



**Commission on Aging – Information, Resources and Community Engagement Committee Meeting
Monday, July 8, 2024**

Location: 455 County Center, Room 101

Commissioners Present: Arnos, Barsi, Giannini, Lee, Owdom

Commissioners excused, Vico, Dependahl

Staff Present: Anna Sawamura, Suki Ho, Shawn O’Connell

Public Present: Commissioner Dependahl participated by Zoom

1. Welcome and Introductions	Chair Lee welcomed committee members at 11:15 a.m.
2. Public Comment	None.
3. Revise/Approve July 8, 2024 Agenda	Commissioner Lee moved to approve; Commissioner Giannini seconded. The agenda was approved.
4. Revise/Approve May 2024 Committee Minutes	The Minutes were changed to include the phrase “and the community” at the end of the first paragraph of item 6. Commissioner Barsi moved to accept as amended; Commissioner Arnos seconded. The Minutes were approved. (Since there was no quorum at the June 2024 meeting there were not June minutes to approve)
5. Note Taking Assignment	Commissioner Lee agreed to take notes.
6. Old Business	<p>a. <u>General Guidelines for representing Commission</u> Commissioner Barsi presented the document she had prepared entitled “San Mateo County Commission on Aging” which is a compilation of information about the CoA and its goals and activities from various sources. After discussion, it was decided that the next step should be that</p> <ul style="list-style-type: none"> • Each committee member will review the document and send any proposed changes, additions, etc. to Commissioner Barsi before the September meeting • Each committee member will draft a proposed “elevator speech” that can serve as a guideline for commissioners on what to say and what not to say in conversations with providers, city representatives and the general public. These drafts shall be sent to Commissioner Barsi before the September meeting. <p>b. <u>Tabling</u> Commissioner Owdom reported on the status of tabling assignments. It was decided not to staff the upcoming event in Colma due to the fact that Commissioner Taylor is not available. Commissioner Owdom will make a further attempt to find additional commissioners for the Disability Commission event in Redwood City and will circulate an updated spreadsheet of upcoming tabling opportunities and assignments. This spreadsheet shall be updated monthly in time for inclusion in the General Meeting packet.</p> <p>c. <u>Help at Home Distribution</u> Commissioner Barsi distributed copies of the document she prepared entitled “Connecting San Mateo County Service</p>

	<p>Agencies to Help at Home in the Communities they Serve” which identifies local libraries, fire and police stations and community centers. After discussion, and input from staff, it was decided that reaching out by mail to all of these entities will present a budget issue since it is likely to require printing additional hard copy booklets when some of the entities request more copies. The committee will investigate this issue and prepare estimates of additional copies needed. Additional funds are not currently available; this type of outreach may need to wait till funds become available.</p> <p>There also was discussion of how to handle updates of the online version of the guide.</p> <p>d. <u>Buddy Assignments</u> Commissioner Lee will prepare an updated list of buddy assignments with proposed assignments for newer commissioners and circulate the list to commissioners for feedback prior to the September meeting.</p>
7. New Business	<p>a. <u>Goal Setting and Work Plan</u> Tabled due to time constraints</p> <p>b. <u>Name of Committee</u> It was decided that the name of the committee shall be “Information, Resources and Community Engagement” committee.</p> <p>c. <u>Identifying co-Chairs to lead the Committee</u> It was decided that Commissioners Lee and Owdom shall act as co-chairs of the committee.</p>
8. Announcements	There were no announcements
9. Adjournment	The meeting was adjourned at 12:35p.m. The next meeting will be on September 9, 2024, at 11:15 a.m. at 455 County Center Room 101.