



SAN MATEO COUNTY HEALTH
AGING & ADULT SERVICES

Lisa Mancini
 Director

Aging & Adult Services
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<p>Commission on Aging Resources Access Committee Meeting Monday, January 10, 2022 Location: Zoom Virtual Meeting</p> <p>Commissioners Present: Lee (Chair), Arnos, Batara, Kilroe, Taylor, Giannini; Absent: Hastie, Clement, Querol-Moreno Public Present: no members of the public were present Staff Present: Anna Sawamura; Cristina Ugaitafa</p>	
1. Welcome and Introductions	Chair Lee welcomed committee members at 11:00 a.m.
2. Public Comment	No public comments
3. Revise/Approve January 10, 2022 Agenda	Commissioner Kilroe moved to accept as submitted; Commissioner Taylor seconded. Agenda approved as submitted.
4. Review/Approve November 8, 2021 Minutes	Commissioner Taylor moved to accept; Commissioner Lee seconded. Minutes approved as submitted.
5. Committee Assignments	Commissioner Lee agreed to take minutes.
6. Help at Home Guide Update Project	<p>Chair Lee thanked all commissioners and staff for their great help in getting the update done and the many good suggestions and other input provided by the Ad Hoc committee members.</p> <p>The committee discussed the status of the update work for Help at Home guide. The Ad Hoc committee and RAC had worked through November and December to complete the update. On December 16, 2021 a revised draft which incorporated the suggestions received and also a new Technology section was circulated. The draft also was marked for indexing and an index had been created and the complete document was submitted to Anna Sawamura and Lindsey Joyner.</p> <p>Ms. Sawamura reported that her office is working on finalizing the guide and expects to provide a draft during the week of January 24. An Ad Hoc committee meeting may be called that week if there are remaining issues that need to be addressed.</p> <p>Ms. Sawamura also reported that her office is preparing the online version of the guide so that it can easily be revised and there will be a process for doing so going forward.</p>
7. Building Relationships	<p>Committee members reported on their building relationship efforts with their assigned “buddies.” Availability of in-person services and events varies among communities. Ms. Sawamura advised that as of now the County Public Health Officer has not announced any official position regarding closures or in-person events.</p> <p>As had been the case in prior months changes in personnel were reported. It was suggested that an update of the buddy list is needed to reflect the many changes that have taken place.</p>



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	<p>The Committee discussed whether an anniversary event should be suggested to the Commission to follow up on the April 2021 Meet and Greet, to renew and update relationships, and to express the Commission’s continued commitment to the effort. It was decided to make a suggestion for such an event to the Commission. Chair Lee will bring it to the Executive Committee.</p> <p>Commissioner Kilroe will be moving to the East Coast and resign from CoA. She advised that her buddy relationships need to be reassigned. Commissioner Giannini volunteered to take over these relationships and will speak with Commissioner Kilroe.</p>
<p>8. RAC Goals</p>	<p>The Committee discussed the goal of having a more diverse membership on the Commission, and the current unfilled position as well as the upcoming vacancy after Commissioner Kilroe leaves in March. Efforts have been made by Commissioners to publish the opening to the East Palo Alto community and there is consensus that further such efforts should be explored.</p> <p>Ms. Sawamura reported that the County is working on updated guidelines for all commissions and that the appointment process will be addressed and is expected to become more streamlined. She will be attending a meeting on January 13 on the topic.</p> <p>The Committee then discussed the fact that several commissioners will be termed out this year and there will be additional vacancies. Commissioners can serve only for 12 years. Ms. Ugaitafa will provide a list of terms for all commissioners. Ms. Sawamura will bring this issue, and the need to plan for multiple vacancies, to the Executive Committee.</p> <p>Commissioner Taylor reported on her idea of addressing openings on the Commission to City Council meetings to invite people to apply, and her conversation with Anne Keighran in which she learned that the Supervisors may not wish Commissioners to participate in outreach in such ways. It was decided to wait for the new guidelines for commissions before making any systematic efforts to encourage applications.</p>
<p>9. Planning for Re-Opening</p>	<p>The Committee discussed the fact that no in person events seem to be coming up and that there is little information about Zoom meetings at which the CoA might want to be present.</p> <p>Commissioner Arnos volunteered to investigate upcoming events.</p> <p>Ms. Ugaitafa reported that in the past Nicole Fernandez, the outreach specialist, was tasked with collecting information about events at which the Commission might want to staff a table, but that Nicole has left. Ms. Ugaitafa volunteered to find out whether Nicole’s replacement will be taking over this task and will more generally report to the Committee on the process that will be used to collect this information and how it can best be made available to the Committee. She reported that Nicole had been engaged in an effort to streamline the process when she left since announcements and invitations are received by various County offices.</p>



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<p>10. Review Assignments from this Meeting</p>	<p>Chair Lee will suggest Building Relationship Anniversary Event to the Executive Committee. Commissioner Giannini will take over buddy relationships from Commissioner Kilroe. Commissioner Arnos volunteered to investigate upcoming community events. Ms. Ugaitafa will investigate outreach process and staffing at her office. Ms. Ugaitafa will provide a list of terms for all commissioners. Ms. Sawamura will bring the need to plan for multiple vacancies to the Executive Committee.</p>
<p>11. Adjournment</p>	<p>Meeting adjourned at 11.55 a.m.</p>