



**MEETING MINUTES**

<p><b>Commission on Aging - Resources, Access &amp; Inclusion</b>  <b>Committee Meeting Monday, January 8, 2024</b>          Location: 455 County Center Room 101          Committee Members Present: Lee (Chair), Arnos, Giannini, Porter          Committee Members excused: Barsi, Vico          Staff Present: Anna Sawamura          Public Present: Vico</p>	
1. Welcome and Introductions	Chair Lee welcomed committee members at 11:15 a.m.
2. Public Comment	Commissioner Vico explained that she was participating by Zoom as a member of the public
3. Revise/Approve January 8, 2024 Agenda	Commissioner Giannini moved to accept; Commissioner Porter seconded. The Agenda was approved.
4. Revise/Approve November 2023 Minutes	Commissioner Giannini moved to accept; Commissioner Porter seconded. The Minutes were approved.
5. Committee Work Plan Implementation	<p>a. Help at Home:</p> <ul style="list-style-type: none"> <li>• Subcommittee Report: Chair Lee reported that the update work was completed. She thanked Commissioner Barsi for her leadership on the project and for getting it completed on schedule. Ms. Sawamura had sent the final version to all commissioners for comments and suggestions – no responses were received. The guide will now go to the translators for the Spanish and Chinese versions, and to the printer. Ms. Sawamura reported that there will be a new printer. It was decided to choose a new color for the cover. <b>Ms. Sawamura will obtain samples of green and blue covers and send them to the committee for final choice.</b></li> <li>• The Help at Home is used by the publisher of the Network of Care website, Trilogy, to update that website. Ms. Ugaitafa was the liaison between the CoA and Trilogy. <b>Ms. Sawamura indicated the she and her team would coordinate with Trilogy. Since the content of the guide has been finalized it can be sent to Trilogy for updates now.</b></li> <li>• There was discussion of using up the old guides by distributing them to libraries, police stations, etc. before the new version becomes available.</li> </ul> <p>b. Tabling:</p> <ul style="list-style-type: none"> <li>• Subcommittee Report: Commissioner Porter reported that there are two events to be staffed in January and February. She will cover both but other</li> </ul>

	<p>commissioners have been invited to participate. Commissioner Arnos volunteered to assist with the evaluation of which events to cover in 2024.</p> <ul style="list-style-type: none"> <li>• Ms. Sawamura reported that we now have a retractable banner for the CoA table.</li> <li>• There was discussion about Daily Journal events at which CoA can obtain a table at a reduced rate of \$150, and whether it may be feasible/desirable to pay the full rate for one or two events so as to get the benefit of the advertising that is included in the full rate. Given Supervisor Canepa’s interest in supporting older adults, perhaps a small discretionary amount of Measure K money can be obtained for this purpose.</li> </ul> <p><b>Commissioner Lee will look into this.</b></p> <p>c. Building Relationships Commissioner Lee had circulated the updated Buddy list and continues to encourage commissioners to update the information and make contact with their assigned community contacts.</p>
6. Review of Work Plan	This topic was tabled given the strategy session earlier in the day. There was discussion of planning for informal get togethers of Commissioners so we get to know each other better.
7. Proposals for Presentation Topics	<p>The committee decided to propose, and offer to arrange, presentations on the following topics:</p> <ul style="list-style-type: none"> <li>• Mental Health</li> <li>• Financial Fraud</li> <li>• Housing.</li> </ul> <p>Presentation times for the following months are already spoken for:</p> <p>February – Needs Assessment (and portion of continued strategic planning)</p> <p>March – Area Plan (and portion of continued strategic planning)</p> <p>May – Approval of CoA presentation to Board of Supervisors</p> <p>June – Pride Month</p>
8. Publicity, Facebook, Website Issues	<p>Ms. Sawamura indicated there has been no further progress on website update.</p> <p>Commissioners discussed using Facebook to advertise the updated Help at Home when it is available.</p>
9. Reports from Commissioners	Commissioner Liana reported that she had received a Help at Home guide from someone advertising himself as the Senior Homeowner Times in Foster City and offering Help at Home as something published by that outfit. <b>Commissioner Lee will follow up.</b>
10. Review Assignments from this Meeting	Assignments are bolded.
11. Adjournment	Meeting adjourned at 12:20p.m. The next meeting of the Committee will be held on February 12, 2024, at 11:15 a.m. at 455 County Center Room 101.