

Alameda County Advisory Commission on Aging Executive Committee Meeting Agenda

April 27, 2026

In-Person Meeting- Welcome to our New Location!

Alameda County Social Services Agency
Area Agency on Aging/Veterans Services Office
Freedom Room
22225 Foothill Blvd., Hayward, CA 94541

TELECONFERENCING GUIDELINES- NEW LINK: MEMBERS OF THE PUBLIC MAY OBSERVE AND PARTICIPATE IN MEETINGS IN PERSON, VIA [TEAMS LINK](#), OR CALL-IN: (888) 715-8170,,24871559# United States (Toll-free)

PLEASE 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. Apologies for any inconvenience and thank you for your cooperation.

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. CALL TO ORDER AND ROLL CALL
Time: 9:30-9:35
Presenter: Chair
Attachments: none
2. APPROVAL OF PREVIOUS MEETING'S MINUTES AND CURRENT AGENDA
Time: 9:35-9:40
Presenter: All Commissioners
Attachments: Minutes of Committee Meeting
3. UPDATES FROM AREA AGENCY ON AGING (AAA) DIRECTOR
Time: 9:40-9:50
Presenter: All Commissioners
Attachments: None

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4. AGENDA ITEMS

Time: 9:45-10:45

Presenter: Committee

Attachments:

CSL Certificate of Eligibility

Candidate applications (due to a technical issue will be provided as hard copies only)

A) May Meeting

- Area Plan review
- California Senior Legislature vote
- Overview of Social Services
- Group picture for commission flier
- Process for timely production and sign-on to letters of concern

B) JUNE STRATEGIC PLANNING RETREAT

- CDA Audit
- Staff member to assist with logistics
- AAA definition of ACA responsibilities and desired outcomes

C) ACTION ITEMS

- Info about at-large positions, how appointments work, are term limits the same
- Posted timer so we stay in our limits
- ACA meetings 9:30-11:45 with 10:30 break, committees meet 11:50-12:30
- Committee co-chairs
- Meeting recordings, documents, newsletters, and calendar on website-who is responsible?
- Action and decision items from ACA Meeting to be received by Committee Chairs before Executive Committee meeting.
- Updates to Apple tablets
- Bylaws (Article III E and beyond).

5. UPDATES FROM COMMITTEE CHAIRS

Time: 10:45-10:55

Presenters: Committee Chairs

Attachments: None

6. QUESTIONS OR COMMENTS FOR ITEMS NOT ON THE AGENDA

Time: 10:55-11

Presenter: Chair

Attachment: None

7. Adjourn: 11

Next Committee meeting is scheduled for May 25th at 9:30 AM. Check website [Advisory Commission on Aging \(alamedacountysocialservices.org\)](http://alamedacountysocialservices.org) for update.

ACA Executive Committee Meeting Minutes

March 23, 2026

ACA Commissioners

Laura McMichael-Cady (Chair)
Denyse McCowan (Vice-Chair)
Priscilla Banks
John Schinkel-Kludjian – online
Michael Goetz – online
Dori Ellis - online

County of Alameda

Kim Fogel
Rhoda Turner

CALL TO ORDER

- Meeting called to order at 9:39 am
Roll Call of Commissioners
Quorum achieved.

APPROVAL OF AGENDA

- Motion to approve the agenda with the addition of CSL and the RFP process:
(M) Laura McMichael-Cady
(S) Priscilla Banks
Approved.

AGENDA FOR APRIL MEETING:

AB 1069 PAL Process
Purpose Statement

Agenda for upcoming ACA meetings: Overview of County Social Services, Annual Plan Update,
End of Life Planning for Seniors

ACTION ITEMS AND DECISION LOG

Mayor's Conference presentation and additional bodies who might refer potential commissioners
Ongoing work on Vision, Mission, Purpose, & Bylaws

Posting of meeting recordings, documents, newsletters, and calendar

Commission and AAA Staff spoke on the following topics:

AB 1069 PAL Process

Kim stated that the same presentation previously given to the Legislative Committee will be presented to the full commission in April, outlining how the Commission participates in the legislative recommendation process.

The committee discussed presentation length; it previously ran about 30 minutes, but the presenter will be asked to shorten it to approximately 15 minutes.

The Commission agreed to postpone the PAL process discussion until May, with no objections.

CSL Process

Commissioner Banks asked who chairs the California Senior Legislature (CSL) and was informed it is Mr. Pointer. She requested his contact information from Kim Fogel.

Action: Kim will provide his contact information.

The Commission reviewed the process for selecting nominees to the California Senior Legislature (CSL). Applications are due to AAA by the 31st, after which the Commission reviews and selects candidates. Members asked about the criteria used to determine applicant suitability. Staff confirmed that the CSL job description and eligibility requirements are available on the CSL website.

Applications must include a résumé and a signed confirmation of required qualifications, including access to basic technology. Staff will follow up with information on the number of applicants and available seats.

Action: Chair McMichael-Cady will send the job description before the next meeting. There was brief discussion about how often elections occur, with uncertainty but a belief that terms may align with state election cycles.

Commissioner Banks recommended that the CSL process should be added to the Commission's operating procedures so the timeline and steps are clear in future years. She also suggested adding Commission decisions to the "Outstanding Actions" list. It was noted that the discussion on the CSL process will be allotted 15 minutes.

RFP PROCESS

Chair McMichael-Cady reported that an RFP process discussion will be added to the April agenda due to numerous emails and concerns from community-based organizations about how the process is being carried out.

Commissioner Banks raised concerns about the lack of transparency in the RFP process, noting frequent references to "business confidentiality" and restrictions on information sharing. Members expressed confusion about why the RFP timeline and decisions are not shared, especially since the process is critical to subcontractors' operations.

It was noted that the AAA does not have sole authority over RFPs. The process is also controlled by the Social Services Agency (SSA) Finance Department and the General Services Agency (GSA). Commissioner Schinkel-Kludjian said subcontractors are alarmed because RFPs are late, making July 1 contracts impossible. He also noted that an entire Information and Assistance contract was wrongly given to a single agency, defunding long-standing providers. Many fear the same could happen with the nutrition RFP.

Commissioner Schinkel-Kludjian warned that the current RFP issues could impact future RFPs, using Meals on Wheels as an example.

Action Item:

Add the RFP process as a formal agenda item for the April meeting.

Attempt to invite representatives from SSA Finance, GSA, or Contracts to address technical and procedural concerns.

Action Item:

Chair McMichael-Cady will ensure that the previously sent letter and the referenced video clip are included in the April agenda packet.

VISION, PURPOSE, AND MISSION STATEMENT

The vision statement is complete. The purpose statement will be formally voted on at the next meeting, and the Commission will present the vision and review and discuss the mission

statement.

Approximately 20 minutes will be set aside to review the purpose statement and mission.

All purpose and mission statement submissions are being collected from commissioners.

Once second-round submissions are received, staff will review them and identify which versions received majority support.

The mission statement from Commissioner Ellis is still needed.

All materials received will be compiled and sent to Catherine for retreat preparation.

Agenda for upcoming ACA meetings: Annual Plan Update, Overview of County Social Services, and End of Life Planning for Seniors

Commissioner Banks noted that the annual plan should be included in both the April and May agendas, as several elements of the plan will be needed for the upcoming retreat.

Kim Fogel noted that a public hearing on the Area Plan Update is scheduled for the afternoon of the same day as the Commission meeting.

It was noted that Kim's presentation at the April Meeting will only take about 10 minutes and agreed to coordinate with Catherine to plan how the retreat conversation should be structured.

Staff are still finalizing updates to last year's plan.

The April area plan update presentation will require about 10 minutes

The 2024 countywide Area Plan is the foundation for current work, and the update will show progress and provide key background for the retreat.

Chair McMichael-Cady reported that the Overview of County Social Services and the End-of-Life Planning items are tabled for now.

The Overview of County Social Services was identified as a priority and should occur before the June retreat, ideally in May.

End-of-Life Planning remains an outstanding topic to be scheduled at a later date.

Action Item: Mayor's Conference presentation and additional bodies who might refer potential commissioners

The scheduled update on the Mayor's Conference could not be given because Jennifer was absent.

Commissioner Banks emphasized the need to confirm which commissioners are currently appointed by the mayors due to existing discrepancies. Some appointments were verified, but confusion remains for a few commissioners. Chair McMichael-Cady's district listing needs updating, though she can continue serving. Representation for north and south areas is unclear due to outdated or inconsistent information.

There is uncertainty about who supervises or coordinates the mayor's commission appointments, adding to the confusion.

The committee will ask the mayor's conference for an accurate, definitive roster of appointees. Kim noted that Jennifer will provide the update, as she has been the one corresponding on the topic.

Previous minutes noted that Jennifer spoke with Steve Bocian, who planned to raise the issue at the next Mayor's Conference meeting and then follow up with her to set up a meeting with the chair, vice-chair, Commissioner Banks and Jennifer.

Commissioner Banks said Dori Ellis has been involved and should be included in the meeting.

VISION, MISSION, PURPOSE, AND BYLAWS

Chair McMichael-Cady reported ongoing work on the vision, mission, and bylaws as part of strategic planning.

20 minutes will be reserved to discuss operating metrics and retreat planning.

Commissioner Banks noted the mission statement must clearly reflect the mandate to coordinate community-based services for older adults in Alameda County.

The retreat will provide a broad outline for future work, but not all specifics will be resolved that day.

Additional follow-up discussions will be required in subsequent meetings, especially on operationalizing communication and posting processes.

Article 1 was accepted with no changes; the mandate remains unchanged.

Mission statement must reference coordinating community-based services.

"Independent advocate" language will remain.

Mello-Granlund Older Californians Act to be added to orientation materials.

Interagency relationships will be assigned under specific committee objectives.

Committee assignments finalized:

- CSL → Legislative
- Senior Services Coalition → Health Services
- Age Friendly Council → Health Services
- Board of Supervisors → Health Services
- Mayor's Conference → Public Relations
- Veterans/disability agencies → Health Services

Health Services will develop a mechanism for regular Board of Supervisors interaction.

Assignments are intended to be permanent for bylaws stability.

Suggestion made to consider aligning subcommittee meeting times to improve participation.

The group confirmed that Articles A–D would remain as written. Discussion stopped at Objective D due to time, and the Commission will resume at Objective E ("disseminating information") at the next meeting.

POSTING OF MEETING RECORDINGS, DOCUMENTS, NEWSLETTERS, AND CALENDAR

The Commission discussed how to manage posting of meeting recordings, documents, newsletters, calendars, and action items.

Members agreed the topic needs further discussion on communication methods and how the public will access information.

While some strategic discussion may occur at the retreat, the group concluded that detailed work on posting processes should continue in regular Executive Committee meetings.

The retreat will focus on broader strategic items (mission, purpose, objectives, tactics), which may help outline but not finalize communication procedures.

Discussion on how to post information (recordings, documents, newsletters, calendars, action items) will continue as a standing Executive Committee action item.

High-level communication strategy may be included in the strategic planning retreat, but operational details will be handled in regular meetings.

SUBCOMMITTEE CHAIR REPORTS

a) Public Relations/Senior Update

Commissioner McMichael-Cady reported that an update is about to be released.

Legislative:

• b) Legislative Committee

Staff member Kim Fogel reported that state legislation is moving forward to expand funding for the Healthcare Career Pathways Program, which AAA previously received an award and is growing statewide. This development provides useful direction for the Legislative Committee's work.

c) Service Delivery:

Commissioner Banks reported that work on updates is ongoing; progress is good but not yet ready for formal reporting.

UPDATES FROM AAA DIRECTOR

- No report given.

COMMENTS OR QUESTIONS RE: ITEMS NOT ON THE AGENDA

- Commissioner Banks asked that minutes clearly note when a decision has been made. She reminded the group that the Commission had already decided the general meeting runs from 9:30 to 11:30, with the last half hour for committees, and that the Executive Meeting is set for an hour and a half.
- Meeting was adjourned at 11:11 am.



2026 CSL ELECTION

Certificate of Eligibility

PSA 9

The following candidates for Senior Senator and Senior Assemblymember have been determined to be eligible for election to the California Senior Legislature by Area 9 (Alameda County) Agency on Aging Advisory Council. This certificate is valid for the period of April 1 – June 30, 2026. The *candidates* will be serving a 4 year term (2026- 2030).

Senior Senator

- Howard Kirsch

Senior Assemblymember

- Doris Ellis
- Janice Roberts

John Pointer

Senior Senator John Pointer
Chair, Joint Rules Committee
California Senior Legislature

Issued on April 12, 2026