



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

Aging Readiness and Family Caregiver Support Committee Minutes
January 26, 2026, 9:30 AM–11:00 AM
2000 Alameda de las Pulgas, Room 209, San Mateo, CA 94403

Committee Members Present: Daniela Jonguitud (Co-Chair), Patty Clement (Co-Chair), Twila Dependahl, Maria Barr

Members Excused: Kathy Uhl

Staff: Anna Sawamura, Harry Guan, Diane Madriz

Public Present (Virtual): Bill Lock (Commissioner, attending as a member of the public)

1. Call to Order, Roll Call, and Introductions

- Co-Chair Jonguitud called the meeting to order at 9:30 AM.
- Roll call taken; quorum established.
- Members and staff introduced themselves.

2. Public Comment

- Bill Lock joined virtually and introduced himself as a member of the public for this meeting. No additional public comment was offered.

3. Note Taking Assignment

- Co-Chair Clement/Co-Chair Jonguitud volunteered to serve as note takers.

4. Approval of Agenda (Action) – January 26, 2026

- Motion to approve January 26, 2026, agenda by Co-chair Clement; seconded by Commissioner Dependahl.
- Motion passed.

5. Review and Approval of November 17th meeting minutes.

- Items Reviewed:
 - November 17, 2025, Meeting Minutes
 - Feedback from the Ad Hoc Help@Home Guide Committee regarding the new “Personal Plan Checklist” section
- Motion: Approve the November 17th minutes.
- Moved by Commissioner Dependahl; seconded by Commissioner Barr.

- Motion passed.

6. Feedback from Ad Hoc Help@Home Guide Committee regarding Personal Plan Check List.

- Topic: Finalized edit of the Personal Plan Checklist, incorporating recommendations from the Ad Hoc Help@Home Guide Committee.
- Discussion Summary:
 - The committee discussed and reviewed the introductory paragraph related to the Personal Plan Checklist list.
 - Requested County Counsel's review of the Personal Plan Checklist to determine whether a disclaimer is needed and to provide any recommendations.
 - After reviewing the goals, it was determined that the action steps for Goal I need to be revised. Due to timeline constraints, the Personal Plan Checklist will be created as a flyer rather than added to the Help at Home Handbook. An explanatory statement will be added to Action Step One of Goal I regarding distribution decision.
 - The checklist was reviewed and will be presented to the Executive committee upon clearance from County Counsel.
- Action: Approve the revised Personal Plan Checklist introductory paragraph.
 - Motion: Approve the new Introductory paragraph.
 - Moved by Commissioner Dependahl; seconded by Commissioner Barr.
 - Motion approved.
- Action: Forward Personal Plan Checklist to County Counsel for review.
 - Motion: Have County Counsel review the Personal Plan Checklist to determine if disclaimer is necessary.
 - Moved by Commissioner Dependahl, seconded by Commissioner Barr.
 - Motion approved.
- Action: Present revised Personal Plan Checklist to Executive Committee upon County Counsel clearance.
 - Motion: Approve the edited Checklist for presentation at the next Executive Committee meeting pending clearance.
 - Moved by Commissioner Dependahl; seconded by Commissioner Barr.
 - Motion approved.
- Action: Add statement of explanation to Action Step One of Goal I regarding distribution decision.
 - Motion: Submit a statement of explanation to Action Step One of Goal I.
 - Moved by Commissioner Dependahl; seconded by Co-Chair Clement.
 - Motion approved.

7. Discussion on Finalizing Work on Goal II.

- Topic: Finalized edit of Goal II for the Personal Plan Checklist, incorporating recommendations from the Ad Hoc Help@Home Guide Committee.
- Discussion Summary:
 - The items in Goal II are tied to the outcome of Goal I.
- Action: Action tabled and will be revisited at a future meeting.

8. Discussion on Future Goals

- Topic: Addressing future goals.
- Discussion Summary:
 - The committee will proceed with future goals following feedback and approval of the Personal Plan Checklist by County Counsel.
- Action: Action tabled and will be revisited at a future meeting.

9. Announcements

- Co-Chair Clement requested consideration of a new board retreat. Agenda item must be proposed to the Executive Committee.

10. Adjournment (Action)

- Motion: Adjourn the meeting.
- Moved by Commissioner Barr; seconded by Commissioner Dependahl.
- Motion passed.
- Meeting adjourned at 11:01 AM.