



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: September 20, 2016

Subject: Advisory Council on Aging Bylaws Revision

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**RECOMMENDATION(S):**

APPROVE revised Bylaws of the Advisory Council on Aging as recommended by the Employment and Human Services Department Director.

**FISCAL IMPACT:**

Not applicable.

**BACKGROUND:**

The Advisory Council on Aging (ACOA) is an advisory body to the Contra Costa County Board of Supervisors. In review of the ACOA Bylaws, revisions were made to provide greater clarity and direction in the administration of the Council's operations. The revision of Section 3.9 will allow the ACOA Executive Committee to have final decision making powers on whether or not to vacate a seat on the Council due to a member's absence(s).

The Membership Committee will track member attendance and contact members who experience a series of absences. The purpose of the contact, call or letter, is to remind members of the Leave of Absence Request procedures and to review the impact their absences have on the Council's ability to establish a quorum under the Brown Act. The

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **09/20/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Federal D. Glover, District V  
Supervisor

ABSENT: Mary N. Piepho, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 20, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Elaine Burres, 313-1717

cc:

Membership Committee will determine if an absence was due to medical reasons or other unforeseen emergency. The Executive Committee will advise the Membership Committee as to any proposed course of action regarding the absences.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Advisory Council on Aging Bylaws will contain inconsistencies.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

ACOA Bylaws Redline Revision 9.16

ACOA Revised Bylaws Final 9.16