



Commission on Aging (CoA) - Executive Committee Meeting Agenda

Tuesday, September 5, 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: 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 September 5 th Exec. Agenda	Commissioner Lee moved to approve, seconded by Commissioner Porter. Motion approved.
3. Review and approve July 5 th Exec meeting minutes	Commissioner Lee moved to approve, seconded by Commissioner Porter. Motion approved.
4. Review and approve September 11 th General Meeting agenda	Commissioner Porter moved to approve with the following edits: <ul style="list-style-type: none"> • Change call to order by 1st Vice Chair • Add update on website hits by Cristina Ugaitafa under Staff Report • Add “Ad-hoc Committee Election” as an agenda item or discussion item under the Executive Committee Report Seconded by Commissioner Lee. Motion approved.
5. Review and approve July 10 th General meeting Minutes	Commissioner Porter moved to approve, seconded by Commissioner Lee. Motion approved.
6. Review Committee Notes <ol style="list-style-type: none"> a. Resource Access and Inclusion Committee b. Transportation and Aging in Community Committee c. Middle Income Senior Opportunities Committee 	RAI Committee <ul style="list-style-type: none"> • 5c Network of care information: Monika will send revised minutes to take out “Commissioner Giannini plans to attend BoS meeting to address the issue.”

	<ul style="list-style-type: none"> • Network of care hit is not very high, contrastingly, Help at Home guide has been very popular. <p>TAIC Committee</p> <ul style="list-style-type: none"> • Written report was reviewed during the meeting. • Add “Update from SamTrans” in future agenda, so this can be discussed by SamTrans and Commissioners. Other not-for-discussion items can be brought up in Public Comment. <p>MISO Committee</p> <ul style="list-style-type: none"> • Written report was reviewed during the meeting. • Monika will ask MISO Committee re update on work plan on advocacy.
<p>7. CoA Webpage Discussion a. Presentations/Speakers</p>	<p>September: Core Service Agency Panel Presentation</p> <p>October: Advocacy, by Brian Schmidt on general advocacy issues and Francine Serafin-Dickson on the advocacy efforts of the Age Forward Coalition</p> <p>November: the committee proposed Needs Assessment Data report by Cristina Ugaitafa</p> <p>Talked about 2024 presentation schedule:</p> <ul style="list-style-type: none"> • March: Area Plan • June: Pride Month • Suggested to have Commissioners to do presentation. Monika will discuss January presentation at September General Meeting <ul style="list-style-type: none"> ○ January presentation: check-in and strategy section. <p>The committee reviewed the COA website and asked to remove “a Youth Commissioner.”</p> <p>The Committee talked about having BOS staff to give an update as a regular agenda item commencing October.</p>
<p>8. CoA Commissioner End of Term and Vacancy updates</p>	<p>Email sent on July 18 with updated COA Commissioner Roster. Received a few applications for COA Commissioner; in the</p>

	<p>process of scheduling interview with Board of Supervisors.</p> <p>The Committee would like to have a chart with anonymous demographic distribution on:</p> <ul style="list-style-type: none"> • Lower income communities • Race ethnicity • Sex <p>Vacancies</p> <ul style="list-style-type: none"> • The committee would like to have an update on when will interviews be scheduled • Patty is on leave; the committee will need to discuss if an extension on leave of absence is needed.
9. Review of Board of Supervisors agendas	Next BOS meeting is on September 12, 2023. Agenda will be available 72 hours before the meeting.
10. Announcements	No announcement
11. Adjourn	<p>Chair Coppock moved to adjourn, seconded by Commissioner Porter. Motion approved.</p> <p>Meeting adjourned at 1:09pm.</p>

NEXT CoA EXECUTIVE COMMITTEE MEETING: October 2, 2023

NEXT CoA GENERAL MEETING: September 11, 2023



Commission on Aging

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