



**Commission on Aging (CoA) - Executive Committee Meeting Agenda**

**Monday October 2, 2023, 12:00-1:00pm**

Meeting location: Department of Housing, 264 Harbor Boulevard, Building A,  
 Belmont, CA 94002

Executive Committee Members Present: Karen Coppock, Monika Lee and Joyce Porter

Staff: Diane Madriz and Suki Ho

Discussion Items	Notes / Discussions / Next Steps
1. Call to Order	Meeting was called to order by Chair Coppock at 12:00 pm.
2. Review and approve October 2 <sup>nd</sup> Exec. Agenda	Commissioner Lee moved to approve with the following edits: <ul style="list-style-type: none"> <li>• Add “COA Composition” as #7B to discuss on Commission Charter</li> </ul> Seconded by Commissioner Porter. Motion approved.
3. Review and approve September 5 <sup>th</sup> Exec meeting minutes	Chair Coppock moved to approve with the following edits: <ul style="list-style-type: none"> <li>• Change “Agenda” to “Minutes” on heading</li> <li>• Update Commission application numbers</li> <li>• Incorporate changes in the amended minutes sent by Monika to Suki</li> </ul> Seconded by Commissioner Porter. Motion approved.
4. Review and approve October 16 <sup>th</sup> General Meeting agenda	Commissioner Porter moved to approve with the following edits: <ul style="list-style-type: none"> <li>• Add BOS update before staff report</li> <li>• Take out “Request to Convene Ad Hoc Nominating Committee”</li> </ul> Seconded by Chair Coppock. Motion approved.

<p>5. Review and approve September 11<sup>th</sup> General meeting Minutes</p>	<p>Commissioner Porter moved to approve with the following edits:</p> <ul style="list-style-type: none"> <li>• #10 clarifications to be sent by Monika</li> <li>• Help at Home distribution number: add “since April”</li> <li>• #10: add Commissioner Liana expressed concern on burden to older people</li> <li>• Incorporate changes in the amended minutes sent by Monika to Suki</li> </ul> <p>Seconded by Commissioner Lee. Motion approved.</p>
<p>6. Review Committee Notes</p> <ol style="list-style-type: none"> <li>a. Resource Access and Inclusion Committee</li> <li>b. Transportation and Aging in Community Committee</li> <li>c. Middle Income Senior Opportunities Committee</li> </ol>	<p><b>RAI Committee</b></p> <ul style="list-style-type: none"> <li>• No discussion. Minutes reviewed during the meeting.</li> </ul> <p><b>TAIC Committee</b></p> <ul style="list-style-type: none"> <li>• Submitted version has red lines, Tina Dubost’s name misspelled, Monika will send Suki notes</li> <li>• Make CID full name.</li> <li>• Commissioner Porter indicated the meeting notes show that the meeting was recorded. The committee suggested to make this another discussion item for the next Executive Committee meeting.</li> </ul> <p><b>MISO Committee</b></p> <ul style="list-style-type: none"> <li>• Expressed concern about participation by Commissioners in this Committee.</li> </ul>
<p>7. CoA Webpage Discussion</p> <ol style="list-style-type: none"> <li>a. Presentations/Speakers</li> <li>b. COA Composition</li> </ol>	<p>The committee suggested to have a meeting in December to discuss plans for 2024. 12/4, 12noon to 1pm, the Venus Room in Department of Housing.</p> <ol style="list-style-type: none"> <li>a. Presentation/Speakers October: Advocacy  November: Needs Assessment Data Report</li> </ol> <p>Potential/tentative topic:</p> <ul style="list-style-type: none"> <li>• Elder abuse update.</li> </ul> <ol style="list-style-type: none"> <li>b. COA Composition The committee suggested to reach out to County Attorney re current legal</li> </ol>

	<p>requirements on Commission Composition, such as % requirement on older adults.</p> <p>The committee reviewed the demographic survey results.</p> <p>The committee suggested to ask help from Supervisor Canepa's Office for advertising for recruitment.</p>
8. CoA Commissioner updates	<p>Talked about Patty Clement's leave of absence arrangement. The committee would like to have an update from Anna regarding Patty's intention to stay on the Commission; and what is the expected return date.</p> <p>Reviewed Commissioners terms and vacancies.</p>
9. Review of Board of Supervisors agendas	Next BOS meeting is on October 3, 2023. #8 is about Measure K.
10. Announcements	No announcement
11. Adjourn	<p>Chair Coppock moved to adjourn seconded by Commissioner Porter. Motion approved.</p> <p>Meeting adjourned at 12:58pm.</p>

NEXT CoA EXECUTIVE COMMITTEE MEETING: November 6, 2023

NEXT CoA GENERAL MEETING: October 16, 2023



**Commission on Aging**

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**Health System Chief** • Louise Rogers

**Board of Supervisors** • David Canepa • Noelia Corzo • Ray Mueller • Dave Pine • Warren Slocum