



SAN MATEO COUNTY HEALTH
AGING & ADULT SERVICES

Commission on Aging (CoA) - Executive Committee Meeting Minutes

Monday, February 3, 2025 12:00-1:00pm

Meeting location: 2000 Alameda de las Pulgas, Room 209

Executive Committee Members Present: Monika Lee, Irene Liana

Members Excused: David Linnell

Public: Twila Dependahl (Commissioner who joined virtually)

Staff: Anna Sawamura, Shawne O'Connell

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting was called to order by Chair Lee at 12:01 pm.
2. Public Comment	No public comments made.
3. Review and approve February 3rd Exec. Agenda	1st Vice Chair Liana motioned to approve the agenda with edits. Chair Lee seconded the motion. Motion passed.
4. Review and approve January 6th Exec. Committee minutes.	Chair Lee motioned to approve the minutes with edits. 1 st Vice Chair Liana seconded the motion. Motion passed.
5. Review and approve January 13th General Meeting Minutes	1st Vice Chair Liana motioned to approve the minutes. Chair Lee seconded the motion. Motion passed.
6. Review and approve Board of Supervisors Welcome Letter	Committee reviewed a draft letter and discussion followed. Edits were made. Chair Lee motioned to approve the edited letter and 1 st Vice Chair Liana seconded the motion. Motion passed. The letter will be presented at the February 10 th general meeting as an action item for approval and submission to Supervisors Speier and Gauthier.

<p>7. Review and approve Transportation Letter</p>	<p>The committee reviewed the transportation letter presented by the Social Isolation and Transportation Committee to be sent to Supervisor Canepa. Discussion followed. Chair Lee motioned to approve the letter and 1st Vice Chair Liana seconded the motion. Motion passed. The letter will be presented at the February 10th general meeting as an action item for approval and submission to Supervisor Canepa.</p>
<p>8. Planning for February Retreat and Innovation/Impactful Project</p>	<p>Commissioner Dependahl attended virtually and reviewed the proposed retreat documents with the committee. Committee requested the documents be sent to Commissioners prior to the retreat so they can come to the retreat prepared to participate. Committee thanked the ad hoc committee for their work!</p>
<p>9. Review Committee Minutes and Discuss Committee Issues</p>	<p>Information, Resources and Community Engagement Committee, Social Isolation and Transportation Committee, and Aging Readiness and Family Caregiver Support Committee minutes and work plans reviewed.</p>
<p>10. Presentations and Speakers</p>	<p>Discussion took place regarding identifying and scheduling speakers for the year. Committee is considering revising the general meeting agendas to include more report outs by commissioners. If this is supported, presentation time may be affected. More information to come.</p>
<p>11. Review and approve February 10th General Meeting Agenda</p>	<p>Committee reviewed the draft agenda and discussion followed. Chair Lee motioned to approve the agenda with edits. 1st Vice Chair Liana seconded the motion. Motion passed.</p>
<p>12. Board of Supervisors Relations/Annual Report/Advocacy</p>	<p>Committee requested staff contact the Supervisors office to have a representative attend our next meeting. Anna announced that Supervisor Canepa is intending to attend our February 10th meeting in person.</p>
<p>13. Announcements 14. Adjourn</p>	<p>No announcements were made 1st Vice Chair Liana motioned to adjourn. Chair Lee seconded the motion. Meeting adjourned at 1:00pm.</p>

Next CoA EXECUTIVE MEETING: March 3, 2025

Next CoA GENERAL MEETING: March 10, 2025



Commission on Aging

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<http://smchealth.org/CoA>

24-hour line to report abuse (800) 675-TIES (8437)

Health System Chief • Louise Rogers

Board of Supervisors • Jackie Speier • David Canepa • Noelia Corzo • Ray Mueller • Lisa Gauthier