Alameda County Social Services Agency

Alameda County
Advisory Commission on Aging

The County of Alameda
Area Agency on Aging

Executive Committee Meeting Agenda

July 27, 2026 | 9:30-11:30 AM

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

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, (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 (9:30-9:35)

#2: Approval of Minutes and Agenda - All Commissioners (9:35-9:40)

- Attachments: Minutes
- Attachment: Agenda

#3: AAA Director Updates
AAA Director
(9:40-9:50)

- RFPs
- Mayor's Conference
- Commission Chair term
- Questions from Commissioners

#4: Public Comment - Attendees (9:50-9:55)

Executive Committee Meeting Agenda (Cont.)

#5: US Aging Conference Takeaways
Conference attendees (9:55-10:00)

#6: Outstanding Action Items -
All Commissioners (10:00-10:25)

- Recruitment of non-Commissioners for committees
- Establishing Log for Action and Discussion Items

#7: Committee Updates - ACA Committee chairs (10:25-10:55)

Standing Committees

- Public Relations
- Services Delivery
- Legislative

Ad Hoc Committees

- Orientation (see attached proposal)
- Bylaws
- Standard Operating Procedure

#8: Strategic Planning Goal Updates
All Commissioners (10:55-11:25)

#9: Agenda Building/Announcements
All Commissioners (11:25-11:30)

#10: Adjournment
All Commissioners (11:30)

Commission information and updates available on our website.

Attachments:

- Executive Committee Minutes (June)
- Orientation proposal

Next Executive Committee meeting: August 24. 2026, 9;30a to 11:30a (All schedules subject to change)

ACA Executive Committee members

- Laura McMichael-Cady
- Denyse McCowan
- Dori Ellis
- Patricia Banks
- Helen Mayfair

Advisory Commission on Aging (ACA) Executive Committee Meeting Minutes

Monday, June 29, 2026 9:30AM – 11:00 AM

- ACA Commissioners
  Laura McMichael-Cady (Chair)
  Denyse McCowan (Vice-Chair) – online
  Dori Ellis
  Helen Mayfield - online
  Priscilla Banks
  Michael Goetz – online
  John Schinkel-Klujian - Absent

County of Alameda
Jennifer Stephens-Pierre
  Karman Wright
  Kim Fogel
  Rhoda Turner

- CALL TO ORDER
  Meeting called to order at 9:41 am
  Roll Call of Commissioners
  Quorum achieved.
  Technical issues delayed video access, but audio remained functional.

APPROVAL OF MINUTES & AGENDA

- Commissioners reviewed the April and May Executive Committee minutes.
- Commissioner Banks noted one minor correction (related to a date) and will email the correction.
- Additional corrections identified for the April minutes:
  - On page 7, "County Services" appears incorrect and should likely refer to "Services Delivery."
  - The final page's reference to committee-meeting timing was unclear ("11:00–11:30 or 11:30–12:00").
- The agenda was approved with amendments, including adding "Questions for Director" to the beginning of the meeting and front-loading items requiring the Director's participation.

Motion to approve the previous meeting minutes for April and May (pending corrections) and current agenda as amended:

(M) Laura Michael-Cady

(S) Denyse McCowan

Approved.

AGENDA FOR JULY MEETING:

The following items will be included on the July agenda:

- Questions for Director (placed at the beginning of the meeting).
- Mayor's Conference update
- RFP and contract update
- SB 1249 and federal funding policy briefing
- Standing and ad hoc committee reports
- Retreat action item follow-up
- Conference attendance protocol
- Committee vice chair positions
- Timelines for minutes
- By-law review as time permits
- Standard agenda building

ACTION ITEMS - Results of The Strategic Planning Retreat: Discussion

The Executive Committee will adopt a four-segment meeting structure:

1. Outstanding action items (30 minutes).
2. Standing and ad hoc committee updates (30 minutes).
3. Action items assigned during the Annual Retreat (30 minutes).
4. Agenda building and bylaws review (30 minutes).

- A standing Action Log will beimplemented.
- Draft minutes from the general meeting will be provided within 1–2 weeks.
- Committee vice chair roles will be added to bylaws.
- Conference attendance process will be formalized ans be included in Standard Operating Procedures.
- A consistent meeting start time (9:35 AM) will be followed even if quorum is not present; however, voting may not occur until quorum and public access are established.

ACTION ITEMS – Increasing Effectiveness of Executive Committee Meetings (bylaws and standard operating procedures): Discussion

Three ad hoc groups continue work:

- **Bylaws Ad Hoc Committee**
- **Standard Operating Procedures Ad Hoc Committee**
- **Orientation Ad Hoc Committee**

- Drafts and recommendations will be brought to the Executive Committee and subsequently to the full Commission.
- Staff confirmed that hybrid public access must be functioning before voting or formal discussion.
- A backup technology plan will be put in place (e.g., additional laptop).
- The Director must be scheduled early in the agenda to ensure she can participate before attending other obligations.

ACTION ITEMS - Mayor's Conference Delegates: Discussion

- Committee requested exploring reduction of mayoral seats from 8 to 5 (North, Central, South, East, At-Large) if vacancies persist.
- Director will seek clarity on mayoral staff designees for city-level coordination.
- Follow-up will occur three months after the presentation; if improvement does not occur, the Commission may request a change to the Administrative Code to reduce seats.

SUBCOMMITTEE CHAIR REPORTS

Public Relations Committee

- Newsletter is scheduled to be released shortly; planning for the next edition will begin at the next meeting.

Legislative Committee

- The committee will reorganize processes for tracking legislation and communicating updates.
- Future meetings will extend until 1:00 PM as part of this reset.

Services Delivery Committee

- The committee will prioritize work identified during the Annual Retreat.
- Committee intends to begin structured outreach to cities pending guidance from the Mayor's Conference.

UPDATES FROM AAA DIRECTOR

The Director provided updates in several areas, including staffing, RFPs, funding issues, and upcoming federal/state actions impacting the Commission.

STAFFING:

- Karman Wright was introduced as the new Supervising Program Specialist. She will oversee Program Specialists and the Program Financial Specialist, and lead procurement and contracting activities.
- Sophie Ledesma, summer intern and incoming college freshman, was introduced as supporting technical and administrative tasks.

RFP & Funding Updates

- **Awarded:**
  - Health Insurance Counseling and Advocacy Program (HICAP)
  - Ombudsman Services
  - Family Caregiver Support Services
  - Information and Assistance
- **Pending award/publication:**
  - Nutrition services (Meals on Wheels, Congregate Meals, Brown Bag)
  - Visiting and Telephone Reassurance
  - Supportive Services (transportation, senior centers, adult day programs)
  - Senior Injury Prevention (Fall Prevention)
  - Case Management
- Some high-priority programs (Case Management, Nutrition, Family Caregiving) will receive six-month contract extensions, funded through County General Funds due to timing requirements in federal/state contracting cycles.

Funding and Legislative Issues

  - SB 1249, which requires AAAs to expend at least 90% of allocated funds or face penalties in future funding cycles.
  - A proposed federal OMB regulation change affecting how federal grant funds may be distributed and restricting certain program categories.
  - Potential fiscal impact from reliance on general funds during contract extensions and risk of reduced future allocations.
- The Director emphasized the urgency of advocacy, including:
  - submitting public comment on federal regulatory changes,
  - communicating with local and federal legislators, and

- coordinating with the California Association for Area Agencies on Aging.
- She will forward additional materials and advocacy templates to commissioners.

Technology and Hybrid Meeting Requirements

- Voting or formal discussion cannot occur if hybrid access for the public is not functioning.
- Staff will develop a backup technology plan, potentially including bringing an extra laptop for remote viewing.

Mayor's Conference Coordination

- The Director reported that the Mayor's Conference presentation is expected in August or September, following leadership turnover.
- She will contact the conference staff (Steven) to discuss:
  - the Commission's presentation,
  - appointment priorities,
  - and the request for designated city staff contacts.

COMMENTS OR QUESTIONS RE: ITEMS NOT ON THE AGENDA

- Clarification requested on timing of draft minutes. Draft general meeting minutes will be released within 1–2 weeks.

- Discussion on aligning chair terms with the annual election cycle. The Director will investigate whether the Chair's term can be extended through June to align with elections.

Meeting was adjourned at 11:11 am.

DRAFT – ORIENTATION PACKET as of July 20, 2026

Items highlighted in green will be supplied by the County
Items highlighted in yellow will be delivered by ACA

Composition of the Commission

- Roster of Commission
- Staffing by Area Agency on Aging
- County Commissioners
- Mayors Conference
- Organizational Charts

Slide Decks – ***Little bit of History***

- Director's
- Services Delivery --- action: **combining into one presentation**
- **Past six months of meeting agendas and minutes**

Code of Conduct

Roberts Rules of Order

Brown Act

Bylaws

ACA Committees

- Executive Committee
- Legislation
  - California Legislation Association (CLA) Partnership
- Public Relations
- Service Delivery
  - Service Delivery Manual

Standard Operating Procedures

- Governance Oversite and Process
- Appointment process – Commission and Committees
- Duties responsibilities: Commission Chair, Commission Vice Chair, Committee Chairs and Vice Chairs, Parliamentarian
- Definition of Committee responsibilities

- Meeting Operating Protocol: setting agenda, managing action items, information intake and output,
- Operating Calendar (annual recurring events, includes meeting dates, none-meeting dates, annual retreat, orientation dates....)
- County of Alameda Event Calander
- Decision Log
- Action Log
- Acronyms & Vocabulary
- Website- AAA
- Conference Attendance Reimbursement Process
- CLA – process and timeline

Area Plan and current update

- RFP Bidding Process – County Process
- Commissioners' Role in the RFP Process

Grantees – Current

Current Retreat Information

Current Operating Budget

Resources

- Collaborators (RFP -Contractors)
- Service Agencies- Advocacy Non-Profit Organizations (SSC; CCLTSS-[California Collaboration for long term services and support; ....)
- Funding of the AAA
    - Department of Health and Human Services – Administration on Aging and Administration of Community Living.
    - State of California (California Department on Aging; OMB
    - County of Alameda
- C4A, US Aging, Senior Services Coalition of Alameda County

Current Newsletter