



**Information, Resources, and Community Engagement Committee Minutes
April 13, 2026, 11:15 AM – 12:45 PM
500 County Center, Redwood City, Manzanita Hall**

Members Present: Monika Lee; Martin Nakai; Twila Dependahl, Bill Lock, Deborah Owdom. Angela Giannini

Members Excused: none

Staff: Anna Sawamura, Harry Guan

Members of the Public: Jonathan

1. Welcome and Introductions

Co-Chair Lee welcomed committee members at 11:15 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) – April 13, 2026

Motion: Approve the April 13, 2026, Agenda

Moved by Giannini, Seconded by Nakai

Motion passed.

5. Approval of Minutes – March 9, 2026, Committee Minutes (Action)

Motion: Approve the March 9, 2026, Minutes

Moved by Locke, Seconded by Nakai; Giannini abstained

Motion passed.

6. Old Business

- a. **Help at Home:** It is expected that the new version of the English language guide will be ready for the May tabling events. Spanish and Chinese may take somewhat longer.
- b. **Tabling** – Ms. Sawamura informed the committee that, with the exception of the Daily Journal Senior Showcase events, she will only submit an application and fees for an event if the IRCE specifically requests that she do so. **Co-Chair Owdom will be communicating with Ms. Sawamura requesting that she sign up for an event once sufficient coverage from commissioners has been established. Ms. Sawamura will apply for the upcoming South San Francisco event.** With respect to the Daily Journal events, Ms. Sawamura will submit the fees that do not include the Daily Journal ads unless specifically instructed otherwise. It was decided to apply for the ad-inclusive option for the June 11 Senior Day at the Fair event. The ad to be used at that time will promote the updated Help at Home guide.
- c. **Buddy Assignments** –

- i. The document containing updated versions of the guidelines for creating and maintaining community partner relationships discussed at the March meeting had been submitted to the Executive Committee, which placed it on the General Meeting Agenda as an action item. The Commission did not approve that document as submitted and sent it back to the committee. The committee discussed whether to further pursue inclusion of the document with CoA orientation materials. It was decided that **Co-Chair Lee would revise the document and submit the revised version to the Executive Committee with a recommendation that it be included in the Orientation materials “as a reference” only.**
- ii. Co-Chair Lee reported that she had talked with commissioners who were newly paired with local community partners and that all had agreed to the suggested pairings.

d. Work Plan: Amendments, Implementation and Coordination Status reports

- i. Committee members that had agreed to review local Age Friendly Action Plans reported on their reviews. It was suggested that we talk with commissioners Uhl and Giannini who were listed as members of Age Friendly Task Forces in Burlingame and San Carlos respectively. Commissioner Giannini made a short report. Commissioner Lock will meet with the Pacifica representative.

7. New Business

a. CoA Brochure Redesign

- i. Co-Chair Owdom had circulated a revised version of the brochure. After discussion it was submitted to Ms. Sawamura for finalization.

b. Presentations/New topics

No discussion.

- c. **Age Friendly Cities Status** – see 6.d, above.

8. Announcements

No announcements were made

9. Adjournment

Motion: Adjourn the meeting

Moved by Dependahl, Seconded by Nakai

The meeting adjourned at 12:55 pm.