



SAN MATEO COUNTY HEALTH

AGING & DISABILITY SERVICES

CoA Information, Resources, and Community Engagement Meeting Minutes

June 8, 2026 11:15am-12:45pm

2000 Alameda De Las Pulgas, Room 209, San Mateo, Ca 94403

Hybrid Meeting – In Person and Remote Participation

Members Present (In-Person): Deborah Owdom, Patty Clement, Martin Nakai, Angela Giannini, Twila Dependahl, Monika Lee

Members Present (Remote): None noted

Members Excused: None noted

Members of the Public (Remote): Johnathan

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

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

Staff Present (Remote): Anna Sawamura

1. Call to Order, Roll Call, and Introductions

- Chair Lee called meeting to order at 11:16 a.m.
- Roll Call taken; Quorum established.

2. Public Comment

- No public comments were received.

3. Notetaking Assignment

- Commissioner Lee volunteered as the notetaker

4. Approval of Agenda - 6/8/2026

- Motion to approve 6/8/2026 agenda:
 - Moved by Commissioner Giannini
 - Seconded by Commissioner Nakai
 - Motion Passed

5. Review and Approval of IRCE Meeting Minutes - 5/11/2026

- Motion to approve 5/11/2026 meeting minutes:
 - An amendment was made to correct “EDAP” to “EDAPT”
 - Moved by Commissioner Lee as amended
 - Seconded by Commissioner Nakai
 - Motion passed



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6. New Business

- **CoA brochure redesign**
- Staff presented two versions of the re-designed CoA trifold brochure, with the difference being the use of first-person vs. third-person language. Staff printed 100 of each version. The Committee discussed the wording of the heading and preferred the first-person approach, noting that it was more conversational and representative of the Commission. Members agreed that future printings will use the first-person version. Commissioner Owdom noted that the existing copies of the third-person version should be distributed for upcoming events rather than discarded. There was also discussion on the approval process for the revised brochure. Anna Sawamura clarified that because the brochure is a revision – it should be presented to the Executive Committee and shared with the full commission as an informational update. Commissioner Lee volunteered to prepare a summary identifying all revisions made between the previous and updated brochure. Commissioner Nakai noted that the Aging Readiness Checklist would be a valuable handout during outreach in conjunction with the Help@Home Handbook.
- **CoA Presentation/New Topics**
- Members discussed future educational presentations for Commission meetings and noted that presentations should provide commissioners with info that supports their advocacy responsibilities.
- Tentative Presentation Schedule:
 - July – Vehicle License Fee Update, Retreat Planning discussion
 - Subsequent months – California Alliance for Retired Americans, County Parks programs, RFP process and funded services, CSL recommendations
- The Committee discussed establishing relations between CoA and CoD. A recommendation will be forwarded to the Executive Committee to explore commissioner liaisons between the two Commissions.
- **Age Friendly Cities Status**
- There are no updates from the assigned cities. The committee discussed establishing a standardized process for Commissioners to report on city progress.
- Concerns were raised regarding accessibility, including on the 600 block of San Carlos involving a nearby restaurant and soccer field.
- A \$500k funding reduction is expected. Commissioner Nakai would like to see an action plan to support resources for age friendly.

7. Old business



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- Commissioners are participating in outreach by tabling in San Carlos Senior Center and discussed outreach opportunity at Catholic Charities Open House Fair on July. Commissioner Owdom will assist with recruiting volunteers to assist.
- EDAPT is no longer able to table at the San Mateo County Fair. The Commissioner will have full use of the table. A new tablecloth design will be provided to the Commission.
- There was discussion on formalizing the process to submitting updates for the Help@Home handbook, including a clear workflow for future revisions.
- It was noted that the Help@Home guide's search function only returns results when specific key word searches like "nutrition" or "meals" are included in the content which limits its functionality.
- Help@Home updates needed for online Network of Care.

8. Status report on work plan

- None Reported

9. Adjournment

- Motion to adjourn the meeting:
 - Moved by Commissioner Lee
 - Seconded by Commissioner Nakai
- Meeting adjourned at 12:30pm