



Commission on Aging Executive Committee Minutes

January 5, 2026, 12:00 PM–1:00 PM

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

Committee Members Present: Irene Liana (Chair), Bill Lock (2nd Vice-Chair)

Member Excused: David Linnell (1st Vice Chair)

Commissioners in Attendance: Deborah Owdom

Staff: Anna Sawamura

Public Present (Virtual): None

1. Call to Order, Roll Call, and Introductions

- Chair Liana called the meeting to order at 12:02 PM.
- Roll call taken; quorum established.
- Members and staff introduced themselves.

2. Public Comment

- No public comment was offered.

3. Approval of January 5, 2026 Executive Agenda (Action)

- Motion: Approve the January 5, 2026 Executive Agenda.
- Moved by: Commissioner Lock; Seconded by: Chair Liana
- Result: Motion passed.

4. Approval of November 3, 2025 Executive Committee Meeting Minutes (Action)

- Motion: Approve the November 3, 2025 Executive Committee meeting minutes.
- Moved by: Commissioner Lock; Seconded by: Chair Liana
- Result: Motion passed.

5. Approval of November 10, 2025 General Meeting Minutes (Action)

- Motion: Approve the November 10, 2025 General Meeting minutes.
- Moved by: Commissioner Lock; Seconded by: Chair Liana
- Result: Motion passed.

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

a. Information, Resources and Community Engagement Committee

- Minutes were reviewed; no items were identified for discussion.

b. Social Isolation and Transportation Committee

- Quorum was not established; the meeting was held as an information session. Notes were reviewed.

c. Aging Readiness and Family Caregiver Support Committee

- The committee requested review of a checklist for inclusion in the Help@Home update and/or placement on the CoA website.

- The Executive Committee discussed the request and recommended that the checklist be posted on the CoA website after additional work is completed on the checklist content.
- The committee will be asked to continue work on the document.

d. Ad Hoc Committees and Committee Requests

i. Ad Hoc Help@Home Guide Committee

- Commissioner Owdom reported that updates are finalized and the committee is working on the layout. After completion, the document will be sent to staff.
- A request was made to produce a sample for review to confirm paper weight and cover design.

ii. Ad Hoc Advocacy Committee

- The committee is working on scheduling its first meeting.

7. Presentations/Speakers

- Three Villages will present at the January 12 General Meeting.
- A request was made to schedule an APS presentation for February. Staff will work on identifying a speaker.

8. Discussion on CoA Retreat

- Chair Liana began discussion regarding holding a retreat this year.
- Chair Liana will include this item in her Executive Committee report to determine whether the full Commission is interested.
- If desired, further discussion and planning will be needed to schedule a retreat during the calendar year.

9. Board of Supervisors Relations / Annual Report / Advocacy

- Chair Liana shared that Tony Bayudan from Supervisor Canepa's office is scheduling monthly meetings with the Commission on Aging to discuss items and opportunities for collaboration on projects.
- Staff from the Supervisor's office will also attend general meetings.

10. Approval of January 12, 2026 General Meeting Agenda (Action)

- Motion: Approve the January 12, 2026 General Meeting agenda.
- Moved by: Chair Liana; Seconded by: Commissioner Lock
- Result: Motion passed.

11. Announcements / Member Reports

- No announcements or member reports were made.

12. Adjournment (Action)

- Motion: Adjourn the meeting.
- Moved by: Commissioner Lock; Seconded by: Chair Liana
- Result: Motion passed.
- Meeting adjourned at 1:03 PM.