



Commission on Aging – Information, Resources and Community Engagement Committee Meeting

Monday, September 9, 2024

Location: 455 County Center, Room 101

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

Commissioners excused: Barsi

Staff Present: Anna Sawamura, Shawne O’Connell

Youth Commissioner Colin Chu participated by Zoom

1. Welcome and Introductions	Chair Lee welcomed committee members at 11:15 a.m.
2. Public Comment	Youth Commissioner Colin Chu introduced himself and indicated that his class schedule would allow him to be a regular participant in committee meetings. Colin is a junior at Nueva School in San Mateo.
3. Revise/Approve September 9, 2024 Agenda	Commissioner Giannini moved to approve; Commissioner Dependahl seconded. The agenda was approved.
4. Revise/Approve July 2024 Committee Minutes	Commissioner Lee moved to approve; Commissioner Owdom seconded. Commissioner Dependahl abstained. The Minutes were approved.
5. Note Taking Assignment	Commissioner Lee agreed to take notes.
6. Old Business	<p>a. <u>General Guidelines for representing Commission</u> Commissioners discussed the draft guidelines prepared by Commissioner Barsi entitled “San Mateo County Commission on Aging” and made suggestions for finalizing the document. The main points made concerned (1) limiting the scope of the guidelines to matters relating to the way Commissioners interact with members of the public, city and provider representatives, and county officials; (2) presenting the information in the form of a “cheat sheet” and/or with bullet points; (3) including information on how Commissioners should identify themselves and what not to say (Brown Act concerns). Commissioners also discussed the purpose of “elevator speeches” that can serve as a guideline for commissioners in conversations with providers, city representatives and the general public. Commissioners Owdom and Lee had drafted sample speeches and read them to the group. The drafts will be provided to Commissioner Barsi.</p> <p>b. <u>Tabling</u> Commissioner Owdom reported on the status of tabling assignments. There was a discussion regarding the relatively small number of tabling events this year compared to 2023 and the difficulty staffing weekday events since a significant number of Commissioners hold full time jobs. It was noted that the “buddy” connections should be useful in identifying tabling opportunities. Commissioner Giannini reported that there will be a Caltrain event on September 21 when the electrified service on the San Francisco-San Jose line will be launched.</p>

	<p>c. <u>Help at Home Distribution</u> The committee will work on preparing a plan for distribution and estimates of additional copies needed so that a budget can be presented to Aging and Adult Services. The committee also discussed the Network of Care website and the fact that the website is not adequately updated and does contain all the information that is available in the Help at Home guide. Ms. Sawamura explained that providers are supposed to update the website and that a recent presentation at the New Beginnings Coalition meeting was intended to remind providers of this. Commissioner Lee pointed out that updating is not happening and that the current model has resulted in the County paying for a website that is not very useful. The committee is concerned with making good information available to the public and discussed whether the committee should take an active role in improving the website. Ms. Sawamura pointed out that a link to the Help at Home guide has recently been added to the website. There also was discussion concerning how many people are using the website and whether the County will continue to support it. The committee will continue to explore ways that could lead to making the website more useful.</p> <p>d. <u>Buddy Assignments</u> Prior to the meeting Commissioner Lee distributed an updated list of buddy assignments. At the General Meeting commissioners who had not yet responded were asked to do so.</p>
7. New Business	<p>a. <u>Goal Setting and Work Plan</u> Tabled due to time constraints</p>
8. Announcements	There were no announcements
9. Adjournment	The meeting was adjourned at 12:32 p.m. The next meeting will be on October 8, 2024, at 11:15 a.m. at 455 County Center Room 101.