

Contra Costa County California  
**Employment & Human Services**

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**MEMORANDUM**

DATE: 10-4-2017

TO: Family and Human Services Committee

CC: Victoria Tolbert, Director Aging and Adult Services

FROM: Jaime Ray, Staff Representative for the Advisory Council on Aging

SUBJECT: Advisory Council on Aging – Appointment Requested

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The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Mr. Jagjit Bhambra for the Member at Large #11 seat. The MAL #11 seat is undesignated and has remained vacant since May 23, 2017. Douglas Knowles who previously was appointed to MAL #11 has resigned.

Recruitment has been handled by both the Area Agency on Aging, the ACOA and the Clerk of the Board using CCTV. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply and are provided an application with instructions on whom to contact for ACOA related inquiries, including application procedure.

Mr. Bhambra submitted an application on May 21, 2017; this document is provided as a separate attachment. At the time of his selection by the ACOA Membership Committee to fill one of three At Large vacancies, there were four other MAL applicants; two others have been approved and will be recommended for appointments to fill the remaining MAL vacancies. Among the two applicants who were not recommended, one rescinded her application and the other did not attend the interview scheduled for her by the Membership Committee. One additional applicant had contacted the Area Agency on Aging for information regarding membership on the ACOA but failed to submit a completed application.

Thank You