



**Commission on Aging (CoA) - Executive Committee Meeting Notes**

**Tuesday, January 3, 2023 12:00-1:00pm**

Meeting location: ZOOM Virtual Meeting

Executive Committee Members Present: Karen Coppock, Joyce Porter, Monika Lee

Commissioners Present :Eileen Barsi, Patty Clement; Irene Liana, Liz Taylor

Staff: Anna Sawamura and Suki Ho

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting was called to order by Chairperson Coppock at 12:00pm.
2. Review and approve January 3rd Exec. Agenda	First Vice Chair Lee motioned to approve the agenda with edits. Second Vice Chair Porter seconded the motion. Motion passed.
3. Review and approve November 7th Exec. Meeting minutes.	Second Vice Chair Porter motioned to approve the November minutes with edits. Chairperson Coppock seconded the motion. Motion passed.
4. Review and approve January 9th General Meeting agenda.	Second Vice Chair Porter motioned to approve the agenda with edits. First Vice Chair Lee seconded the motion. Motion passed.
5. Review and approve November 14th General Meeting minutes	First Vice Chair Lee motioned to approve the minutes. Second Vice Chair Porter seconded the motion. Motion passed.
6. Review Committee Notes	<u>Resource Access and Inclusion Committee</u> First Vice Chair Lee reported 8 speakers have confirmed to present at the January general meeting. 2-3 have confirmed for the February presentation. First Vice Chair Lee will provide presentation order to Anna for creation of a flyer.

	<p><u>Transportation and Aging in Place Committee</u> Second Chair Porter requested clarification on if the survey information shared was for City or County of San Mateo. It was clarified that it was for the City of San Mateo.</p> <p><u>Middle Income Senior Opportunity Committee</u> Minutes were reviewed and discussion regarding case management and gaps in services for middle income seniors were discussed.</p>
<p>7. 2023 Commissioner Committee Assignments</p>	<p>Chairperson Coppock will send email out to Committee chairs to request committee assignments. Second Vice Chair Porter requested information on the process for assignments.</p>
<p>8. New Commissioner Appointment</p>	<p>Anna announced that Romelia Delay has expressed interest in a CoA appointment. The Board of Supervisors will be placing her on a future board agenda for appointment.</p> <p>Anna announced Supervisor Canepa will continue in his role as our “Aging Champion.”</p> <p>A request was made to place the current vacancy information on the board website.</p>
<p>9. Commissioner Leave of Absence Discussion</p>	<p>Members discussed creating a leave of absence policy to help identify length of time a commissioner can be away. Recommendation to have a 3 month leave of absence established with a maximum of 6 months. After six months, the commissioner’s absence will be considered a resignation. First Vice Chair Lee will draft the language for inclusion as an action item.</p> <p>Discussion followed regarding unexcused absences. Currently, two unexcused absences is cause for potential removal from the Commission.</p>

	This will be included as a reminder for Commissioners.
10. CoA Mileage Reimbursement Request	Discussion took place regarding a letter to the Board of Supervisors to request assistance with mileage and parking reimbursements when in-person meetings resume.  Chairperson Coppock will be drafting a letter.
11. 2023 Speaker Schedule	January and February presentations are scheduled. Thanks to the RAiC for coordinating. Chairperson Coppock will be contacting committee chairs to request they select topics and identify speakers. To date, the following are scheduled:  March: Area Plan Public Hearing April: CoA Annual Report
12. Meeting Location Discussion	Anna announced that reservations have been made for CoA General meetings from March 2023 at 455 County Center, Room 101 in Redwood City. Committee meeting locations are still being researched.
13. Area Plan Information Session	Cristina will be working on scheduling an informational session. Request made for February 10 <sup>th</sup> after 11:00am.
14. Announcements	No announcements
15. Adjourn	Meeting adjourned at 1:03pm.

NEXT CoA EXECUTIVE MEETING: February 6, 2023

NEXT CoA GENERAL MEETING: February 13, 2023



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