



SAN MATEO COUNTY HEALTH
AGING & ADULT SERVICES

Lisa Mancini
 Director

Aging and Adult Services
 225 37th Avenue
 San Mateo, CA 94403
www.smchealth.org
www.facebook.com/smchealth

Commission on Aging (CoA) - Executive Committee Meeting Notes

Thursday, February 3, 2022 8:00am – 9:00am

Meeting location: ZOOM Virtual Meeting

Executive Committee Members Present: Karen Coppock, Patty Clement, Monika Lee

Staff: Anna Sawamura

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting was called to order by Chairperson Coppock at 8:00am.
2. Review and February 3 rd Exec. Agenda	First Vice Chair Lee motioned to approve the agenda with edits. Second Vice Chair Clement seconded the motion. Motion passed.
3. Review and approved notes from January 6 th meeting.	Second Vice Chair Clement motioned to approve the notes. First Vice Chair Lee seconded the motion. Motion passed.
4. Review and approve January 10 th General Meeting minutes.	Second Vice Chair Clement motioned to approve the minutes with edits. First Vice Chair Lee seconded the motion. Motion passed.
5. Review and approve February 14 th General Meeting agenda	First Vice Chair Lee motioned to approve the agenda with edits. Second Vice Chair Clement seconded the motion. Motion passed.
6. Review Committee Notes	Committee reviewed the notes provided. Concern raised over attendance at the last MISO meeting. Anna shared that the meeting was held after the Thanksgiving holiday and members were away and unable to attend. No other discussion took place.

7. 2022 Presentation Schedule	Chairperson Coppock is receiving presentation suggestions from committee chairs. A presentation on Age Friendly is scheduled for April. Anna was asked to create a schedule to send to all Commissioners.
8. 2022 Executive Committee Meeting Schedule	Discussion took place regarding the date and time for meetings. The next meeting conflicts with the County's Boards and Commissions training on March 3 rd . The next Exec. Meeting will be held on February 28 th from 8-9am. Future meetings may be changed to the first Monday of the month from 12:00-1:00pm.
9. Retreat Planning Discussion	Discussion took place regarding the date for the retreat. Chairperson Coppock sent out a survey and the date is now March 31 st from 9:00-1:00pm. Anna will check with Gladys Balmas for her availability to moderate.
10. Letter to BoS in Appreciation of Funding to Support the Continuation of Age Friendly Work	Discussion took place and Commissioner Lee will draft a letter. Action Item will be added to the February General meeting agenda to approve submission of the letter to the BoS.
11. Overview of Area Plan Update and Public Hearing	Cristina Ugaitafa attended to present items to be covered in the Area Plan Update for the Public Hearing on March 14 th . Members requested highlighting content from data compiled that focus on the County's unique diversity, demographics and how it impacts the Adequate Proportions that are being presented. Request was made to see the presentation draft before the hearing.
12. Adjournment	Meeting adjourned at 9:03am.

NEXT CoA EXECUTIVE MEETING: February 28, 2022

NEXT CoA GENERAL MEETING: February 14, 2022



Commission on Aging 225 37th Avenue • San Mateo, CA 94403

Phone (650) 573-3900 • **Fax** (650) 837-9713 • **CA Relay** 711 • **Website** <http://smchealth.org/CoA>

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

Health System Chief • Louise Rogers

Board of Supervisors • David Canepa • Carole Groom • Don Horsley • Dave Pine • Warren Slocum