



SAN MATEO COUNTY HEALTH

AGING & DISABILITY SERVICES

Commission on Aging

Aging Readiness and Family Caregiver Support Committee

Draft Meeting Minutes

Monday, April 27, 2026 | 9:30 AM–11:03 AM

2000 Alameda de las Pulgas, Room 209, San Mateo, CA 94403 | Hybrid Meeting

Committee Members Present: Daniela Jonguitud, Patty Clement, Maria Barr, Twila Dependahl, Kathy Uhl

Staff Present: Anna Sawamura, Diane Madriz, Harry Guan

Public Present: Jonathan

1. Call to Order

Co-Chair Clement called the meeting to order at 8:30 AM.

2. Roll Call

Roll call was conducted. The following members were present in person: Commissioner Barr, Commissioner Jonguitud, and Commissioner Clement. Commissioner Dependahl participated remotely. Quorum was established.

3. Welcome and Introductions

No welcome or introductions were conducted.

4. Note Taking Assignment

Note-taking responsibilities were assigned to Co-Chair Jonguitud].

5. Public Comment

One member of the public, Jonathan was present. No public comments were made.

6. Review and Approve April 27, 2026 Agenda

The committee reviewed the agenda for April 27, 2026.

Motion by: Co-Chair Jonguitud

Second by: Commissioner Barr

Motion passed unanimously.

7. Review and Approve March 23, 2026 Minutes

The committee reviewed the minutes from March 23, 2026. During discussion, Commissioner Barr asked whether the member of the public present at the prior meeting had made any further contact; staff indicated there had apparently been no further contact.



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Motion by: Commissioner Dependahl

Second by: Co-Chair Jonguitud

Motion passed unanimously.

8. Discussion on Finalizing Work on Goal II

The committee discussed revisions to the document associated with Goal II. Co-Chair Clement noted that, during the general Commission meeting, discussion of Goal I had been requested and that certain requested revisions had not previously been mentioned.

Co-Chair Clement made a motion to discuss Goal I as requested by the general Commission.

Motion by: Co-Chair Clement

Second by: Commissioner Barr

Motion passed unanimously.

Discussion followed regarding revisions to the introductory paragraph, title, and disclaimer language for the document. Key discussion points included:

- Minimizing the introductory paragraph and moving the disclaimer to the top of the document.
- Work of the committee be recognized in the document.
- Comment that disclaimers are typically placed in the footer of documents.
- Suggestion to restore the rationale language and revise the introduction.
- Proposed new language stating that the document is “a list of topics and questions to consider when preparing your plan for a successful aging experience,” and noting that development and research for the list was completed by the Aging Readiness and Family Caregiver Support Committee of the Commission on Aging of San Mateo County.
- Recommended replacing the introductory paragraph and renaming the document an “Aging Readiness List.”
- Suggested the title “Aging Readiness Considerations.”
- Question whether the list and disclaimer had previously been reviewed by County Counsel or legal staff for that specific document.
- Two Commissioners expressed the view that the document did not need to be returned to legal for further review.
- Disagreed with revising the entire paragraph and recommended limiting edits to the specific sentence identified by the general Commission.
- Recommended rephrasing only the first paragraph.
- Supported broader revisions to the paragraph and title.

Following discussion, the committee took action on the introductory sentence.

Motion by Co-Chair Jonguitud, to change the first sentence to Co-Chair Clement’s revised wording

Second by: Commissioner Barr

Motion passed unanimously.

Further discussion followed regarding the title and final sentence. Co-Chair Clement recommended removing the final sentence and using the title Aging Readiness Checklist.



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Co-Chair Jonguitud then made a motion to revise the document as follows:

- Title changed to Aging Readiness Checklist
- Introductory language revised to present the material in a positive manner

Second by Co-Chair Clement

Vote:

- Yes: Jonguitud, Uhl, Clement, Dependahl
- Abstain: Barr

Motion passed.

Commissioner Barr stated that she would prefer the title to appear closer to the first topic in the document.

The committee then considered next steps for forwarding the revised document.

Motion by: Co-Chair Clement, to bring the list as approved to the Executive Committee

Second by: Commissioner Barr

Motion passed unanimously.

In response to a question from Commissioner Uhl regarding whether additional direction was needed, Co-Chair Clement stated that the disclaimer clarifies that the document provides general information and that individuals should consult a professional if needed.

9. Discussion on Future Goals

The committee discussed potential future goals for its work.

- Discussion points included:
 - Request members identify future goals for the committee.
 - Focus on caregiving, noting concerns heard in her community.
 - Focus on abuse prevention and working closely with the County.
 - Consulting with Family Caregiver Alliance and other entities to identify current priority issues.
 - Recommended coordination with County staff.
 - Ana explained how EDAP works.
 - Commissioner Barr shared a personal experience related to information access
 - Co-Chair Clement asked whether the committee wanted to focus on caregiving;
- Commissioner Uhl asked whether planning should remain a focus.
- Additional discussion occurred on several topics not directly related to the agenda.
- Daniela Jonguitud recommended that each committee member conduct research on possible goals and bring ideas to the next meeting.

10. Announcements

Co-Chair Clement announced that the committee would next meet on May 18. She also stated that members would need to advocate for the checklist at the general Commission meeting.



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Co-Chair Jonguitud stated that she was reconsidering her engagement with the committee because advocacy had been removed from the committee's role.

Co-Chair Clement asked Anna Sawamura whether there was any update regarding a retreat. Anna Sawamura reported that there was no update.

11. Adjourn

Motion by: Commissioner Uhl
Second by: Commissioner Barr
Motion passed unanimously.

The meeting adjourned at 11:03 AM.