



SAN MATEO COUNTY HEALTH

AGING & DISABILITY SERVICES

Commission on Aging (CoA) - Executive Committee Meeting Minutes

Monday, October 6th, 12:00-1:00pm

Meeting location: 2000 Alameda de las Pulgas, Room 209

Executive Committee Members Present: Monika Lee, Irene Liana

Commissioners Present: Twila Dependahl, Deborah Owdom, Liz Taylor

Executive Committee Member Excused: David Linnell

Public in Attendance: Carolyn

Public in Attendance (Virtual): Patty Clement, Jonathan

Staff: Anna Sawamura, Melissa Sanchez

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting was called to order by Chair Lee at 12:00PM.
2. Public Comment	No public comment.
3. Review and approve October 6 th Executive Agenda	Edit requested for date of Agenda Item #5 to September 8 th . Motion to approve the agenda with edits by 1 st Vice Chair Liana. Seconded by Chair Lee. Motion passed.
4. Review and approve September 2 nd Exec. Committee minutes.	Motion to approve by 1 st Vice Chair Liana. Chair Lee abstained. Motion passed.
5. Request to Convene Ad Hoc Election of Officers Committee	Annual election of officers for 2026 is required. Chair Lee led discussion and requested an action item be placed on the October general meeting agenda to convene an ad hoc election committee. 1st Vice Chair Liana agreed to include this action item. Ad Hoc Nominating Committee Commissioner Dependahl volunteered to lead the Ad Hoc Nominating Committee. One additional member is needed. Chair Lee will ask at the CoA General Meeting in November if anyone is interested in joining. Commissioner Dependahl will work on putting together a document outlining the responsibilities of the Ad Hoc Nominating Committee.



**6. Review Committee Minutes,
Work Plans**

a) Information, Resources and Community Engagement Committee.

- Ann Keighran from CAFE will be making presentation in November in Foster City. Chair Lee will provide the details to Commissioners by email.
- Jennifer Kelly from Age Friendly Santa Clara County was recommended to give a presentation on Age Friendly efforts in Santa Clara to CoA.
- At the November General Meeting, Chair Lee will inquire on if commissioners are involved in advocating for Age Friendly in their cities.

b) Social Isolation and Transportation Committee.

- **Action Item: Request to send letter to Supervisor Canepa**
 - Commissioner Liz Taylor attended the Burlingame Senior Showcase on Wednesday, September 17th where Supervisor Canepa presented a commendation to the event organizers. Commissioner Liz Taylor spoke to Supervisor Canepa and Tony Bayudan regarding the need for representation of his office at CoA General Meetings.
 - CoA does have the right to have a supervisor's liaison attend the CoA General Meetings.
 - Chair Lee and 1st Vice Chair Liana will edit the letter to present to the CoA General Meeting in November.

c) Aging Readiness and Family Caregiver Support Committee

- Work Plan Goal 1 Questions will be reviewed at Ad Hoc Committee Meeting.



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	d) Ad Hoc Committees and Committee Requests • Commissioner Clement reports that there is a presentation at October's CoA General Meeting on County's Legislative Program and Advocacy. She looks forward to convening a meeting after the presentation. • Commissioner Owdom sent an email to commissioners requesting a date and time for a meeting regarding Help at Home. Two commissioners have responded.
7. Discuss Potential Protocol for Committee Reports Made at General Meeting	Discussion took place and decision was made to continue including committee reports.
8. Presentations / Speakers	October presentation is set and November presentation is pending.
9. BoS Relations / Annual Report / Advocacy	No items to report.
10. Review and approve October 20th General Meeting Agenda	Committee reviewed the agenda and the Action Item to Send a letter to Supervisor Canepa will be placed under the Executive Committee Report. Motion to approve by Chair Lee. 1 st Vice Chair Liana seconded. Motion passed.
11. Announcements / Member Reports	Commissioner Barr appeared on Channel 5 and was interviewed about San Bruno older adult services. Chair Lee attended the AARP roundtable and welcomed Carolynne from San Bruno who joined the meeting today as a member of the public.
12. Adjourn	1st Vice Chair Liana made a motion to adjourn. Chair Lee seconded. Motion passed. Meeting adjourned at 12:02pm.

Next CoA EXECUTIVE MEETING: November 3, 2025

Next CoA GENERAL MEETING: October 20, 2025

