STRATEGIC PLANNING RETREAT MINUTES

Advisory Commission on Aging

Monday, June 8, 2026 | 9:30 AM – 2:50 PM

Area Agency on Aging / Veterans Services Office – Freedom Room

22225 Foothill Blvd., Hayward, CA 94541

Commissioners Present:

Denyse McCowan (Vice Chair), Michael Goetz, Laura McMichael-Cady (Chair), Mari-Lyn Harris, Jeffrey Macapinlac, Priscilla Banks, Johnny O'Brien, Dori Ellis, Regina Guillory, and Helen Mayfield

Commissioners Absent:

John Schinkel-Kludjian

County Staff Present:

Catherine Payne, Gail Belgarde, Mike Piedade, Rhoda Turner

A. CALL TO ORDER

Catherine Payne, Staff Development Specialist with Alameda County, called the meeting to order at 9:40 a.m.

B. ICEBREAKER

Mike, a Staff Development Specialist from Alameda County Social Services, facilitated a Wellness icebreaker. He introduced the purpose of guided meditation, focusing on stress reduction, grounding, and intention-setting. He then led participants through a brief meditation centered on relaxation, body awareness, and cultivating positive emotions. The activity aimed to help participants remain present and focused throughout the meeting.

C. OBJECTIVES: • Overview • Adopt Guiding Principles • Area Plan Update

Catherine reviewed the agenda. She noted that a vote on the annual plan would occur only if members felt informed, and feedback would be collected as needed. Basic housekeeping information was provided, including food availability, keeping the door ajar, and the locations of restrooms and breakout rooms.

Guiding Principles

Catherine asked members to take a few minutes to review the Guiding Principles, which had not yet been formally adopted, before having a short discussion and a vote at 10:05.

Discussion
The commissioners reviewed several Guiding Principles and identified needed edits. They agreed that “aging in place” should be updated to “aging in the right place,” and that “preventive services” should be added under essential services. Commissioner Ellis clarified that the Commission’s role is oversight, not management, and discussed removing language implying management of public resources. Additional concerns included lack of document dating, difficulty tracking revisions, and the need for clearer change documentation.

Decision
The commission agreed on three changes to the Guiding Principles: update the terminology in #8, add preventive services in #4, and replace “management” with “oversight” in #9.

Action Items
Staff will revise the Guiding Principles, add revision dates, and document concerns for follow-up.

Motion to adopt the updated Guiding Principles with the changes just discussed:

(M) Laura McMichael-Cady

(2) Priscilla Banks

Passed unanimously (one commissioner absent).

AREA PLAN UPDATE

Discussion

• Commissioners reiterated concerns about the Area Plan Update, including readability, lack of summaries, unclear formatting, late delivery, and insufficient communication.
• Requests included earlier access to documents, clearer explanations, a glossary, side-by-side change summaries, ADA-compliant formatting, and commissioner training.

• Members emphasized the need for structured review timelines aligned with the Brown Act and a formal accountability process with AAA.
• Commissioners agreed that approval of the Area Plan and accountability measures are separate items.
• Concerns will be submitted to AAA leadership, with responses expected in July.

• Committees will develop measurable SMART objectives during breakout sessions.

Motion to approve the Area Plan Update for signature by Laura, contingent on including written acknowledgment of accountability expectations and required review timelines.

(M) Priscilla Banks

(2) Denyse McCowan

Passed unanimously (one commissioner absent).

Decision
• Area Plan Update approved with required acknowledgment.
• Accountability process and communication improvements will be implemented.

- Follow-up with AAA scheduled for July.
- Committees identified to develop SMART objectives.

- **Action Items**
- Add accountability language to the Area Plan acknowledgment.
- Submit concerns to AAA leadership; place July follow-up on agenda.
- Establish annual review calendar and time-sensitive email protocol.
- Request accessible Area Plan materials and commissioner training.
- Ensure earlier distribution of documents.
- Committees proceed with SMART objective development.

D. PREPARATION FOR BREAKOUT GROUPS

Catherine explained that commissioners should set goals and objectives within their committees that align with the Area Plan.

E. MOVE INTO BREAKOUT GROUPS

Commissioners broke into three breakout groups: the Legislative Committee (Commissioners Dori Ellis, Mari-Lyn Harris, Helen Mayfield, and Staff Development Specialist Catherine Payne), the Public Relations Committee (Commissioners Laura McMichael-Cady, Jeffrey Macapinlac, Johnny O'Brien, Regina Guillory, and Staff Development Specialist Gail Belgarde), and the Service Delivery Committee (Commissioners Pricilla Banks, Denyse McCowan, Michael Goetz, and Staff Development Specialist Mike Piedade).

F. COMMITTEE FORMULATE OBJECTIVES AND GOALS

Each committee met in breakout groups to discuss, formulate, and set goals and objectives aligned with the Area Plan.

G. COMMITTEE REPORTS

LEGISLATIVE BREAKOUT SESSION – SUMMARY

The Legislative Committee prioritized supporting AAA's housing advocacy goal and set two goals: monitoring current CSL and related legislation and increasing community awareness of ADRC services.

PUBLIC RELATIONS BREAKOUT SESSION – SUMMARY

The Public Relations Committee set four goals to increase awareness of resources, expand community engagement, strengthen partnerships, and promote social connection for older adults. Their work aligns with objectives 1.3 and 1.6 and includes activities such as newsletters, resource fairs, listening sessions, and collaborative outreach efforts.

SERVICE DELIVERY COMMITTEEBREAKOUT SESSION – SUMMARY

The Service Delivery Committee ranked the CWAP Goals as follows: Goal 1 first, Goal 3 second, Goal 4 third, and Goal 2 fourth. They will focus on Goal 1 over the next six months, aiming to finish its SMART Objective by December 2026. SMART Objectives for Goal 3 are planned for completion by June 2027 after reviewing the Alameda County/AAA RFP process. Other ACA committees are expected to develop Objectives for Goals 2 and 4, with Service Delivery members available to assist as needed.

H. PUBLIC COMMENT

Commissioner Dori Ellis expressed appreciation for the retreat facilitator's guidance and acknowledged that the work completed during the session helped get the Commission "off on the right step."

Commissioner Banks noted the value of the reset process and voiced gratitude for the support received throughout the retreat and reminded the participants to take a small thank-you item before leaving.

I. ADJOURMENT

Catherine adjourned the meeting at 2:55 p.m., and afterward, everyone gathered for a group photo.