



SONOMA COUNTY AGING & DISABILITY COMMISSION

Commission Meeting



Location: Carnelian Conference Room,
3725 Westwind Blvd. Santa Rosa 95403

Date: Wednesday, October 15, 2025

Time: 1:00 PM – 3:00 PM

Public Zoom Link: <https://zoom.us/j/97845062226?pwd=2LdD46H2bzPmbir6F7FFerP9E563Aj.1>

Agenda

- 1:00** 1. Welcome and Commission Member Introductions Helman
Commission Members, whether in person or virtually, will introduce themselves. Member introductions will include their Name, City of Residence, District (1-5), and Supervisor's Name.

Members of the public will have the opportunity to introduce themselves during Public Comment.

Mission: The Aging & Disability Commission gives voice to the diverse needs of Sonoma County's older adults, people with disabilities, and their caregivers.
- 1:03** 2. Commission Participation by Zoom Helman
Commission Member requests to participate via Zoom.
- 1:05** 3. Approval of the 09.17.2025 Commission Meeting Minutes Helman
The Commission will review the meeting minutes and may approve them as presented or with modifications.
- 1:07** 4. Public Comment and Commission Member Open Forum
The public may address the Commission on items not listed on the agenda. Public comment will be limited to three (3) minutes per speaker. Note: The Commission cannot take action on items not on the agenda.
- 1:10** 5. Chair Updates Helman
The Chair will provide updates for the Executive Committee to review and discuss.
- Commissioner Recognition
 - FY 25/26 Goals and Priorities

1:20	6. Director/Staff updates: Director Update: <i>The AAA Director will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i> • Federal Budget • SB1249 • Coastal Seniors Update Staff Updates: <i>The AAA Staff will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i> MPA and LADAP Update: <i>The MPA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i>	Dunaway, Milner, Huntsperger
1:40	7. Ombudsman & HICAP Program Presentation (20 min minimum) <i>Presentation by Crista Barnett Nelson on the Ombudsman and HICAP Programs at Senior Advocacy Services.</i>	Barnett Nelson
2:00	**BREAK**	
2:10	8. TACC Report (10 min) <i>Provide the Commission with an update from the last TACC Meeting.</i>	Helman
2:20	9. Board of Supervisors Meeting Updates <i>Each District is to provide a status update on the scheduling of their meeting with their Board of Supervisors</i>	Helman
2:30	10. Standing & Ad Hoc Committee Report <i>Standing and Ad Hoc Committee Members will provide updates on their activities, progress on assigned tasks, and recommendations or actions for the Commission.</i> • Standing Committee: No Wrong Door <i>The Committee will provide an update on the progress of the work.</i> • Ad Hoc Committee: ○ Community Convening Topics (New) – Action <i>Commission to discuss moving forward with a new Ad Hoc to develop new community meeting topics.</i> ○ Commission Recruitment Plan <i>Ad Hoc will develop a Commission recruitment plan and list of activities based on outreach priorities.</i> <i>Due: 10/29/2025</i>	Helman, Edwards

- IIIB Support Service Program Prioritization
Ad Hoc will develop a prioritized list of IIIB Support Services to recommend to the Executive Committee.
Due: 10/31/2025
- Research Report- **Action**
Ad hoc will research and summarize the ways older adults, people with disabilities and their caregivers learn about services and supports.
Due: 1/7/2025

3:00 11. Adjourn

Helman

Attachments:

Minutes (9.17.2025), 2025-26 Objectives Tracking, New Ad Hoc Proposal: Community Convening Topics, New Ad Hoc Proposal: Research Project #1

Supplemental materials related to an agenda item are available for public inspection during normal business hours at the Adult & Aging Office, 3725 Westwind Blvd., Suite 101, Santa Rosa. All listed times are approximate and subject to change. Agenda items are scheduled for consideration by the Commission, which may or may not choose to act. Breaks may be called at the discretion of the Chair. If you need any accommodation to effectively participate, please contact aaa@schsd.org or (707) 565-5238 at least 48 hours prior to the meeting. To receive the AAA Newsletter: AAA@schsd.org.

Aging & Disability Commission Members:

Chair: Jenny Helman

Vice Chair: Robin Thompson

Secretary: Deanna Shaat

Former Chair: Diane Spain

Parliamentarian: Trayce Beards

Commission: Rick Baum, Monte Cimino, Suzanne Edwards, Sandra Hoevertsz, Denise Johnson, Terry Kelley, Jaime Peñaherrera, Alain Serkissian, Priyanka Varma, Eddie Estrada

AAA Director: Paul Dunaway

Community Services Program Manager: Cody Milner

Upcoming Meetings:

- Executive Committee: Tuesday, November 4, 2025
- Commission Meeting: Wednesday, November 19, 2025

Upcoming ADRU Table Events:

- None at this time



Sonoma County Aging & Disability Commission Meeting



Minutes

Wednesday, September 17th, 2025 | 1:00PM-3:00PM

Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

In-person Attendance: Deanna Shaat, Robin Thompson, Trayce Beards, Denise Johnson, Priyanka Varma, Suzanne Edwards, Jenny Helman, Jaime Penaherrera, Rick Baum, Don Streeper (*Emeritus Member*)

Virtual Attendance:

Absent: Alain Serkissian (*Leave of Absence*), Monte Cimino (*Leave of Absence*), Diane Spain, Sandra Hoevertsz, Terry Kelley

Staff Attendance: Paul Dunaway, Cody Milner, Cassandra Denson (Zoom), Kathleen Cortez, Joni Huntsperger, Sara Avery

1. **Welcome & Commission Member Introductions** (Helman) (1:04PM)
2. **Approval of the 6.18.25 & 8.20.25 Commission Meeting Minutes** (Helman)
Approved as written.

3. **Public Comment and Commission Member Open Forum**

Jamie Escoubas, Council on Aging (COA): Expressed the reduction in supportive services funding and the growing needs of the community.

Megan Kelly, Petaluma People Services Center (PPSC): Echoed COA's comments regarding supportive services

Suzanne Edwards (with Jaime Penaherrera): Participated in the Fall Prevention Forum. There was a variety of presenters on the panels. Discussed programs that are losing funding through CalFresh cuts. One program highlighted was the Walking Buddy Program that meets at Sonoma State University (flyers handed out).

Kathleen Cortez, AAA Staff: Shared Agism Awareness Day flyers.

4. **Chair Updates** (Helman)

Planning Day Update:

- Reviewed the Evaluation Graph.
- There was a desire for more time for discussions and more practice developing language to describe the Commission.
- Diane Spain reported that the Zoom feature worked smoothly for her.



Sonoma County Aging & Disability Commission Meeting



5. Director/Staff Updates (Dunaway, Milner, Huntsperger)

Director Update:

Updates on Medi-Cal, SNAP, CalFresh, and CFCO:

- Potential Government Shutdown: In the event of a shutdown, CDA and the County are prepared to float funds for up to three months.
- Medi-Cal Services: Proposed changes could eliminate coverage for approximately 3.4 million Californians.
- Asset Limits: Asset thresholds are being reset to \$130,000, with one primary residence excluded from the calculation.
- CFCO (High-Risk IHSS Cases): The State will begin issuing fines to counties for late assessments. Sonoma County has significantly reduced overdue cases and is prioritizing timely reassessments.
- Federal Reductions: Funding reductions are planned to extend over the next 10 years.
- Impact on Medical Centers: Smaller medical centers are expected to be disproportionately affected by Medicaid cuts, potentially leading to closures and reduced access to care.

Staff Updates:

Cal Cares – CDA Grant for the Caregiver Action Team:

- AAA is partnering with 3 counties.
- Focus Areas: Increase awareness to help individuals identify as caregivers, develop outreach and resources, and provide caregiver education and training.

Home Delivered Meals in the Coastal Region:

- CMAC Presentation (Sept. 18): AAA staff will attend and present, with a focus on increasing awareness of 565-INFO, ADRH, and related resources.
- RFP Status: Coastal Seniors did not submit an application for the 2024–2025 funding cycle.
- Next Steps with Coastal Seniors: AAA staff will meet with Coastal Seniors to discuss collaboration and explore a potential Sole Source Waiver for a mid-season contract.
- Partnership and Oversight: AAA Sonoma County will partner with AAA Mendocino to support funding and monitoring of the Coastal Seniors program.

Community Events for Commission Participation:

- Los Cien – State of the Latino Community, September 25, 2025, 8:30 AM–1:30 PM
 - Sonoma State University - 3rd Floor Ballroom
- Many Moons Festival, October 4, 2025, 11:00 AM – 7:00 PM



Sonoma County Aging & Disability Commission Meeting



- Ives Park, 7400 Willow St., Sebastopol, CA
- Golden Harvest Senior Wellness, October 11, 2025, 10:00 AM – 2:00 PM
 - Sonoma Community Center, 276 E Napa St., Sonoma, CA 95476
- Potential: Senior Symposium, October 11, 2025, 8:00 AM - 3:30 PM
 - Petaluma Community Center

Changes to FY 25/26 contracts:

- Reviewed the changes in funding from 2024-2025 and 2025-2026.
- Review a list of the programs AAA will continue to fund for 2025-2026.

MPA and LADAP Update:

Action Team Updates:

- Economic Security Action Group: Identified community-wide challenges related to access to services. Exploring the need for a broad communication strategy to improve outreach and awareness. Focusing on enhancing navigation to available resources. Planning to survey service providers and organizations to assess how they are currently connecting individuals to resources.

ECO Group:

- Equity Community Organizing Group.
- Focus area of Cloverdale.

Catalyst Group:

- Hosted an event in Sonoma Valley that focused on the needs/priorities for Sonoma residents. Looking at improving connections to local resources.

BREAK

6. Board of Supervisors Progress Report (Helman, Beards)

- Trayce Beards will provide the Fall Progress Report Document to the Commission for review.
- Reviewed the listed Accomplishments of the Commission, March 2025-September 2025.
- Reviewed the Commission's next steps/objectives.
- Commissioners discussed which objectives they felt were most important to discuss with their District Supervisor.
 - Research Report
 - Member Recruitment
 - Website Update



Sonoma County Aging & Disability Commission Meeting



- Additional Topics: Include demographics of older adults & people with disabilities in Sonoma County. (By distinct breakdowns)
- Reviewed the Commissioner's Bio page.
 - Recommendation: Include this document in the Commission Orientation Packet.
- Commissioners will be expected to meet with their District Supervisors to present the report.
- Report out at the January Commission meeting.

7. Standing & Ad Hoc Committee Report (Helman)

No Wrong Door Committee:

- Met in June 2025.
- Developing a toolbox for presenting ADRH information.
- Discussed common language/programs, MPA coordination, and coordination with transition programs/health workers.
- Betsey Harper presented on marketing outreach.
- The Executive Committee has requested a meeting time extension and to move meeting dates to earlier in the month.

Ad Hoc Committee:

Commission Recruitment Plan (new) – Action

- Task: Recommend recruitment activities based on outreach priorities.
- Due Date: October 29th, 2025

Motion: Stand up the Commission Recruitment Plan Ad Hoc Committee.

1st Motion: Trayce Beards **2nd Motion:** Deanna Shaat **Vote Result:** Approved

- Interested Committee Members: Suzanne Edwards, Jenny Helman, Trayce Beards, Priyanka Varma

IIIB Support Service Program Prioritization (new) – Action

- Task: Recommend which IIIB Supportive Services Programs the Commission would like to see prioritized in 2026-2027.
- Due Date: October 31st, 2025

Motion: Stand up the IIIB Support Service Program Prioritization Ad Hoc Committee.

1st Motion: Rick Baum **2nd Motion:** Robin Thompson **Vote Result:** Approved

- Interested Committee Members: Deanna Shaat, Diane Spain, Jaime Penaherrera, Robin Thompson, Rick Baum (Lead), Don Streeper.

Research Report (new) - Action



Sonoma County Aging & Disability Commission Meeting



- Task: Research and summarize the ways that older adults, people with disabilities, and their caregivers within your supervisorial district learn about services and supports to help maintain dignity and independence.
- Due Date: January 7, 2026

Motion: Stand up the 5 District -Specific Research Report Ad Hoc Committee.

1st Motion: Deanna Shaat **2nd Motion:** Priyanka Varma **Vote Result:** Approved

D1 Lead: Suzanne Edwards

D2 Lead: Deanna Shaat

D3 Lead: Trayce Beards

D4 Lead: Jenny Helman

D5 Lead: Robin Thompson

8. Adjourn (Helman)(3:00PM)

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To submit items for the AAA Newsletter, or to receive the AAA Newsletter: AAA@schsd.org

Upcoming Meetings:

- Executive Committee: Tuesday, October 7, 2025
- Commission Meeting: Wednesday, October 15, 2025

Upcoming ADRU Table Events:

- Los Cien – State of the Latino Community, September 25, 2025, 8:30 AM–1:30 PM, Sonoma State University - 3rd Floor Ballroom
- Many Moons Festival, October 4, 2025, 11:00 AM – 7:00 PM, Ives Park, 7400 Willow St., Sebastopol, CA
- Golden Harvest Senior Wellness, October 11, 2025, 10:00 AM – 2:00 PM, Sonoma Community Center, 276 E Napa St., Sonoma, CA 95476
- Potential: Senior Symposium, October 11, 2025, 8:00 AM - 3:30 PM, Petaluma Community Center

Commission Objectives 2025-26 Implementation and Tracking

UPDATED 10/7/25



Giving voice to the diverse needs of Sonoma County's older adults, people with disabilities, and their caregivers

Desired Outcomes

Commission members:

- **Are prepared** to learn and give voice to the diverse needs of the people they represent.
- **Learn** about people's needs and the supportive services available to address them.
- **Give voice** to the community's diverse needs and **advise** decision-makers on local issues.

Monthly Tracking

Before every EC meeting:

- Update Status column.
- Include updated tracking sheet in EC agenda packet.
- List "2025-26 Objectives" as standing item on every EC agenda.

At every EC meeting:

- Review Due Dates and Status columns.
- Include reports and action items on Commission agendas.

Commission Objectives:

Obj 6.10 Members reflect the diversity of the people they represent			
Activities	Who/How/Measure	Due Dates	Status
i. Identify outreach priorities based on: ➤ OAA composition requirements and ➤ Member Demographics Summary.	- EC - EC meetings - 2 discussions	1. 9/9/25 2. 2/10/26	1. COMPLETE 2. Scheduled
ii. Assign recruitment planning responsibilities to ad hoc committee.	- Commission - Commission meetings - 2 ad hoc committees	1. 9/17/25 2. 2/18/26	1. COMPLETE 2. Scheduled
iii. Report on recruitment planning ideas.	- Ad hoc committee - Reports to EC - 4 monthly reports	1a. 10/7/25 1b. 11/4/25 2a. 3/10/26 2b. 4/7/26	1a. Scheduled 1b. Scheduled 2a. Scheduled 2b. Scheduled
iv. Decide how to implement proposed recruitment activities (e.g. individual members, new ad hoc).	- Commission - Commission meetings - 2 discussions	1. 11/19/25 2. 4/15/26	1. Scheduled 2. Scheduled

Obj 6.11 Members are able to describe the role of the Commission			
Activities	Who/How/Measure	Due Dates	Status
i. Create a Commission elevator speech.	- Commission - NWD toolbox? - 1 speech	1/2026	Scheduled
ii. Develop a Commission brochure.	- EC - TBD - 1 brochure	2/2026	Scheduled
iii. Assess member awareness and preparedness.	- EC - TBD - 1 assessment	1/2026	Scheduled
iv. Assess community understanding of Commission materials and speech.	- Commission - TBD - 1 assessment	3/2026	Scheduled
Obj 6.12 Members understand the range of long-term services and supports available			
Activities	Who/How/Measure	Due Dates	Status
i. Attend staff presentations on the AAA Area Plan.	See Obj 6.18		
ii. Review descriptions of other Adult & Aging programs.	- Commission - TBD - 1 activity	2/2026	Scheduled
iii. Learn elevator speech for 565-INFO.	- Commission - Commission meeting - 1 activity	8/20/25	In Progress
iv. Attend staff presentations on ADRH program design, operation, and evaluation.	See Obj 6.17		
Obj 6.13 Members research and summarize topics affecting the dignity, independence, and quality of life of the people they represent			
Activities	Who/How/Measure	Due Dates	Status
i. Define topic of interest for Research Report.	- EC - EC meetings - 2 research topics	1. 9/9/25 2. 1/13/26	1. COMPLETE 2. Scheduled
ii. Assign Research Report to ad hoc committee.	- Commission - Commission meetings - 2 ad hoc committees	1. 9/17/25 2. 1/21/26	1. COMPLETE 2. Scheduled
iii. Research the issue, talk to service providers, consider focus groups, then write a summary report.	- Ad hoc committee - As needed - 2 reports	1. 1/13/26 2. 6/9/26	1. Scheduled 2. Scheduled

Obj 6.14 Members provide a public forum to hear from and talk to the people they represent			
Activities	Who/How/Measure	Due Dates	Status
i. Include 'public comment' on all Commission and standing committee meeting agendas.	- EC and NWD - Meeting agendas - 100% of public meeting agendas	Every agenda posting thru 6/30/26	In Progress
ii. Attend ADRH tabling events to hear from and talk to people.	- Commission - ADRH tabling events - 3 events	6/30/26	In Progress
iii. Ensure contact information is publicly available, e.g. online.	- EC - Coordinate with staff - 2 reviews	1. 11/18/25 2. 5/20/26	1. Scheduled 2. Scheduled
Obj 6.15 Members learn about local challenges and opportunities through group conversations with community partners			
Activities	Who/How/Measure	Due Dates	Status
i. Define topic of interest for Community Convening.	- EC - EC meetings - 2 convening topics	1. 10/7/25 2. 1/13/26	1. Scheduled 2. Scheduled
ii. Assign Community Convening to ad hoc committee.	- Commission - Commission meetings - 2 ad hoc committees	1. 10/15/25 2. 1/21/26	1. Scheduled 2. Scheduled
iii. Convene partners based on shared subject matter, facilitate a discussion about shared experiences and challenges, then write a summary report.	- Ad hoc committee - As needed - 2 reports	1. 2/10/26 2. 4/7/26	1. Scheduled 2. Scheduled
Obj 6.16 Members publicly share summary reports on Research Topics and Community Convenings			
Activities	Who/How/Measure	Due Dates	Status
i. Share Research Reports at Commission meetings.	- Ad hoc committee - Commission meetings - 2 reports	1. 1/21/26 2. 6/17/26	1. Scheduled 2. Scheduled
ii. Share Community Convening reports at Commission meetings.	- Ad hoc committee - Commission meetings - 2 reports	1. 2/18/26 2. 4/15/26	1. Scheduled 2. Scheduled
iii. Ensure reports are posted online.	- EC - Coordinate with staff - 4 reports	1. 1/31/26 2. 2/28/26 3. 4/30/26 4. 6/30/26	1. Scheduled 2. Scheduled 3. Scheduled 4. Scheduled

Obj 6.17 Members provide feedback to Aging & Disability Resource Hub staff and partners on community awareness of and access to long-term services and supports and other resources

Activities	Who/How/Measure	Due Dates	Status
i. Create a committee mission statement and work plan.	- NWD Committee - TBD - 1 work plan	2/24/26	Needs Attn
ii. Advise ADRH staff on program design, operation, and quality improvement.	- NWD Committee - Committee meetings - 3 meetings	1. 10/28/25 2. 2/24/26 3. 6/23/26	1. Scheduled 2. Scheduled 3. Scheduled

Obj 6.18 Members advise AAA staff on the development and administration of the Area Plan

Activities	Who/How/Measure	Due Dates	Status
i. Define an Area Plan topic for discussion.	- EC - EC meetings - 4 topics	1. 8/12/25 2. 10/7/25 3. 2/10/26 4. 4/7/26	1. COMPLETE 2. Scheduled 3. Scheduled 4. Scheduled
ii. Solicit input from members and the public.	- Commission - Commission meetings - 4 discussions	1. 8/20/25 2. 11/19/25 3. 3/18/26 4. 5/20/26	1. COMPLETE 2. Scheduled 3. Scheduled 4. Scheduled

Obj 6.19 Members advise the Board of Supervisors on aging, disability, and caregiver issues

Activities	Who/How/Measure	Due Dates	Status
i. Provide progress reports to county supervisors.	- Commission - Email or in person - 2 reports	1. 9/30/25 2. 3/31/26	1. In Progress 2. Scheduled
ii. Share Research and Convening Reports with county supervisors and district staff.	- Commission - Email or in person - 4 reports	1. 1/31/26 2. 2/28/26 3. 4/30/26 4. 6/30/26	1. Scheduled 2. Scheduled 3. Scheduled 4. Scheduled

Ad Hoc Committees

- Assigned a **specific task** with a **limited time frame**.
- Membership: minimum = 1, maximum = fewer than a quorum (e.g. 7 of 15).
- Member serving as Lead schedules meetings, facilitates discussion, and submits reports.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Recruitment Planning	9/17 to 11/4					2/18 to 4/7				
Research Reports	9/17 to 1/13					1/21 to 6/9				
Community Convenings		10/15 to 2/10				1/21 to 4/7				
2026-27 Objectives					1/21 to 3/10					
Officer Nominations									5/20 to 6/9	
Planning Day									5/20 to 8/11	

Agenda Planning:

Month Obj #s	Executive Committee meeting	Commission meeting
Oct 6.10.iii 6.13.iii 6.15.i 6.15.ii 6.15.iii 6.18.i	<u>Agenda</u> - Ad hoc report: Recruitment 1. - Action: Due dates and measure for ADRH tabling participation (Obj 6.14.ii). - Action: Topic for Community Convening 1. - Action: Topic for Area Plan Discussion 2.	<u>Packet</u> - Task and time frame for ad hoc: Convening 1 (10/15-2/10). <u>Agenda</u> - Action: Establish ad hoc: Convening 1.
Nov 6.10.iii 6.10.iv 6.13.iii 6.14.iii 6.15.iii 6.18.ii	<u>Agenda</u> - Ad hoc report: Recruitment 1. - Commission contact info online?	<u>Packet</u> - Proposed recruitment activities. <u>Agenda</u> - Area Plan Discussion 2. - Action: How to implement proposed recruitment activities?
Dec 6.13.iii 6.15.iii	No public meeting	No public meeting
Jan 6.13.i 6.13.ii 6.13.iii 6.15.i 6.15.ii 6.15.iii 6.16.i	<u>Packet</u> - Research Report 1. <u>Agenda</u> - Ad hoc report: Research 1. - Action: Topic for Research Report 2. - Action: Topic for Community Convening 2.	<u>Packet</u> - Research Report 1. - Task and time frame for ad hoc: 26-27 Objectives (1/21-3/10) - Research 2 (1/21-6/9) - Convening 2 (1/21-4/7) <u>Agenda</u> - Presentation of Research Report 1. - Action: Establish ad hoc: 26-27 Objectives - Research 2 - Convening 2
Feb 6.10.i 6.10.ii 6.13.iii 6.15.iii 6.16.ii 6.18.i	<u>Packet</u> - OAA composition req and member demographics. - Convening Report 1. <u>Agenda</u> - Ad hoc reports: 26-27 Objectives - Convening 1 - Action: Identify outreach priorities for member recruitment. - Action: Topic for Area Plan Discussion 3.	<u>Packet</u> - Convening Report 1. - Task and time frame for ad hoc: Recruitment 2 (2/18-4/7) <u>Agenda</u> - Presentation of Convening Report 1. - Ad hoc report: 26-27 Objectives. - Action: Establish ad hoc: Recruitment 2.

<u>Mar</u> 6.10.iii 6.13.iii 6.15.iii 6.18.ii 6.19.i P&Ps	<u>Packet</u> - BOS Progress Report 2. <u>Agenda</u> - Ad hoc reports: - Recruitment 2 26-27 Objectives - Action: Finalize BOS Progress Report 2. - Action: Nominee for Marge Ling Award.	<u>Packet</u> - BOS Progress Report 2. <u>Agenda</u> - Area Plan Public Hearing (Area Plan Discussion 3). - Action: Approve 2026-27 Objectives. - BOS Progress Report distribution.
<u>Apr</u> 6.10.iii 6.10.iv 6.13.iii 6.15.iii 6.16.ii 6.18.i	<u>Packet</u> - Convening Report 2. <u>Agenda</u> - Ad hoc reports: - Recruitment 2 - Convening 2 - Action: Topic for Area Plan Discussion 4.	<u>Packet</u> - Convening Report 2. - Proposed recruitment activities. <u>Agenda</u> - Presentation of Convening Report 2. - Action: How to implement proposed recruitment activities?
<u>May</u> 6.13.iii 6.14.iii 6.18.ii P&Ps	<u>Agenda</u> - Commission contact info online?	<u>Packet</u> - Task and time frame for ad hoc: - Officer Nominations (5/20-6/9). - Planning Day (5/20-8/11). <u>Agenda</u> - Area Plan Discussion 4. - Action: Establish ad hoc committees: - Officer Nominations - Planning Day
<u>Jun</u> 6.13.iii 6.16.i P&Ps	<u>Packet</u> - Research Report 2. - Proposed slate of officer nominees. <u>Agenda</u> - Ad hoc reports: - Research 2 - Officer Nominations	<u>Packet</u> - Research Report 2. - Proposed slate of officer nominees. <u>Agenda</u> - Presentation of Research Report 2. - Action: Officer elections.



Proposed ad hoc committee

Community Convening #1

10/15/25

Ad hoc committee procedures:

- The Commission may establish an ad hoc committee **to complete a specific task within a limited time frame.**
- The number of members must be less than a quorum of the Commission.
- Meetings are exempt from Brown Act requirements, so can be on Zoom or by email.
- Meetings do not require staff support, but staff may be asked for help if needed.

The Executive Committee has proposed establishment of a new ad hoc committee:

Community Convening #1

Purpose: (Obj 6.15) Members learn about local challenges and opportunities through group conversations with community partners.
2025-26 Measure: 2 Convenings

Specific Task: **Convene disability service providers for a discussion about shared experiences and challenges and how the Commission can better represent their voices.**

Committee will:

- Brainstorm discussion topics; what is the purpose and desired outcome?
- Decide whether remote attendance will be an option
- Identify partners to invite to the discussion; seek staff input
- Coordinate with staff to schedule a date and reserve a meeting room
- Develop an agenda and decide on a facilitator
- Personally invite partners to the discussion, explain purpose and agenda
- Attend and participate in the discussion
- Take pictures and videos of the discussion for the report
- Write a summary report of who participated and what was discussed
- Share summary report at February Commission meeting

Time Frame: **Submit draft report to Jenny and Cody by February 4, 2026**

Commission tasks for today:

1. Take a vote on establishing the committee.
2. Ask who is interested in serving on the committee. (Up to 6 members)
3. Designate a Lead to schedule meetings and coordinate the committee's work.



Proposed ad hoc committee – Revised

Research Report #1

10/15/25

Ad hoc committee procedures:

- The Commission may establish an ad hoc committee **to complete a specific task within a limited time frame.**
- The number of members must be less than a quorum of the Commission.
- Meetings are exempt from Brown Act requirements, so can be on Zoom or by email.
- Meetings do not require staff support, but staff may be asked for help if needed.

At our September meeting, the Commission established five district-specific ad hoc committees to work on Research Report #1. However, with three members on leave, and one resignation, the Executive Committee has proposed replacing the district-specific committees with a single ad hoc committee working across all five districts.

Research Report #1

Purpose: (Obj 6.13) Members research and summarize topics affecting the dignity, independence, and quality of life of the people they represent.
Measure: 2 Reports (due Jan 2026 and June 2026)

Specific Task: **Research and summarize the ways that older adults, people with disabilities, and their caregivers learn about services and supports to help maintain dignity and independence.**

Committee will:

- Contact stakeholders to learn about communication pathways.
- Summarize how people get information.
- Document ways and places to share information (e.g. traditional media, social media, service providers, gathering places, special events).

Time Frame: **Submit draft report to Jenny and Cody by January 7, 2026**

Commission tasks for today:

1. Take a vote on establishing one committee in place of the five established in September.
2. Ask who is interested in serving on the committee. (Up to 6 members)
3. Designate a Lead to schedule meetings and coordinate the committee's work.