

February 15, 2018

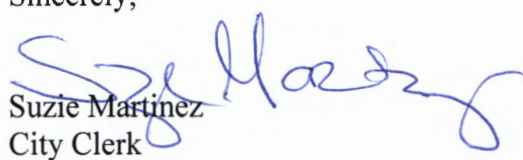
Jaime Ray  
Aging and Adult Services Bureau  
400 Ellinwood Way  
Pleasant Hill, CA 94523

Dear Jaime,

Please be informed that on February 13, 2018 the Walnut Creek City Council interviewed candidates for the Contra Costa County Advisory Council on Aging (ACOA) Walnut Creek representative. The City Council took formal action to appoint Jessica Thomas to the Contra Costa County Advisory Council on Aging Commission for a four year term effective March 6, 2018 contingent upon the approval of the Board of Supervisors. Attached is Jessica Thomas' completed application. Please let this letter serve as an official request for a Board Order to finalize the appointment.

Please let me know if any further information is needed.

Sincerely,

  
Suzie Martinez  
City Clerk