

# Executive Committee Meeting Agenda

May 22, 2026 | 1:30-3:00 PM

Alameda County Social Services Agency  
Area Agency on Aging/Veterans Services Office  
Freedom Room, 22225 Foothill Blvd., Hayward, CA 94541  
In-Person Meeting - Welcome to our New Location!

The public is also welcome to participate online or call (888) 715-8170, Meeting ID 977472625# (US, Toll Free). For questions or connection issues, contact Kim Fogel, [krfogel@acgov.org](mailto: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 found in the online audience 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 / Call to Order / Roll Call** - Chair  
(1:30-1:35)

**#2: Approval of Minutes and Agenda** - All  
Commissioners (1:35-1:40)

- Attachment: Minutes
- Attachment: Agenda

**#3: Strategic Planning Retreat Agenda** - All  
Commissioners (1:40-2:00)

- Attachment: Draft Retreat Agenda

**#4: July General Meeting Agenda** - All  
Commissioners (2:00-2:20)

- Recap of Strategic Planning Retreat
- Questions and concerns about APU
- Ongoing agenda item: Updates on AAA/ACA budgets
- Ongoing agenda item: 5 MINUTES FOR QUESTIONS at the end of presentations

# Executive Committee Meeting Agenda (Cont.)

## #5 Action Items - All Commissioners (2:20-2:45)

- Day and Time change for general meeting (poll commissioners)
- Next executive committee meeting June 29? (Chair out of town June 22)
- Protocol for choosing conference attendees
- Bylaws review

## #6 Committee Chair Updates (2:45-2:50)

## #7 Comments or questions for items not on the agenda (2:50-2:55)

## #8 Adjournment

# Strategic Retreat Agenda - DRAFT

June 8, 2026 | 9:30-2:50 PM

Alameda County Social Services Agency  
Area Agency on Aging/Veterans Services Office  
Freedom Room, 22225 Foothill Blvd., Hayward, CA 94541  
In-Person Meeting - Welcome to our New Location!

The public is also welcome to participate online or call (888) 715-8170, Meeting ID 977472625# (US, Toll Free). For questions or connection issues, contact Kim Fogel, [krfogel@acgov.org](mailto: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 found in the online audience 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: Networking

Breakfast - (9:30-9:45)

## #2: Icebreaker (9:45-10:00)

## #3: Objectives (10:00-10:45)

- Overview
- Adopt Guiding Principals
- Area Plan Update

## #4: Preparation for

Breakout Groups (11:00-11:30)

## #5 Lunch Break (11:30-12:00)

# Executive Committee Meeting Agenda (Cont.)

**#6 Stretch** (12:00-12:15)

**#7 Move into breakout groups** (12:15-12:30)

**#8 Committees formulate objectives and goals** (12:30-1:45)

**#9 Break** (1:45-2:00)

**#10 Committee reports** (2:00-2:45)

**#11 Public Comment** (2:45-2:50)

**#12 Adjournment**



## Important Dates

- June 19 - County closed for Juneteenth holiday
- July 3 - County closed for Independence Day Holiday
- July 13 - next Commission General Meeting
- July 13 - next Service Delivery Committee Meeting

# Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes - **DRAFT**

Monday, April 27, 2026 9:30AM – 11:00 AM

## ACA Commissioners

Laura McMichael-Cady (Chair)

Denyse McCowan (Vice-Chair)

Priscilla Banks

Michael Goetz – online

Dori Ellis - online

John Schinkel-Klujian - Absent

- County of Alameda

Jennifer Stephens-Pierre

Kenneita Landry

Kim Fogel

Marlene Tapia

Rhoda Turner

## CALL TO ORDER

- Meeting called to order at 9:39 am

Roll Call of Commissioners

Quorum achieved.

## APPROVAL OF MINUTES & AGENDA

- Motion to approve the previous meeting minutes and current agenda:

(M) Priscilla Banks

(S) Denyse McCowan

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 May 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 Goetz 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 has made state-requested edits to the 2025 Area Plan Update and re-submitted to the state; awaiting approval.

The 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.



## GENERAL SESSION MEETING MINUTES – DRAFT

Advisory Commission on Aging

Monday, April 13, 2026 | 9:30 AM – 12:00 PM

Area Agency on Aging / Veterans Services Office – Freedom Room

22225 Foothill Blvd., Hayward, CA 94541

### Commissioners Present:

Denyse McCowan (Vice Chair), Dori Ellis, Helen Mayfield, Jeffrey Macapinlac, John Schinkel-Kludjian, Laura McMichael-Cady (Chair), Mari-Lyn Harris, Michael Goetz, Priscilla Banks, Regina Guillory

### Commissioners Absent:

Johnny O'Brien

### County Staff Present:

Amritpal Gill (online), Deborrah Cooper, Janet Weisman, Janine Carlson, Jeffrey Robinson, Jennifer Stephens-Pierre, Kenneita Landry, Kim Fogel, Rhoda Turner, Sonya Frost, Zala Etienne

### Guests:

Barbara Price (online)

## **A. CALL TO ORDER**

Chair McMichael-Cady called the meeting to order at 9:36 AM. Roll call was taken and a quorum was confirmed.

## **B. APPROVAL OF MINUTES**

Motion to approve the meeting minutes from March 9, 2026.

(M) Dori Ellis

(S) Denyse McCowan

Motion passed.

## **C. PUBLIC COMMENT (Items on Agenda)**

No public comments were received.

## **D. ACTION ITEM – Proposed Letter to Board of Supervisors on AAA RFP Process**

Commissioner John Schinkel-Kludjian presented a proposed letter outlining concerns with the contracting timeline for upcoming AAA Requests for Proposals (RFPs). He noted alignment with issues raised by the Senior Services Coalition and recent conversations with Supervisors Miley and Tam.

Jennifer Stephens-Pierre clarified RFP process responsibilities for the Program team, Contracts Office, and Finance Department. Commissioners discussed timeline changes and related concerns.

Motion to approve sending the letter with amended wording.

(M) Regina Guillory

(S) Priscilla Banks

Motion passed.

## **E. COMMENTS FROM THE ACA CHAIR**

Chair McMichael-Cady welcomed new Commissioner Mari-Lyn Harris.

She also discussed planning for the June 8 retreat.

## **F. AAA DIRECTOR'S REPORT**

Director Jennifer Stephens-Pierre provided updates on:

- New staff and commissioner introductions
- California Senior Legislature nomination review
- Pending follow-up with the Mayor's Conference
- iPads ready for Service Delivery staff
- SB 1249 implementation challenges and event tracking
- RFP status updates and pending deadlines
- Commission budgets and training opportunities
- Business card and name plate orders
- Farmers Market program planning
- Monitoring progress toward June 30 deadline
- Upcoming Older Americans Month and other events
- Dementia webinar scheduled for May 20
- Area Plan Update timeline and key dates

***Action items:***

- Jennifer to follow up with Steve Bocian.
- AAA staff to send resource references to commissioners.
- Kim to ensure commissioners receive the May 20 webinar invitation.

## **G. CALIFORNIA SENIOR LEGISLATURE SELECTION**

The item was previously addressed; voting to occur in May.

## **H. ACTION ITEM – Mission, Vision, Purpose Statements**

The Commission voted between Mission Statement Options A and C.

Option A received 7 votes; Option C received 2 votes.

Option A selected.

Commissioner Banks discussed guiding principles and Vice Chair McCowan clarified legitimacy of retreat-related emails.

## **I. SUBCOMMITTEE REPORTS**

Executive Committee: Working on bylaws and calendar.

Public Relations: Newsletter released; committee has not met recently.

Legislative: Update provided on SB 1249 concerns.

Service Delivery: No meeting held; Mayor's Commission work continues.

Scheduling: Discussed meeting availability limitations due to staff union rules.

Mayor's Conference: Representation list needs corrections; some updates require approvals.

## **J. ORAL COMMUNICATIONS**

Commissioner Banks expressed appreciation for Commissioner Ellis's work on NASA's Artemis II mission.

### **ADJOURNMENT**

Meeting adjourned at 11:28 AM.