



Commission on Aging (CoA) - Executive Committee

Meeting Minutes

Monday, November 3rd, 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

Executive Committee Member Excused: David Linnell

Public in Attendance (Virtual): Jonathan, Bill Lock

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 November 3rd Executive Agenda	Motion to approve by 1st Vice Chair Liana. Seconded by Chair Lee. Motion passed.
4. Review and approve October 6th Exec. Committee minutes.	Update to be made on item 6a, Community Engagement Committee. Chair Lee will encourage commissioners to learn about efforts on age friendly in their cities at November's Commission on Aging General Meeting. Motion to approve by Chair Lee. Seconded by 1st Vice Chair Liana. Motion passed.
5. Approve General Meeting Minutes	1 st page and number 10 need a grammar update. 2 nd page: CAFE is sponsoring event. Commissioner Vico comment to be removed under announcements. Motion to approve by Chair Lee. Seconded by 1st Vice Chair Liana. Motion passed.



<p>6. Review Committee Minutes, Work Plans and Discuss Committee Issues</p>	<p>a) Information, Resources and Community Engagement Committee.</p> <ul style="list-style-type: none">• The conclusion from the meeting was to have the two co-chairs from the Aging Readiness and Family Caregiver Support Committee meet with the Ad Hoc Help at Home Committee to go over the proposed questions to include in the guide. Commissioner Dependahl reached out to the two co-chairs. <p>b) Social Isolation and Transportation Committee.</p> <ul style="list-style-type: none">• Action Item: Request to send letter to Supervisor Canepa• 2nd Vice Chair is on leave. The action item has been taken off the November General Meeting Agenda draft. <p>c) Aging Readiness and Family Caregiver Support Committee</p> <ul style="list-style-type: none">• No report. <p>d) Ad Hoc Committees and Committee Requests</p> <ul style="list-style-type: none">• Ad Hoc Nominating Committee<ul style="list-style-type: none">▪ The nominees for office follow: Irene Liana for Chair, David Linnell for 1st Vice Chair and Bill Lock for 2nd Vice Chair.▪ Commissioner Dependahl made a Nomination Process Guide and a document outlining the roles and responsibilities of each executive office. Staff Liaison Anna Sawamura will inquire with County Staff on the election process.▪ At November's General Meeting, Commissioner Dependahl will inform the full commission on the documents she has created and to request it be included in the CoA Commissioner handbook.• Ad Hoc Help at Home Committee<ul style="list-style-type: none">▪ Commissioner Owdom is working on the Help at Home Guide.
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	<p>Commissioner Dependahl reached out to the two cochairs from the Aging Readiness and Family Caregiver Support Committee to meet with the Ad hoc Help at Home Committee to go over the proposed questions to include in the guide. Commissioner Dependahl will follow up with Commissioner Clement. There is no response for Commissioner Jonguitud.</p> <ul style="list-style-type: none">• Advocacy Committee:<ul style="list-style-type: none">▪ Commissioner Dependahl volunteered to take over as Chair for this Ad Hoc Advocacy Committee. It will be an agenda item for the November 10th General Meeting. Commissioners that volunteered to join the committee are Commissioner Owdom, Commissioner Dependahl, and Commissioner Clement.
7. Discuss Potential Protocol for Committee Reports Made at General Meeting	Committee Reports at General Meetings will continue.
8. Presentations / Speakers	<p>November presenters are Adele Ryono from the Youth Commission and Commissioner Owdom.</p> <p>For January 2026, there are no presentations scheduled but an option is to have various Villages present. Chair Lee will outreach and identify speakers.</p>
9. BoS Relations / Annual Report / Advocacy	On October 28 th Chair Lee had a meeting with Tony Bayudan, Chief of Staff, and Sophia Brink, Legislative Aide from Supervisor Canepa's office. They agreed that they need to meet with CoA once a month to have a connection. There is a follow up meeting planned for November 25 th . Michael Richardson, Executive Assistant to Supervisor Canepa will attend the November 10 th



	General Meeting to provide updates.
10. Review and approve November 10th General Meeting Agenda	Draft agenda was reviewed and two action items are included: Election of Officers, Formation of Legislative Advocacy Committee. Motion to approve by Chair Lee and seconded by 1 st Vice Chair Liana. Motion passed.
11. Announcements / Member Reports	No member reports.
12. Adjourn	1st Vice Chair Liana made a motion to adjourn. Chair Lee seconded. Motion passed. Meeting adjourned at 1:01pm.

Next CoA EXECUTIVE MEETING: January 5th, 2026

Next CoA GENERAL MEETING: November 10th, 2025



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



Commission on Aging

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