



SAN MATEO COUNTY HEALTH  
**AGING & ADULT  
 SERVICES**

**Commission on Aging (CoA) - Executive Committee Meeting Notes**

**Monday, March 4, 2024 12:00-1:00pm**

Meeting location: 2000 Alameda de las Pulgas Room 209, San Mateo CA 94403

Executive Committee Members Present: Monika Lee, Joyce Porter, Irene Liana

Commissioners Present: David Linnell, Twila Dependahl, Deborah Owdom

Public: Daniela Jongitud (Commissioner joining virtually)

Staff: Anna Sawamura and Suki Ho

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting was called to order by Chairperson Lee at 12:00pm.
2. Public Comment	Daniela Jongitud joined as a member of the public.
3. Review and approve March 4th Exec. Agenda	Commissioner Porter motioned to approve the agenda. Commissioner Liana seconded the motion. Motion passed.
4. Review and approve February 5th Exec. Meeting minutes.	Commissioner Porter motioned to approve. the minutes with edits. Chairperson Leeseconded the motion. Motion passed.
5. Review and approve March 11th General Meeting agenda.	Commissioner Liana motioned to approve the agenda with edits. Commissioner Porter seconded the motion. Motion passed.
6. Review and approve February 12 <sup>th</sup> General Meeting Minutes	Commissioner Porter motioned to approve the minutes with edits. Commissioner Porter seconded the motion. Motion passed.
7. Review Committee Notes	<p><u>Resource Access and Inclusion Committee (RAIC)</u></p> <p>Committee notes were reviewed. Chair Lee requested update on the status of printing for the Help@Home guide. The color choices for the cover are the remaining item. RAIC will be selecting the color at the March 11<sup>th</sup> meeting afterwhich the guides will be sent for print.</p>

	<p>Spanish and Chinese translations are in the final stage of review.</p> <p><u>Transportation and Aging in Community (TAIC) Committee</u></p> <p>Notes were reviewed. Chair Lee thanked Commissioner Liana for taking on the role of interim chair while Commissioner Uhl was on leave of absence. She is planning to return to the Commission at the next CoA General Meeting but she is requesting to step down from chair of the committee. A new chair is needed.</p> <p>Members reviewed the letter requested by the TAIC to be sent to the Board of Supervisors. It was agreed to add the letter as an action item for the March 11<sup>th</sup> general meeting.</p> <p><u>Middle Income Senior Opportunity (MISO) Committee</u></p> <p>The committee did not meet in February. Discussion took place regarding committee membership. Committees will be discussed at the upcoming strategic planning session.</p> <p>.</p>
<p>8. New Commissioner Integration/Orientation</p>	<p>Chair Lee welcomed the new Commissioners joining today's Exec. meeting. The orientation is immediately proceeding the Exec. meeting where she looks forward to going over an orientation session with them on the Commission structure, roles and responsibilities.</p>
<p>9. Strategy Session</p>	<p>Discussion took place regarding the purpose for the session. Goal is to convene an ad hoc meeting where majority of commissioners can attend and provide feedback and suggestions for shaping future work of the Commission. A main item to address is the current committees and if change is needed. Members expressed the need to meet as soon as can be scheduled.</p> <p>The committee agreed to add this as an action item for the next CoA general meeting agenda.</p>

<p>10. Review of Area Plan Public Hearing Draft</p>	<p>Anna reported that a New Beginning Coalition Summit is being held tomorrow, March 5<sup>th</sup> to gather more input into the Goals and Objectives for the Area Plan. The Commission did receive a preview of content at the February CoA General meeting. After the summit is held, the draft will include their input and Commissioners will receive the information. The public hearing is scheduled for March 11<sup>th</sup>.</p>
<p>11. Presentations/Speakers</p>	<p>Discussion took place regarding confirmation of presentations/speakers for the next few months. It was recommended that the suggestions be brought to the commissioners at the March general meeting. Assistance from commissioners to find speakers will also be made.</p>
<p>12. Advocacy/Board of Supervisors Relations</p>	<p>Committee expressed their happiness with Kevin Joyner's attendance and responsiveness to CoA matters. They feel the connection to Supervisors has greatly improved.</p>
<p>13. Announcements</p>	<p>No announcements were made.</p>
<p>14. Adjourn</p>	<p>Chai Lee motioned to adjourn. Motion seconded by Commissioner Porter. Meeting adjourned at 1:02pm.</p>


9. Strategy Session	The presentation schedule is set through May.
10. Review Area Plan Public Hearing Draft	
11. Presentations/Speakers	
12. Advocacy/Board of Supervisors Relations	
13. Announcements	
14. Adjourn	

NEXT CoA EXECUTIVE MEETING: March 4, 2024

NEXT CoA GENERAL MEETING: February 12, 2024



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