



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

Aging Readiness and Family Caregiver Support Committee Minutes

November 17, 2025, 9:30 AM–11:00 AM

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

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

Staff: Anna Sawamura, Melissa Sanchez

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 volunteered to serve as note taker.

4. Approval of Agenda (Action) -- November 17th, 2025

- Motion to approve the November 17, 2025, agenda by Commissioner Barr; seconded by Commissioner Uhl.
- Motion passed.

5. Review and Approval of September 22nd meeting minutes and October 27th notes.

- Items Reviewed:
 - September 22, 2025, Meeting Minutes
 - October 27, 2025, Notes
 - Feedback from the Ad Hoc Help@Home Guide Committee regarding the new “Personal Plan Checklist” section
- Motion: Approve the September 22 minutes, October 27th notes, and incorporate Ad Hoc Committee feedback on the Personal Plan Checklist.
- Moved by Commissioner Dependahl; seconded by Commissioner Barr.

- Motion passed.

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

- Topic: Final edits to the “Personal Plan Checklist” under Goal II of the committee’s work plan, incorporating recommendations from the Ad Hoc Help@Home Guide Committee.
- Discussion Summary:
 - The committee reviewed the draft checklist line by line to improve clarity, sequencing, and usability for older adults, adults with disabilities, and family/friend (non-paid) caregivers.
 - Edits emphasized plain-language instructions, actionable steps, and alignment with the Help@Home Guide framework.
 - Members confirmed the checklist’s applicability across varying caregiver scenarios and care settings and ensured consistency with Commission on Aging standards.
- Action: Approve the revised Personal Plan Checklist and advance it to the Executive Committee.
 - Motion: Approve the edited Checklist for presentation at the January Executive Committee meeting.
 - Moved by Commissioner Barr; seconded by Commissioner Uhl.
 - Motion approved.

7. Announcements

- No announcements.

8. Adjournment (Action)

- Motion: Adjourn the meeting.
- Moved by Commissioner Barr; seconded by Commissioner Uhl.
- Motion passed.
- Meeting adjourned at 11:03 AM.