



SAN MATEO COUNTY HEALTH

AGING & DISABILITY SERVICES

Commission on Aging (CoA) - Executive Committee Meeting Minutes

Monday, May 5, 2025, 12:00-1:00pm

Meeting location: 2000 Alameda de las Pulgas, Room 209

Executive Committee Members Present: Monika Lee, Irene Liana, David Linnell

Commissioners Present: Twila Dependahl

Public: Jonathan – (joined virtually)

Staff: Anna Sawamura, Shawne O'Connell, Anna Dyer

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting was called to order by Chair Lee at 12:00 pm.
2. Public Comment	No public comments made.
3. Review and approve May 5 th Exec. Agenda	2 nd Vice Chair Linnell motioned to approve the agenda. 1st Vice Chair Liana seconded the motion. Motion passed.
4. Review and approve April 7th Exec. Committee minutes	2 nd Vice Chair Linnell motioned to approve the minutes 1 st Vice Chair Liana seconded the motion. Motion passed. Ms. Sawamura will confirm if the contact list was updated (reference to agenda item #7).
5. Review and approve April 14 th General Meeting minutes	2 nd Vice Chair Linnell motioned to approve the minutes with edits. 1st Vice Chair Liana seconded the motion. Motion passed. Request by Chair Lee to clarify voting on future notes to show YES or NO votes.
6. Review Committee Minutes, Work Plans and Discuss Committee Issues	a) Information, Resources and Community Engagement Committee. Committee minutes were reviewed. Commissioner Owdom has agreed to lead the Ad Hoc Help@Home updating committee. b) Aging Readiness and Family Caregiver Support Committee. Committee reviewed minutes and raised questions regarding agenda item #7. Commissioner Dependahl is a member of the committee and clarified that the committee agreed to provide the ad hoc



	<p>advocacy committee with the advocacy proposals discussed.</p> <p>c) Social Isolation and Transportation Committee. Committee minutes were reviewed. Discussion took place and request made to provide information as it become available on the SamTrans Transportation Resources Showcase Series. It will require outreach and tabling support.</p> <p>d) Committee Requests. Executive Committee reviewed minutes from the April 14th Strategic Planning Session retreat and are making the following requests:</p> <ul style="list-style-type: none">• There is some overlap in workplans by committees which can be resolved through another planning session or by committee members. Ms. Sawamura will send the Strategy Session summary to the General Commission for review to clarify: What part of “Aging in Place” will each Committee work on to avoid duplication?• 2nd Vice Chair Linnell recommends requesting Committee Chairs to finalize their workplans with their committee which will be more expeditious than holding another planning session.• Chair Lee would like to invite one representative from each Committee to attend future Executive Committee meetings to provide more context on work being done and to answer questions that may arise from the chair and vice chairs.
7. Review Outline of Board of Supervisors Presentation	<p>Committee reviewed a general outline of the presentation to be made at the May 20th Board of Supervisor’s meeting:</p> <p>Director Pullen will take the lead in presenting to the Board of Supervisors followed by Chair Lee. Following items will be included as time allows by Director Pullen: Dismantling of the Administration for Community Living; Impact on funding and services; Selection of RDS through RFP process for the ADS Community Engagement Process; Request for the approval of the Area Plan Update for FY25-26.</p> <p>Chair Lee will present about the Commission’s accomplishments including:</p>



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	<ul style="list-style-type: none">• Completion of a Strategic Work Plan.• Advocacy efforts with Supervisor Canepa to establish transportation services for residents at Veteran's Village in Colma.• Outreach through tabling at senior showcase and public events to share information on the work of the commission and aging and disability services.• Work with the Youth Commission to administer a survey to identify intergenerational connections between youth and older adults.• Co-hosting a SamTrans Transportation Resources Showcase Series projected for Fall 2025.• Creation and distribution of the Help@Home guide.
8. Advocacy Options Discussion	<p>Discussion took place regarding the role of the Ad Hoc Advocacy committee. It was agreed the committee's function is to explore if we should have an advocacy committee. Following items were raised: Is there is capacity to have another committee? Purpose of the committee. 2nd Vice Chair Linnell expressed that with potential funding cuts, it is critical to be as vocal as possible.</p> <p>Commissioner Clement agreed to lead the "ad hoc" committee. Commissioners Owdom and Dependahl have joined, and request was made if it is possible to convene a meeting prior to the May 12th general meeting. Commissioner Dependahl will contact Commissioner Clement to inquire.</p> <p>Commissioner Jonguitud expressed interest in joining the ad hoc committee. Request was made to check on number of commissioners who can join.</p>
9. Presentation and Speakers	<p>May 12, 2025: Overview of May 20th Board of Supervisors Presentation by Director Pullen and Chair Lee, followed by presentation on promoting community health.</p> <p>June 9, 2025: 2-3 Commissioners will present on their relationships with their "Buddies."</p>



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	Possible future presentations: League of Women Voters, Other Commissions from other Counties, Other San Mateo County Commissions' representatives.
10. Review and approve May 12 th General Meeting Agenda	2 nd Vice Chair Linnell motioned to approve the agenda with edits. 1 st Vice Chair Liana seconded the motion. Motion passed.
11. Board of Supervisors Relations/Annual Report/Advocacy	No report was made.
12. Announcements	Audio system has been installed in Manzanita Hall and training for room usage is scheduled for May 7 th . Staff will attend the training and if everything is operable, the May 12 th General meeting and IRCE meeting will be moving to Manzanita Hall. Location change will be highlighted in the invitation sent to all Commissioners and those on the distribution list.
13. Adjourn	2 nd Vice Chair Linnell motioned to adjourn. 1 st Vice Chair Liana seconded the motion. Motion passed. Meeting adjourned at 1:03pm.

Next CoA GENERAL MEETING: May 12, 2025

Next CoA EXECUTIVE MEETING: June 2, 2025



Commission on Aging

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Health System Chief • Colleen Chawla

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