Alameda County
Advisory Commission on Aging

ACA Meeting Agenda

Monday, October 10, 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=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/u/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	**Call to Order / Roll Call** ▫ **Review and Approval of Agenda** ▫ **Approval of 9/12/22 Minutes** ▫ **Approval of 9/27/22 Minutes**	**Comm. Griggs-Murphy**
9:35 – 9:40	**Findings to Continue Meeting by Teleconference Re: AB361, BOS 9/28/21 Item 28.1***	**AAA Staff**
9:40 – 9:45	**Comments From the Public for Items Not on the Agenda**	**General Public**
9:45 – 10:05	**ACA Chair Report** ▫ **Estate Planning Month (AAA Director)**	**Comm. Griggs -Murphy**
10:05 – 10:35	**Presentation: Chaparral House Overview of Services**	**KJ Page, Administrator**
10:35 – 11:05	**Presentation: Empowered Aging - Ombudsman, Resident's Rights and Service Delivery**	**Charmaine Brent, Program Manager**
11:05 – 11:20	**Annual Holiday Baskets Announcement**	**Mary Louise Zernicke**

11:20 – 11:50	**Commission Subcommittee Reports** □ **Executive** □ **Legislative Advocacy** □ **Public Relations/Senior Update** □ **Health & Safety** □ **Recruitment** □ **ADRC Advisory Council Ad-hoc** □ **Effectiveness Ad-hoc**	**Committee Representatives**
11:50 – 12:00	**Oral Communications/Announcements**	**Commissioners** **Staff** **Public**

Adjournment

Note: The next Commission meeting will be Monday, November 14, 2022. Please check the Advisory Commission of Aging webpage for more information.

Notes

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* 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.

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Advisory Commission on Aging

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ADVISORY COMMISSION ON AGING

Executive Committee Agenda

Monday, October 10, 2022
8:45am
Zoom Meeting

https://us06web.zoom.us/j/85449999580?pwd=K1VNM1JLR3VqYlBMY3E3Q3Z6ZWJSdz09

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 854 4999 9580
Passcode: 227645
Find your local number: https://zoom.us/u/abzuOIeRu4

1. **Review of Executive Committee Agenda/Approval of Minutes**

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

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)

4. **Future Discussion Items**

Adjournment

Next meeting of the Executive Committee will be held Monday, November 14, 2022 at 8:45 AM via Zoom. Please check Advisory Commission on Aging website for more details.

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. Warwich – 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. <u>ADRC Advisory Committee Ad-Hoc, Commissioner Kirsch</u>

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. <u>Effectiveness Committee Report, Commissioner Watters</u>

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 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

Special ACA Meeting

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

Zoom Meeting
https://us06web.zoom.us/j/81866570611?pwd=cTFMYXhMb1lteUh5NHNaei9ydXV6QT09

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 818 6657 0611
Passcode: 438751
Find your local number: https://zoom.us/u/abzuOleRu4

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.

1:00 – 1:05	**Call to Order / Roll Call**	**Comm. Griggs-Murphy**
1:05 – 1:10	**Findings to Continue Meeting by Teleconference** **Re: AB361, BOS 9/28/21 Item 28.1***	**AAA Staff**
1:10 – 3:00	**ACA Effectiveness Committee Report**	**Comm. Waters**

Adjournment

*** 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.

*****Special Meeting*** Next regularly scheduled meeting of the Advisory Commission on Aging will be held on Monday, October 10, 2022 at 9:30 AM via Zoom. Please check Advisory Commission on Aging webpage for more details.**

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: i. Ad Hoc Effectiveness Committee – elevated to a standing committee ii. MPA CWAP Committee be established. Meant to track and	Commissioner K. Watters

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 iii. Services Funding Committee be established. Works to assist in developing/monitoring the funding of services by the AAA.	
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-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_2.72.080ST, 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

Alameda County
Advisory Commission on Aging

Legislative Advocacy Committee

Monday, October 3, 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/u/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.

Committee Members
Howard Kirsch
Sylvia Stadmire
Liz Breshears
Eric Eisenberg

1. **Call to Order - Chair**

2. **Approval of minutes from August 1, 2022 meeting**

3. **DISCUSSION:**

1. Legislative tracking
2. End of session
3. 2023 priorities

4. **Discussion**

5. **Other, Announcement**

6. **Adjourn**

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