



Information, Resources, and Community Engagement Committee Minutes
March 9, 2026, 11:15 AM – 12:45 PM
500 County Center, Redwood City, Manzanita Hall

Members Present: Monika Lee; Martin Nakai; Twila Dependahl, Bill Lock

Members Excused: Deborah Owdom

Staff: Anna Sawamura, Harry Guan

Members of the Public: Deborah Owdom, Jonathan

1. Welcome and Introductions

Co-Chair Lee welcomed committee members at 11:18 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) – March 9, 2026

Motion: Approve the March 9, 2026 Agenda

Moved by Dependahl, Seconded by Nakai

Motion passed.

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

Motion: Approve the February 9, 2026 Minutes

Moved by Dependahl, Seconded by Nakai

Motion passed. Lock abstained.

6. AB 707 Changes to Brown Act

After discussion the group decided to follow the schedule and format adopted by the Commission for the General Meeting. Meetings will be hybrid except for January, April, July and November when they will be in person meetings.

7. Old Business

- a. **Help at Home:** Ms. Sawamura circulated a printout of the final layout of the text and the available cover paper for choice of colors. It was decided to use yellow for this edition. Ms. Sawamura will have complete sample booklets prepared for a final review by the Ad Hoc Help at Home Committee. The text has been provided to the translators for creation of the Spanish and Chinese editions. It is planned to have the new version ready for the May tabling events.
- b. **Tabling** – The Pride event on June 13, 2026, in San Mateo has been added to the schedule.
- c. **Buddy Assignments** –

- i. Co-Chair Lee circulated a document listing alternatives to the term “Buddy.” It was decided to use the term “community partner” going forward. The document also contains updated versions of the guidelines for creating and maintaining community partner relationships. ***Co-Chair Lee will finalize a version of the document for presentation to the Executive Committee for further action.*** One or both of the Co-Chairs will attend the next Executive Committee meeting to answer any questions about the document.
- ii. Co-Chair Lee also circulated an updated version of the spreadsheet proposing pairings of commissioners with local community partners. It was agreed that ***Co-Chair Lee will talk with those commissioners that have been given new pairings prior to finalizing the pairings.***

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

- i. Co-Chair Lee circulated a spreadsheet listing the cities that had applied to the AARP for Age Friendly Status and the workplans, if any, each city has prepared. Commissioner Dependahl reported on her conversation with Bruce Utecht regarding the RWC City Council’s handling of an action item regarding Redwood City Age Friendly status. ***Committee members agreed to review city plans in detail as follows: Lock: Brisbane, Colma, Pacifica; Dependahl: Burlingame, Redwood City, Sam Carlos; Nakai: Daly City, San Bruno, South San Francisco; Lee: San Mateo.***
- ii. The IRCE Work Plan will be amended for Goal II to reflect a June 2026 date for completing the item of gathering “information on the status of the cities’ Age Friendly effort for the CoA.”

8. New Business

a. CoA Presentations/New topics

- i. Ms. Sawamura informed the committee that ADRC is undergoing organizational changes and will not be available to make a presentation in May. Instead, the May presentation will be of the Area Plan Update. The Committee requested more detailed financial and program information regarding the organizations that currently carry out the Area Plan work in the county.
- ii. The Committee intends to work on a June event bringing together the community partners. Discussion about what type of financial information the community partners may be able to provide regarding their provision of services and programs for older adults.
- iii. Brief discussion of the Loneliness to Light project planned by Supervisor Canepa’s office. No further information has been provided to the CoA other than that the first event is planned for May.

b. Age Friendly Cities Status – see 7.d, above.

9. Announcements

- a. No announcements were made

10. Adjournment

Motion: Adjourn the meeting

Moved by Dependahl, Seconded by Nakai

The meeting adjourned at 12:47 pm.