

The seal of Alameda County, California, is a large, light gray watermark in the background. It is circular and contains the text "COUNTY OF ALAMEDA" at the top and "CALIFORNIA" at the bottom. In the center, there is a depiction of a plow and a sheaf of wheat, with two stars on either side.

Alameda County
Advisory Commission on Aging

November ACA Meeting Packet

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



Alameda County
Advisory Commission on Aging

TABLE OF CONTENTS

ACA AGENDA	Page 3
Proposed Bylaws	Page 5
ACA Oct. 10, 2022 Minutes	Page 19
ACA Sept. 27, 2022 Minutes	Page 29
ACA Sept. 12, 2022 Minutes	Page 34
Executive Committee Oct. 25, 2022 Minutes	Page 44
Executive Committee Oct. 10, 2022 Minutes	Page 46
Legislative Advocacy Committee Nov. Agenda	Page 48
Legislative Advocacy Committee Oct. Minutes	Page 49
Public Relations/Senior Update Committee Nov. Agenda	Page 51
Public Relations/Senior Update Committee Oct. Minutes	Page 52



Alameda County Advisory Commission on Aging

ACA Meeting Agenda

Monday, November 14, 2022

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=aXJzODEyUIU1OTZVWU9XTExWQWZKdz09>

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 of Agenda<input type="checkbox"/> Approval of 10/10/22 Minutes<input type="checkbox"/> Approval of 9/27/22 Minutes<input type="checkbox"/> Approval of 9/12/22 Minutes	
9:35 – 9:40	<u>Findings to Continue Meeting by Teleconference</u> Re: AB361, BOS 9/28/21 Item 28.1*	AAA Staff
9:40 – 9:45	<u>Comments From the Public for Items Not on the Agenda</u>	General Public
9:45 – 9:55	<u>ACA Chair Report</u>	Comm. Griggs -Murphy
	<ul style="list-style-type: none"><input type="checkbox"/> December ACA Meeting: Vote on meeting on December<input type="checkbox"/> Attendance<input type="checkbox"/> Status of Commissioner Kim-Lee	
9:55-10:15	<u>ADD: Administrative Updates</u>	Faith Battles
	<ul style="list-style-type: none"><input type="checkbox"/> Introduce Meeting Minutes Format <input type="checkbox"/> Updates on the Brown Act (in-person meeting requirements)	

- County Counsel: Response to ACA procedural questions

10:15 – 10:35	<u>AAA Director Report</u> <ul style="list-style-type: none"> □ Annual Holiday Baskets □ ADRC Updates □ Contracts/Budgets 	Jennifer Stephens-Pierre
10:35-11:35	ACA Bylaws Discussion and Review: Intent to Approve	Commissioners
11:35- 11:50	<u>Commission Subcommittee Reports</u> <ul style="list-style-type: none"> □ Executive □ Legislative Advocacy □ Public Relations/Senior Update □ Health & Safety □ Recruitment □ ADRC Ad-Hoc □ Effectiveness Ad-Hoc 	Committee Representatives
11:50-12:00	<u>Oral Communications/Announcements</u>	Commissioners Staff Public

Adjournment

Note: The next Commission meeting to be determined. Please check the [Advisory Commission of Aging](#) webpage for more information.

Notes

*** 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.

Article I. Name

The name of this organization shall be the Alameda County Advisory Commission on Aging.

Article II. Mandate

- A. The Advisory Commission on Aging, which is mandated by the Older Americans Act to oversee the Area Agency on Aging and reports to the Alameda County Board of Supervisors, acts in a collaborative and advisory role to further the Area Agency on Aging's mission of developing and coordinating community-based systems of services for older adults in Alameda County. Nothing in these Bylaws may override or conflict with the Alameda County Admin Code, or other applicable rules and regulations.

Article III. Objectives

- A. To act as an independent advocate for older persons as mandated by the Older Americans Act, and the Mello-Granlund Older Californians Act by taking positions on matters pertaining to federal, state and local policies, programs and procedures, and any legislation affecting older persons.
- B. To actively seek to uniformly represent the diversity of seniors including racial, cultural, language, sexual orientation, disability, and economic status.
- C. To actively seek advice from community councils on aging, senior advocacy organizations, local aging commissions, elected officials, and

Alameda County Advisory Commission on Aging Bylaws

Version Date: 10/7/2022

the general public for the purpose of advocating for and making formal presentations on issues of concern to older persons.

- D. To inform local senior advocates and organizations on specific legislation pending before local, state and federal governments.
- E. To disseminate information of interest and concern to older persons, and to actively work to ensure that seniors and disabled are supported by easily accessible, well integrated, support systems and services designed to support the diversity of the community served.
- F. To serve as advisor to the Area Agency on Aging.
- G. To be actively involved in the development, implementation, and monitoring of the Countywide Area Plan.
- H. To hold public meetings or hearings as necessary to determine the needs and priorities for services of older people and to hold annual public hearings on the area plan.
- I. To be actively involved in the implementation and monitoring of the California Department of Aging plans and policies, the Master Plan for Aging, and the Aging and Disability Resource Connection.
- J. To monitor the disbursement of tax funds to service providers to ensure equity, efficiency, and efficacy in the use of those funds.
- K. To be actively involved in understanding and planning for future opportunities for the delivery of services, taking advantage of developing

technologies, potentials for efficiencies from synergy and standards across delivery organizations, and integration with peer organizations.

- L. To serve as the advice and consent medium to the Area Agency on Aging in the matter of biennial elections of delegates to the California Senior Legislature.
- M. To be nonpartisan in the conduct of its duties and functions.
- N. To prepare annually a report that gives its recommendation for improving the lives of older persons, and a summary of its activities for the previous year. The report shall be made available to its Area Agency on Aging, the Alameda County Board of Supervisors, the California Department of Aging, the California Commission on Aging, the Senate and Assembly Committees on Aging, and, insofar as resources permit, to all other interested parties that seek a copy of the report.

Article IV. Membership of the Commission

- A. Rules governing Commission Membership, Membership Composition, Chairperson, Meetings, Quorum, Duties, and Members' Terms are set forth in the Alameda County Admin Code Chapter 2.72.
- B. Duties and Responsibilities
 - 1. Attendance
 - a) Commissioners are expected to be actively involved in the Commission. They must be familiar with charter documents, bylaws, and Robert's Rules of Order to be able to provide leadership when necessary. They must be familiar with the organization and operations of agencies and institutions they are appointed to advise and oversee.
 - b) Commissioners shall be in attendance at the hour appointed for each regular, special or recessed meeting.
 - c) A Commissioner may be excused from attendance with a valid reason subject to review by the Executive Committee.

Alameda County Advisory Commission on Aging Bylaws

Version Date: 10/7/2022

- d) In the event a Commissioner is absent without a valid reason for three meetings during a calendar year, the matter shall be referred to the Executive Committee for appropriate action.
- e) The Executive Committee will review attendance every six months of Commissioners to ensure compliance with these Bylaws.

2. Involvement

- a) Each Commissioner shall, in addition to the responsibilities of the full Commission, serve on one or more of the committees. The Commissioner can choose which committees they would like to serve on or shall be appointed by the Commission Chair.
- b) Each Commissioner will be the channel of communication between the Advisory Commission on Aging and the "grassroots" individuals in the community, including identifying prospective candidates for Committee membership and potential candidates for Commission appointment.

3. Removal of commissioners

A commissioner can be removed from membership by majority vote of the commission and declaration of the Board of Supervisors under the following circumstances:

- a) More than 3 consecutive absences or 3 unexcused absences.
- b) Failure to adhere to limitations regarding lobbying.
- c) Declared unsound by order of the court, convicted of a felony.

4. Conflict of Interest

No officer, member, or employee of County and no member of their governing bodies shall have any pecuniary interest, direct or indirect, in any Agreement of the Department of Adult and Aging services. No Contractor nor any member of Contractor's family shall serve on a County board, committee, or hold any such position which either by rule, practice or action nominates,

recommends, supervises Contractor's operations, or authorizes funding to any Contractor.

Article V. Officers

A. Number and Term

The Officers of the Commission shall be a Chair and a Vice-Chair. The term of the Officers shall be two years, beginning in July.

B. Election of Officers

1. A nominating committee shall be appointed by the Chair at least one month preceding the election. The election shall take place at the regular meeting of the Commission in June. The nominating committee shall present two candidates for each office after ascertaining the willingness of each to serve. Nominations from the floor shall also be sought. The Officers shall be elected by a majority of Commissioners present and voting.
2. Officers may be reelected for one additional term following the above procedure.
3. Should the office of the Chair become vacant due to the resignation or death of the incumbent, the Vice-Chair shall temporarily assume the office. They shall immediately appoint a nominating committee, which shall meet and report back to the next regularly scheduled commission meeting on its nominees to fill the unexpired term of the vacated office. Nominations may also be made from the floor. The Commission shall by majority vote of those present at this meeting fill the vacancy.
4. The same procedure shall apply in case the office of Vice-Chair is vacated.

C. Duties of Officers

1. The duties of the chair are:
 - a) To preside at all meetings of the Commission.
 - b) To appoint the chair of each committee.

- c) To decide all points of order subject to reversal by the Commission.
 - d) To serve as chair of the Executive Committee and as an ex-officio officer of all committees.
 - e) To see that members of the public have an opportunity to speak on agenda items at the appropriate time.
 - f) To perform all other duties necessary or incidental to the office.
 - g) Participate in Area Agency on Aging Council of California in Sacramento, CA.
2. The duties of the Vice-Chair shall be to carry out the above duties in the event of the Chair's absence or inability to act.

D. Removal of Officers

1. A motion for removal of either the chair or vice chair may be raised by any commissioner during any regular commission meeting.
2. The motion requires a positive vote of 2/3 of active commissioners to pass.
3. If passed, the motion becomes effective immediately and the remaining officer assumes the chair.
4. If passed, an election to replace the officer must be scheduled.
5. Removal of an officer does not affect their position as a commissioner.

Article VI. Commission Meetings

A. Regular Meetings

1. All meetings of the Commission shall be open to the public. The Commission shall hold a regular meeting on the second Monday of each month unless the Chair determines that a date change is justified and notice is given to the Commission at least 72 hours in advance. If the regular meeting day falls on a legal holiday, the Chair may fix another day therefore.

Alameda County Advisory Commission on Aging Bylaws

Version Date: 10/7/2022

2. Unless previously noticed by the Chair of the Commission, the regular meeting place remains the office of the Area Agency on Aging.
3. In case of emergency the Commission, by resolution, shall designate some other place to meet temporarily, specifying the time.

B. Order of Business

1. The agenda of each meeting of the Commission shall be delivered personally or by email to Commissioners at least 1 week prior to the meeting.
2. The order of business, ordinarily, shall be as follows:
 - a) Introduce support staff
 - (1) Individual to take roll, keep minutes, and count votes.
 - (2) Individual to manage technical and recording support.
 - b) Roll call
 - c) Approval of agenda
 - d) Approval of minutes
 - e) Communications and correspondence.
 - f) Report of Director of Area Agency on Aging.
 - g) Reports of committees.
 - h) Unfinished business.
 - i) New business.
 - j) Oral communications - public and commissioners

C. Non-Member Attendees

1. Anyone not an appointed Commissioner is a non-member.
2. Non-members shall be provided with a copy of the agenda.
3. Non-members shall be given a copy of such of these rules as are applicable to them.
4. Non-members are accorded an opportunity to speak during discussion periods specifically identified on the agenda. Non-members who are specifically identified as speaking on an agenda

Alameda County Advisory Commission on Aging Bylaws

Version Date: 10/7/2022

item may speak and answer questions so long as they adhere to the time limitations on the agenda. Any non-member attendee may request to make a comment by raising their hand. When acknowledged by the chair non-members shall identify themselves by name, address and (if any) the organization represented. They may then comment or ask questions but must limit their time to 2 minutes and must not open new topics. During their comments they may request more time which the chair may allow at their discretion. Non-member comments may be interrupted by any commissioner who wishes to raise a point of order.

D. Special Meetings

Special meetings of the Commission shall be called by order of the Chair or by a majority of the Commission by delivering written notice to each Commissioner. Such notice shall be delivered personally or by email at least 24 hours before the time of such meeting, as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission.

E. Verbal Discussion Requirements

All speakers must be recognized by the chair. Unless otherwise approved by the chair, speakers must communicate verbally. Features such as Zoom chat must not be used to engage in debate or make comments on any subject.

F. Voting Requirements

Every Commissioner must be present in person to vote, and no proxies are to be recognized. A Commissioner may, at any time, explain his vote or file in writing an explanation of such vote, after the result of the voting has been announced and recorded.

G. Quorum

A quorum for the transaction of official business shall consist of a majority of the currently appointed Commissioners.

- H. Action Items and Requests for Information
 - 1. All requests for information or action must be made during a commission or committee meeting, with the exception that reminders or status checks may be made outside of meetings.
 - 2. When, during discussion or debate any party commits to taking any follow-up action, the chair will clarify that such a commitment exists as an action item, and it will be entered into the minutes as such.
 - 3. A permanent log of requests for information and/or actions items will be maintained as an addendum to the minutes.
 - 4. This log will serve as a review vehicle for discussing unfinished business.

- I. Minutes
 - 1. The Assistant Director of the Area Agency on Aging shall cause the keeping of minutes and the recording of all Commission meetings.
 - 2. A copy of the minutes and a recording of the meeting shall be delivered to commissioners personally or by email no later than two weeks following the meeting.
 - 3. Minutes shall be permanently available. Recordings shall be made available to the public for at least one year and to the Commission for at least two years.

Article VII. Committees

- A. Executive Committee
 - 1. Membership of Executive Committee
 - a) The Executive Committee shall consist of the Chair and Vice-Chair of the Advisory Commission and other Commissioners appointed by the Chair for a maximum of seven (7) persons. Three (3) members of the Committee shall constitute a quorum.
 - 2. Duties of the Executive Committee
 - a) The Executive Committee shall meet at least 1 week prior to a regularly scheduled meeting of the Commission to set an agenda for the meeting. The proposed agenda shall become

Alameda County Advisory Commission on Aging Bylaws

Version Date: 10/7/2022

official upon a majority approval of the Executive Committee. The Agenda shall be distributed at least 6 calendar days prior to the Commission meeting.

- b) As appropriate, recommend the establishment of committees (ad hoc or standing), by the Commission.
- c) Serve as the action point (for either final action or recommendation for final action, as appropriate) in the matter of unexcused absences and/or unacceptable behavior by a Commissioner.
- d) Weigh, take action (as may be appropriate), or make recommendations to the next level of consideration regarding such matters brought before it by the Chair or any Commissioner. The Executive Committee shall report all actions in the form of recommendations to the full Commission at the first available opportunity.

B. Standing Committees

1. The Standing Committees of the Advisory Commission on Aging shall be composed of Commissioners and other persons who may be selected to serve as members. The Chair of the Commission shall appoint a Commissioner as the chair of each Standing Committee. The chair of each Standing Committee shall, in consultation with the Chair of the Commission, select Commissioners and other persons to serve as Committee members. The Committee may select its own vice-chair and other officers.
2. Standing Committees are intended to set the objectives, establish plans, and do the detail work of the Commission.
3. Each committee shall report its progress relative to its objectives and plans at each regular meeting of the commission
4. Subcommittees are assigned specific subject area responsibility. In addition to the Executive Committee, the Standing Committees shall be:
 - a) Health & Safety
The Health and Safety committee's mission is to create and disseminate information that will help seniors live healthier

and safer lives. To collaborate with the AAA on developing plans for services and programs in the county that support seniors in protecting and improving their health, wellness, and safety in the community.

- b) **Public Relations**
The Public Relations committee contributes to and oversees production of the Commission's quarterly newsletter and provides a presence at community events to get the word out to Alameda County elders about our work.
- c) **Legislative Advocacy**
The Legislative Advocacy committee works with the SSA expert in legislation to identify any legislative initiatives that would, or wouldn't benefit older adults in Alameda County, and advocate for or against that legislation. The committee also works with the Age Friendly Council and California Senior Legislature to ensure continuity with the Master Plan on Aging.
- d) **Recruitment**
The Recruitment Committee works to recruit and orient new commissioners.
- e) **Effectiveness**
The Effectiveness Committee works to ensure that the ACA is effective: in its operations, its relationships, and its structure.
- f) **No-Wrong-Door**
The No-Wrong-Door committee works to promote and provide easy, uniform, and streamlined access to a broad array of services, support, and advocacy for senior and disabled individuals, their care takers, and their community seeking services, and information about resources.
- g) **MPA/CWAP**
The MPA/CWAP committee tracks and advises on the application of the California Master Plan on Aging (MPA) to all areas of support for seniors. The committee is especially

Alameda County Advisory Commission on Aging Bylaws

Version Date: 10/7/2022

involved in the development and tracking of the Countywide Area Plan (CWAP).

h) Budget and Funding

The Budget and Funding Committee works to assist in developing and monitoring the budget and processes for allocating funds to seniors.

C. Ad Hoc Committees

Ad Hoc Committees may be established to perform specific tasks or address specific issues as deemed necessary by the Executive Committee. Ad Hoc Committees will be disbanded when their purpose is completed.

D. Duties of Standing and Ad Hoc Committees

1. No member of Alameda County government staff or contractor shall serve as a voting member of any committee.
2. Non-Commissioners may serve on committees. They may vote on committee matters but may not vote on Commission motions.
3. Each Committee shall provide leadership in its program area for developing new projects, improving existing services and identifying problems for Commission and/or Department resolution.
4. The agenda for Committee meetings shall be prepared by the chair of the Committee.
5. Each Committee will consider any matters presented by a member of the Committee or referred to it by the chair of the Commission.
6. The recommendation of the Committees may be based on a consensus where such exists, or on the presentation of majority and minority points of view.
7. Each committee will maintain an active list of current objectives together with a plan for their accomplishment. A committee's objectives should be developed to support meeting the bylaws' objectives. This plan shall be the basis for reporting to the Commission.
8. Each committee will prepare a yearly report of accomplishments and/or missed objectives. Reports to be presented to the Commission meeting in June of each year.

Article VIII. Commission Reports and Public Statements

All reports of the Commission ordinarily shall be delivered personally or by email in draft form to each Commissioner, prior to the date of the meeting at which such report is proposed for consideration and action thereupon by the Commission.

Approval of any report or public statement of the Commission shall require the affirmative vote of the quorum.

None of the above shall preclude any Commissioner from communicating his own opinions or recommendations to any outside party, when acting solely as an individual.

Article IX. Adoption, Suspension, Amendment of Bylaws

A. Adoption

The adoption of Bylaws shall be by motion and shall require an affirmative recorded vote of a majority of the currently appointed Commissioners. When adopted, such Bylaws shall remain in effect unless suspended or amended as herein.

B. Suspension

Any of these Bylaws may be suspended by the affirmative recorded vote of a majority of all currently appointed Commissioners at two consecutive meetings. A motion to suspend the Bylaws is debatable.

C. Amendments to the Bylaws may, after two weeks notice, be adopted by the affirmative recorded vote of a majority of all currently appointed Commissioners at a regular or called meeting. Notice of any proposed amendment together with a copy of the proposed amendment shall be delivered personally or by email to each Commissioner at least two weeks

in advance of the meeting at which time the amendment is to be considered.

Article X. Reimbursement for Commissioner Expenses

Commissioners shall be reimbursed for expenses in performing Commission functions in accordance with administrative practices as approved by the Board of Supervisors.

Proposed



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
Move that the following standing Committees of the Advisory Commission on Aging be established or modified: <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>	
<p>Seconded:</p>	<p>Commissioner McMichael-Cady</p>

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-erm 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

MINUTES

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 Villaflor, 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**
- 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 agenized 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



ADVISORY COMMISSION ON AGING

Executive Committee Meeting Minutes

Tuesday, October 25, 2022 via Zoom

ACA Executive Committee Meeting Minutes:

Present:

Commissioners: Donna Griggs-Murphy, Howard Kirsch, Kester Watters, Laura McMichael-Cady, and Flo Raskin

Staff: Jennifer Stephens-Pierre, Sonya Frost, Faith Battles, Charles Jones

Attendance: Commissioner Watters sought clarification on Karla Salazar attendance on the executive committee. The AAA Director gave clarification on her status stating she is not required to attend until the updated bylaws adding the "No Wrong Door Committee" as a committee on the ACA are approved.

Approval of Minutes: Commissioners Kirsch and Watters advised the 9/12/22 meeting minutes were not received. AAA Director agreed to review the recording and provide meeting minutes in the next meeting packet.

Public Meetings: There were no comments from the public.

Teleconference Findings: Chair announced findings to continue meeting by teleconference. Sonya Frost provided an update that Brown Act governed meeting held by teleconference will end effective February 1, 2023. There may be consideration for a hybrid; however, Commissioners will only be allowed to attend up to 3 meetings virtually. Faith Battles advised the committee to add this to the upcoming ACA agenda and advised SSA's intent to find meetings spaces to resume in-person meetings. County Counsel will attend the next ACA meeting to provide clarification on this requirement. AAA Director reminded the ACA of the discussion to schedule in-person commission meetings at select service provider's locations.

Attendance Discussion: Commissioner Watters lead the discussion on addressing commissioner attendance and made a motion to discuss the issue in closed session. The executive committee held a discussion on the appropriateness and agreed to proceed with the discussion. AAA Director advised the committee that Commissioners are not considered personnel and the executive committee is the most appropriate place to discuss commissioner attendance. Commissioner Watters informed the committee that Commissioners Dhaliwal and Kim-Lee have missed more than the allowable absences. The executive committee discussed Commissioner Kim-Lee's attendance. Commissioner Kirsch gave a summary on Kim-Lee's previous issues with attendance and that she agreed to attend meetings regularly. Commissioner Kim Lee missed the last 4 meetings and has failed to adhere to the attendance policy. Commissioner Watters motioned to remove Kim-Lee, Kirsch second, and a vote carried to remove her due to lack of attendance. Commissioner Dhaliwal was in attendance and explained his absences were due to personal health issues and asked for consideration to continue as a Commissioner. The Executive team agreed to allow him to continue as a Commissioner. Commissioner Watters made a request for AAA to maintain the commission attendance log.

Agenda Discussion: The executive committee discussed the upcoming agenda and agreed to include the following items: standing reports by the ACA Chair and the AAA Director, standing reports by the ACA committee chairs, bylaws discussion for approval, the decision to meet in December 2022. There was a discussion about the Chair having an opportunity to meet with the AAA Director to finalize the agenda and an acknowledgement that the Chair will continue to meet monthly with the Director to finalize the agenda, discuss logistics, and to receive administrative supports and updates. Commissioner Kirsch requested that staff only mail executive committee meeting to executive committee members. Other items that were considered: unfinished business/action log, open enrollment presentation, and discussion on taking minutes, CWAP trainings, commissioner on-boarding procedure. AAA Director advised there will be an open enrollment presentation at the November provider's roundtable and an invite will be sent to ACA commissioners.

Meeting adjourned at 3:03 PM



ADVISORY COMMISSION ON AGING

Executive Committee Meeting Minutes

Monday, October 10, 2022 via Zoom

Commissioner Present: Donna Griggs-Murphy, Howard Kirsch, Kester Watters, Florence Raskin,
Staff Present: Sonya Frost, Charles Jones,

Motion to move meetings: Commissioner Watters made a motion to move the executive meeting to a date two weeks prior to the ACA meeting and Commissioner Kirsch second the motion, the committee voted and the vote carried to move the meetings.

1. Review of Executive Committee Agenda/Approval of Minutes: Committee advised they received the wrong executive agenda in their meeting packet.

2. Program Updates

- A. C4A: Strategic Planning Meeting (Take-aways/Priorities)
- B. 2022-2026 RFP Update: Congregate meals and CalFresh Expansion
- C. Funding/ Contracts:
 - October is Resident's Rights and Estate Planning Month. Lookout for the PSAs on your local network.
 - Senior Nutrition Infrastructure Proposal—AAA submitted a proposal totaling \$1.4 million to assist nutrition programs with capital equipment purchases and other infrastructure building needs (awarded).
 - Older Adults Recovery and Resilience (OARR)
 - Senior Nutrition (Intergenerational Funding) \$792k
 - Family Caregiver Support \$99K
 - Senior Legal Services \$794k—AAA met with Legal Assistance for Seniors to discuss a plan on how the funding will be used—LAS submitted a proposal detailing how the funding will be used.
- D. Expanding Public Health Workforce Funding (\$78k): The Administration for Community Living (ACL) announced a \$150 million investment to expand the public health workforce within the aging and disability networks.
- E. AAA Annual Holiday Baskets

Commissioners present expressed they were not clear on the purpose of the program updates and requested clarification on why updates are shared in the executive meeting. The AAA Director was not able to attend the meeting, and a decision was made to discuss the items upon her return. Delbert provided an update on the 2022 RFPs and advised the committee of the supplemental RFPs that were posted. The team will work with the review panels to score and award the contracts with a potential target date to execute contracts in January 2023. Commissioner Watters and Kirsch expressed their wishes to have program updates presented in the general ACA meetings. Delbert Walker explained the purpose of advising the executive team prior to addressing the general commission. Sonya Frost advised the committee that the AAA Director meets with the ACA Chair to create the agenda. Commissioner Watters questioned the Chair on how decisions are made to add items to the agenda. Commissioner Griggs-Murphy provided clarification on how items are added. Commissioners Raskin, Kirsch, and Watters voiced their opinion on not continuing with the holiday basket. The Chair advised that Mary Louise Zernicke is on the main agenda to discuss the history of the baskets.

3. Commission Updates

- A. Standing Committee Discussion: Effectiveness Committee, No Wrong Door, Countywide Area Plan (AdHoc Request)
- B. Discussion/Review of Bylaw Recommendations
- C. Work Plan (Action Items)

Commissioner Raskin inquired about the purpose of the work plan under commission updates. Charles explained the purpose is to identify action items from the meetings that require follow-up by AAA or additional research. The committee reviewed the standing committees and Sonya recommended deferring the discussion until the AAA Director was available to discuss. Commissioner Kirsch requested clarification on the process to establish standing committees without Board approval. In establishment of the recruitment committee, Charles advised the committee that it was a recommendation by CDA, and Commissioner Kirsch recollection was it was a committee he established as a former ACA Chair. Delbert Walker also weighed in on the difference between standing committees and an adhoc committee. Commissioner Watters weighed in and requested the policy on amending the bylaws. Sonya Frost weighed in to remind the committee on an email that was sent to Commissioner Watters on September 6, 2022, explaining the process. The executive committee requested further clarification from County Counsel.

4. Future Discussion Items

Adjournment

Next meeting of the Executive Committee to be determined. Please check [Advisory Commission on Aging](#) website for more details.



Alameda County
Advisory Commission on Aging
Legislative Advocacy Committee

Monday, November 7, 2022

9:30 AM

Zoom Video Conference Call

<https://us06web.zoom.us/j/83340779717?pwd=dDQyVDZOdjlxL09VSGI0SDJTaU9QUT09>

Dial-in Option:

1-669-900-6833 US (San

Jose) **Meeting ID: 833**

4077 9717

Passcode: 082044

Find your local number: <https://us06web.zoom.us/j/kdLo3s956d>

Public participation at Commission meetings is encouraged. We request that individuals limit their comments on any single item on the agenda to three minutes. The chosen spokesperson for a group may speak for five minutes.

1. Call to Order - Chair

2. Approval of minutes from October 3, 2022 meeting

3. DISCUSSION:

1. 2023-2024 Legislative Platform
2. 2022 End of Session Summary
3. 2023 Legislative Proposals
4. Report on CSL Legislative Meeting

4. Discussion

5. Other, Announcement

6. Adjourn

Committee Members

Howard Kirsch
Liz Breshears
Eric Eisenberg

MINUTES

Legislative Advocacy Committee (LAC)

Monday, October 3, 2022

via Zoom

Commissioners Present: Howard Kirsch, Eric Eisenberg

Staff Present: Sabrina Jean

1. Call to Order

2. Legislative Tracking Log Updates

- a. Of the 58 bills tracked that affect older adult services and supports,
 - i. 20 bills chaptered
 - ii. 7 bills vetoed
 - iii. 28 bills died in committee

3. Capitol Track

- a. Reviewed bills that were chaptered and vetoed as of September 30, 2022.

4. CDA Supportive Services – Case Management and Visiting Programs

- a. The Budget Ask SSA sponsored in partnership with the Senior Services Coalition was not approved in the FY 22-23 Budget.
- b. SSA looking at reintroducing next FY 23-24 as both a Budget Ask and legislative proposal.
- c. SSA will be meeting with California Association of Area Agencies on Aging (C4A) to discuss priorities for 2023 legislative session.
- d. Comm. Kirsch shared that California Senior Legislature (CSL) would sign in support if SSA moves forward with legislative proposal.

5. Next Steps

- a. End of Session Summary
 - i. SSA is currently in the process of developing an End of Session report of bills SSA tracked.
 - ii. Will share at December meeting.
- b. 2023 Legislative Priorities
 - i. Certified Nursing Assistance (CNA) Workforce Development
 1. Comm. Eisenberg raised up the need to provide funding for CNA training and scholarships to build up the workforce.
 2. CNAs are needed to provide care to seniors in the home and in the facilities.
 3. Recommend continuing to allow online classes approved during the pandemic.
 4. Recommend providing employers the flexibility to certify the clinical portion for skills gained through on the job training.

- ii. Comm. Eisenberg will provide language to Comm. Kirsch and Sabrina to include in 2023 legislative priorities for CSL and SSA.

Next meeting is scheduled for November 7, 2022



ADVISORY COMMISSION ON AGING
PUBLIC RELATIONS/SENIOR UPDATE
SUBCOMMITTEE MEETING

Date: [Monday, November 14, 2022](#)

Time: [9 AM Pacific Time \(US and Canada\)](#)

Zoom Meeting: [https://us02web.zoom.us/j/81310059679?](https://us02web.zoom.us/j/81310059679?pwd=TDFPYytsNVFQNSt0NmgrR05HNXVGZz09)
[pwd=TDFPYytsNVFQNSt0NmgrR05HNXVGZz09](#)

Meeting ID: [813 1005 9679](#)

Passcode: [560196](#)

- 1. Call to Order:**
- 2. Jan./Feb./Mar. Newsletter:** Currently we have Monkeypox and COVID/Flu info, scam stopper info, Volunteer Health Interpreters and Family Bridges info, and a commissioner profile. Any more submissions?
- 3. Progress of Chinese language edition:** Any additional info needed, etc.
- 4. Upcoming events:** Any that PR Committee should attend?
- 5. Next Steps:**
- 6. Adjournment:**



MINUTES

ADVISORY COMMISSION ON AGING

PUBLIC RELATIONS/SENIOR UPDATE SUBCOMMITTEE

Date: [Monday, October 10, 2022](#)

Time: [08:15 AM Pacific Time \(US and Canada\)](#)

Zoom Meeting: [https://us02web.zoom.us/j/81310059679?](https://us02web.zoom.us/j/81310059679?pwd=TDFPYytsNVFQNSt0NmgrR05HNXVGZz09)

pwd=TDFPYytsNVFQNSt0NmgrR05HNXVGZz09

Meeting ID: [813 1005 9679](#)

Passcode: 560196

- 1. Call to Order: 8:20 AM. Present: Laura McMichael-Cady, Howard Kirsch, Victoria Williams**
- 2. Jan./ Feb./ Mar. Newsletter: We have information sheets on Covid 19 v. Flu and on Monkeypox. We also have an article submitted by Howard on avoiding scams and an article from Family Bridges. Howard will submit an article on the Senior Legislative Committee's work.**
- 3. Chinese language version: Laura will check with Jennifer and Diarra on how to get translation.**
- 4. Next Steps: See above.**
- 5. Adjournment: 8:43 AM**