

The background of the slide features a large, light gray seal of Alameda County, California. The seal is circular with the words "COUNTY OF ALAMEDA" at the top and "CALIFORNIA" at the bottom. In the center is a shield depicting a ship on the water, with a star above it.

Alameda County Advisory Commission on Aging January 9, 2023

ACA Meeting Packet

[Advisory Commission on Aging \(alamedacountysocialservices.org\)](http://alamedacountysocialservices.org)



Alameda County Advisory Commission on Aging

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Alameda County Advisory Commission on Aging

ACA Meeting Agenda

Monday, January 9, 2023

9:30 AM – 12:00 PM

Zoom Video Conference Call

Please join Advisory Commission on Aging meeting from your computer, tablet, or smartphone.

Join Meeting:

<https://us06web.zoom.us/j/89924544024?pwd=aXJzODEyUlU1OTZVWU9XTExWQWZKdz09>

Dial-in Option:

1-669-900-6833 US (San Jose)

Meeting ID: 899 2454 4024

Passcode: 839169

Find your local number: <https://us06web.zoom.us/j/kxYSqufig>

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.

9:30 – 9:35	<u>Call to Order / Roll Call</u>	Comm. Griggs-Murphy
	<ul style="list-style-type: none"><input type="checkbox"/> Review Agenda<input type="checkbox"/> Approval of 11/14/22 Minutes—attached<input type="checkbox"/> Approval of 10/10/22 Minutes—attached<input type="checkbox"/> Approval of 09/27/22 Minutes—attached<input type="checkbox"/> Approval of 09/12/22 Minutes—attached	
9:35-9:40	<u>Findings to Continue Meeting by Teleconference</u> <u>Re: AB361, BOS 9/28/21 Item 28.1*</u>	AAA Staff
9:40-9:50	<u>Comments From the Public for Items Not on the Agenda</u>	General Public
9:55-10:10	<u>ACA Chair Report</u> <ul style="list-style-type: none"><input type="checkbox"/> <u>Committee Appointments</u><input type="checkbox"/> <u>ACA Discussion and Vote:</u> Change General Session meeting time to 9:15am to 11:45am Recommended by Commissioner Watters	Comm. Griggs -Murphy
10:10-10:15	<u>Assistant Agency Director, Adult and Aging Services: Administrative Updates</u>	Faith Battles

10:15-10:25	<u>AAA Director Report</u>	Jennifer Stephens-Pierre
10:25-10:55	<u>County-wide Area Plan (CWAP) Presentation:</u> Presentation will provide an overview of plan and the role the ACA and the larger community— attached	Jennifer Stephens-Pierre/ Delbert Walker
10:55-11:20	<u>Discussion of perceived CWAP limitations:</u> Concerns from Commissioner Watters regarding the Countywide Area Plan. See attached document submitted by Commissioner Watters.	Comm. Watters
11:20-11:50	<u>Discussion of ACA administrative issues:</u> Concerns from Commissioner Watters regarding administrative issues dealing with making meeting materials available in a timely manner as approved including posting bylaws. See attached document submitted by Commissioner Watters.	Comm. Watters
11:50-11:50	<u>Commission Subcommittee Reports</u> <ul style="list-style-type: none"> <input type="checkbox"/> Executive—No report <input type="checkbox"/> Legislative Advocacy—No report <input type="checkbox"/> Public Relations/Senior Update—No report <input type="checkbox"/> Health & Safety—No report <input type="checkbox"/> Recruitment—No report <input type="checkbox"/> No Wrong Door—No report <input type="checkbox"/> Effectiveness —No report 	Committee Representatives
11:50-12:00	<u>Oral Communications/Announcements</u>	Commissioners, Staff, and Public
<u>Adjournment</u>		

Note: The next Commission meeting will Monday, March 13, 2023. Please check the [Advisory Commission of Aging](#) webpage for more information.

*** AGENDA ITEM - Findings to Continue Meeting by Teleconference.**

Staff Recommendation: Find that 1) the Advisory Commission on Aging has reconsidered the circumstances of the state of emergency, and 2) state or local officials continue to impose or recommend measures to promote social distancing. This recommendation follows the 09/28/2021 County Board of Supervisors' adoption of the Health Care Services Agency Director's recommendation that the Board implement social distancing for its meetings. For the same reasons, the same rationale applies for the meetings of the Advisory Commission on Aging and its committees.

ADVISORY COMMISSION ON AGING (ACA)
Commission Meeting Draft Minutes
Monday, November 14, 2022 | 9:30am to 12:00pm
Via Zoom Conference Call

<p><u>ACA Commissioners Present</u> Donna Griggs-Murphy (Chair) Dr. Linda Boykins Eric Eisenberg Howard Kirsch Laura McMichael-Cady Barbara Price Florence Raskin Sukhvinder Waraich Kester Watters Victoria Williams</p> <p><u>Commissioners Absent</u> Gursewak Singh Dhaliwal</p>	<p><u>County of Alameda Staff Present</u> Faith M. Battles (AAD) Jennifer Stephens-Pierre (AAA PM) Sonya Frost (Division Director) Samantha Stonework-Hand (County Counsel) Delbert Walker Jose Villaflor Ramil Rivera Lindsay Orbeta Janine Carlson Connie Soriano Deborrah Cooper (note taker)</p> <p><u>Public Present</u> None</p>
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Item	Discussion / Recommendations
A. CALL TO ORDER Welcome & Introductions Adopt agenda	Meeting Chaired by Donna Griggs-Murphy Roll Call of Commissioners Quorum achieved
B. CONSENT CALENDAR	<p>(1) Review and approve agenda for November 14,2022 Motion: To move discussion of by-laws up higher on the agenda directly after comments from the public M=Kirsch/S=Watters Discussion: County Counsel advised against moving discussion item up from what was published to the public, in the event a member of public planned to listen in on that discussion topic as published on the agenda, which could result in a Brown Act violation. Amended Motion: Commissioner Williams suggested amending motion to move</p>

	<p>expeditiously through agenda items for By-laws review as quickly as possible and go longer than noon if necessary. County noted it will end its participation at noon in accordance with union negotiated lunch breaks. It was suggested that the AAA Director report be submitted in written form. M/Williams/S=Watters</p> <p>Vote:</p> <ul style="list-style-type: none"> i. Amended Motion to Move Discussion of Bylaws <ul style="list-style-type: none"> a. YES = 2 / NO = 8 ii. Original motion to move discussion of Bylaws up on agenda <ul style="list-style-type: none"> a. YES = 10 / NO = 0 <p>Meeting agenda adopted by Commission; discussion of Bylaws to take place immediately after public comments</p> <p>(2) Review and approve minutes of 10/10/22 M=Griggs-Murphy/S=Price Watters: Comments were made and distributed by email to commissioners and it was requested to have comments published and read by all the commissioners. Motion: Approval of meeting minutes for all three dates should be tabled until next month to include and make public comments of Commissioner Watters. M=Watters / S=Price Discussion: Commission Chair pointed out that recording of meeting has full details of the meeting verbatim and are available for public review. County administrative support staff will not redo meeting minutes to capture every detail mentioned. Motion to Shelf Approval of Minutes of 10/10/22, 9/27/22, and 9/12/22 Motion Passed YES = 10 / NO = 0</p> <p>(3) Findings to continue meetings by teleconference for public safety pursuant to AB361 Affirmed COVID-19 state of emergency approved by Commission agenda adopted by Commission</p>
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C. COMMENTS FROM THE PUBLIC	None
D. ACA BY-LAWS DISCUSSION AND REVIEW	<p>Motion to approve Bylaws dated 10/7/22 and that these Bylaws be installed as the official Alameda County Advisory Commission on Aging Bylaws; that these Bylaws be submitted to County administrative support for posting on the ACA website; and that a copy of these Bylaws be provided to the County of Alameda Board of Supervisors as requested by the Alameda County Clerk. M=Watters / S=McMichael-Cady.</p> <ul style="list-style-type: none"> • Discussion: Commission requested opinion of County Counsel and expressed disagreement with the feedback offered. Based on review and hearing all opinions, opinion is that ACA is within its rights to implement the proposed Bylaws immediately by a vote of the Commissioners.

	<ul style="list-style-type: none"> • Comment by AAA: Agree that ACA has right to make changes to Bylaws, however such changes must still fall within the County Administrative Code. Cannot change the intent of the Commission. County Counsel noted it is premature to vote on Bylaws when Commission has yet to receive County Counsel feedback/comments, and where there is a discrepancy with County Administrative Code • Comment by County Counsel: Prior to Bylaws being approved need to ensure no conflict with the County Administrative Code. Comments have been made by County Counsel, Victoria Wu about portions of the proposed Bylaws which are in conflict and places where they should be amended. Cannot respond via email to Commissioners outside of the public meeting, as these exchanges could be a violation of The Brown Act. All modifications of the Bylaws need to be done in the public eye with the consideration and understanding of proposed comments from County Counsel. • Commissioner Watters seeks clarity on what leeway the Commission has to disregard the counsel of County Counsel? Is the ACA required to abide by the consultation provided by County Counsel? • AAD Faith M. Battles explained that County Counsel is contracted by the County, Agency, and Department to offer legal advice concerning our business. County Counsel advises Board of Supervisors (BOS) during public meetings, to remind attendees and Supervisors of Brown Act policies and follows that counsel, accordingly. County's position is that the ACA Commission needs to take the advice of County Counsel. Movement in a direction which disregards legal advice of County Counsel, will be strongly discouraged, and BOS will be advised that the chosen direction was not based on the advice of County Counsel; particularly around anything which is in violation of the County Administrative Code – moving laws and statutes around is not an option. Following County Counsel's legal advice prevents exposure to the county. • DD Sonya Frost Comments: There is some liberty for the ACA to make changes, providing such changes do not violate The Brown Act. Majority of the language ACA included in draft Bylaws has been accepted, except where there is a conflict with the County Administrative Code. ACA has the freedom to implement sub-committees, etc. if they do not overreach your level of authority. Most of the things requested by the ACA remain in the revised draft Bylaws document. • County Counsel Comments: Commission is allowed to amend Bylaws, but they must be amended within the confines of the law – the Older Americans Act, the County Administrative Code, The Brown Act, and all other codes which apply to public meetings and commissions of the County. The comments of County Counsel in the draft Bylaws are not opinions and are warnings that some of the provisions exceed your authority under the County Administrative Code and the relevant laws and statutes stated. Some
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	<p>changes to the drafty Bylaws by County Counsel and the County are literally considered clean up language and are as simple as changing title of document to be the same as what is used in the County Administrative Code. Adding to the County Administrative Code would take BOS approval, , and County staff would be required to alert the BOS that you are attempting to make actions which require their approval, but without their approval and consent.</p> <ul style="list-style-type: none"> • County Counsel can explain changes to the draft Bylaws and give more information at the next Commission meeting. It is not appropriate today to adopt the draft Bylaws without considering the changes made by County Counsel. They are not changes made for any other reason except to conform to the law. Understand Commissioner's desire to have extra time to read through County Counsel's comments on the Bylaws, however individual emails would be in violation of The Brown Act thus discussion is best done in the public meeting format. • Just to be clear, the motion is not including County Counsel's advice and recommendations, and that the draft Bylaws version dated 10/7/22 have several areas which are in violation of the County Administrative Code, the Older Americans Act, The Brown Act, and other related statutes that County Counsel has advised need to be changed or modified to comply. Affirmed that changes were made by Victoria Wu. To change the County Administrative Code is an additional process requiring a BOS resolution. <p>Motion to Approve draft Bylaws version dated 10/7/22 be installed as the official Bylaws of the Alameda County Commission on Aging; that these Bylaws be submitted to County administrative support for posting on the ACA website; that a copy of these draft Bylaws be provided to the BOS as requested by the County Clerk.</p> <p>M=Watters / S=Waraich VOTE: YES=8 / NO = 2 MOTION TO ADOPT BYLAWS of 10/7/22 PASSED</p> <p>Motion to set up ad hoc committee in conjunction with AAA to review and respond to amendments/corrections made by County Counsel and make a recommendation to the Commission at the January 2023 meeting.</p> <p>M = Watters / S=Price Vote YES=10 / NO=0 Motion Passed</p> <p>Commissioner Griggs-Murphy (Chair) will consider appointment for chair of new standing Effectiveness Committee</p>
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<p>E. ACA CHAIR REPORT (DONNA GRIGGS-MURPHY)</p>	<ul style="list-style-type: none"> Email has been sent out to Commissioner Kim-Lee regarding attendance. Supervisor who appointed her has been asked to follow up. Designation of AAA staff to keep time to limit staff, public and Commissioners to 3 minutes Historically no regular Commission meeting held during holiday season in December, as limited AAA staff available; meetings will rejoin in January 2023. Admin Code Sec 2.72.050 requires the Advisory Commission on Aging meet 10 times per year, not monthly. Motion to skip December 2022 Regular Commission Meeting M=Griggs Murphy / S=Price VOTE: YES=10 / NO = 0 Motion Passed Unanimously Will schedule meeting to set January 2023 Agenda in December.
<p>F. ADMINISTRATIVE UPDATES (AAD FAITH M. BATTLES)</p>	<ul style="list-style-type: none"> Commission meeting minutes format will be modified to be more abbreviated, highlighting salient points All commissions throughout the Department of Adult & Aging Services will use the same template/format (see example at link) using bullet points to set out what has been discussed; set out the motions made, state if motion has been approved/passed or denied, and any decisions made by the Commission. Recordings capture every comment are available for Commissioners and the public to review on the ACA website. When minute are presented for approval in subsequent approval, conversation about the facts listed in the minutes; minutes will be updated based on facts and will not insert opinions on either side. Current meeting format will continue Suggest Commissioners to review AB24-49 for new hybrid and virtual meeting requirements for 2023
<p>G. Area Agency on Aging (AAA) DIRECTOR'S REPORT (JENNIFER STEPHENS-PIERRE, PROGRAM MANAGER)</p>	<ul style="list-style-type: none"> Age Disability and Resource Connection (ADRC) Update: Submitted ADRC application for designation; will be reviewed by CDA on 12/2/22 with a decision made shortly thereafter. <ul style="list-style-type: none"> Also had a site visit by California Department of Aging; met with each core partner and spoke with staff. In process of addressing some of their recommendations per site review ADRC website is ready for BETA testing. Only pending item is to make sure all resources are added to website. Procured a database which will be used to track ADRC services. Will transition to use of database in January 2023.

	<ul style="list-style-type: none"> ○ Our ADRC Application will be reviewed 12/2/22 and should have a decision on designation shortly thereafter. Will work with consultant concentrating on sustainability, aligning with local efforts, as well as ways to recruit for expanded partners. • Holiday Basket Program: Commissioners historically make monetary donations and/or help deliver baskets. Distribution date is 12/16/22. Supervisor Miley has agreed to deliver baskets as well. • Senior Nutrition Infrastructure Grant (\$1.8 million). Grant will fund nutrition programs for older adults in their infrastructure and build out; approved purchase of 6-8 new vans for Meals on Wheels to create routes and increase service. Will also purchase vending machines which accept CalFRESH benefits to be placed in senior housing buildings. • Workforce Enhancement Budget – Allocation to our department of \$79K with new funding available which may enable us to augment that.
I. SUBCOMMITTEE REPORTS	<ul style="list-style-type: none"> • Executive Committee (D. Griggs-Murphy) – will meet at least 2 weeks in advance to set agenda for January. • Legislative Advocacy (H. Kirsch) – waiting for commission chair to appoint committee chair. Met and discussed legislative priorities going into 2023; successes in 2022; review top 10 pieces of legislation proposed by the California Senior Legislature (CSL) which will be in the January newsletter. Have a recommendation that we join with the Age Friendly Communities Legislative Committee and become one unit. Will forward CSL info to all commissioners. • Public Relations Senior Update (L. McMichael-Cady) – Have Jan/Feb/Mar issue ready to go; preparing a Chinese language version. Commissioners Kirsch and Williams will speak at Supervisor Miley’s United Seniors of Oakland and Alameda County on December 6th. Putting together a slideshow and seeking opportunities to speak at other community organizations and commissions to outreach • Health & Safety (F. Raskin) – Committee did not meet • Recruitment (H. Kirsch) – Hoping to get someone from Supervisor Miley’s office to join the Commission. • No Wrong Door (formerly ADRC Ad Hoc) – Note change on next agenda • Effectiveness Committee (formerly ad hoc now standing) – Note change on next agenda

J. ORAL COMMUNICATIONS AND ANNOUNCEMENTS	<ul style="list-style-type: none"> • New Bylaws create 7 standing committees with a lot of work to be done regarding County Wide Area Plan, No Wrong Door/ADRC • Strongly recommend that chair make it a priority to get members and chairs for all the committees set up. • Commissioners will be notified of meeting location for commencement of in-person meetings in January 2023. • No Wrong Door chairperson has resigned; Commissioner Kirsch volunteered to temporarily fill in.
K. OTHER ITEMS	<ul style="list-style-type: none"> • Announcements from the General Public NONE • Announcements from County of Alameda Staff <ul style="list-style-type: none"> ○ County Counsel will be available to attend January 2023 meeting • Next Meetings: Executive Committee: December date to be determined
L. ADJOURNMENT	Meeting adjourned at 12:12 PM



ADVISORY COMMISSION ON AGING

MINUTES OF THE MEETING

Monday, October 10, 2022
9:30 AM – 12:00 PM VIA ZOOM

CALL TO ORDER

The Meeting was called to order at 9:31 AM

ROLL CALL

- Commissioners Present: (Chair) Donna Grigg-Murphy, Linda Boykins, Eric Eisenberg, Victoria Williams, Kester Watters, Sukhvinder Waraich, Howard Kirsch, Laura McMichael-Cady, Barbara Price, Florence Raskin
- Commissioners Absent: Gursewak Singh-Dhaliwal (Unexcused), Sarah Kim-Lee (Excused)
- County Staff Present: Sonya Frost, Delbert Walker, Jose Villaflor, Connie Soriano, Diarra Piggue, Charles Jones, Janine Carlson, Deborrah Cooper (note taker)

REVIEW AND APPROVAL

- Approve Agenda for 10/10/22 Regular Meeting
(M) Williams
(S) Watters

Agenda Approved

- Approval of 9/12/22 Regular Meeting Minutes
(M) Watters
(S) Price

VOTE: Aye = 3 / Nay = 6 / Abstain = 1

Approval of Regular Meeting Minutes Tabled for Review and Approval at next meeting of the Commission

- Approval of 9/27/22 Special Meeting Minutes
(M) Watters
(S) Price

VOTE: Aye = 4 / Nay = 1 / Abstain = 5

Approval of Special Meeting Minutes Tabled for

Review and Approval at next meeting of the Commission

ACTION ITEM

County will provide Commission meeting minutes separately from committee minutes and attachments, with delivery goal of two (2) weeks prior to next regular Commission meeting.

ACTION ITEM

County will forward meeting Minutes by email as set out above. Additional documentation assembled into the packet and uploaded to ACA site with Table of Contents no later than seventy-two (72) hours prior to meeting in accordance with THE RALPH M. BROWN ACT (Government Code Section 54950, et seq.) ("the Brown Act").

FINDINGS TO CONTINUE MEETINGS BY TELECONFERENCE

Findings to continue meetings by teleconference for public safety (per Assembly Bill 361 signed by Gov. Newsome on September 16, 2021, as approved by September 28, 2021 Alameda County Board of Supervisors adoption of Health Care Services Agency recommendation that the board implement social distancing for its meetings.

AFFIRMED

Motion to Disable Chat Feature in Zoom (K. Watters). Side conversations make it difficult to follow. Statements of policy and procedure have been inserted in the chat and feel that is inappropriate. Concerns that some discussions may cause problems as not in line with Brown Act. However, chat is used to provide links, and an avenue to follow discussion in written form by hearing and vocally impaired. As this issue is not on the Agenda, and there is no wording in AB 361 regarding chats,

County requests to place this discussion on agenda for November meeting after consultation with county counsel.

Motion to table Motion to Disable Chat Feature and discussion for November meeting

(M) Kirsch

(S) Watters

AFFIRMED

Comments From Public Not on the Agenda

- None

Annual Holiday Gift Baskets Announcement (M. Zernicke)

- Program started within AAA with donations which were used to purchase food and deliver them ourselves (9 total)
- AAA invited department staff and Commission to partner. At one point delivered more than 200 baskets which stretched resources a bit too thin; scaled program back to focus only on those who had no other alternatives.
- AAA/Commissioners supported by other AAS staff, prepare 50-60 baskets annually. Commissioners and staff volunteers critical to program success (donations and delivery). Several county supervisors have also participated in delivering baskets.
- Basket content sources: Cash donations from AAA and AAS staff and Commissioners; food sources include: food bank, Trader Joe's, Safeway, Mercy Brown Bag. Cash donations used for toilet paper, tissues, non-food items from Costco. Agencies within the County sometimes provide hand made or purchased items like socks.
- Selection process: Information and Assistance staff sends email to local service providers who have AAA funding who provide names.
- September AAA Staff Appreciation event raffle funds donated 50% of revenue to basket fund approximately \$400.
- Making a Donation: Checks should be written to SOS Meals on Wheels, and given to AAS staff, designating that the funds are for the AAA Holiday Basket Fund.

ACTION ITEM

County Information and Assistance staff will send email to all Commissioners with complete details on how to volunteer/donate.

Presentations in honor of Resident's Rights Month:

A. Chaparral House: Overview of Services (KJ Page)

- 47 bed licensed non-profit founded in the 1970s by former Berkeley Mayor Wallace Johnson with community-based volunteer board. Formed before assisted living was a concept as an intermediate care facility; acquired joint accreditation and now authorized to accept Medi-Cal as well as private pay residents.
- Focus on person-centered care providing consistent care with 10 or fewer people caring for an individual over a month's time. Staff learns patients and their preferences, providing better care.
- RN scheduled for each shift 24/7/365; decreases hospitalization rate and spots problems before they reach crisis level.
- Do not use psychotropic drugs for dementia
- Pre-pandemic staffing was double minimum standards; since COVID staffing is no longer double, but higher than minimum. Staff included on-call, full time, and part-timers. Industry as a whole facing workforce challenge on all levels.
- Retain 4.5 full time Activity Directors 24/7/365 to provide meaningful activities for residents, facilitate visits, and teach use of modern technology (iPads).
- Care conferences between interdisciplinary team, residents and their family; discuss how to improve quality of life along with pain levels, therapy and care.
- Highest costs labor and benefits which are provided to all full time employees. Then utilities, site maintenance and food.

Own the 50-year-old property; age increases repair and maintenance costs.

- Fees: Medi-Cal pays \$431.91/day \$422.92/day for 7-day bed hold. \$7.92 per day for food. Bed hold pay rate minus food. Actual food cost is \$9.15/person/day.
- Cost of care \$497.86 or \$56 less than what Medi-Cal pays.
- Current private room rate is \$505/day. Many more private rooms than others in the area with 12 shared rooms.
- Quality assurance fee \$16.96 per person per day collected from private pay and paid to the State; do not collect from Medicare and Medi-Cal patients.
- Slightly less than one third acute short-term Medicare; one third private pay and one-third Medi-Cal.
- Commissioners invited to visit and tour facility: Chaparral House is located at 1309 Allston Way in Berkeley.

B. Empowered Aging: Ombudsman Residents' Rights and Service Delivery (C. Brent)

- Charmaine Brent, Ombudsman Program Manager for Alameda County presenting.
- Former name Ombudsman Services changed to reflect service expansion for seniors, especially residents of long-term care facility. Rely on staff, volunteers and donors to help deliver services.
- One in 10 adults aged 60+ are abused, neglected, or financially defrauded. (National Institute on Aging)
- Federally funded program, supported by County's AAA. Provide services and education about support offered in Alameda, Contra Costa and Solano Counties where more than 480,000 seniors reside.
- Began in Contra Costa 50 years ago. Today programs offered in some counties include: Elder & Adult with Disabilities Justice, Elder Justice Lunch & Learn, Friendly Visiting and Telephone Reassurance, Long-term Care Ombudsman, Healthcare Career Pathway, Resident Empowerment, MSW Internship, Partnerships and Collaborations.
 - ❑ Not all programs offered in Alameda County yet; working on expanding services.

- Recent talks with AAA around establishing MSW internship and Healthcare Career Pathway.
- Promote quality of care and life to ensure residents free from abuse, neglect or exploitation of any kind. Only program which government grants right to make unannounced site visits to investigate complaints and educate/train social workers and facilities and instruct residents on their rights; advise on care plan.
- Have served 15,000 Alameda County long-term care residents 18+ disabled, or seniors 65+, and resolved more than 3000 complaints since taking over County contract in 12/2019.
- Isolation/loneliness and no support is a real concern for seniors; senior centers, weekly telephone or video calls, and friendly visits program help. Especially during and after peak pandemic.
- Surveys, assessments and ratings of SNF and long-term care facilities posted on Community Care Licensing (<https://cdss.ca.gov/inforesources/community-care-licensing>), or California Department of Public Health (<https://www.cdph.ca.gov/Programs/CEH/Pages/CLPR.aspx>) sites. However, sites know in advance of these inspections whereas Ombuds show up unannounced and see deficiencies not reflected in those ratings.
- To learn more visit empoweredaging.org or call Oakport intake line at 510-638-6978. To volunteer reach out to Charmaine directly at 510-906-8931.
- Commissioners are precluded from volunteering with Ombudsman due to conflict of interest.

ACA CHAIR REPORT

Estate Planning Month – October 2022

- PSA offering information on estate planning month and resident's rights month was sent out in English and Spanish last month; AAA Staff will send out again.

Commission Subcommittee Reports

- ☐ Executive Committee - Chair, D. Griggs-Murphy
 - Met earlier today; lots of discussion on making the meeting more efficient
 - Goal to get Commission meeting minutes two weeks in advance to give Commissioners time to review them
 - Seeking addition information on establishing new committees
 - Poll to set date/time for agenda planning meeting to be held two weeks after regular Commission meeting underway.
 - Minutes for 9/12 and 9/26 were approved by Executive

ACTION ITEM

Empowered Aging (James Holley, Director of Programs) will forward Outcome Measurements to the Commission.

Will provide an article for the Commission's newsletter on Empowered Aging and volunteer opportunities (Charmaine Brent)

Committee, but not approved by the Commission and will be placed on November agenda.

- ❑ Legislative Advocacy Committee – H. Kirsch
 - Went over Bills recently passed by the Legislature, and what upcoming sessions might look like
 - Still seeking a Chair for this Committee
- ❑ Public Relations/Senior Update – L. McMichael-Cady
 - Secured quality articles for next newsletter covering January, February and March 2023
 - Will connect with AAA Staff to discuss Chinese language version and translation
 - Will continue to include Commissioner profiles, especially of new members
- ❑ Health & Safety Committee – F. Raskin
 - Have not yet met; settling on a time/place to complete the whistle project once given office space in SSA
 - Requested assistance with packets from other Commissioners
 - Whistles were given out at last month's Healthy Living Festival
 - Date options will be provided to AAA staff
- ❑ Recruitment Committee – H. Kirsch
 - No official meeting
 - Requested assistance from mayor's conference and BOS; basically told to do recruiting independently
- ❑ ADRC Advisory Committee (ad hoc) – K. Watters
 - Ad hoc committee has been discontinued
- ❑ No Wrong Door Committee – K. Salazar
 - Attended ADRC Advisory Committee meeting; some confusion about roles of ADRC and No Wrong Door Committee
 - Will meet with Commissioner Kirsch to discuss
- ❑ Effectiveness Committee (ad hoc) – K. Watters
 - Committee has been eliminated in ad hoc form;

- Goal is to roll it over to a standing committee after consultation with County Counsel

MOTION TO PLACE ITEM ON NOVEMBER AGENDA: Move that County support staff be directed to place an item on the ACA regular meeting agenda, and that:

(a) that the purpose of this item be to understand the legal rules, laws and other policies governing specific actions that this Commission may wish to take, such as amending bylaws, establishing committees etc.;

(b) that county council Victoria Wu be required to attend the meeting;

(c) that Victoria Wu be provided at least two weeks prior to the meeting a list of specific questions from Commissioners to be addressed during the meeting; and

(d) that an ad hoc committee be established to plan and coordinate this agenda item.

(M) Watters

(S) Kirsch

County Response: Recommendation to caution Commission as County Council is hired to work for Social Services agency and there is no guarantee of attendance at any commission meetings. Additionally, County Counsel advised that email communication from the Commission is considered a meeting; as such that communication needs to be posted on the public website. With that in mind, an agenda item is best starting point and questions from that discussion can be taken to County Counsel for response.

Commission Response: Commission requested independent access to County Counsel due to receiving invalid information and interpretations from staff regarding Robert's Rules, County Code and Brown Act. County response to time limit question now states that Chairperson has the authority to set a two-minute limit in the event of a full agenda to prevent one person or item from monopolizing the meeting.

County Counsel has directed that questions should be directed to Department staff who will relay them to County Counsel.

Vote: Aye = 9 | Nay = 0 | Abstain – 1

Commissioners agreed that in lieu of ad-hoc committee, questions for County Counsel will be emailed to K. Watters to compile and submit to County.

Motion to Adjourn

(M) Watters

(S) Price

Meeting adjourned at 12:08 PM



ADVISORY COMMISSION ON AGING

SPECIAL ACA MEETING

Tuesday, September 27, 2022
1:00 – 3:00 PM VIA ZOOM

CALL TO ORDER

The Special Meeting was called to order at 1:01 PM

ROLL CALL

- Commissioners Present: (Chair) Donna Grigg-Murphy, Eric Eisenberg, Victoria Williams, Kester Watters, Linda Boykins, Sukhvinder Waraich, Laura McMichael-Cady
- County Staff Present: Faith M. Battles, Jennifer Stephens-Pierre, Jose Villaflor, Connie Soriano, Lindsay Orbeta, Mariana Austin, Janine Carlson, Deborrah Cooper (note taker)

FINDINGS TO CONTINUE MEETINGS BY TELECONFERENCE

Findings to continue meetings by teleconference for public safety (per Assembly Bill 361 signed by Gov. Newsome on September 16, 2021, as approved by September 28, 2021 Alameda County Board of Supervisors adoption of Health Care Services Agency recommendation that the board implement social distancing for its meetings.

AFFIRMED

PURPOSE OF THE SPECIAL MEETING

Review ACA Effectiveness Committee proposals, including discussion on whether or not to make Effectiveness Committee a permanent committee vs ad-hoc committee; benefits of restructuring ACA as single focus committee-based Commission. Establish administrative rules that the Effectiveness Committee has developed outside of the regular meeting.

EFFECTIVENESS COMMITTEE REPORT - Commissioner Watters

1. Observations to consider during upcoming discussion:
 - a. Ad hoc committees should not exist beyond scope of work. However, only Commissioners can create or cancel an ACA Commission.
2. Roberts Rules of Order apply to legislative bodies handling of motions:
 - a. Discussion of a motion open only to members of legislative body after discussion by commissions following specific rules. If no questions or discussion, a vote is taken.
 - b. Motion to close debate once made by a Commissioner should not be overridden by Chair.
3. Effectiveness Committee Goal: for meetings to be efficient, effective, organized, inclusive, and productive. It is impossible to get all the work done in one monthly meeting.
 - a. Effectiveness committee working apart from main body of Commission has come up with an orientation guide, by-laws, amendments, recommendations for increasing the effectiveness of the Commission. At the full Commission level the time spent would be considerable.
 - b. Committees streamline and fine-tune processes and procedures while focusing on particular areas. Consider if we want to make a difference or maintain the status quo?
 - c. Committees would do the detailed work then report results to the commission. Transition would of course take time to get in place. The following motions made accordingly:

Motion	By
<p>Move that the following standing Committees of the Advisory Commission on Aging be established or modified:</p> <ol style="list-style-type: none"> i. Ad Hoc Effectiveness Committee – elevated to a standing committee ii. MPA CWAP Committee be established. Meant to track and 	Commissioner K. Watters

<p>advise on California Master Plan on Aging to all areas of support for seniors. Involved in the development and monitoring of the County-Wide Area Plan</p> <p>iii. Services Funding Committee be established. Works to assist in developing/monitoring the funding of services by the AAA.</p>	
Seconded:	Commissioner McMichael-Cady

Discussion: Pros/Cons of Restructuring Commission to Committee Structure

- 1) Concerns expressed that adding two new committees and converting ad hoc to standing since Commission is deficient in Commissioners. County also has limited staff/bandwidth to provide support for growing number of meetings.
- 2) Suggestion made that Commissioners be instructed on how to do public notices, set up Zoom calls and take minutes independently of County staff was met favorably.
- 3) Need to make Effectiveness Committee a standing committee questioned, as the key tasks have been finished and other work which may arise (primarily updates to documentation such as the onboarding guide) could be handled by short-term ad hoc committees.
- 4) However, one large project Effectiveness Committee as standing Committee would work on: establishing a vehicle such as a shared library to manage information, track and respond to questions many of which remain unanswered on CWAP, budgets, etc. Important information buried in meeting minutes, emails, etc. very difficult to find. Effective documentation management techniques are available.
- 5) As Advisory Commission ACA advises AAA but does not make decisions. Clarifying that any committee Commission wants to add as a Standing Committee are not official until the proposed bylaws are approved by the Board of Supervisors.

- 6) County offered clarification on the process to amend or modify By-Laws, and the reason County staff attends ACA meetings:
 - i) it is not a burden for AAA to support the Commission; however clear feedback about our bandwidth is provided as the Commission has the right to have administrative support in all dealings;
 - ii) however, if there is a bandwidth issue the Commission will be advised as to what we Can do;
 - iii) the suggestion to prioritize and seek training to take minutes and facilitate ACA meetings, post them publicly – County is happy to offer that training.
 - iv) County staff attend the meetings is to support the work of the commission; and so that the AAD and department is clear about what is being said/not said and provides info to help guide staff to move forward. Goal is to be helpful and remind of Brown Act regulations per County Counsel.
 - v) Changes to by-laws as suggested by the Committee require the board of supervisors approve them; County Counsel must review to make sure changes meet administrative code which governs all commissions and committees.
- 7) Several Commissioners learned just today that bylaws need to be reviewed/approved by the BOS, were operating under the assumption that only County Counsel had to review for legalities. County explained that
- 8) County explained the approval process step-by-step
 - i) Once Commission has decided what you want to change, dept and county counsel vet those changes based on administrative code;
 - ii) Recommendations are made based on what will and will not work based on the County administrative code.
 - iii) Dept then writes a Board Letter to instruct the BOS what you want to do, why you want to do it, what impact it will have, and if it will cost (either in or out); and if changes need to be made in the Administrative Code accordingly.
 - iv) Board letter then goes to County Administrator's office; they provide feedback re: missing information, etc.

Board letter is revised and finalized before sending to the Board of Supervisors;

- v) In an open session the BOS will have a discussion around the board letters received per that session's Agenda. Will review, ask questions, vote, and BOS will decide if board letter can proceed as written. If approved, the Board Letter will have an effectiveness date, then go forward, and every commission/committee will be subject to these changes.
- 9) The Department and County Counsel will respect the ACAs decision to move forward with the recommendations to change the bylaws or not. County will reserve further comment on this matter at this time. County will forward specific feedback on draft Bylaws from Victoria Wu.
- 10) Noting that the motions for which this meeting were called to enact the Bylaws faced additional review by County Counsel the Alameda County Administrative Code that is relevant to the Advisory Commission on Aging:
https://library.municode.com/ca/alameda_county/codes/administrative_code?nodeId=TIT2AD_CH2.72ADCOAG_2.72.080
ST, the need for a Board Letter to be drafted, and submission to the Board of Supervisors before adoption, a motion to cancel the Special Meeting was made.

Motion to Adjourn

(M) Commissioner Eisenberg

(S) Commissioner Boykins

Meeting adjourned at 2:26 pm

ADVISORY COMMISSION ON AGING

Monday, September 12, 2022

via Zoom

Commissioners Present: Donna Murphy-Griggs, Dr. Linda Boykins, Eric Eisenberg, Howard Kirsch, Laura McMichael-Cady, Barbara Price, Flo Raskin, Kester Watters, Sukhvinder Waraich, Victoria Williams

Commissioners Absent (Excused): None

Commissioners Absent (Unexcused): Sarah Kim-Lee, Gursewak Singh Dhaliwal

Public Present: Donata Nilsen

Staff Present: Jennifer Stephens-Pierre, Faith M. Battles, Sonya Frost, Delbert Walker, Jose Villafior, Ramil Rivera, Lindsay Orbeta, Janine Carlson, Victoria Botts

I. Call to Order

The meeting was called to order at 9:32 AM

II. Consent Calendar

A. Review and approval of Agenda

(M) McMichael-Cady

(S) Williams

Approved

B. Approval of minutes from August 2022

(M) Raskin

(S) Watters

Approved

C. Findings to continue meetings by teleconference for public safety (per Assembly Bill 361 signed by Gov. Newsome on September 16, 2021, as approved by September 28, 2021 Alameda County Board of Supervisors adoption of Health Care Services Agency recommendation that the board implement social distancing for its meetings.

III. Alameda County Public Health Department, Division of Communicable Diseases: Control and Prevention – Donata Nilsen, COVID Mitigation & Prevention Services Director. This report being provided to explain use of funds AAA received from California Department of Aging specifically to target vaccinations for older adults. Transferred those monies to the public health dept, as they are the leads on COVID in Alameda County. This report is being given to demonstrate the impact and usage of that funding by Public Health.

- A. COVID Division: Launched beginning of 2021. Currently operates 4 main units (a) COVID investigations and community support (b) Community vaccination unit; (c) Community testing; and (d) data unit (public facing dashboards)
- B. Grant Service Categories: (a) Outreach; (b) Information and Assistance; (c) Assistance and transportation (for those unable to use regular vehicular transportation; (d) transportation assistance (vouchers and transit passes); (e) interpretation and translation services; (f) communication education for groups ,in institution settings or at home; (g) public information (PR, mass media and internet sites)
- C. Outreach Service Delivery Data: Provided more than 31,000 units. To date have served 802 seniors via in home vaccination/booster program. Served 16,926 seniors who tested positive for COVID. Did 3800 first vaccine booster doses, administered via 108 long-term care facilities (SNFs, residential care, adult residential, and others); Provided more than 3000 second booster doses through 142 LTC facilities, and 262 booster clinic requests have been processed to date for 2nd boosters. Also provided over 1400 test kits and PPE, and will continue as supply lasts. More than 3500 COVID tests completed at 26 different facilities; provided 1500+ vaccines to adults with disabilities during 25 vaccine clinics at 10 different sites.
- D. Client Initiated Information and Assistance: More than 21,000 units provided. Vaccine appointments for seniors: 9,863 through web-based vaccination appointment platform called PRIMARY; 7,889 vaccines administered. 5,513 seniors received 1-way text messages about isolation and quarantine. Provided ARCH stipends of \$1250 to 214 COVID positive seniors over 60.
- E. Assisted Transportation/Transportation: Did not provide any direct transportation assistance but referred to paratransit agencies throughout the county. LTC clients we coordinated through EMS for their transit needs.
- F. Interpretation and Translation: Have interpretation services at vaccination sites along with a translation line.
- G. Community Education: CBOs, groups, families – provided 10 webinars on COVID treatments to SNFs and LTC facilities; 32 LTC facilities requested we provide COVID information and education or technical assistance. 42 service units provided.

- H. Public Information: Have paid public info and vaccination campaigns, provided to targeted zip codes and areas with low vaccination rates and high COVID transmission rates. Digital ads, radio ads and organic social media, county websites, and newsletters. Didn't specifically target older adults. Also coordinated with Ability Now, SVS, CRILL, Deaf Community Center, RAD, Regional Center of the East Bay and others to provide vaccination information and vaccination clinics to disabled adults. Also worked with affordable housing developments with disabled and seniors to vaccinate residents.
- I. Other Older Adult COVID 19 Activities: Have established a LTC facility taskforce focusing on surveying older adults, SNFS and other LTC facilities, which bore the brunt of many hospitalizations and deaths at the beginning of the pandemic. Vaccination efforts made a huge impact on reducing these numbers. Residents now have a 99% vaccination/booster rate; staff has a 92% vaccination/booster rate compared to California general rates 85% and 86%, and National numbers of 85% and 55%, respectively. Working with Worksite Labs to pilot a rapid testing mobile service. Outliers program interviews them to find out what they did and how they did it to keep transmission rates so low, then share best practices with these facilities via webinar. Summary: Were very proactive, stable leadership teams, consistent staff huddles and clear communication, and first to implement changes, work closely with their staff to implement guidelines properly.
- ACTION ITEM: Commissioners invited to reach out with additional questions via email at Donata.Nilsen@acgov.org, PowerPoint presentation will be distributed to Commissioners via email.

IV. Comments from the Public (items not on the agenda)

- A. Brown Act and Robert's Rules of Order (Faith M. Battles): County wants to support the Commission in adhering to both, which is part of the Administrative Support we provide the ACA. County staff may occasionally step in to remind participants of the rules during meetings.

V. Comments from Donna Griggs-Murphy, Chair

- A. Commissioner Purpose: Commissioners support AAA in their efforts to ensure older adults have all they need to thrive in place via resources and referrals. Request Commissioners stay focused on work of supporting AAA, understanding partnerships, how funds coming in to AAA are used, and how we can get more beneficial information out to our communities, and see more collaborative partnerships to support each other and serve the older adults we are here to help.

ACTION ITEM: Please reach out via phone or email if assistance is needed, have suggestions, or if there are questions.

VI. AAA Directors Report - Jennifer Stephens-Pierre

- A. New AAA Staff Introduction: Connie Soriano hired as Supervising Program Specialist, who will work parallel to Delbert Walker, but will be managing the program side while Delbert maintains management of the financial side.
- B. Holiday Baskets. In the past ACA and AAA work together to distribute approximately 50 baskets. A formal announcement re timelines and purpose will go out later in the week. Commissioners provide support via monetary donations, making deliveries, assisting with assembly of the baskets, etc. At upcoming meeting will discuss continuing this program.
- C. Fall Prevention Month. September is National Fall Prevention Month; AAA received money to support Senior Injury Prevention Project (fall prevention). Also includes injury prevention. Encourage Commissions to attend the AAA roundtable this month, which focuses on SIPP program. Participating providers include Emergency Medical Services (EMS), Life Elder Care on their fall prevention/fall education county-wide program, and Project Open Hand's new Age Well Program. Annual fall prevention event by EMS that AAA hopes to partner in.
ACTION ITEM: Invite to roundtable will be sent to all commissioners.
- D. Contracts. Will execute contracts for FY22/23 after review and approval by BOS, on their agenda for 9/20/22. Goal to include report outs from providers so Commission can see the impact Older American Act (OAA) dollars have on the community. Would like to also discuss new contracting opportunities with entire commission, not just executive committee, providing opportunities to align the work with the newer contracts. Annual providers meeting to onboard new contractors, and provide tech support and updates to current contractors scheduled.
- E. County Wide Area Plan. Every four years AAA required to put out a plan re our priorities for the coming 4 years, and how the OAA dollars will be used. Have already put some data in front of the Commission and are looking at staffing needs to make plan happen and do our public forums and our needs assessments. Will seek assistance from advisory commission on that effort.
 - i. Submitted county wide plan for 2022; CDA requested clarification on several stated objectives. Information was clarified and plan resubmitted on 9/2/22; awaiting approval.
- F. October is Residents' Rights Month. Seniors living in SNFs and Assisted Living, also State of California planning month. AAA prepared 30 second public service announcements which will be airing on Comcast during the month of October.
ACTION ITEM: Links to preview the PSAs will be sent directly to

Commissioners via email.

ACTION ITEM: Commissioners asked to volunteer to appear in a PSA. If interested please reach out to Jennifer Stephens-Pierre.

- G. Requests for Proposal: Additional RFPs out; need Commissioners to assist with reviewing and scoring proposals as they come in.

VII. California State Legislative Assembly (CSL) Report (H. Kirsch; K. Watters)

- A. Onboarding: H. Kirsch and B. Price will be sworn in and officially part of the CSL in October. Have participated in several local caucuses as observers. Will travel to Sacramento on 9/20/22 to attend California for All Ages and Abilities Day of Action. Can be attended virtually only, as all in person slots are filled. ACTION ITEM: Kirsch to distribute information for registration of the event to Commissioners.

- B. Master Plan for Aging. Zoom meeting took place on 8/30. Link will be sent to Commissioners to review discussion.

ACTION ITEM: Commissioners urged to review Senior Services Coalition website and sign up to receive updates on legislative bills, advocacy efforts currently on governor's desk. [Senior Services Coalition of Alameda County | "Committed to accessible, affordable, coordinated services for our aging community"](#)

VIII. Resolution on ADRC Ad-Hoc Committee

- A. Statement of Fact. Clarify that committee is NOT being cancelled, but instead moved from within the ACA to being a stand-alone council. Last meeting there was some confusion, would like to take questions to eradicate any misunderstandings.
- B. Purpose of the ADRC Committee for ACA vs ADRC Advisory Council; What should commission's role be?
- C. Motion to establish standing ACA committee called No Wrong Door Committee; that this committee replace the current ad hoc ADRC Committee retaining the current members of that committee; that the Commission Chair be directed to appoint the Committee Chair within one week from today; that the Committee chair and the existing Committee members produce a charter for approval no later than the October ACA meeting.

(M) Watters

(S) Kirsch

- D. Effectiveness Committee has defined a recommended No Wrong Door (NWD) Committee as follows:

- a. Works to provide easy, uniform and streamlined access to a broad array of services, support and advocacy for senior and disabled individuals, their

- caretakers and the community seeking services and information about resources;
- b. NWD is a national effort headed by the administration community living (Federal health & human services dept); 34 states have begun work on NWD effort.
- c. NWD is a major effort within California under the CDA
- d. This commission has a responsibility to learn as much as possible about the work being done to provide advice and oversight, which requires a dedicated community.
- E. County reminded Commissioners that any member of ACA can and are invited to participate in the ADRC Committee; no one is excluded even though it is no longer under the ACA. In terms of county administrative support of the various committees, As plans for additional or duplicative committees are under consideration, note that county has limited staff to provide admin support.
- F. Commission noted that there were 10 emerging ADRCs in 2021; nine of them are now fully functioning with Alameda County the sole ADRC still emerging. Management explained that the planning, review, and designation approval process cannot be compared between government entities, as each operates the procurement process very differently.
- G. Consultant hired by county will come to ACA meetings to update commission on where we are in the designation process. Even after designation, there are many decisions that still need to be made to make ADRC a viable resource for older and disabled adults. Working very hard to achieve designation in Alameda County; took San Francisco 10 years and Marin County 7-8 years.
- H. Chair for Advisory Council still needs to be appointed; Executive team assists with agenda until chair determined.
- I. No Wrong Door is a broad concept of ADRC which is a national program. Program designed to allow access to long-term support for aging and disabled adults. This is an ongoing effort through all levels of government (national, state, local). Mandated at outset that independent living centers and AAA work together to be inclusive to both groups. Some counties are opting not to use NWD terminology however, which may be contributing to the confusion.

IX. Resolution on ADRC Ad-Hoc Committee

- A. Commissioners sought clarify about the No Wrong Door motion on the table prior to voting; discussion ensued. Chair noted there are a lot of committees and short on commissioners; therefore adding another committee may be problematic stretching members too thin.
- B. Effectiveness Committee proposes that moving to a committee-based organization is more productive and efficient use of commissioners' time than having all commissioners required to know full scope of commission work.

Believe having more committees is the way to go even though we are short of commissioners at present goal is to move to that structure.

C. Vote on Motion:

- a. Eisenberg – Aye
- b. Williams – Abstain
- c. Warwick – Aye
- d. Kirsch – Aye
- e. Watters – Aye
- f. Price – Abstain
- g. Cady – Aye
- h. Boykins – Abstain
- i. Raskin – Aye
- j. Griggs-Murphy – Nay

Motion passed.

ACTION ITEM: Commission Chair must appoint Chair for the committee

X. ACA By-Laws (K. Watters)

- A. Effectiveness Committee worked since Spring 2022 to update by-laws, to be approved by Commission, to reflect the way commissioners want things to be organized and run.
- B. Proposed amendments: must be reviewed and approved for legality by County Counsel.
- C. Mission: to move commission to be more proactive/collaborative; establish democratic culture; provide more effective commissioner involvement; ensure objectives of commission as stated in bylaws encompass all aspects of senior support; make the meetings more productive and results oriented; provide a charter document to follow for effectiveness.
- D. Effectiveness requires detailed knowledge of all areas of senior services; without specialized committees each subject area must be studied by all commissioners.
- E. Recommending that six subject area committees be established as follows: funding of services, implementation of the master plan for aging/county wide area plan, impletion of No Wrong Door, legislative activities, public relations and health and safety.
- F. In addition, two committees with administrative duties: executive committee and the effectiveness committee.
- G. Propose that commission be restructured to prevent burnout and turnover. By having subject area committees, commissioners can spend their volunteer time on areas that truly interest them, and become experts in their chosen subject area.

- H. Committees would report at regular meetings with findings; proposing action items.
- I. Request that commissioners consider material distributed and this proposal, submit questions and recommendations, and at next meeting would share updated information based on input; subsequently present to county counsel.
- J. Agreed that comments will be held until next meeting.

XI. Commission Subcommittee Reports

- A. Executive Committee, Commissioner D. Griggs-Murphy, Chair
 - i. Lengthy discussion took place re: need for an executive committee. If any questions or clarity needed by commissioners, please reach out to Chair directly.
- B. Legislative Advocacy Committee, Commissioner Kirsch
 - i. Did not meet this month due to Labor Day holiday.
- C. Public Relations Committee, Commissioner McMichael-Cady
 - i. Newsletter going to press by end of the week
 - ii. Welcome submission of articles/information from Commissioners for future issues.
 - iii. Suggested continue to highlight new commissioners with quick bio, ad for recruitment, and request that commissioners do some the PSAs
- D. Health & Safety Committee, Commissioner Raskin
 - i. No official meeting this month, still working to finish production of the packages for distribution at the upcoming Healthy Living Festival's give-away bags; seeking volunteers to assist; administration to provide conference room space.
 - ii. Additional funding available to hire additional healthcare workers, will have a discussion with J. Stephens-Pierre offline to come up with productive uses for the funds.
- E. Recruitment Committee, Commissioner Kirsch:
 - i. Have reached out to the Board of Supervisors, who are unfortunately unable to do much to recruit. Their role is more to review/approve applications received. Same thing with Mayor's Conference.
 - ii. Responsibility reverts to Commissioners to recruit new members in their areas via senior centers or area newsletters; may take a year to go through the approval process before being appointed.

- iii. Process for joining, first submit application – submit form to the clerk of the board of supervisors, found on their website as well as the sites of the individual supervisors. Same with Mayor’s conference.
- iv. Administration offered to secure assistance from Social Services Agency interim director, who meets with BOS regularly.

F. ADRC Advisory Committee Ad-Hoc, Commissioner Kirsch

- i. Met (partially), as new stand-alone committee overlapped time with the ADRC Council, which confused several members who went to the Council meeting instead.
- ii. Glad to see that committee will remain as a standing committee and hope to be of benefit to the community and the commission.

G. Effectiveness Committee Report, Commissioner Watters

- i. Heard that role is strictly advisory, feels advisors only cannot really be helpful in meeting needs of County seniors.
- ii. Effectiveness’ committee tries to help by proposing structure, guidance, policy, rules to support active, constructive involvement.
- iii. Currently underway or pending approval: bylaws, orientation and onboarding materials/procedures for new commissioners, forms and procedures for setting up meetings and requesting information; recommendations for training sessions to fully comprehend county wide area plan processes and content.
- iv. Still looking into practices and platform for a documentation library. Also looking to making recommendations for training to fully understand the funding cycle process.
- v. Move on behalf of the effectiveness committee that a special meeting of the Alameda County Advisory Commission on Aging be held on 9/19 at 10AM to consider and formalize the recommendations of the effectiveness committee as follows:
 - a. Discuss and vote on the bylaws amendments
 - b. Discuss and vote on the establishment of these standing committees
 - c. Discuss and vote on the use of orientation guide and onboarding documents and procedures
 - d. Discuss and vote on forms and procedures for requesting information and setting up the meetings

(M) Watters
(S) Price
- vi. Query availability and support for Special Administrative Meeting of ACA:
McMichael-Cady = Aye
Williams = Aye

Boykins = Aye

Kirsch = Aye

Eisenberg = Aye

Watters = Aye

Raskin = Not available

Griggs-Murphy = Not available

- a. County support is requested; meeting must also be agenzized to the public in advance.
- b. Suggested date/time conflicts with ADRC meeting; suggested a DOODLE POLL to select a date and time when all commissioners can attend.

ACTION ITEM: Chair will send out a poll this afternoon

XII. Oral Communications and Announcements

A. Announcements from General Public: None

B. Announcements from Alameda County Staff: None

C. Question by Commissioner Williams: Where are we with access of the digital technology grant; or do we need to put it on next month's agenda?

- i. Response by Faith Battles, Alameda County: Counties were given an allocation, based on the number of seniors in your county. Opted in and met the deadline date to accept our grant; CDA had some questions about our budget which is a procurement process and a sizeable amount. Waiting to hear back from CDA to make sure they agree with our plan; procurement process will secure contracts and vendors to purchase and distribute the iPads, set up training, respond to questions, troubleshooting. We are using the digital inclusion report to focus on areas most isolated and impacted by the digital divide.
- ii. Healthy Living Festival at the Oakland Zoo on Thursday 9/29 – all commissioners are urged to attend.

Meeting Adjourned at 12:10 PM

(M) Griggs-Murphy

(S) Boykins



ALAMEDA COUNTY: WHERE AGING IS ALL ABOUT LIVING

AREA AGENCY ON AGING COUNTYWIDE AREA PLAN, 2024-2028

PRESENTER: DELBERT WALKER, SENIOR PLANNER
AREA AGENCY ON AGING, CONTRACTS DIVISION
ALAMEDA COUNTY SOCIAL SERVICES AGENCY



PRESENTATION OVERVIEW

- Refresher on Area Agency on Aging (AAA) 101
- AAA Core Efforts & Providers
- Countywide Area Plan, 2020-2024
- Looking Forward: Collaboration is Critical

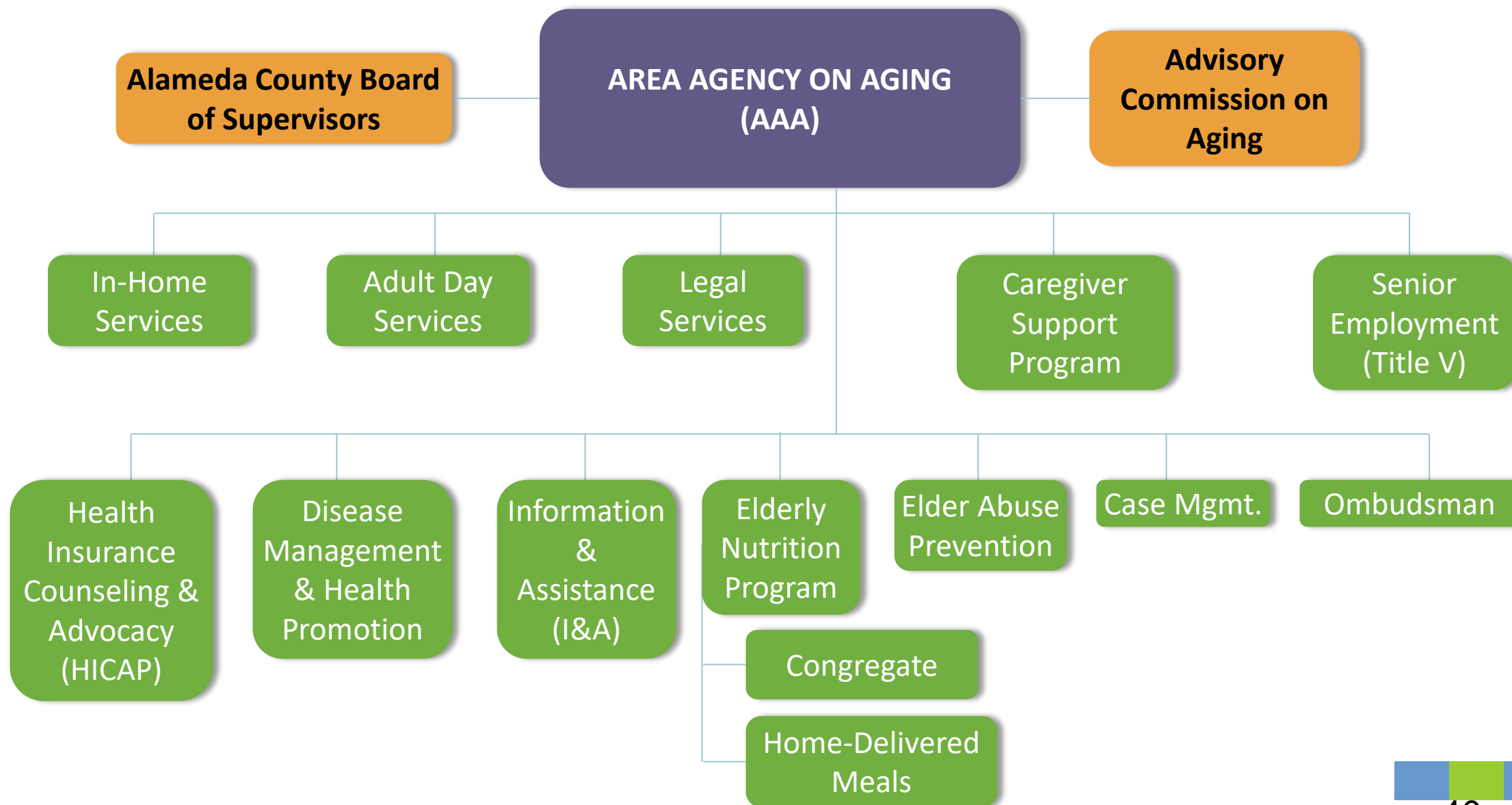


AREA AGENCY ON AGING 101

- Federal authority: Older Americans Act (1965, P.L. 89-73)
 - Area Agencies on Aging (1973)
 - Requires creation of Area Plan every four years
- State authority: California Department of Aging
- Budget in FY 2021/22: \$11.78M
 - Fed. \$7.6M, State \$1.2M, Measure A \$896K, County GF \$758K, SSA Director Funding \$906K, OTO \$262K

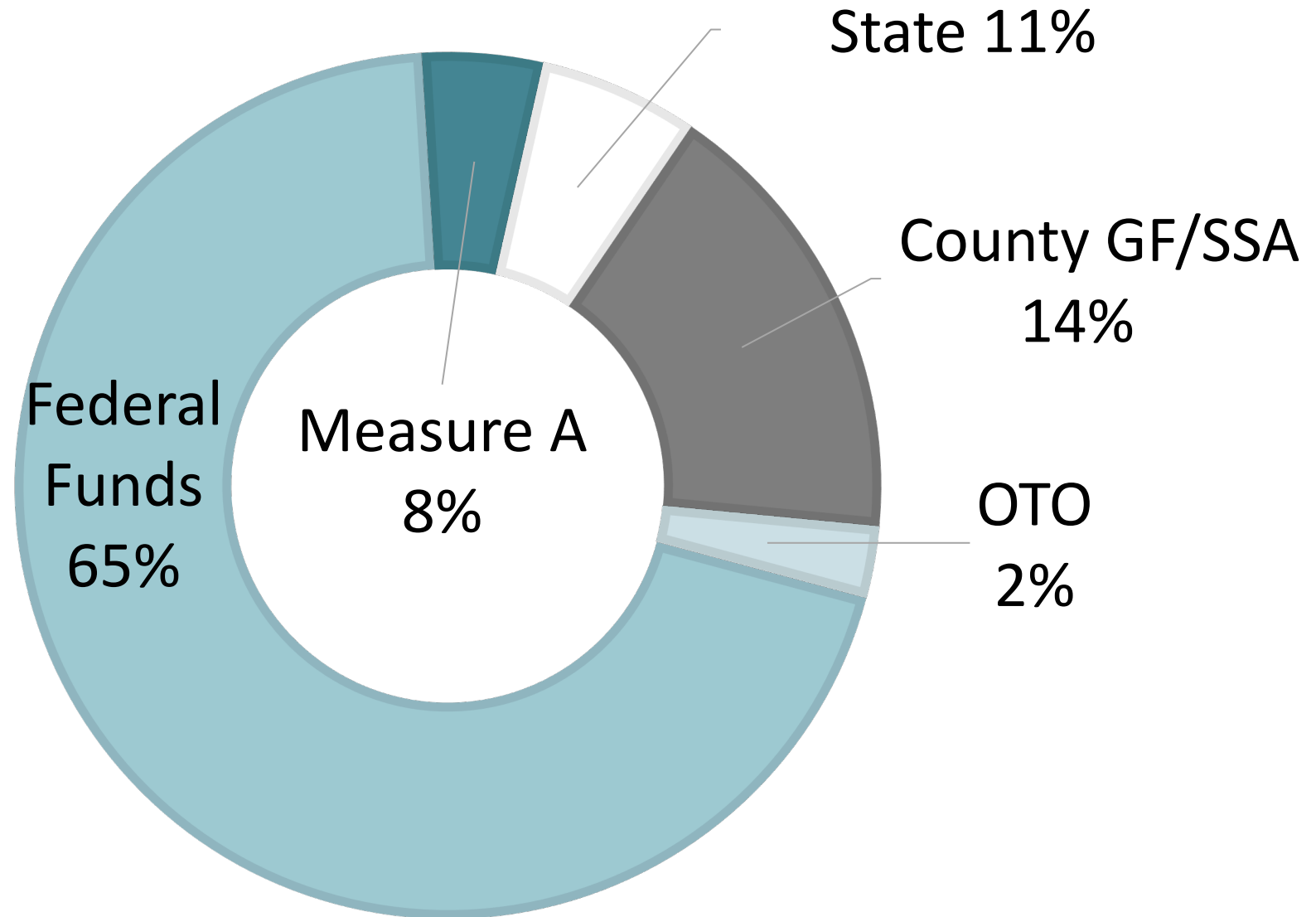


AAA PROGRAMS & GOVERNANCE



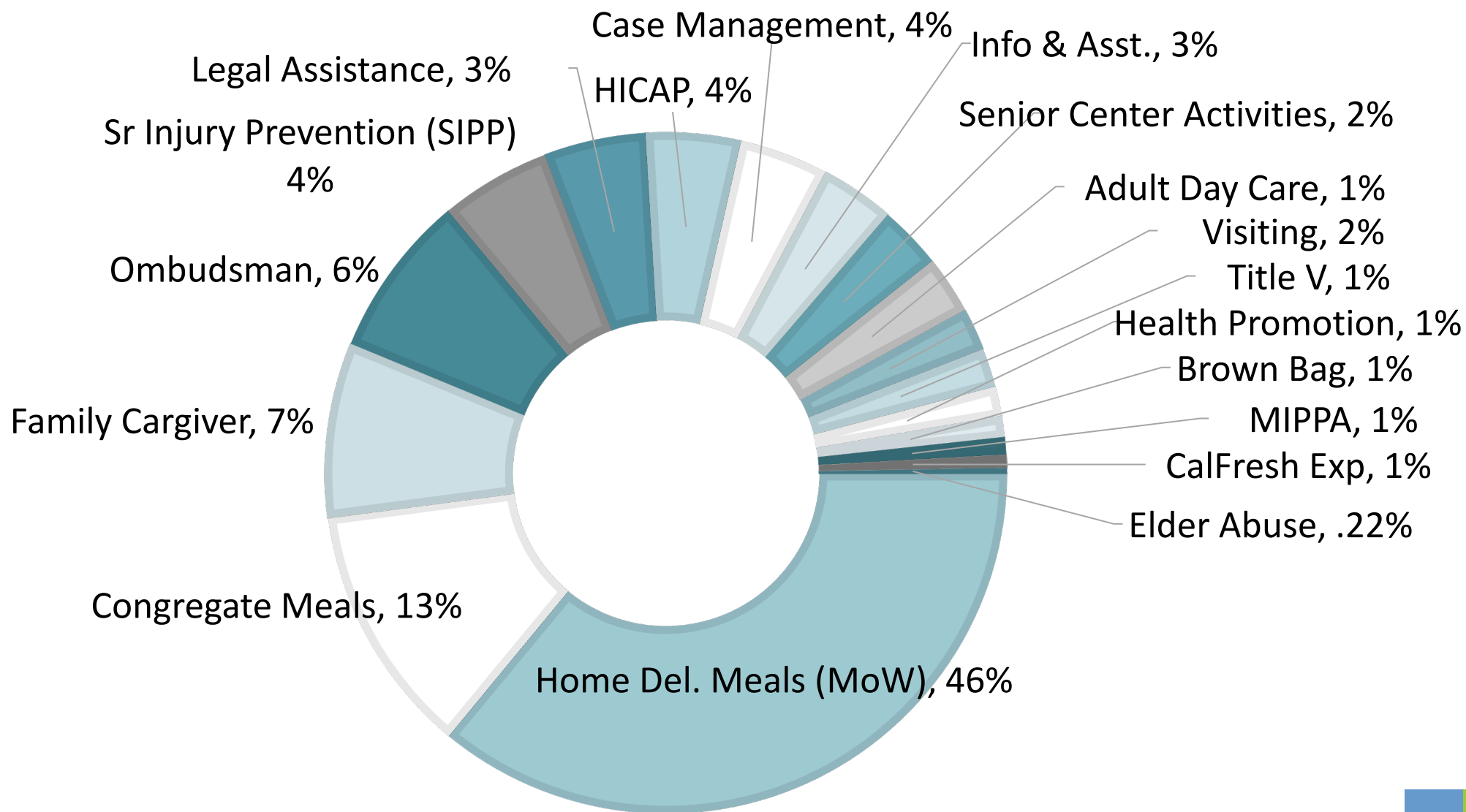


AAA CORE FUNDING SOURCES





AAA CORE SERVICES: ALLOCATION



AAA CORE EFFORTS ARE WIDE-RANGING

Home Delivered Meals

- Life Elder Care
- Spectrum Community Services
- SOS Meals on Wheels

Senior Center Activities

- Family Bridges
- Cities of Alameda, Berkeley, Fremont, Hayward



Congregate Meals

- J-SEI
- Open Heart Kitchen
- Vietnamese American Community Center of the East Bay

Family Caregiver Support

- Daybreak Adult Care Centers
- Alz. Services of the East Bay

Senior Injury Prevention

- Afghan Elderly Assoc.
- Senior Support Program of Tri-Valley





AAA CORE EFFORTS: EVERY PROVIDER MATTERS

AfghanElderlyAssoc.
DaybreakAdultCareCenters
OmbudsmanServicesofContraCosta
ValleyCareHealthSystem
FamilySupportServicesoftheBayArea
RebuildingTogetherOakland
LifeLongMedicalCare
SOS/MealsonWheels-North
NutritionSolutions
CityofOakland
LifeElderCare,Inc
OnLokSeniorHealthServices(Resp
J-SEI SeniorSupportProgramoftheTri-ValleyFamilyBridges,Inc
CityofBerkeley VietnameseAmericanCmntyCtrOfTheEastBay
HaywardRecreation SpanishSpeakingUnityCouncil St.Mary'sCenter
CityofFremont Alzheimer'sDiseaseAndRelatedDisorders
SER-JobsForProgress,Inc
CityofAlameda
FamilyCaregiverAlliance
CrisisSupportServices
CityofEmeryville
OpenHeartKitchen
SpectrumCommunityServices
KoreanCommunityCtrOfTheEastBay
Alzheimer'sSvcsofTheEastBay
SOS/MealsonWheels-South
MercyBrownBag



CWAP: DATA COLLECTION & AAA SERVICES

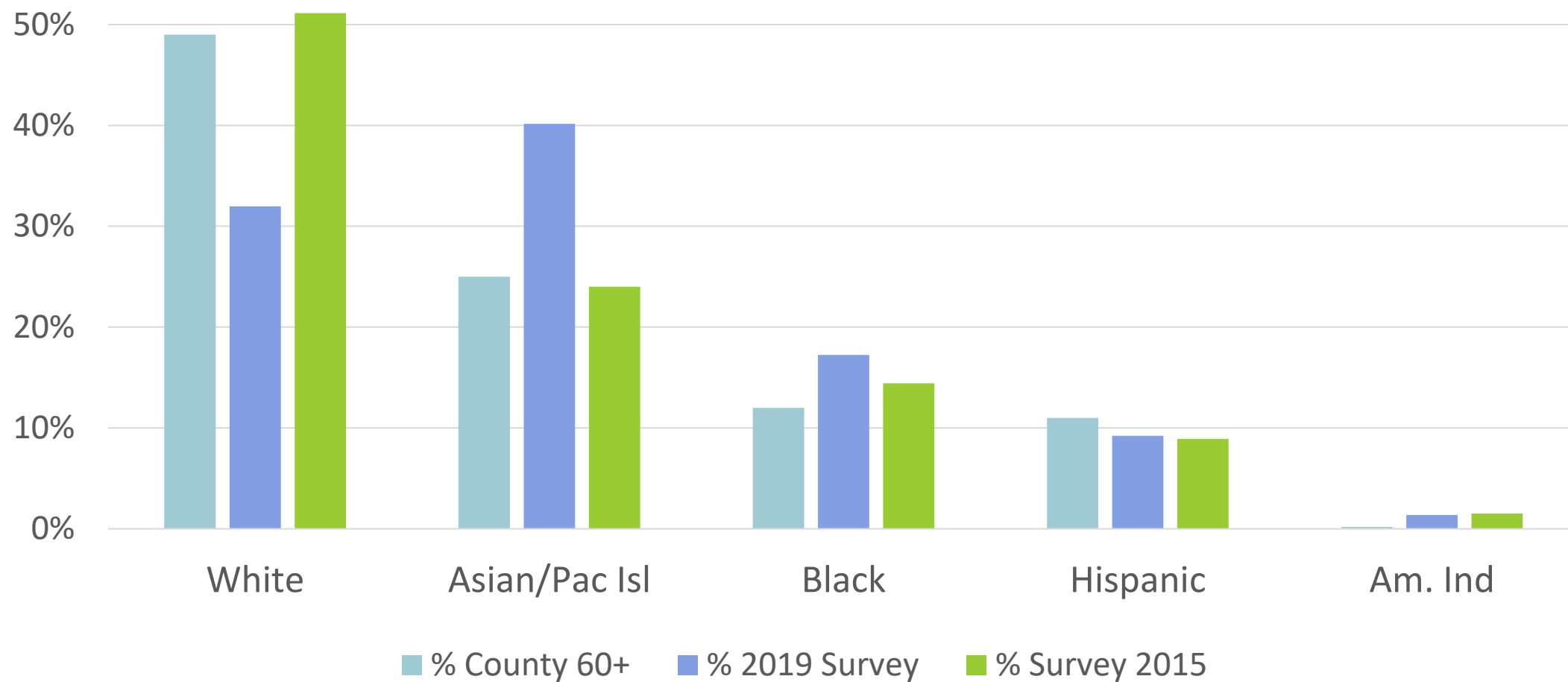
- CWAP Data Collection Effort
 - Public Forums
 - Focus Groups
 - Survey including IHSS mass-mailing
- Older adults experiencing expected changes in navigating daily life (ADL)
- NEED MANY FORMS of communication; worsening divides





CWAP: SURVEY RESPONDENTS

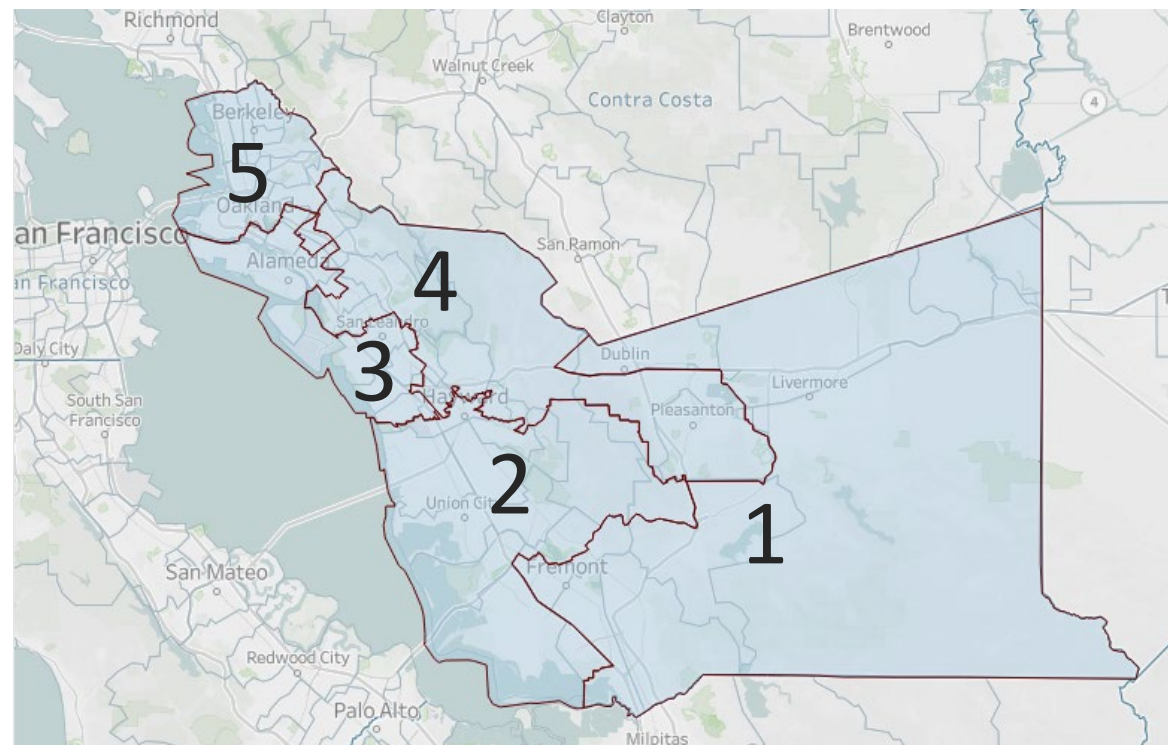
Race-Ethnicity Groups: County Population & Survey Respondents





CWAP: AAA SERVICES ACROSS THE COUNTY

- Services span the county; every community, every district.
- Annually:
 - 570,000 Home Delivered meals
 - 179,000 Congregate Meals
 - 29,300 Nutrition Ed. Participants
 - 45,930 Senior Center Activities
 - 28,455 Info & Assistance Contacts
 - 2,300 Case Management clients received 7,802 hours of CM



COUNTYWIDE AREA PLAN 2020-2024 GOALS:

- Goal 1: Advance Age-Friendly Alameda County in every community.
- Goal 2: Coordinate service delivery and performance measurement.
- Goal 3: Ensure “No Wrong Door” and seamless access to services.
- Goal 4: Advocate for solutions and systems change to address complex needs.





LOOKING FORWARD: COLLABORATION IS KEY

- Continued partnerships with CBOs and stakeholders with deep roots in our various communities are a must.
 - Build on what works, reduce redundancy and duplication
- Age-Friendly Council & Age-Friendly Alameda County
- Continued advocacy for older adult services at all tables
- Aging & Disability Resource Connection (ADRC)



LET'S MAKE AGING A LITTLE EASIER FOR EVERYONE. THANK YOU!

Alameda County Advisory Commission on Aging

Discussion Paper

Countywide Area Plan (CWAP) Limitations, 12/1/2022

Summary

The quadrennial Countywide Area Plan is meant provide a foundation for providing services to seniors. It is updated yearly. While the plan is quite detailed in its presentation of objectives, goals, and statistics, it is not clear what the purpose of the statistics are. A general observation is that a plan would be expected to set specific objectives and any update would report accomplishment relative to those objectives and then set new objectives for the coming year. None of this can be seen in the current plan or its updates. The statistics included have no context for evaluating the actual impact of what they are measuring.

Issues

Every four years the Area Agency on Aging (AAA) prepares a Countywide Area Plan for Older Adults that informs the provision of services for seniors. The services are provided by the AAA along with our network of community partners which include community-based organizations, public, and private sector organizations. The plan is updated yearly. While the plan is quite detailed in its presentation of statistics, it is not clear what the purpose of the statistics are.

ACA Discussion

A general observation is that a plan would be expected to set specific objectives and any update would report accomplishment relative to those objectives and then set new objectives for the coming year. None of this can be seen in the current plan or its updates. The statistics included have no context for evaluating the actual impact of what they are measuring. The statistics are what are called a measurement of output rather than outcome. Some thoughts:

- How does the CWAP set specific quantifiable objectives against which progress is measured?
- Is there any quantification or measurement of which segments of the seniors are being missed?
- Is there any quantification or measurement comparing demographic diversity served to the relative demographics of the county?
- What does each unit of measurement mean? How may they be interpreted to judge quality of service?
- How do the CWAP updates show accomplishments relative to stated objectives?
- Do the CWAP updates set new objectives for the coming year?
- How frequently is progress measured?

An example of statistical reporting in the current plan update:

- “Home Delivered Meal, Unit of Service = 1 meal, proposed units of service: 581,413” Units of service seem well defined. What is missing is any context. How, many potentially eligible persons are being missed? Is there any statistical analysis relating the "units of service" to percent of Alameda County demographics? Assuming two meals a day, 581,413 meals per year comes out to 800 persons. Is that good? Not so good? What? Is the number an objective or an accomplishment? If an accomplishment, what was the goal?

Most of the non-statistical objectives are too general to be measurable in terms of accomplishment. Verbs such as "collaborate", "promote", "meet", "partner with", "work on", etc. do not provide meaningful, measurable objectives or accomplishments. Holding monthly meetings is not an accomplishment in and of its own.

Nearly all of the updates say “continue”. What does "continue" mean? Continue to have the objective? Continue trying to meet the objective? Continue whatever is already being done? (What IS already being done?)

ACA Recommendation for Follow-up Action (add to Action Log)

Request a strategizing meeting with AAA to consider ways to make the CWAP more meaningful.

Commissioner Dissent

<<Any commissioner may submit a differing opinion>>

Agency Discussion

<<SSA/AAA may offer an opinion>>

ACA Discussion Update <<date>>

<<An update of any resulting action that modifies the opinion.>>

Alameda County Advisory Commission on Aging

Discussion Paper

Approval of Meeting Minutes, 12/1/2022

Summary

Several minutes of meetings have yet to be approved but have been published to the public. County admin (Ms Battles) has stated that county will not redo minutes from previous months. Robert's Rules are very clear about the need for minutes to be amended until approved.

Issues

The meeting minutes of September and October meetings have never been approved yet have been published as public record. Comments by Commissioner Watters were requested to be added to the minutes and made a part of the public record but has not been done. Director Battles has stated "The County will not redo the minutes from the previous months. The recordings that are made public are sufficient for individuals to listen to and assess for themselves." Robert's Rules are very clear about the need for minutes to be amended until approved.

ACA Discussion

Given Ms Battles ruling, why then do we ever vote to approve the minutes when they will never be corrected anyway?

Here are two quotes from Roberts Rules:

In keeping the minutes much depends upon the kind of meeting, and whether the minutes are to be published. If they are to be published, it is often of far more interest to know what was said by the leading speakers, than to know what routine business was done, and what resolutions adopted.

"The secretary will read the minutes of the last meeting." If any one notices an error in the minutes, he can state the fact as soon as the secretary finishes reading them; if there is no objection, without waiting for a motion, the chairman directs the secretary to make the correction. The chairman then says, "If there is no objection the minutes will stand approved as read" [or "corrected," if any corrections have been made].

Many sources are available that help explain Roberts Rules. Here is what one has to say (highlights added):

Robert's Rules of Order Approval of Minutes

"Robert's Rules of Order" is a manual of parliamentary procedures that most boards of directors follow. According to Robert's Rules, minutes drafted prior to the meeting are not officially deemed meeting minutes until members approve them. Members should review the draft minutes and take notes of corrections they want to make before the meeting. Then, they should propose corrections as needed during the meeting.

It should be noted that members who are absent from the meeting are still able to offer corrections to the minutes and/or vote on the approval of the minutes.

At the beginning of the meeting, the chairperson or board member running the meeting should make a motion to approve the meeting minutes. After another board member seconds this motion, the floor can be opened for discussion. It's during this time that board members can offer corrections.

How to approve board meeting minutes?

It's best practice for approving meeting minutes to have the chairperson assume the motion of meeting minute approval. In order to be approved, the minutes must have unanimous support from board members.

Board members should not approve minutes that contain errors. Boards should also decide whether to include the names and defining characteristics of board members and companies in the minutes or remove those identifiers.

Here is a proposed motion to approve minutes wording to be used in board meetings.

Chairperson or presiding officer: "The minutes have been read/distributed. Are there any corrections to the minutes?"

IF...

1. If any changes or corrections are offered to the minutes, a motion must be made, seconded, and passed with a vote. They must provide the exact wording for their suggestion.
2. If a member does not approve of the proposed correction, they can make a motion to amend the minutes with an alternative correction. This motion must also be seconded for there to be debate and a vote.
3. If passed, corrections are then added to the minutes.
4. If there is a correction, the secretary should make the correction to the minutes and add a statement saying, "The minutes have been approved as corrected."

Chairperson or presiding officer: "Are there any further corrections?"

(If there are no further corrections) *Chairperson or presiding officer:* "The minutes stand approved as read/distributed/corrected."

Do Meeting Minutes Have to Be Approved?

Until the meeting minutes are approved, they are not considered an official record of the meeting. Approval is a critical step that cannot be missed. The corporate secretary's approved version of the minutes is considered to be the official record.

If it will be some time before the board assembles again for a subsequent meeting, the secretary must read the meeting minutes for approval before the current meeting adjourns. If this is not possible, a special committee or executive board may be required to approve the minutes.

The minutes of ACA and committee minutes are official record available to the public. They must be approved by the commission/committee and must be amended as necessary until such approval is given.

ACA Recommendation for Follow-up Action (add to Action Log)

Request Ms Battles to justify her overruling Robert's Rules.

Commissioner Dissent

<<Any commissioner may submit a differing opinion>>

Agency Discussion

<<SSA/AAA may offer an opinion>>

ACA Discussion Update <<date>>

<<An update of any resulting action that modifies the opinion.>>

Alameda County Advisory Commission on Aging

Discussion Paper

Proposal for Making Meeting Materials Available, 11/23/2022

Summary

ACA is chartered to give advice to county officials and staff on subjects affecting seniors. What has not been made clear is how that advice is to be arrived at and shared effectively. Formal procedures for conducting research, debating pros-and-cons, and publishing opinions as advice must be defined.

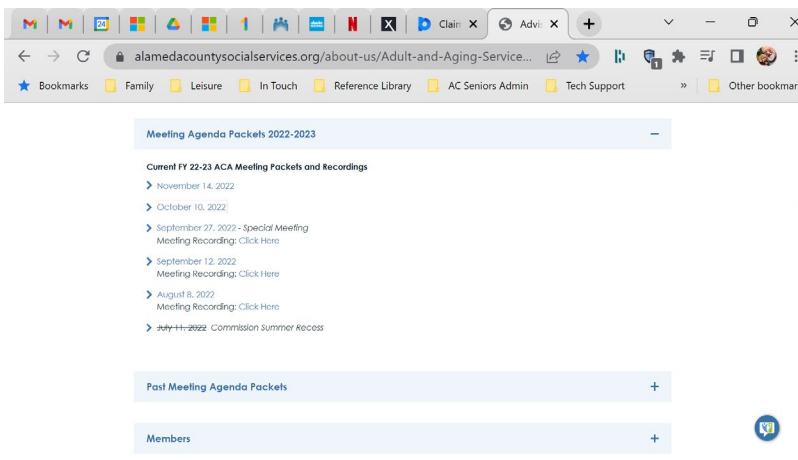
Issues

There is no consistent design or policy for making meeting materials available on then ACA Website.

ACA Discussion

Meeting materials include agendas, minutes, recordings, and packet materials. Currently these, except recordings, are appended into one long document. This is very cumbersome and makes searching for a particular item difficult. A table of contents is provided, and it helps, but still requires a great deal of scrolling. The timing of posting is also inconvenient as the minutes of the previous meeting are not posted until the full document of the upcoming meeting is posted. Further, the materials of committee meetings are included in the regular meeting document rather than having their own packet.

The recommendation is that the ACA Website that currently provides access to meeting materials (see following image).



A tabular presentation allows anyone to quickly access a particular item for any meeting.

Meeting Unit	Date	Agenda	Minutes	Meeting Materials	Recording
Commission	nn/nn/nnnn	Link to agenda	Link to minutes	Link to materials	Link to recording
Recruitment Committee	nn/nn/nnnn	Link to agenda	Link to minutes	Link to materials	Link to recording

This will allow publication of any one item as soon as it is available, rather than waiting to put together the current long document.

ACA Recommendation for Follow-up Action (add to Action Log)

Make motion for discussion and follow-up action.

Commissioner Dissent

<<Any commissioner may submit a differing opinion>>

Agency Discussion

<<SSA/AAA may offer an opinion>>

ACA Discussion Update <<date>>

<<An update of any resulting action that modifies the opinion.>>

Alameda County Advisory Commission on Aging

Discussion Paper

Timing of Distribution of Meeting Materials, 11/28/2022

Summary

ACA requires the timing of distribution of meeting materials to be formalized and to allow sufficient time for review by the Executive Committee (EC) for regular meetings or committee chairs for committee meetings.

Issues

The timing of distribution of meeting agendas, minutes, recordings, and accompanying materials are currently set by AAA. The recently installed bylaws specify a new timing with the intent that the commissioners have time to review and comment on these materials prior to their being published to the public.

ACA Discussion

The timing defined here applies to both regular ACA and committee meetings. The timing of distribution:

1. 2 weeks prior to meeting: EC identifies agenda items
2. 3 days after step 1: admin submits the formatted agenda to EC for approval.
3. 1 week prior to meeting: admin distributes agenda to commissioners and publishes to public.
4. Day of Meeting
5. No later than one weeks following meeting: minutes and recording distributed to commissioners for approval.
6. No later than two weeks following meeting: minutes and recording distributed to commissioners and published to public.

ACA Recommendation for Follow-up Action (add to Action Log)

Provide admin with this timing.

Commissioner Dissent

<<Any commissioner may submit a differing opinion>>

Agency Discussion

<<SSA/AAA may offer an opinion>>

ACA Discussion Update <<date>>

<<An update of any resulting action that modifies the opinion.>>

Alameda County Advisory Commission on Aging

Discussion Paper

Understanding Public Access, 12/4/2022

Summary

ACA meetings and the material discussed at meetings must be available to the public. ACA has a practice of distributing materials to be discussed with the agenda for review by commissioners. SSA/AAA often presents material only at the meeting, allowing no review prior, and not distributing the material to the public ever.

Issues

The Brown Act applies to ACA, but not to the county government agencies. The California Public Records Act does apply to SSA/AAA. ACA has been admonished that sending emails may represent a serial meeting. Commissioners submit material via email to be included in a meeting package, never to carry on debate by email. All material discussed at an ACA meeting must be available to the public. ACA has a practice of not discussing any document unless it is submitted in advance and included in the meeting material posted to the public and has informed county admin that presenting detailed documents for discussion without prior review is not helpful. SSA/AAA has on several occasions discussed documents that were merely displayed partially on Zoom Share without making those documents available before the meeting or to the public at all.

ACA Discussion

ACA's mission is to serve the seniors of Alameda County. A part of this mission is achieved through advising SSA/AAA. But much of the mission concerns getting information to our constituents, making every effort to see they have the knowledge to lead successful lives. One venue for distributing such information should be the record of ACA deliberations, debates, and conclusions. Neither ACA or SSA/AAA have a monopoly on experience, diversity, or ideas. We must establish a public library and encourage access by our constituents, and participation in our meetings. At a minimum this library must contain all material considered at ACA or committee meetings.

On several occasions county admin has discussed a document that is first made available to the commission at a meeting, and then only by displaying and scrolling on-screen. Once the presentation is ended the material goes away. It is only available to anyone who watches the recording (if one has been made). A recent example concerns the discussion around the ACA bylaws. Two documents were discussed: comments from county counsel Victoria Wu, and a document showing the bylaws annotated with comments from county admin. Ms Wu's document was mentioned as a basis for the county comments but was never shared with ACA or the public. The comments were not made available to ACA prior to or during the meeting, were displayed using Zoom Share screen, and were never made available to the public. A similar process has been used in past to discuss Countywide Area Plan updates, AAA financial analysis, and other material displayed but not shared.

ACA Recommendation for Follow-up Action (add to Action Log)

Require that material to be discussed during a meeting be made available prior to the meeting in conjunction with the agenda and posted so as to be available to the public. Any discussion of material not made available for review will not be discussed.

Commissioner Dissent

<<Any commissioner may submit a differing opinion>>

Agency Discussion

<<SSA/AAA may offer an opinion>>

ACA Discussion Update <<date>>

<<An update of any resulting action that modifies the opinion.>>