



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

**Commission on Aging (CoA) - Executive Committee Meeting Notes**

**Monday, June 27, 2022 12:00-1:00pm**

Meeting location: ZOOM Virtual Meeting

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

Public: Francine Serafin-Dickson

Staff: Anna Sawamura and Suki Ho

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting was called to order by Chairperson Coppock at 12:00pm.
2. Introduction of Age Forward Coalition of San Mateo County Consultant	Francine Serafin-Dickson, Consultant with the Age Forward Coalition attended to introduce herself in her new role. Discussion took place on ways Age Forward and CoA can work together. One way was to follow up on request to BoS on additional support for older adult funding.  Asked if CoA would be interested in joining the Coalition in meetings with the BoS to follow up on the request. Committee agreed to participate. Karen will coordinate with Francine.
3. Review and approve June 27 <sup>th</sup> Exec. Agenda	First Vice Chair Lee motioned to approve the agenda. Second Vice Chair Clement seconded the motion. Motion passed.
4. Review and approve June 6 <sup>th</sup> Exec. Meeting minutes.	Chairperson Coppock motioned to approve the notes with edits. First Vice Chair Lee seconded the motion. Motion passed.
5. Review and approve July 11 <sup>th</sup> General Meeting agenda.	Second Vice Chair Clement motioned to approve the agenda. First Vice Chair Lee seconded the motion. Motion passed.
6. Review and approve June 13 <sup>th</sup> General Meeting minutes	Chairperson Coppock motioned to approve the minutes with edits. First Vice Chair Lee seconded the motion. Motion passed.

<p>7. Update on CoA Commissioner Reappointments and Appointments</p>	<p>Commissioners Taylor, Arnos, Barr, and Clement are completing the reappointment process and will continue service from July 1st.</p> <p>Jeffrey Austin, Irene Liana, Eileen Barsi, and Joyce Porter are selected by Supervisor Horsley for appointment. Target to have them sworn in and ready to serve from September.</p>
<p>8. CoA Commissioner Orientation Manual and Orientation Scheduling</p>	<p>Chair Coppock requested scheduling occur in mid-August as she will be away last week of August through first week of September.</p> <p>Content of current manual was discussed. CoA Executive Committee approved a revision of the CoA Orientation Manual.</p> <p>Date for the orientation to be confirmed after polling new and current Commissioners.</p>
<p>9. Discussion on Committee Work Plans</p>	<p>Work plans are being worked on by Transportation. MISO met this morning and are submitting their work plan for review. RAIC work plan is ready for review. Goal is to have work plans available for the July 11<sup>th</sup> meeting</p>
<p>10. Review Committee Notes</p>	<p>Committee notes were reviewed with no questions from members.</p>
<p>11. CoA Requests for Information Discussion</p>	<p>Discussion took place regarding creating a process/list to follow when requesting information from staff.</p> <p>Request to add Advocacy to the September General meeting agenda</p>
<p>12. SMC Alert and Notifications</p>	<p>Tabled for September meeting</p>
<p>13. Announcements</p>	<p>No announcements.</p>

14. Adjourn	Chairperson Coppock motioned to adjourn. Second Vice Chair Clement seconded the motion Meeting adjourned at 1:05 pm
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NEXT CoA EXECUTIVE MEETING: September 6,2022

NEXT CoA GENERAL MEETING: July 11, 2022



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