



ALAMEDA COUNTY ADVISORY COMMISSION ON AGING

6955 FOOTHILL BOULEVARD, SUITE 300
 OAKLAND, CA 94605
 CONTACT: aaa@acgov.org

ACA EXECUTIVE MEETING AGENDA

Monday, March 23, 2026
 9:30AM-11AM

In-Person Meeting

Alameda County Social Services Agency (Eastmont)

Maxwell Park Room

[\(Directions to Conference Room\)](#)

6955 Foothill Blvd, Suite 143 (First Floor)
 Oakland, CA 94605

TELECONFERENCING GUIDELINES-NOTE NEW LINK: MEMBERS OF THE PUBLIC MAY OBSERVE AND PARTICIPATE IN MEETINGS BY FOLLOWING THIS LINK: [TEAMS LINK](#). Phone:(888) 715-8170,,8480563#

PLEASE NOTE: For everyone’s online safety, 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. We request that individuals limit their comments on any single item on the agenda to two minutes. The chosen spokesperson for a group may speak for four minutes.

Schedule is subject to change and all times are approximate.

c	Material Provided	Presenter	Time
Agenda Item: Roll Call and Call to Order.		Chair	9:30
Agenda Item: Approval of Previous Meeting’s Minutes and Current Agenda.			9:30-9:35
Agenda Item: 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: -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 -Action items and decision log		Committee	9:35-10:35



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-CSL Vote			
Agenda Item: Subcommittee Chair Reports		Subcommittee Chairs	10:35-10:45
Agenda Item: Updates from AAA Director.		Director	10:45-10:55
Agenda Item: Comments or Questions Re: Items Not on the Agenda		Chair	10:55-11
Agenda Item: Adjourn		Chair	11

Next Committee meeting is scheduled for April 27th at 9:30 AM. Check website [Advisory Commission on Aging \(alamedacountysocialservices.org\)](http://Advisory Commission on Aging (alamedacountysocialservices.org)) for update. Note there may be a new location.

- Minutes of Executive Committee meeting March 2, 2026
- Mission and Purpose Statements



ACA EXECUTIVE COMMITTEE

MEETING MINUTES

Monday

, February 23, 2026 | 9:30AM – 11:00 AM

Hybrid meeting

<p>ACA Commissioners Laura McMichael-Cady (Chair) Denyse McCowan (Vice-Chair) Priscilla Banks - online Michael Goetz – online Dori Ellis - online Barbara Price - excused</p>	<p>County of Alameda Jennifer Stephens-Pierre Kim Fogel Rhoda Turner</p>
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Item	Discussion / Action Item
A. CALL TO ORDER	Meeting called to order at 9:41 am Roll Call of Commissioners Quorum achieved.
B. APPROVAL OF MINUTES	Motion to accept meeting minutes from 1/26/2026 (M) Laura McMichael-Cady (S) Denyse McCowan Approved.
C. Mayors Conference Presentation	<i>The Commission and AAA Staff spoke on the following topics:</i> Mayors Conference Presentation <ul style="list-style-type: none"> ○ Dori Ellis reported that Steven Bocian, Executive Director of the Alameda County Mayors’ Conference, presented the Service Delivery Presentation request at the February 11 meeting. The Mayors’ Conference declined the request for a full briefing and Mr. Bocian recommended that the Committee/commissioners attend in person and provide remarks during the standard 3-minute public comment period. ○ Jennifer gave her recommendations on the Mayor’s Conference, which were: <ol style="list-style-type: none"> 1. If there is room on the agenda for public comment, commissioners who hold Mayor’s Conference–appointed seats should use that opportunity to speak. Jennifer will



Agenda Item: Agenda for March 9th Meeting:

- Budget Report:
- Parliamentarian/vote
- Brown Act Presentation
- Reschedule presentation on AB-1069 Older Adults:

also prepare an overview—a three-minute snapshot of the AAA—to present during that time.

2. Going forward, commissioners appointed to the Mayor’s Conference seats should stay informed about the Conference’s public meeting schedule, plan to attend those meetings, and utilize the three-minute public comment period to provide input.

Action Item:

Jennifer will contact Steven Bocian to discuss the Mayor’s Conference decision and next steps.

- Jennifer noted that a key issue is that commissioners appointed to the Mayor’s Conference seats do not get full engagement in their role. She emphasized that the Mayor’s Conference holds seats on the ACA to communicate its priorities so they can align with the ACA, similar to the Board of Supervisors. If the Mayor’s Conference is not willing to fulfill that role, the ACA may need to consider alternative appointing authorities. Identifying those options would require staff review and an ordinance change.
- Jennifer added that if commissioners are unable to secure an audience with the Mayor’s Conference, they should instead reach out directly to individual mayors.
- A discussion ensued regarding the Mayors’ Conference.
- The group also reviewed possible next steps and identified potential follow-up actions, including drafting a formal letter and developing a script.

Action Item:

Add to the general meeting agenda a reminder strongly encouraging commissioners to attend the Mayor’s Conference public meetings.

Action Item:

Obtain a schedule from Steven indicating the locations of the upcoming meetings.

Budget Report

- Kim Fogel provided an update on the commission’s FY 2026–2027 budget. The Social Services Agency has set a deadline of March 13 for all commission budgets to be submitted to ensure they are included in the Board’s review on time for the upcoming fiscal year.
- Priscilla Banks reported that certain items requested for Service Delivery—such as tablets for field visits—were not provided,



Emergency shelters and PAL process

even though they were included as a budgeted item for the current fiscal year.

- A discussion on the budget ensued, and the commission agreed to allocate the majority of the budget—\$10,000—to conference, travel, training, and retreat, food -\$3,500 and \$1,500 to outreach/discretionary fund.
- Priscilla Banks stated that last month they were told that this month they should have received a quarterly update on where they were in their spending.

Action Item:

Rhoda will provide an overview of both this year’s expenditures and last year’s expenditures.

- Priscila Banks reported that certain items requested for Service Delivery—such as tablets for field visits—were not provided, even though they were included as a budgeted item for the current fiscal year.
- Kim suggested that once a draft is completed, it should be sent to the commissioners for their review so that it may be voted on at the next general meeting.
- Pricilla Banks reported that the ACA Commission does not currently have operating procedures and will need to include a process for budget monitoring.

Brown Act Presentation:

- There was a discussion regarding the duration of the Brown Act presentation for next month’s meeting.

Action:

Kim will contact County Counsel to determine how much time they will need for the presentation.

Parliamentarian

- Chair McMichael-Cady mentioned that a formal vote should be placed on next month’s agenda to approve Commissioner Regina Guillory as Parliamentarian.

Rescheduled presentation on AB-1069 Older Adults: Emergency shelters and PAL process

- Laura suggested carrying over the Pal Legislation presentation due to the many items that need to be discussed and voted on in the agenda.



Director’s Report: RFP update with timeline, Area Plan Update (Mgmt. Analyst), CSL election

Upcoming ACA meetings: Overview of County Social Services Structure and Function, Annual Plan Update, End of Life Planning for Seniors.

Action Items: Vision Statement, Calendar, Bylaws: Objectives and Vice Chair responsibilities, ACA flier, recording of ACA meetings, posting of ACA documents and recordings, 2 hour executive Committee meetings going forward

- It was noted that Charles Balderama-Sanchez, Management Analyst for the Social Services Agency – Government & Community Relations, was invited to attend the Legislative Committee meeting.

Director’s Report: RFP update/Area Plan Update/CSL election

- Kim mentioned that they are still working on revisions from the last Area Plan update.
- The deadline is May 1st, and Kim stated that she would appreciate hearing the Commission’s thoughts regarding the public hearing.

Upcoming ACA Meetings: Overview of County Social Services Structure and Function

- Laura mentioned that an overview of County Social Services will be reviewed at a later time.

Action Items: Vision Statement

- Laura reported that Catherine sent her several vision statement options, and the versions created by the commission were also forwarded to her.
- A meeting is scheduled for tomorrow to review and discuss what they have.
- Laura will include the Mission Statement Worksheet, the vision statement options, and the budget in the agenda packet and will send it out early for the commissioners to review.

Action Items: Calendar

- Working on the calendar and uploading it to the ACA website will be included in the new Administrative Specialist’s job duties.
- Laura stated that the purpose of the calendar is to have items, such as the calendar of events and the newsletter, posted on the website.

Action Items: Bylaws

- The bylaws are still in progress and continue to be worked on.
- Denyse mentioned that, regarding the bylaws, it would be helpful to include even a brief paragraph for review. She stated that they will begin the review in the Executive Meeting and then present it with recommended changes.
- The goal is to complete as much as possible before the retreat.



	<p>Action Items: Objectives and Vice Chair responsibilities</p> <ul style="list-style-type: none"> ○ The objectives and job description for the Vice Chair are still being worked on <p>Action Items: Posting of ACA documents and recordings</p> <ul style="list-style-type: none"> ○ Kim intended to ask Jennifer about the procedure for posting recordings of the ACA meetings, but Jennifer was unavailable. ○ Denyse stated that the purpose of recording meetings would be to ensure all information is captured. She gave an example: when Jennifer requested a visual account of budget spending, it was missed and not reflected in the February meeting. Denyse explained that this was why the idea of recording meetings and obtaining transcripts was brought forward. <p>Action: <i>Kim will follow up</i></p> <p>Action Items: 2 hour Executive meetings going forward</p> <ul style="list-style-type: none"> ○ Laura reiterated that the Executive meetings going forward will be two hours, but it is ultimately up to them. ○ Priscilla clarified that what had been discussed was the group wanting to set aside two hours for their Executive meetings, even though they might not need the full two hours. <p>Action Items: ACA flier</p> <ul style="list-style-type: none"> ○ Laura suggested that the Vision and Mission Statement be included on the flier. ○ Public Relations will create a flier. ○ Priscilla noted that they cannot use anything they are currently working on. The BOS has to approve everything they do, and they cannot release or use anything prior to receiving that approval.
<p>D. SUBCOMMITTEE UPDATES</p> <ul style="list-style-type: none"> ❖ Service Delivery ❖ Public Relations/Senior Update ❖ Legislative ❖ Executive Committee 	<ul style="list-style-type: none"> ❖ Public Relations/Senior Update: <ul style="list-style-type: none"> ○ Work is underway on the next newsletter. Commissioners with items to include were asked to submit them. ○ Laura mentioned that she would like to collaborate with the Pacific Center regarding LGBTQ matters but has not yet received a response. ❖ Legislative:



	<ul style="list-style-type: none"> ○ Kim gave an update on what the committee is currently working on, which includes gaining a better understanding of the PAL process. ○ Laura mentioned that applications are starting to come in for the California Senior Legislature, and that the commission will need to review and vote. <p>❖ Service Delivery:</p> <ul style="list-style-type: none"> ○ Discussed under “ Mayor’s Conference Presentation.” ○ Priscilla outlined the work plan for site visits.
<p>E. Updates from AAA Director</p>	<p>Kim gave a reminder that the Happy Heart Campaign and Free Blood Pressure Screening is happening today at the Eastmont Wellness Center’s Self-Sufficiency Center. No appointment is necessary.</p> <p>Alameda County Social Services Agency provides no-cost, tax preparation services for low- to moderate-income families and individuals.</p>
<p>F. Comments or Questions Re: Items Not on the Agenda</p>	<ul style="list-style-type: none"> ○ None
<p>E. NEXT COMMISSION MEETING</p>	<p>The next committee meeting is scheduled for March 23, at 9:30 am</p>
<p>F.Adjorn</p>	<p>Meeting was adjourned at 11:20 am.</p>

From: [Fogel, Kim R SSA](#)
To: [AAA, SSA](#)
Bcc: "[dellis63@comcast.net](#)"; "[Denyse McCowan](#)"; "[quilloryr@aol.com](#)"; [Jeffrey Macapinlac](#); "[John Schinkel](#)"; "[johnnyob@familybridges.org](#)"; "[Laura McMichael-Cady](#)"; "[Mayfield, Helen](#)"; "[Michael Goetz](#)"; "[Priscilla Banks](#)"; [Carlson, Janine, SSA](#); [Cooper, Deborah SSA](#); [Etienne, Zala, SSA](#); [Feng, Yingmin, SSA](#); [Katz, Abigail, SSA](#); [Landry, Kenneita, SSA](#); [Robinson, Jeffrey, SSA](#); [Stephens-Pierre, Jennifer, SSA](#); [Weisman, Janet, SSA](#)
Subject: FW: More homework for ACA- please re-send attachment
Date: Tuesday, March 17, 2026 11:30:00 AM
Attachments: [Advisory Commission on Aging Mission Handout.pdf](#)
[Purpose Statements For Review-1.pdf](#)
[image001.png](#)
[image002.png](#)

Dear Commissioners,

(Note for new commissioners and staff – Typically we “bcc” the commissioners on group emails, which helps keep communication within the Brown Act.)

On behalf of the Chair, I’m forwarding the attached with a request that you choose your top 2 purpose statements and work on completing the mission worksheet before your commission’s next meeting, scheduled for 4/13/26.

Let me know if I can further assist. Thank you.

Kim Fogel | Management Analyst
Alameda County Area Agency on Aging (PSA 9)
Department of Adult and Aging Services

A core partner of the Alameda County [Aging and Disability Resource Connection](#)
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Advisory Commission on Aging (ACA)

Mission Statement Handout

This handout is designed for individual engagement and reflection. It invites each commissioner to consider the role the Advisory Commission on Aging (ACA) plays in supporting older adults in Alameda County.

How the Mission Is Different from Purpose and Vision

The ACA has been working to clarify three important statements: **Purpose, Vision, and Mission**. Each one serves a different role in guiding the work of the commission.

Purpose Statement

The **Purpose Statement** explains **why the ACA exists**.

It reflects the deeper meaning behind the commission's work and the value it provides to older adults and the community.

Purpose answers the question:

Why does the Advisory Commission on Aging exist?

Vision Statement

The **Vision Statement** describes the **future the ACA hopes to create**.

It focuses on the long-term conditions older adults should experience if systems, policies, and services are equitable, accessible, and responsive.

Vision answers the question:

If the ACA is successful, what will aging look like in Alameda County?

Mission.Statement;

The **Mission Statement** explains **what the ACA does to help make that vision possible.**

It describes the commission's **role, responsibilities, and approach.**

Mission answers the question:

What does the Advisory Commission on Aging do to support older adults and influence systems in Alameda County?

Mission statements focus on **action and responsibility.**

What Is The ACA's Mission?

Your **Mission Statement** explains:

- What the ACA does
- Who it serves
- How it carries out its role

A strong mission statement focuses on the commission's role within county systems, not just the outcomes it hopes to see.

Key Characteristics of a Strong Mission

- Action-oriented and purpose-driven
 - Clearly describes what the ACA does
 - Reflects service to older adults and the broader community
 - Grounded in equity, dignity, and access
 - Clear and concise
 - Typically **1 – 2 sentences (15 - 30 words)**
-

Core Reflection Question:

What role does the ACA currently play in improving the lives of older adults in Alameda County?

Guided Reflection Prompts

Take a few moments to reflect on each prompt before drafting your Mission Statement.

Role and Responsibility

What responsibilities does the ACA have within the current county system?

Examples may include:

- Advising county leadership
- Advocating for older adults
- Monitoring services and programs
- Elevating community voices
- Providing policy guidance

What impact should the commission have on decisions affecting older adults?

Advocacy and Representation

Whose voices should the ACA ensure are heard right now?

- Which communities of older adults need stronger representation?
- How should the commission advocate for their needs?

Systems and Services

How should the ACA influence county programs and services?

- What should the commission encourage, strengthen, or improve NOW?
- How should the commission help shape aging services in Alameda County?

Mission Builder Framework

Here are some simple frameworks to help think about your mission statement:

1. Focus on Contribution and Change:

Our mission is to [action: contribute/drive/enable] [positive change] for [who we serve] through [methods or strategies].

Example:

Our mission is to drive meaningful change for older adults in Alameda County through inclusive policies, accessible services, and community partnerships.

2. Focus on Commitment:

The mission of [organization] is to [commit to action] on behalf of [who we serve] by [how we act or engage].

Example:

The mission of the Advisory Commission on Aging is to commit to supporting older adults by fostering equitable services, respectful advocacy, and strong community connections.

3. Focus on Empowerment and Impact:

Our mission is to [action: empower/strengthen] [who we serve] so they can [outcome or benefit], by [how we do it].

Example:

Our mission is to empower older adults so they can live with dignity and independence, by promoting policies, services, and programs that respect their rights and needs.

Draft Your Personal Mission Statement

Using your reflections on the previous sections, write **1–2 sentences** that describe the role of the ACA and how it supports older adults in Alameda County.

My Draft Mission Statement:

Mission Check

Before finalizing, ask yourself:

- Does this clearly describe **what the ACA does**?
- Does it identify **who the commission serves**?
- Does it reflect the **role the ACA plays within county systems**?
- Would this mission help guide my work as a commissioner?

If yes, your Mission Statement is ready to share!

Remember: Clear missions create focused leadership.

Commissioner's Purpose Statements

1. The advisory commission on aging exists to elevate the voices of older adults and ensure county policies and services support dignity, equity and well-being in aging.
2. The ACA's purpose is to ensure that the Seniors and their Caregivers who reside in the county of Alameda County have access to quality care and the resources necessary to ensure such.
3. The purpose of the ACA is to provide proactive transparent oversight of the AAA ensuring public funds are managed with stewardship while contracted CBO's deliver high quality equitable and accessible health, nutrition, transportation, and recreational services. We are dedicated to fostering a culture of compassion, upholding the dignity of all older adults and ensuring fairness in resource allocation, enabling residents to age with independent and security.
4. The ACA's purpose is to represent the needs of seniors in Alameda County to officials and organizations whose functions are to provide services. The Commission must understand where gaps or overlap exist in services and being mindful of the realities of fiscal and resource availability, recommend opportunities to better serve, legislation that could support, and challenges that must be managed.
5. We're here to act as advocates for older adults in Alameda County and ensure that they are receiving the support they need to feel valued and respected in this community.
6. The Alameda County advisory ACA exists to amplify and represent the voices of older residents with fairness dignity and accountability by serving as a bridge between the community and decision makers ACA provides critical advocacy informed guidance and steadfast oversight especially in moments of difficult decisions or competing priorities our work is essential to uphold equity and inclusion making certain that no voice goes unheard and that the rights and well-being of older adults guide the communities commitments.

Purpose Statements: Patterns & Themes

Core Shared Purpose: Advocacy and Representation for Older Adults

Across the proposed purpose statements, a consistent foundational idea emerges: *The Advisory Commission on Aging exists to represent, elevate, and advocate for the voices and needs of older adults in Alameda County.*

Nearly every statement emphasizes that the Commission serves as a voice for seniors, particularly in conversations with policymakers, service providers, and decision-makers. This shared perspective positions the ACA as a trusted advocate ensuring older adults are considered in policy, funding, and service decisions.

* This inference is strongly by statements (1), (4), (5), and (6), which explicitly reference advocacy, representation, or amplifying the voices of older adults. Statement (1) emphasizes elevating voices and supporting dignity and well-being. Statement (4) focuses on representing the needs of seniors to officials and organizations. Statement (5) highlights acting as advocates so seniors feel valued and respected. Statement (6) reinforces amplifying and representing the voices of older residents while ensuring accountability.

Oversight and Accountability in Public Services

Several statements highlight a key structural role of the ACA: oversight of systems that serve older adults, particularly the Area Agency on Aging (AAA) and contracted community-based organizations.

Themes within this category include:

- Responsible stewardship of public funds
- Monitoring the quality and accessibility of services
- Ensuring programs operate with equity and accountability
- Providing transparent and proactive oversight

This reflects an understanding that the Commission's work goes beyond advocacy and includes ensuring systems function responsibly and effectively for the population they serve.

Ensuring Access to Services and Resources

Another strong theme centers on ensuring older adults and caregivers have access to essential services and resources.

Statements reference access to:

- Health services
- Nutrition programs
- Transportation
- Community support services
- Recreational opportunities
- Caregiver support

The focus is not simply availability but quality, equity, and accessibility, reinforcing the Commission's role in addressing barriers that may prevent seniors from receiving the support they need.

Identifying Gaps and Strengthening Systems

Multiple statements highlight the Commission's responsibility to identify gaps, overlaps, and inefficiencies within existing services.

This reflects a strategic role that includes:

- Analyzing service systems
- Recognizing unmet needs
- Recommending improvements
- Informing policy and legislation
- Considering fiscal and resource realities

This theme positions the ACA as a **thought partner** to government and service providers, helping guide improvements in the aging services network.

Values Guiding the Commission's Work

Several statements emphasize the **values that should guide the Commission's work**.

These include:

- Dignity
- Equity
- Fairness
- Compassion
- Accountability
- Transparency

These values frame the purpose of the ACA not only as administrative or advisory but as ethically grounded leadership in service of older adults.

* Statement (1) references dignity and equity in aging. Statement (3) highlights compassion, dignity, fairness in resource allocation, and independence. Statement (5) focuses on ensuring seniors feel valued and respected. Statement (6) references fairness, dignity, accountability, equity, and inclusion. Together these statements establish a shared value framework guiding the Commission's purpose.

Bridge Between Community and Decision-Makers

Some statements explicitly describe the ACA as a bridge or connector between older residents and those who shape policy and services.

This bridging function includes:

- Listening to community voices
- Bringing lived experiences into policy discussions
- Translating community needs into actionable recommendations
- Ensuring decision-makers remain connected to real community conditions

This reinforces the idea that the Commission's legitimacy comes from representing the lived realities of older adults.

Consistency In Thought & Statement Review:

There is strong alignment around the fundamental role of the Advisory Commission on Aging: to advocate for older adults, ensure their voices influence decision-making, and promote equitable access to quality services that support aging with dignity and independence.

Please Review The Following 4 Options

Purpose Statement A

The Advisory Commission on Aging exists to serve as a bridge between older residents and county leadership, elevating community voices while guiding policies and programs that enable older adults to age with dignity, independence, and security.

Purpose Statement B

The purpose of the Advisory Commission on Aging is to ensure that older adults in Alameda County have access to high-quality, equitable services and resources that support health, independence, and community connection.

Purpose Statement C

The Advisory Commission on Aging exists to advocate for the rights, dignity, and well-being of older adults by promoting equitable systems of care, advising county leadership, and strengthening services that support healthy aging in our communities.

Purpose Statement D

The purpose of the Advisory Commission on Aging is to provide community-informed guidance and oversight that ensures aging services are equitable, accessible, and responsive to the evolving needs of older adults and caregivers.