



**MEETING MINUTES**

<p><b>Commission on Aging</b>  <b>Ageing Readiness and Family Caregiver Support Committee</b>  <b>Date March 24, 2025</b>          Location: 2000 Alameda de Las Pulgas Room 209          Commissioners present: Co-Chair, Kathy Uhl, Co-Chair Daniela Jonguitud, Karen Coppock, Maria Elena Barr, Patty Clement          Staff present Anna Sawamura, Shawne O’Connell          Public present: Twila Dependahl (joined virtually)</p>	
1. Welcome and Introductions	Co-Chair Uhl called the meeting to order at 9:30 and welcomed members and the public.
2. Public Comment	Commissioner Dependahl joined virtually as a member of the public for today’s meeting.
3. Note taking assignment	Co-Chair Jonguitud volunteered to take the minutes.
4. Approval of today’s agenda	Commissioner Clement motioned to approve the agenda. Commissioner Coppock seconded the motion. Motion passed.
5. Approval of February 24 <sup>th</sup> meeting minutes	Commissioner Coppock motioned to approve the minutes with edits. Commissioner Clement seconded the motion. Co-Chair Jonguitud abstained. Motion passed.
6. Discussion and Finalizing Work Plan	<p>Committee worked on the draft and healthy discussion took place.</p> <p>Goal I: Increase Awareness and advocate for older adults to create a personal plan for healthy aging.</p> <ul style="list-style-type: none"> <li>• Commissioner Barr reviewed the document she created, “A personal plan for healthy aging” with members. This generated the following comments: The plan shared focused on financial planning which is very important. Other aspects of what to include in a plan were discussed.</li> <li>• Family often won’t adapt to the needs of older adults when creating a plan for aging.</li> <li>• Unexpected life events occur and preparing is important.</li> <li>• Need to identify the priority between education/individual support vs. advocacy to the Board of Supervisors. <b>(Decide which to present at the April CoA General meeting).</b></li> <li>• Suggestion to focus on two plans: one on the elements of a personal plan for aging, one on identifying resources on financial aspects that can be included in the next updated version of the Help@Home guide.</li> <li>• Committee will work on creating a personal plan for healthy aging checklist by June 23<sup>rd</sup>.</li> </ul>

	<ul style="list-style-type: none"> <li>• Committee will work on information for the Help@Home guide and connect with the Information, Resource, and Community Engagement committee to discuss how best to include in the updates.</li> </ul> <p>Goal II: Independence and Autonomy across generations; Increase awareness and advocate for older adult led planning with support from family, friends, and community.</p> <ul style="list-style-type: none"> <li>• Committee agreed to research and gather information by the April committee meeting along with advocacy areas needed.</li> <li>• Co-Chair Jongitud offered to draft an advocacy paper for the Board of Supervisors. Discussion took place.</li> <li>• Anna Sawamura reminded committee of the process to follow when requesting a letter be sent to the BoS.</li> <li>• Committee agreed to have a draft letter reviewed and approved at the April committee meeting for presentation to the Executive Committee as an action item.</li> </ul> <p>Additional discussion took place with the committee finalizing a work plan to be sent to Executive Committee or their review at the April meeting.</p>
7. Announcements	No announcements were made.
8. Adjourn	Commissioner Barr motioned to adjourn. Co-Chair Uhl seconded the motion. Motion passed. Meeting adjourned at 11:01 am.