

Executive Committee Meeting Agenda

September 28, 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 Executive Committee Meeting minutes
- Current agenda comments, changes, approval (Commissioners and Public).

#2: AAA Director Updates

AAA Director and staff
Note: Please hold questions until end of updates.
(9:40-10:10)

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

Executive Committee Meeting Agenda (Cont.)

#3: Action Items - All Commissioners (10:10-10:40)

- Formal procedure to choose conference attendees
- List of presenters/topics for upcoming ACA meetings
- Leave of Absence policy
- Annual operational calendar
- Action Item/Decision Log
- Bylaws change re: recommendations for qualities of and orientation of new commissioners, do we need to bring bylaws to entire ACA?
- Committee roles and responsibilities and how do non-ACA committee members fit in?



Ten Minute Break

#4: Review of Previous Action Items All Commissioners (10:50-11:20)

- Attachment: Action/Decision Log

#5: Build Draft Agenda for Next General Meeting All Commissioners (11:20-11:30)

#6: Committee Updates - ACA Committee chairs (11:30-11:4)

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)

Executive Committee Meeting Agenda (Cont.)

#8: Adjournment (11:45)

Next Executive Committee meeting: October 26, 2026, 9:30a to 11:45a (All schedules subject to change)

Attachments:

Executive Committee Meeting minutes (will be attached when completed)

Letter from Supervisor Lena Tam

Action Log/Decision Log

ACA Executive Committee members

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

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



BOARD OF SUPERVISORS

September 02, 2026

Susan DeMarois, Director
California Department of Aging
2880 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833

Submitted via: CA2030@aging.ca.gov

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

Dear Director DeMarois:

As Chair of the Personnel, Administration, and Legislation Committee of the Alameda County Board of Supervisors, I am writing on behalf of the County of Alameda to express our 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 underserved, we are concerned about the impact on 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 19.3% results in approximately a \$1,733,782 cut. If spread uniformly across services, this would result in:

Program	Current Units	Estimated 19.3% Reduction
Congregate meals	200,000 annually	- 38,600 meals
Home-delivered meals	675,000 annually	- 130,000 meals
Nutrition education sessions	27,000 annually	- 5,200 sessions
Case management hours	15,000 annually	- 2,900 hours
Legal service hours	7,300 annually	- 1,400 hours
Information & assistance	25,000 contacts	- 4,800 contacts
Senior center hours	30,000 hours	- 5,800 hours
Visiting hours	6,000 hours	- 1,200 hours
Telephone reassurance	4,400 calls	- 850 calls
Transportation trips	200 trips	- 39 trips

Effects on Waitlists and Access:

A 19.3% 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. [seniorresourceswmi.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 130,000 fewer home-delivered meals, equivalent to 355 meals per day, exacerbating food insecurity and health risks among homebound seniors.

Case Management & Assistance: A loss of 2,900 support hours could delay access to essential resources, increasing risks of eviction, health crises, and caregiver burnout.

Senior Center & Transportation Support: With up to 5,800 fewer hours at senior centers and 39 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,



Lena Tam
Chair, Personnel, Administration, and Legislation Committee
Alameda County Board of

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 visits		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 or the Board of Supervisors to correct list of members and their rightful districts or maverick areas	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 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.

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 McMichael-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 those 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 to 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.	Chairman McCommissioner-Cady	Medium	7/27/26		Not started	
26.7.12		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-Cadv	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 Mta.	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 relations 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 Staff will identify	Executive Mtg.	AAA Staff		8/24/26			
26.8.14	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-identity and incorporate	Executive Mtg.			8/24/26			
26.8.17	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 Alameda 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 parliamentarian 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 Accessibility 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			
25.9.6	Develop 2026 work plan.		Attending 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 USAgings 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 McCommissio- nary, Commissioner Banks			

No.	Description	Origin	Owner	Start Date	Due Date	Notes