



January 12, 2026 IRCE Minutes

Information, Resources, and Community Engagement Committee Minutes

January 12, 2026, 11:15 AM – 12:35 PM

500 County Center, Manzanita Hall

Members Present: Monika Lee; Deborah Owdom; Angela Giannini; Martin Nakai; William (Bill) Lock

Members Excused: Twila Dependahl

Staff: Andrew Eng; Diane Madriz, Anna Sawamura

Members of the Public: None

1. Welcome and Introductions

- Co-Chair Lee welcomed committee members at 11:20 a.m.

2. Public Comment

- No public comment was offered.

3. Note Taking Assignment

- Co-Chair Lee took notes for the meeting.

4. Approval of Agenda (Action) – January 12, 2026

Motion: Approve the January 12, 2026 agenda.

Moved by Giannini; seconded by Nakai.

Motion passed.

5. Approval of Minutes – November 2025 Committee Minutes (Action)

Motion: Approve the November 2025 Committee Minutes

Moved by Owdom; seconded by Nakai

Motion passed.

6. Old Business

• Help at Home

- Commissioner Lock raised a question regarding the name of the Help@Home booklet—whether it should be called a “guide,” a “directory,” or something else—and whether a

name change would make it easier to find online. No decision was reached; this remains an open discussion item.

- Commissioner Nakai suggested the Commission send a special email announcement about the updated version to city managers, Parks & Recreation directors, etc., encouraging them to post the PDF and/or searchable version on their websites.
- Hard copies are already distributed to community centers and libraries; commissioners will be given a supply of booklets with the new edition for buddy connections.
- A QR code on the booklet and the Commission on Aging banner was suggested. • **Tabling**

- Commissioner Owdom reported sign-up status for three Showcase events: January 30 (Millbrae), March 20 (Belmont), and May 7 (San Mateo).
- Commissioner Lee reported on the request for funding for the events.
- Ms. Sawamura reported the fee structure has changed and costs are lower if no ads are included; for January she submitted the lower amount and no ads will be placed.
- Commissioners will be reminded to seek information from buddy connections about other events suitable for Commission on Aging participation
- Discussion was held on Commission on Aging flyer revisions; this will be an agenda item in February. Ms. Sawamura will circulate the current version.
- Ad design will also be discussed at the next meeting; Commissioner Lee will circulate the two versions previously used. • **Buddy assignments**
- Co-Chair Lee circulated the updated buddy assignment list. Not all commissioners have been assigned yet; two new commissioners are expected soon to fill additional spots.
- It was decided to plan a meet-and-greet type event with buddies for June 2026.

7. New Business:

• CoA Presentations

- The committee decided to move forward with the Fraud Prevention/EDAPT presentation, previously postponed twice in February; Anna Sawamura will make the arrangements.
- Commissioner Nakai suggested scheduling a Financial Educator he recommends for March; He will make contact and provide details.
- Other presentation possibilities will be discussed in February.

8. Announcements

- No announcements were made.

9. Adjournment

- The meeting was adjourned at **12:35 p.m.** Information and Resources Committee January 2026 minutes.docx
- Next meeting: **February 9, 2026, at 11:15 a.m. at 500 County Center, Manzanita Hall.** Information and Resources Committee January 2026 minutes.docx
