



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

Commission on Aging Executive Committee
Meeting Minutes

May 4, 2026 12:00 p.m. – 1:00 p.m.

Hybrid Meeting

2000 Alameda de las Pulgas, San Mateo, CA 94403

Committee Members Present (In Person): William Lock

Committee Members Present (Remote): Irene Liana.

Committee Members Excused: David Linnell.

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

Commissioners Present (Remote): Monika Lee, Daniela Jonguitud

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

Members of the Public (Remote): None noted.

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 12:01 p.m.
- Roll call was taken and a quorum was established.

2. Public Comment

- No public comment.

3. Approval of Agenda – May 4, 2026

- Motion to approve the May 4, 2026 agenda.
- Moved by 2nd Vice Chair Lock; seconded by Chair Liana.
- Motion approved.

4. Review and Approval of Executive Committee Meeting Minutes – March 2, 2026 and April 6, 2026

- Motion to approve the March 2, 2026 and April 6, 2026 Executive Committee meeting minutes.
- Moved by 2nd Vice Chair Lock; seconded by Chair Liana.
- Motion approved.



SAN MATEO COUNTY HEALTH
AGING & DISABILITY SERVICES

5. Review and Approval of General Meeting Minutes – April 13, 2026

- Motion to approve the April 13, 2026 General Meeting minutes.
- Moved by 2nd Vice Chair Lock; seconded by Chair Liana.
- Motion approved.

6. Report on Meetings with Tony Bayudan, Supervisor Canepa's Office

- The Committee discussed a recent meeting that occurred on April 21; however, it was noted that there had been miscommunication regarding the scheduling of that meeting. Some members were not aware of the meeting and therefore could not provide a full report. At this time, no future meeting date has been confirmed.

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

- Information, Resources and Community Engagement Committee (IRCE): The Committee reported that there were no additional updates beyond the materials included in the meeting packet. A draft of the "Help at Home Guide" was reviewed, and several issues were identified, including concerns about paper quality, cover thickness, and formatting errors. Feedback will be collected before final revisions are made. The revised Community Partner Guidelines were also reviewed, and the Executive Committee agreed to move the document forward to the General Commission for consideration.
- Social Isolation and Transportation Committee: A SamTrans report was presented by Margaret Baggaly. Adele Ryono provided updates on intergenerational programs, including the "Talk Across Time" initiative, which saw strong participation. Adele traveled to Ohio to present her case study. The Committee also discussed ongoing budget constraints affecting transportation services.
- Aging Readiness and Family Caregiver Support Committee: The Committee presented a revised Aging Readiness Checklist and described the updates that had been made. A discussion followed regarding the placement of the disclaimer within the document, with differing opinions expressed among members. After discussion, a motion was made and approved to return the document to the committee for further review, specifically to reconsider the placement of the disclaimer and make minor language adjustments.

8. Ad Hoc Committees and Committee Requests

- The Committee introduced a proposal to align the Commission's calendar with the fiscal year, which runs from July through June. The proposal included extending officer terms by six months and making updates to bylaws and procedural documents. Concerns were raised regarding the legal implications of these changes.



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

- The Executive Committee agreed that staff should consult with County Counsel before any further action is taken. The item will return to the Executive Committee once additional guidance is obtained.

9. Review and Approve May 11, 2026 General Meeting Agenda

- The Executive Committee reviewed the draft agenda for the upcoming General Commission meeting. Several amendments were made, including the removal of certain action items and adjustments to committee reports.
- Motion to approve the May 11, 2026 General Meeting agenda as amended.
- Moved by 2nd Vice Chair Lock; seconded by Chair Liana.
- Motion approved.

10. Announcements/Member Reports

- The Committee briefly discussed eligibility requirements for the California Senior Legislature election, including age requirements for voting. It was noted that additional information will be distributed to commissioners prior to the election.

11. Adjournment

- Motion to adjourn the meeting.
- Moved by Chair Liana; seconded by 2nd Vice Chair Lock.
- The meeting adjourned at 1:01 p.m.