



SAN MATEO COUNTY HEALTH
AGING & ADULT SERVICES

Commission on Aging (CoA) - Executive Committee Meeting Minutes

Monday, January 6, 2025 12:00-1:00pm

Meeting location: 2000 Alameda de las Pulgas, Room 209

Executive Committee Members Present: Monika Lee, Irene Liana,

David Linnell

Public: Jonathan Heffernan (joining virtually)

Staff: Anna Sawamura, Shawne O’Connell

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting was called to order by Chair Lee at 12:01 pm.
2. Public Comment	No public comments made.
3. Review and approve January 6th Exec. Agenda	2 nd Vice Chair Linnell motioned to approve the agenda with edits. 1 st Vice Chair Liana seconded the motion. Motion passed.
4. Review and approve November 4th Exec. Committee minutes.	Chair Lee motioned to approve the minutes. 1 st Vice Chair Liana seconded the motion. 2 nd Vice Chair Linnell abstained. Motion passed.
5. Review and approve November 18 th General Meeting Minutes	2 nd Vice Chair Linnell motioned to approve the minutes. 1 st Vice Chair Liana seconded the motion. Motion passed.
6. Planning for February Retreat and Innovative/Impactful Project	<p>Chair Lee shared the names of the Ad Hoc Retreat Planning Committee: Irene Liana, Kathy Uhl, Twila Dependahl, and Monika Lee.</p> <p>A meeting was held on December 11th with Diane Kaljian who will be the facilitator for the retreat. Diane will be asked for a summary of the meeting and a draft agenda.</p> <p>Retreat Date/Time/Location: Saturday, February 22, 2025 9:30am-12:30pm</p>

	<p>San Mateo Public Library 55 West Third Avenue San Mateo, CA 94402</p> <p>Goal is to produce a CoA Work plan that includes existing and future work each committee would like to take on.</p> <p>Chair Lee will request each committee submit work plans for discussion at the February 10th General meeting and to prepare discussion and talking points for the retreat.</p> <p>Chair Lee also announced that Supervisor Canepa is allocating his Measure K District Discretionary funds to support Commission work. A meeting is being requested to receive more information.</p>
<p>7. Review Committee Minutes and Discuss Committee Issues</p>	<p>The committee reviewed the minutes submitted and work plan drafts from the Resource Access and Community Engagement Committee, and the Social Isolation and Transportation Committee. The Aging Readiness and Family Caregiver Support Committee did not meet in November.</p> <p>Staff was asked to follow -up with the committee regarding their ability to convene members needed to establish quorum and conduct business as their ability to meaningfully participate at the retreat will be important.</p>
<p>8. Presentation and Speakers</p>	<p>Anna confirmed the following presentations:</p> <p>January 13th: Brown Act Presentation by Tara Heumann, County Counsel for CoA</p> <p>February 10th: Area Plan Presentation by AAS staff</p>
<p>9. Review and Approve January 13th General Meeting Agenda</p>	<p>2nd Vice Chair Linnell motioned to approve the agenda. 1st Vice Chair Liana seconded the motion. Motion passed.</p>
<p>10. Board of Supervisors Relations/Advocacy</p>	<p>2nd Vice Chair Linnell suggested a welcome letter be sent to the new Board of Supervisors from the CoA. He volunteered to draft a letter for review.</p>

11. Announcements	Chair Lee announced that a County and Stakeholder Federal Priorities Event is being held on January 16 th from 8:00am at the San Mateo County Event Center. It is an all day event to discuss federal priorities and foster collaboration among county officials and stakeholders. She will be attending.
12. Adjourn	2 nd Vice Chair Linnell motioned to adjourn. 1st Vice Chair Liana seconded the motion. Meeting adjourned at 1:00pm

Next CoA EXECUTIVE MEETING: February 3, 2025

Next CoA GENERAL MEETING: January 13, 2025



Commission on Aging

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