fit in
 - Onboarding/Orientation Process (to be added for discussion)
 - Conference Attendance Procedure (to return to the full body)
- Members emphasized the need to structure agenda items clearly using notification → review → discussion → vote.
- Voting items must be clearly marked **in bold**.
- The agenda should be sent out early so commissioners have time to review it.

Advisory Commission on Aging (ACA)

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Action Item:

- Prepare the draft agenda including all items explicitly identified by the committee.

[26.09.28.14]

- Format the agenda according to the required structure and bold all voting items.
- Send out the agenda within the required time frame.

8. SUBCOMMITTEE CHAIR REPORTS

No subcommittee reports were presented at this meeting

9. COMMENTS/QUESTIONS for ITEMS NOT ON THE AGENDA

Commissioner McCowan noted that the ACA Commission website is missing a functional calendar and that commissioners cannot update the website themselves. Only county staff have access to make updates, which creates challenges when trying to post or maintain needed materials.

Meeting was adjourned at 12:05 pm.

ADVISORY COMMISSION ON AGING BUDGET AND EXPENDITURES-FISCAL YEAR 2026-2027
For General Meeting 10/14/26

CATEGORY	ITEM (s)	Utilization
CONFERENCES/TRAVEL	CONFERENCES/TRAVEL/TRAINING/RETREAT	\$ 9,500
	-Dori Ellis - USAging Conference	\$ 3,281
	<i>Helen reg</i>	\$ 500
	<i>Helen flite</i>	\$ 300
	<i>helen ground transpo</i>	\$ 50
	<i>helen hotel</i>	\$ 400
	<i>helen food</i>	\$ 70
	<i>Total spent</i>	\$ 4,601
	REMAINING ACA EVENTS BUDGET	\$ 4,899
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
	<i>-October 2026 Panera</i>	\$ 377
	REMAINING ACA OTHER BUDGET	\$ 2,879
	REMAINING ACA BUDGET 26-7	\$ 9,278
	<i>Original budget</i>	<i>\$ 15,000</i>

anticipated as of 9/29

ACA Action Tracker

NO.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.4.1	Identify actions to increase the awareness and priority of nominating ACA Commissioners by the Mayors' Conference	Executive Mtg.	ACA	High	4/23/26		In process	Discussions included the possibility 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.
26.9.2	Holiday Baskets - request for donations from Zaza and Min (targeting >50)	General Mtg.	ACA		9/14/26		In process	Collaboration with Mercy Care; donations to SOS/Meals on Wheels
26.9.4	Request for Commissioners to assist on holiday basket delivery	General Mtg.	ACA	Medium	9/14/26		Not started	
25.10.8	Develop Orientation Packet & Timeline		Ad Hoc	High	10/27/25		In process	Draft outline shared at 7/10/2026 General Meeting. Awaiting information identified as supplied by AAA.
26.2.5	Update the bylaws to reflect current expectations	Executive Mtg.	Ad Hoc	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
26.2.8	Create ACA Flier	Executive Mtg.	Ad Hoc				In process	
26.2.9	Add Vision and Mission Statements to ACA Flier	Executive Mtg.	Ad Hoc	Medium	2/23/26		In process	
26.8.4	Develop a policy for the operations procedure to select non-Commissioners for ad hoc committees	Executive Mtg.	Ad Hoc	High	8/24/26		Not started	
26.8.5	Develop an operations procedure for the Commission	Executive Mtg.	Ad Hoc	High	8/24/26			

NO.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.7.2	Develop documentation on Draft Orientation Packet as those supplied by ACA	General Mtg.	All Committees	High	7/13/26		In Process	No due date yet established
25.9.8	Participate in Farmers Market voucher distributions.		Director Stephens-Pierre				In process	San Leandro market a success with 470 cards distributed
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; RFP results need to be added to tablets by AAA IT~~
26.2.1	Contact the Clerk or the Board of Supervisors to correct list of members and their rightful districts or mayors' area	General Mtg.	Director Stephens-Pierre	Medium	2/9/26		In process	Contact has been made, but list is still inaccurate
26.2.2	Contact Steven Bocian to establish date for 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.	Director Stephens-Pierre	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.	Director Stephens-Pierre	High	2/23/26		In process	
26.2.7	Develop/understand procedure for posting ACA documents and recordings	Executive Mtg.	Director Stephens-Pierre	Medium	2/23/26		Not started	
26.3.1	Check on Commissioners' business cards	General Mtg.	Director Stephens-Pierre	Medium	3/9/26		In process	Commissioners' information has been submitted to AAA for business card production

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. Commissioners may serve up to 12 years. Chairperson McMichael Cady will be
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	
26.7.5	Request participation by Commissioners for Farmers Market gift card distribution	Executive Mtg.	Director Stephens-Pierre	High	7/14/26		In Process	Min Feng sent request via email to all Commissioners
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		In process	Conference attendees must know a priori how to register, including what the expectations are for per diem, travel expenses, etc. Travel policy distributed at 9/14/26 general meeting.
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 Stephens-Pierre	High	8/24/26			The September date is now moved to December. Same as 26.2.2
26.8.10	Identify opportunities to simplify the reimbursement process where possible.	Executive Mtg.	Director Stephens-Pierre		8/24/26			
26.8.11	Continue outreach to identify potential non commissioner committee members	Executive Mtg.	Director Stephens-Pierre		8/24/26			

NO.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.8.12	Review and clarify committee roles to support incoming participants	Executive Mtg.	Director Stephens-Pierre		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.	Director Stephens-Pierre		8/24/26			
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.	Director Stephens-Pierre		8/24/26			Identified as an action, but unclear as to meaning
26.8.18	Include Guiding Principles in each meeting packet and explore placing a stand in the meeting room	Executive Mtg.	Director Stephens-Pierre		8/24/26		In process	
26.8.7	Timer prepared for questions and answers that are not on the agenda	Executive Mtg.	Director Stephens-Pierre	Medium	8/24/26		Not started	
26.8.8	Review existing travel reimbursement guidelines for accuracy and clarity.	Executive Mtg.	Director Stephens-Pierre	Medium	8/24/26			See 26.7.8
26.8.9	Provide staff and Commissioners with updated instructions outlining required documentation for reimbursement	Executive Mtg.	Director Stephens-Pierre	High	8/24/26			See 26.7.8 and 26.8.8

NO.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.9.1	Director Stephens-Pierre will share the agency newsletter article highlighting the Farmers Market event	General Mtg.	Director Stephens-Pierre	Low	9/14/26			
26.9.3	Create the 2028-2032 County Wide Area Plan; Begin recruitment for Planning Committee; Shorten the CWAP needs assessment to improve accessibility	General Mtg.	Director Stephens-Pierre	High	9/14/26		In process	Have initiated the strategic planning for construction of the new plan. Kim will put out a call for volunteers to participate.
26.9.5	April 16, 2027 Resource Fair - Commission ask TBD	General Mtg.	Director Stephens-Pierre	Medium	9/14/26		Not started	Target middle class population (the forgotten middle); exploring lunch sponsorships if budget cannot support meal costs
26.9.9	Commissioners will notify AAA staff if they wish to attend upcoming conferences to allow registration and budgeting planning	General Mtg.	Director Stephens-Pierre	High	9/14/26		In process	Ongoing need. As a rule of thumb, the ACA budget will support one attendee at the USAgings Conference, two attendees at the C4A Conference, and several attendees at the local conference.
26.2.6	Develop objectives and responsibilities for ACA Vice Chairs	Executive Mtg.	Executive	Medium	2/23/26		In process	
26.6.1	Identify actions assigned to the Executive Committee during the Strategic Planning Retreat	Executive Mtg.	Executive	High	6/29/26			
26.7.11	Develop a statement recommending good qualities/skill set for prospective commissioners to be sent the Board of Supervisors and the Mayors' formulate a statement to be read at the start of ACA general meetings re: question and discussion around briefings	Executive Mtg.	Executive	Medium	7/27/26		Not started	
26.7.12		Executive Mtg.	Executive	Medium	7/27/26		In process	

NO.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
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.	Executive	Medium	7/27/26		In process	
26.7.14	Include guiding principles in every meeting packet	Executive Mta.	Executive	Medium	7/27/26		In process	
26.7.17	Prioritize list of presenters/topics for upcoming ACA Meetings	Executive Mtg.	Executive	High	7/27/26		In process	
26.7.3	Review and approve protocol for determining conference and training participation	General Mtg.	Executive	High	7/13/26	9/14/26	In Process	Executive Committee developed a proposal for discussion and vote by the ACA
26.7.7	Develop Standard Operating Procedures for the ACA	Executive Mtg.	Executive	Medium	7/27/26		In Progress	
26.7.9	Develop action tracking and decision log for ACA	Executive Mtg.	Executive	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. Process to be
26.8.17	Identify and incorporate qualities needed in prospective commissioners into recruitment and onboarding and	Executive Mtg.	Executive		8/24/26			
26.8.23	AAA nominating Committee for Chair and Vice Chair to future agenda. Add to Operational Calendar to reflect March Nomination timeline	Executive Mtg.	Executive		8/24/26		In process	Note Commissioner Banks' interest in serving on the committee as chair

NO.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes
26.9.11	review on-boarding procedures to determine whether those requirements should remain in operating procedures or be added to the Board agenda	General Mtg.	Executive	Medium	9/14/26		In process	will be brought back to the October meeting
26.9.6	Discussion of 90-day on-boarding moved to Exec. Committee to add to 10/26 General meeting agenda	General Mtg.	Executive	High	9/14/26		In process	Referred to Executive Committee for further review
26.9.7	Establish top 5 priorities of action items	General Mtg.	Executive	High	9/14/26		In process	Executive Committee will complete the first round of prioritization and report back to full Commission
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.	Executive Committee		8/24/26		In process	See 26.7.8
25.8.11	Establish legislative priorities		Legislative				In process	
25.2.3	Add newsletter column for individuals without Medi-Cal	Executive Mtg.	Public Relations	Medium				Again identified as a need during the 8/10/26 EC meeting
26.8.6	Public relations committee to formulate a workplan to explain Medicare Enrollment, e.g. in local newsletters	Executive Mtg.	Public Relations	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
25.10.5	Farmers Market voucher distribution.		Service Delivery				In process	1600 vouchers available; 1500 delivered YTD 9/14/26
25.4.7	Prepare BOS monthly report.		Service Delivery				In process	

[illegible]

NO.	Description	Origin	Owner	Priority	Start Date	Due Date	Status	Notes

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