



SAN MATEO COUNTY HEALTH

AGING & DISABILITY SERVICES

Commission on Aging Executive Committee

Meeting Minutes

July 6, 2026, 12:00 p.m. – 1:00 p.m.

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

Hybrid Meeting – In-Person and Remote Participation

Committee Members Present: Irene Liana, William Lock

Commissioners Present (In Person): Kathy Uhl, Twila Dependahl, Deborah Owdom

Commissioners Present (Remote): Liz Taylor

Members of the Public (In Person): None noted.

Members of the Public (Remote): Martha Simmons, Johnathan

Staff Present (In Person): Harry Guan, Diane Madriz

Staff Present (Remote): Anna Sawamura

1. Call to Order, Roll Call, and Introductions

- Chair Liana called the meeting to order at 12:00 p.m.
- Roll call was taken and quorum was established.

2. Review Meeting Rules of Order

- Anna shared the document, "Brown Act and Related Requirements," created as a guide to assist commissioners in protocols to follow.

3. Public Comment

- Martha Simmons introduced herself and expressed interest in applying for a seat on the Commission.

4. Approval of Agenda – July 6, 2026

- Motion to approve the July 6, 2026 agenda.
- Moved by 2nd Vice Chair Lock; seconded by Chair Liana.
- Motion approved unanimously.

5. Review and Approval of Executive Committee Meeting Minutes – June 1, 2026

- Motion to approve the June 1, 2026 Executive Committee meeting minutes.
- Moved by 2nd Vice Chair Lock; seconded by Chair Liana.
- Motion approved unanimously.

6. Review and Approval of General Meeting Minutes – June 8, 2026

- Motion to approve the June 8, 2026 General Meeting minutes with edits.
- The Aging Readiness Checklist motion was clarified to state that the checklist would return to the committee for revisions and then be submitted as a final draft for Executive Committee review.
- The Veterans Memorial Senior Center item was clarified to state that a completely new facility was constructed, including a state-of-the-art kitchen.
- Moved by 2nd Vice Chair Lock; seconded by Chair Liana.
- Motion approved unanimously.

7. Ad Hoc Nomination Committee Report to Fill the 1st Vice Chair Vacancy

- Commissioner Dependahl contacted eligible commissioners and requested responses by June 15
- Commissioners Clement and Jonguitud expressed interest in the 1st Vice Chair position
- No additional interest was expressed.
- Commissioner Dependahl noted concerns with the previous roll-call election process and recommended a ballot format similar to California Senior Legislature elections. Anna Sawamura will consult County Counsel regarding standard election practices.
- Staff clarified that a roll-call vote remains legally required if a hybrid meeting format is used.



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- Commissioner Owdom requested clear voting guidelines, including guidance regarding abstentions.
- The Executive Committee agreed to add an agenda item at the General Meeting providing each candidate two minutes to speak.

8. Review Committee Minutes, Work Plans, and Discuss Committee Issues

Information, Resources and Community Engagement Committee (IRCE):

- The San Carlos tabling event has not yet taken place. Commissioners plan to conduct outreach during the upcoming event.
- Commissioner Uhl confirmed her availability to staff the booth. Help@Home guides were provided to Commissioner Uhl for distribution.
- Chair Liana will review her schedule to determine her availability to participate in the event.

Social Isolation and Transportation Committee:

- The previously scheduled committee meeting was canceled to accommodate commissioner participation in tabling outreach at the San Mateo County Fair.
- Margaret Baggerly is coordinating with partner agencies to present mini workshops.

Aging Readiness and Family Caregiver Support Committee:

- The Executive Committee approved the finalized checklist and advanced it to the General Meeting.
- Moved by Chair Liana; seconded by 2nd Vice Chair Lock.
- Motion approved unanimously.

Ad Hoc Legislative Advocacy Committee:

- The Committee reviewed a proposed outline to align officer terms with the fiscal year. County Counsel must review the revised procedural rules before the draft returns to the Commission on Aging for approval.
- The Commission on Disabilities officer terms currently align with the fiscal year.
- Members discussed whether the Ad Hoc Legislative Advocacy Committee should become a standing committee and agreed to introduce the discussion at the next General Meeting.
- Commissioner Owdom proposed discussing expansion of the Executive Committee roster to include standing committee chairs or representatives at the Commission on Aging retreat.
- Members discussed whether California Senior Legislature members should be included on the Legislative Advocacy Committee. Commissioner Jongitud expressed interest in joining.
- To allow other commissioners to express interest, 2nd Vice Chair Lock recommended removing the proposal that the three California Senior Legislature members join the committee and instead consider opportunities after the ad hoc committee becomes a standing committee.
- The roster discussion will be added to the Commission on Aging retreat agenda while implementation details are finalized.

9. Supervisor Jackie Speier Event – September 17, 2026

- Commissioners Clement and Owdom logged into the June 30 meeting after it had been postponed. The meeting was rescheduled for July 6 at 2:00 p.m.; however, the commissioners did not receive the updated meeting notice.

10. Review and Approve July 13, 2026 General Meeting Agenda

- The action item to adopt formation of a Legislative Advocacy Committee will be removed.
- For Item 11, members noted that David Canepa left office as of July 2, 2026.
- For Item 12, Commissioner Owdom requested that the term Vehicle License Fee be used rather than the acronym.
- For Item 13, the two action items under Social Isolation and Transportation will be listed separately as Items D and E.



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- A revised copy of the Area Plan was submitted to commissioners for review.

11. **Adjournment**

- Motion to adjourn the meeting.
- Moved by 2nd Vice Chair Lock; seconded by Chair Liana.
- The meeting adjourned at 1:07 p.m.