



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

**Lisa Mancini**  
Director

**Aging and Adult Services**  
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**Commission on Aging (CoA) - Executive Committee Meeting Notes**  
**Thursday, November 4, 2021 8:00am – 9:00am**  
Meeting location: ZOOM Virtual Meeting

Executive Committee Members Present: Karen Coppock, Patty Clement Excused: Jean Hastie  
Commissioners Present: Liz Taylor, Scott McMullin  
Public: Susan Houston, Sandra Winter  
Staff: Anna Sawamura

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting began as an informational meeting at 8:05 am by Second Vice Chair Coppock. At 8:09 am First Vice Chair Clement joined and the meeting was called to order.
2. Review and approve November 8th Exec. Agenda	Second Vice Chair Coppock motioned to approve the agenda with edits. First Vice Chair Clement seconded the motion. Motion passed.
3. Presentation of 2022 Slate of Officers	Commissioner McMullin presented the slate of officers on behalf of the nominations committee: Chairperson: Karen Coppock First Vice Chair: Monika Lee Second Vice Chair: Patty Clement Discussion followed. The Exec. committee thanked the committee for their hard work. First Vice Chair Clement motioned to approve the slate of officers. Second Vice Chair seconded the motion. Motion passed. The slate of officers will be presented at the CoA November 10 <sup>th</sup> general meeting for vote.
4. Age Forward Coalition Letter of Support	Susan Houston and Sandra Winter from the Age Forward Coalition presented the letter being sent to the BoS to request their support for additional funding for older adult and adult with disabilities programs and services. A request was made for the CoA to consider sending a letter from the CoA. The committee will draft a letter and present to Commissioners at the CoA November 10 <sup>th</sup> general meeting for approval to send to the BoS.
5. Review and approve October 18 <sup>th</sup> General Meeting Notes	Second Vice Chair Coppock motioned to approve the notes. Motion seconded by First Vice Chair Clement. Notes approved.
6. Review and approve November 8 <sup>th</sup> General Meeting agenda	First Vice Chair Clement requested the addition of an action item to convene an Ad Hoc Retreat Planning Committee. First Vice Chair Clement motioned to approve the agenda with this addition.

	Second Vice Chair Coppock seconded the motion. Agenda approved.
7. Review of Committee Reports	The committee reports were reviewed with no discussion or questions.
8. Announcements	Second Vice Chair Coppock offered to send an email card to Jean wishing her well as she continues her recovery. An announcement will be made at the November 8 <sup>th</sup> General meeting to gather well wishes from all Commissioners who would like to be part of the email.
9. Adjournment	Second Vice Chair Coppock made the motion to adjourn the meeting. First Vice Chair Clement seconded the motion. The meeting adjourned at 9:05 am.

NEXT CoA EXECUTIVE MEETING: January 6, 2022  
NEXT CoA GENERAL MEETING: November 8, 2021



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