Commission on Aging
Readiness and Family Caregiver Support Committee
Meeting Minutes

Monday, March 23, 2026 | 9:30 AM–11:02 AM
2000 Alameda de las Pulgas, Room 209, San Mateo, CA 94403

Committee Members Present: Daniela Jonguitud, Patty Clement, Twila Dependahl, Maria Barr
Committee Members Excused: Kathy Uhl
Staff Present: Anna Sawamura, Diane Madriz, Harry Guan
Public Present: Kathy Aexiou

1. Call to Order

Co-Chair Jonguitud called the meeting to order at 9:30 AM.

2. Roll Call

Roll call was conducted. Quorum was established.

3. Welcome and Introductions

Committee members, staff, and members of the public were welcomed.

4. Note Taking Assignment

Note-taking responsibilities were assigned to Twila Dependahl and Daniela Jonguitud.

5. Public Comment

One member of the public, a San Mateo County resident, shared personal concerns and observations regarding hospice care of older adults, and recommendations related to the Master Plan for Aging. Committee members responded with comments regarding empathy training and ombudsman outreach.

6. Review and Approval of March 23rd Agenda

- Motion by Commissioner Dependahl
- Second by Commissioner Barr
- Motion passed

7. Review and Approval of January 26th Minutes and February 23 Notes

- Motion by Commissioner Dependahl
- Second by Commissioner Barr
- Co-chair Jonguitud abstained
- Motion passed

8. Discussion on SB 707 and Meeting Format

The committee discussed meeting format options, including fully in-person, fully virtual, and hybrid meetings. Members discussed holding four general meetings in person each year, with virtual participation available for the remaining meetings while still maintaining an in-person location.

The committee approved a hybrid meeting format that encourages in-person attendance and allows committee members to participate remotely.

- Motion by Co-chair Clement
- Second by Co-chair Dependahl
- Commissioner Barr abstained
- Motion passed

9. Discussion on Finalizing Work on Goal II

The committee discussed Goal II related to family caregiver support, including outreach opportunities and strategies to increase visibility of the materials developed by the committee. Members discussed potential venues for presentation and communication approaches.

The committee approved forwarding the updated final checklist to the Executive Committee for approval and requesting placement near the top of the Executive Committee agenda so that, once approved, it may be distributed through the Commission's current outreach channels.

- Motion by Co-chair Clement
- Second by Commissioner Barr
- Motion passed

10. Discussion on Future Goals

The committee discussed carrying forward the family caregiver support goal into the next fiscal year and shifting attention to goals for the coming year.

The committee approved tabling Goal II until the next fiscal year and beginning work on next year's goals.

- Motion by Co-chair Clement
- Second by Commissioner Barr
- Motion passed

11. Announcements

No formal announcements were recorded.

12. Adjourn

- Motion by Clement
- Second by Twila Dependahl
- Motion passed

The meeting adjourned at 11:02 AM.