



SAN MATEO COUNTY HEALTH

AGING & DISABILITY SERVICES

Commission on Aging Executive Committee Meeting Minutes

April 6, 2026 12:00 p.m. – 1:00 p.m.

Hybrid Meeting

2000 Alameda de las Pulgas, San Mateo, CA 94403

Committee Members Present (In Person): William Lock, David Linnell

Committee Members Present (Remote): Irene Liana.

Committee Members Excused: None noted.

Commissioners Present (In Person): Patty Clement, Deborah Owdom, Twila Dependahl, Monika Lee

Members of the Public (In Person): None noted.

Members of the Public (Remote): Johnathan

Staff Present (In Person): Anna Sawamura; Harry Guan; Diane Madriz

Staff Present (Remote): None noted.

1. Call to Order, Roll Call, and Introductions

- 1st Vice Chair Linnell called the meeting to order at 12:00 p.m.
- Roll call was taken and a quorum was established.

2. Public Comment

- Chair Irene Liana joined virtually.

3. Approval of Agenda – April 6, 2026

- Motion to approve the April 6, 2026 agenda.
- Moved by 2nd Vice Chair Lock; seconded by 1st Vice Chair Linnell.
- Motion approved.

4. Review and Approval of Executive Committee Meeting Minutes – March 2, 2026

- The Committee reviewed the March 2, 2026 Executive Committee meeting minutes.
- Because the members present who had attended the March 2, 2026 meeting did not constitute a majority eligible to vote on approval, action on the minutes could not be taken.
- The March 2, 2026 Executive Committee meeting minutes will be placed on the April 4, 2026 meeting agenda for approval.



SAN MATEO COUNTY HEALTH
**AGING & DISABILITY
SERVICES**

5. Review and Approval of General Meeting Minutes – March 9, 2026

- The Committee reviewed the March 9, 2026 General Meeting minutes. During the review, Chair Liana clarified that she had been present and had chaired the March 9 General Meeting. The minutes were amended to reflect this correction.
- Motion to approve the March 9, 2026 General Meeting minutes as amended.
- Moved by 2nd Vice Chair Lock; seconded by 1st Vice Chair Linnell.
- Motion approved as amended.

6. Report on Meetings with Tony Bayudan, Supervisor Canepa's Office

- The Committee received a report regarding recent transportation-focused meetings convened by Supervisor Canepa's office. The meetings addressed SamTrans services, on-demand transportation options, and shuttle services available within the county. Participants identified ongoing transportation gaps, particularly for residents of Veterans Village. Commissioners emphasized the need for expanded and more accessible transportation options for older adults. Concerns were also raised regarding limited route coverage and service accessibility in certain areas. It was noted that another meeting may take place in April, and that a community event is being planned for May 18 in San Carlos to help older adults learn how to use electronic tools to access transportation services.

7. Review Committee Minutes, Work Plans, and Discuss Committee Issues

- Information, Resources and Community Engagement Committee (IRCE): The Committee presented a document outlining the Commission's engagement model that assigns commissioners to specific communities, together with a proposed name change from the "buddy system" to "Community Partner." During discussion, inaccurate language stating that the Commission determines how Older Americans Act funds are allocated was removed. The Committee clarified that funding allocations are determined at the federal and departmental levels, while the Commission provides review and input. A motion was made to move the revised document forward to the General Meeting for approval. The proposed community assignments will also be presented at the General Meeting for discussion.
- Moved by 1st Vice Chair Linnell; seconded by 2nd Vice Chair Lock.
- Motion approved.
- Social Isolation and Transportation Committee: The Committee reported that it did not meet during the previous month and therefore had no new updates.
- Aging Readiness and Family Caregiver Support Committee: The Committee reported completion of its first major goal, the development of a readiness questionnaire intended to help individuals think about aging-related planning. During discussion, Commissioners raised concerns regarding the lack of cited sources, the placement and clarity of the disclaimer, and the overall framing of the document. Some members suggested presenting the content in a frequently asked questions format.



SAN MATEO COUNTY HEALTH
**AGING & DISABILITY
SERVICES**

The Executive Committee agreed that the document should be forwarded to the General Meeting for further discussion and potential approval.

- Moved by 1st Vice Chair Linnell; seconded by 2nd Vice Chair Lock.
- Motion approved.

8. Ad Hoc Committees and Committee Requests

- Ad Hoc Help@Home Guide Committee: The Committee reported that the guide content has been finalized. Remaining formatting issues will be addressed in coordination with the printer.
- Ad Hoc Legislative Advocacy Committee: The Committee reported that it is evaluating how to better align the Commission's timeline with the legislative calendar. Members discussed the possibility of transitioning from a calendar-year structure to a fiscal-year structure to improve the Commission's ability to engage in timely advocacy. Further discussion and review will be required before any formal recommendation is made.

9. 2026 California Senior Legislature Elections

- Staff reported that applications for the California Senior Legislature positions had been submitted. Two candidates applied for the Senior Senator position, including the incumbent, Deborah Owdom, and a new candidate, Elyse Brummer. Four candidates applied for the Assembly Member positions, including two current commissioners and two community members. The election is scheduled to take place in May. Staff indicated that it may be necessary to hold the election in person to accommodate ballot procedures. Candidates may also be invited to attend the April meeting to introduce themselves and share their interest in serving.

10. Board of Supervisors Relations / Annual Report / Advocacy

- The Committee discussed preparations for the annual presentation to the Board of Supervisors. Commissioners will review the previous year's report at the upcoming General Meeting and provide input on key accomplishments and priorities to be highlighted.

11. Review and Approve April 13, 2026 General Meeting Agenda

- The Committee reviewed the draft agenda for the upcoming General Meeting, including the addition of action items discussed during this meeting.
- Motion to approve the April 13, 2026 General Meeting agenda.
- Moved by 1st Vice Chair Linnell; seconded by 2nd Vice Chair Lock.
- Motion approved.



SAN MATEO COUNTY HEALTH
**AGING & DISABILITY
SERVICES**

12. Remaining Agenda Items

- Due to time constraints, the Committee did not reach the following agenda items: Presentations/Speakers, Discussion on CoA Retreat for 2026, and Announcements/Member Reports. No action was taken on these items.

13. Adjournment

- Motion to adjourn the meeting.
- Moved by 1st Vice Chair Linnell; seconded by 2nd Vice Chair Lock.
- The meeting adjourned at 1:02 p.m.