



SAN MATEO COUNTY HEALTH
AGING & ADULT SERVICES

Commission on Aging (CoA) - Executive Committee Meeting Notes

Monday, April 1, 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

Public: No public in attendance

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	No public comments made.
3. Review and approve April 1st Exec. Agenda	Commissioner Liana motioned to approve the agenda with edits. Commissioner Porter seconded the motion. Motion passed.
4. Review and approve March 4th Exec. Meeting minutes.	Chairperson Lee motioned to approve. the minutes with edits. Commissioner Liana seconded the motion. Motion passed.
5. Review and approve March 11 th General Meeting Minutes	Commissioner Porter motioned to approve with edits. Commissioner Liana seconded the motion. Motion passed.
6. Review and approve April 8th General Meeting agenda.	Commissioner Liana motioned to approve the agenda with edits. Commissioner Porter seconded the motion. Motion passed.
7. Review Committee Notes and Discuss Committee Issues	<p><u>Executive Committee-Resignation</u></p> <p>Chair Lee announced Commissioner Porter's resignation. She is leaving the county with her family to reside in another state. This is occurring at the end of April. She thanked Commissioner Porter for her leadership and work especially as the lead for CoA tabling.</p>

	<p>Anna will check with County Counsel regarding the steps needed to fill the Vice Chair position.</p> <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 initial printing of the English guides were in error. This was on the part of the printer who is reprinting the initial quantity ordered. The Spanish and Chinese proofs are being reviewed.</p>
	<p><u>Transportation and Aging in Community (TAIC) Committee</u></p> <p>Notes were reviewed. Commissioner Liana has agreed to chair the committee.</p> <p>Discussion took place regarding the letter sent on behalf of CoA to Supervisor Canepa and the Supervisor's response. This is regarding the restoration of SamTrans service at Veteran's Village in Colma.</p> <p><u>Middle Income Senior Opportunity (MISO) Committee</u></p> <p>The committee did not meet in March.</p>
<p>8. New Commissioner Integration/Orientation</p>	<p>Chair Lee announced that all new commissioners have received an orientation. They will be selecting the committees they would like to join in the coming months.</p>
<p>9. Strategy Session</p>	<p>Chair Lee announced that 12 Commissioners attended the Ad Hoc Strategic Planning Session on March 25th.</p> <p>The committee reviewed notes taken at the session and began discussion on committee structure. Committee agreed to support the formation of three separate committees to address the following areas of need:</p> <ul style="list-style-type: none"> • Information and Resources • Social Isolation and Transportation • Aging Readiness and Family Caregiver Support

	Chair Lee motioned to have this as an action item on the CoA General meeting agenda. Commissioner Porter seconded the motion. Motion passed.
10. Review Letter to Supervisor Canepa	Committee reviewed a draft letter to Supervisor Canepa seeking funding support in the amount of \$4,000 for the Commission's outreach and tabling efforts. Chair Lee motioned to have this as an action item on the CoA General Meeting agenda. Commissioner Porter seconded the motion. Motion passed.
11. Presentations/Speakers	The May presentation is being scheduled. Dyshun Beshears, AAS Health Services Manager, will provide a presentation on protective services focusing on adult protective services.
12. Advocacy/Board of Supervisors Relations	No updates to share.
13. Announcements	No announcements were made.
14. Adjourn	Chair Lee motioned to adjourn. Motion seconded by Commissioner Porter. Meeting adjourned at 1:02pm.

NEXT CoA EXECUTIVE MEETING: May 6, 2024

NEXT CoA GENERAL MEETING: April 8, 2024



Commission on Aging

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