



SAN MATEO COUNTY HEALTH
AGING & ADULT SERVICES

Lisa Mancini
 Director

Aging & Adult Services
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Commission on Aging Resources, Access & Inclusion Committee Meeting Monday, June 13, 2022 Location: Zoom Virtual Meeting Commissioners Present: Lee (Chair), Arnos, , Giannini, Taylor; Absent: Querol-Moreno, Clement Public Present: no members of the public were present Staff Present: Anna Sawamura, Suki Ho	
1. Welcome and Introductions	Chair Lee welcomed committee members at 12:00 p.m.
2. Public Comment	No public comments
3. Revise/Approve April 21, 2022, Agenda	Commissioner Arnos moved to accept; Commissioner Lee seconded. Minutes approved as submitted. The agenda was approved.
4. Review/Approve April, 2022 Minutes	Commissioner Arnos moved to accept; Commissioner Taylor seconded. Minutes approved as submitted.
4.a Discussion of To Do Items from May 2022 meeting	<p>Ms. Sawamura reported that Lindsey Joyner has contacted the entities on her prior Help at Home distribution list to let them know an updated version is available.</p> <p>There was a brief discussion about the flyer to be included with deliveries of the guide. Commissioner Lee stated she would provide a print-ready version of the flyer (and did so after the meeting)</p> <p>It was also decided to revise the three-fold CoA brochure. Ms. Sawamura agreed that these could be printed by AAS. After the meeting, Commissioner Lee circulated an updated version to the committee. These brochures can also be distributed with the Help at Home guides, in addition to using other channels for distribution.</p> <p>Commissioner Taylor ordered a box of guides for distribution in Colma, Daly City and South San Francisco.</p> <p>Ms. Sawamura reported that the County has assigned Shireen Malekafzali and Samantha Tucci to work on a uniform system of representation of all boards and commissions in the work they do including how information is included on the County website with the goal of all having the same look and information. Commissioner Lee requested that the CoA have an opportunity to provide input into this process.</p> <p>There is presently nobody at AAS systematically collecting information about potential tabling events. Ms. Sawamura stated that she will send out requests to the AAS providers to be informed about events organized by the providers and events to which the providers have been invited. The responses to this inquiry can be used to start a list of potential tabling events.</p>
5. Committee Assignments	Commissioner Lee agreed to take minutes.
6. Committee Work Plan	The committee discussed adjustments of the committee’s Goals and formulation of Action Steps for implementation, and tentatively agreed on



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	the attached Work Sheet, which was circulated to committee members after the meeting for final approval.
7. Help at Home distribution etc.	See item 4.a, above
8. Building Relationships	No separate discussion was held on this topic
9. Review Assignments from this Meeting	See bolded entries above.
10. Next Meeting Date	The next meeting of the Committee will be on July 11, 2022, at 11:00 a.m. by Zoom
11. Adjournment	Meeting adjourned at 12:23 p.m.