



SAN MATEO COUNTY HEALTH  
**AGING & ADULT SERVICES**

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 Director

Aging & Adult Services  
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Commission on Aging General Meeting Minutes - **DRAFT**

Monday, April 13, 2020 9:00 – 11:00 a.m.

Location: TEAMS Virtual Meeting Conducted due to COVID-19

Members present: Elsa Agasid; JoAnne Arnos; Maria Elena Barr; Walter Batara; Patty Clement; Karen Coppock; Angela Giannini; Jean Hastie; Christina Dimas-Kahn; Joan Kilroe; Monika Lee; Marita Leth; Michael Mau; Scott McMullin; Cherie Querol Moreno; Liz Taylor.

Members excused: All members present

Staff: Anna Sawamura; Andrew Eng; Cristina Ugaitafa; Diane Madriz

Public: Sandra Lang; Mary Mathieson; Ann O'Brien Keighran; Evelina Chang; Wes Taoka; Jim Lange; Susan Houston; Kathy Uhl; Sandra Winter; Bernie Mellott; Deborah Owdom;

ITEM	DISCUSSION
1. Call to Order; Pledge of Allegiance; Roll Call	Meeting called to order at 9:01 a.m. by Chairperson Hastie. Commissioner Coppock led the Pledge of Allegiance. Roll Call followed.
2. Oral Communications	<p>Sandra Lang commented on the need for increased Federal and County funding to support Public Health especially in light of the COVID-19 pandemic. She also expressed her concern that more oversight of nursing homes is needed.</p> <p>Ann O'Brien Keighran announced that an increase in protocols for nursing homes is being looked at by the Board of Supervisors as well as the need for more PPE, Personal Protective Equipment, for healthcare and other essential service workers. She announced that Seton Hospital currently has 20 COVID patients and medical staff including traveling nurses are caring for them. In Burlingame an assisted living facility had 6 residents test positive for COVID-19 and were hospitalized. Unfortunately, 2 of the 6 passed away.</p>
3. Approval of Today's Agenda: April 13, 2020	Commissioner Agasid requested the addition of two agenda items:Etiquette Guidelines for Convening Virtual Meetings and the Status of Subcommittees after "Shelter in Place." Motion to approve agenda with additions was made by Commissioner Agasid and seconded by Commissioner Barr. Motion passed.

<p>4. Approval of Minutes: March 9, 2020</p>	<p>Motion to approve the minutes with edits was made by Commissioner McMullin and seconded by Commissioner Batara. Commissioners Clement, Coppock, and Dimas-Kahn abstained. Motion passed.</p>
<p>5. Questions and Answers regarding submitted committee/liaison reports</p>	<p><u>Executive Committee:</u> Chair Hastie reported the Executive Committee spent the majority of their meeting discussing the protocols for conducting on-line meetings. TEAMS and ZOOM were reviewed. Staff was asked to research both as ZOOM is increasingly being used.</p> <p>They also discussed including opportunities for Commissioners to discuss how and in what areas the CoA can help the County during COVID-19.</p> <p>The Help@Home directory was also discussed regarding its final content and also how it can be distributed while we “shelter in place.”</p> <p><u>Resource Access Committee (RAC):</u> Commissioner Agasid reported the committee reviewed its goals for the year. Goal 1 was completed and highlighted with the large number of tabling and outreach conducted in the year 2019. CoA was very visible and their outreach efforts were effective. Outreach planned for 2020 was cancelled due to COVID-19.</p> <p>Discussion took place on education for all on cultural humility and outreach to senior centers when they resume operations.</p> <p>Discussion took place regarding the final content of the Help @ Home Directory. Committee members will review the areas they were assigned and request staff review for possible corrections that can be made for future printings.</p> <p>They are continuing to work on Goals 2 and 3.</p> <p><u>Transportation Committee:</u> Commissioner Mau reported the committee did not meet in March. He announced that due to COVID-19 local transportation experienced a 70-90% decline in ridership. Committee members will be assessing transportation needs and if items for discussion or action are needed, the group will reconvene.</p>

	<p><u>Middle Income Senior Opportunity (MISO) Committee:</u>  Commissioner Dimas-Kahn reported that Supervisor Canepa presented a resolution at the March Board of Supervisors (BOS) meeting to support Middle Income Seniors. She attended the meeting and thanked the BOS.</p> <p>The committee’s work plan is in development.</p>
<p>6. Member Reports</p>	<p>Commissioner Agasid expressed her concern over the restrictions being placed on hospice and healthcare workers in accessing facilities to provide proper care and assessments for patients. She was pleased to hear the BOS are looking into this matter.</p> <p>Commissioner Dimas-Kahn requested more information on how providers are faring during COVID-19. Data from the AAS (formerly TIES) hotline on type of calls being received and how seniors are doing would be good information to have. She also expressed concern over how seniors are getting emergency supplies when they need to stay home.</p> <p>Commissioner Coppock shared that AARP has a listing of local volunteer opportunities and one she joined is called Peninsula Love. They help to make deliveries to people in need.</p> <p>Commissioner Clement shared that CERT has activated 25 young volunteers who are providing food deliveries.</p> <p>Commissioner McMullin announced the Village volunteers have 150 members and assist with providing weekly phone calls and grocery deliveries for Village members in need.</p> <p>Ann O’Brien Keighran shared that the City of Brisbane has a core group of volunteers available and assisting residents in need.</p> <p>Commissioner Mau shared there is also a group called “SASH” that is a shopping assistance program. He also asked if the County was securing masks for people in senior care homes. He found on “nextdoor” that volunteers are making masks for people in need. Anna Sawamura reported that facial coverings and PPE are limited in availability and the County is currently prioritizing allocations to healthcare workers at the Medical Center and other facilities caring for COVID-19 patients.</p>

	<p>Commissioner Batara offered to donate 50 cloth masks from his family for anyone who needs one. Commissioner Agasid recommended care and washing instructions be included when donating.</p> <p>Commissioner Giannini attended the March 10<sup>th</sup> BOS meeting and requested any updates available from Ann O'Brien Keighran regarding the Measure K funding for the Ombudsman and Alzheimer's Association. Ann announced that no updates were currently available. At this time, the majority of work is focused on COVID-19.</p> <p>Chair Hastie thanked all for sharing information on the support being offered. She suggested a central location to share this information for others who are looking for volunteer opportunities would be helpful.</p> <p>Andrew Eng recommended placing this information on a shared drive for the Commissioners.</p> <p>Anna Sawamura announced the County has developed a volunteer site. She will share the information with Commissioners.</p>
7. Staff Report	<p>Anna Sawamura sent regrets from Director Mancini for being unable to attend today's meeting. She is currently assigned to work at the Department Operations Center (DOC) to support COVID-19 efforts. She then reported on the status of programs in the County. The nutrition programs are continuing to provide either "grab and go" meals or home delivered meals while senior centers and all other client facing programs have closed. Agencies are having staff connect and support participants, families and caregivers by phone and virtually. She expressed gratitude to the City and non-profit providers for continuing to provide essential services throughout the County.</p>

<p>8. Etiquette Guidelines for Convening Virtual Meetings</p> <p>9.The Status of Subcommittees after “Shelter in Place.”</p>	<p>Commissioner Agasid requested staff provide assistance in researching and providing Commissioners with guidelines to follow when participating on TEAMS.</p> <p>Andrew Eng shared the following points:</p> <ul style="list-style-type: none"> <li>• Make sure to know when the mike icon is “on” or “muted.”</li> <li>• Refrain from speaking over one another.</li> <li>• Use chat box to ask questions and wait to be called upon by the host/Chair.</li> </ul> <p>Staff will put together an etiquette guidelines form for the next meeting.</p> <p>Commissioner Agasid requested this item be discussed at future meetings to help prepare for the return to conducting meetings.</p>
<p>10. and 11. Stretch Break followed by Presentation by Ron Visconte</p>	<p>After a 5 minute stretch break, Ron Visconte with Phase2Careers shared a power point presentation on his program followed by Questions and Answers by Commissioners and the public.</p> <p>Chair Hastie thanked Mr. Visconte for a very informative presentation.</p>
<p>12. Adjournment</p>	<p>Commissioner Barr made the motion to adjourn. Commissioner Batara seconded the motion. The motion passed and the meeting adjourned at 11:10am.</p>



**Commission on Aging**

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