

The background is a blue gradient with several overlapping, semi-transparent circular shapes of varying shades of blue, creating a layered effect.

San Mateo County
Commission on Aging
Planning Process - 2015

Group Agreements

- Speak one at a time
- Encourage participation by all members
- Allow the facilitator to guide the process

Planning Timeline

CoA
Retreat
2.27.15

CoA
General
meeting
4.13.15

CoA
General
meeting
5.11.15

CoA
Retreat
7.13.15

CoA
General
meeting
9.14.15

CoA
General
meeting
1.11.16

CoA
General
meeting
6.13.16

Selected CoA Goals for 2015-16

1. To raise awareness about elder abuse in San Mateo County
2. To ensure the community (target groups) is aware of available resources and how to access those resources
3. To be an advocate for safe senior mobility

Current CoA Committees

- Executive Committee
- Legislative/Advocacy - Lisa Costello
- Procedural Rules - Lisa Costello
- Adult Abuse Prevention - Melodie Lew
- Isolated Seniors Outreach - Trisha Erickson
- Communications - Trisha Erickson
- Membership - Sandra Cooperman/Walter Batara

Proposed Committee Structure for 2015-16

- Elder Abuse Prevention
 - Adult Abuse Prevention
- Increase awareness and access to resources
 - Isolated Senior Outreach
- Advocate for safe senior mobility
- Executive
 - Appoint membership task force (short term)
 - Appoint procedural rules task force (short term)
- Other?

Roles and responsibilities

Commission: establish goals with measurable objectives and organize to make reportable progress within one year

Staff: provide administrative support, technical and process expertise to CoA

Executive Committee: work with staff to

- prepare CoA general meeting agendas in accordance to approved workplan and meeting calendar
- address issues and make recommendations to CoA for action
- identify specific tasks and appoint workgroups/task forces
- follow through with agreed upon improvement strategies

Discussion

- *How does the Commission maintain priorities identified by current committees while moving to a more focused, goal-oriented committee structure?*
- *How does the work of current committees relate to the three CoA goals?*
- *Are there any current committees that must continue unchanged during 2015-16?*

Suggested changes to Procedural Rules

- Membership of Executive Committee
- Required participation in 2 committees
- Terms of officers
- Preparation of agendas
- Committees

Process for Revising Procedural Rules

- Identify what needs to be changed (any Commissioner)
- Submit your suggestion to staff who will add it to the Exec. Com. Agenda
- Item will be reviewed by Exec. Com and submitted to CoA with a recommendation
- CoA makes determination of need for change
- New language developed and reviewed by County Counsel
- Suggested change returned to CoA for action
- Any procedural rule change must be approved by Board of Supervisors

Current Liaison Assignments

- Paratransit Coordinating Council - Sandra Lang
- Pride Initiative - JoAnne Arnos
- New Beginning Coalition - open position
- Legal Aid Senior Advocate - Sandra Lang
- Cultural Competence - JoAnne Arnos
- Health Plan Update - Christina Kahn
- Sunshine Update - Aurea Cruz
- Housing and Community Development - Scott McMullin

Proposed CoA Calendar - 2015

July 13 Continue planning retreat

- Committee structure
- Procedural changes
- Meeting effectiveness/communication

August - no meeting

September 14 CoA General Meeting

- Questions/responses to Committee and Liaison reports
- Presentation: Brown Act

October 12/19 CoA General Meeting

- Questions/Responses to Committee and Liaison reports
- Presentation: Elder Abuse

November 9 CoA General Meeting

- Questions/Responses to Committee and Liaison reports
- Presentation: Transportation issues/updates

December - no meeting

Recommendations re. meeting effectiveness and communications

- Identified 16 areas for potential improvement
- Submitted suggestions/recommendation for each area
- Some suggestions have been implemented
- Remaining suggestions should be reviewed by CoA with goal of selecting 3-5 areas to work on this year
- Executive Committee should take the lead in agendizing these areas for action during CoA meetings