



SONOMA COUNTY

AGING & DISABILITY COMMISSION

Executive Committee Meeting



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

Date: Tuesday, August 12, 2025

Time: 11:00 AM – 12:30 PM

Public Zoom Link: <https://zoom.us/j/94311927709?pwd=kikqe60FaFWgRglOc3alaXRavopRWO.1>

Agenda

11:00 1. Welcome and 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.

11:05 2. Approval of the 06.10.2025 Executive Committee Minutes Helman

The Commission will review the meeting minutes and may approve them as presented or with modifications.

11:07 3. Public Comment and Council Member Open Forum Public

The public may address the Executive Committee on agenda items and on non-agenda matters. Public comments will be limited to three (3) minutes per speaker.

Note: The Executive Committee cannot take action on non-agenda items.

11:10 4. Chair Updates: Helman

- New Aging & Disability Commission Applicant – Action

- Commissioners' Participation in Commission Meetings

The Chair will provide updates for the Executive Committee to review and discuss.

11:20 5. Staff Updates: Milner

- Conflict of Interest Forms
- Commission Volunteer Log Review
- Commission Demographic Review
- Changes to Services in FY 25/26
- CDA Program Monitoring Oct 20
- CFHL Monitoring June 2026

The AAA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.

11:50 6. FY 25/26 Objective Implementation Beards

The Executive Committee will review the FY 25/26 Goals and Objectives Plan.

12:00 7. Standing & Ad Hoc Committee Report Helman

- Standing Committee: No Wrong Door

The Committee will provide an update on the progress of the work.

- Ad Hoc Committee:

- August 2025 Planning Day - Action

The Committee will present its recommendations for the Planning Day Schedule.

Due: August 5, 2025

Standing and Ad Hoc Committee Members will provide updates on their activities, progress on assigned tasks, and recommendations or actions for the Commission.

12:30 8. Adjourn Helman

Attachments

Minutes (06.10.2025), Commission Member Application, Conflict of Interest Statement, FY 24/25 Volunteer Log Analysis, A&D Commission Demographics, and FY 25/26 Objectives – Implementation and Tracking.

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 be added to the AAA Newsletter, email AAA@schsd.org.

Executive Committee:

Chair: Jenny Helman

Vice Chair: Robin Thompson

Secretary: Deanna Shaat

Former Chair: Diane Spain

Parliamentarian: Trayce Beards

Community Services Program Manager: Cody Milner

Upcoming Events:

- Planning Day: August 20, 2025, 9:00 AM – 3:00 PM
- Executive Committee: Tuesday, September 9, 2025, 11:00 AM – 12:30 PM
- Commission Meeting: September 17, 2025, from 1:00 PM – 3:00 PM
- African Soul Festival, Rohnert Park, August 30, 2025, 11:00 AM – 5:00 PM
- Los Cien – State of the Latino Community, September 25, 2025, 8:30 AM–1:30 PM
- Many Moons Festival, October 4, 2025, 11:00 AM – 7:00 PM
- Golden Harvest Senior Wellness, October 11, 2025, 10:00 AM – 2:00 PM



SONOMA COUNTY AGING & DISABILITY COMMISSION Executive Committee Meeting



Minutes

Tuesday, June 10, 2025 | 11:00AM-12:30PM

Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

In-Person Attendance: Robin Thompson, Jenny Helman, Deanna Shaat, Trayce Beards |

Zoom Attendance: Diane Spain, Cindy Scarbrough | **Staff:** Cody Milner, Cassandra Denson

Absent: N/A

1. Welcome & Introductions (Helman)(11:02 AM)

- Reviewed Zoom meeting attendance
 - "Just Cause"
 - "Reasonable Accommodation"
 - "Emergency"

2. Approval of the 05.13.2025 Executive Committee Minutes (Helman)

- Approved as written.

3. Public Comment and Council Member Open Forum

- Robin Thompson: Request for information on the county AI policy for Zoom Meeting Note Taking.

4. Chair Updates (Helman)

Commissioner Leave of Absence

- Alain Serkissian is granted a leave of absence (returning in October).
- Update the Attendance record with a "Leave of Absence" option.

Robert's Rules of Order

- Reviewed procedures for Commissioner comments during meetings.
- Add Agenda Item for Commission: Use of microphones and raising hands to speak.

TACC Update:

- Terry Kelley is stepping down from representing the AAA at TACC.

Standing Committee and Ad Hoc Committees Monitoring

- Dianna Shaat will be managing the document that tracks participation, goals, and expiration/due dates.
- Ad Hoc Committee due date extensions would need to be voted on within the Commission.

Executive Committee Meeting in August 2025

Recognition of Past Member Jim Redding

- Jenny Helman will recognize him in the June Commission Meeting.
- Diane Spain will create an award/recognition certificate for him to send to his partner.



SONOMA COUNTY AGING & DISABILITY COMMISSION

Executive Committee Meeting



5. Staff Updates (Milner)

Marge Ling Award

- Kathleen, Anna, and others will speak about Eric Larson.
- Diane Spain will speak to the spirit of the Marge Ling Award.

PRIDE Festival Report out

- Cody Milner and Deanna Shaat attended the festival.
- Spoke with close to 100 people at the table.

Commission Attendance Review

- Reviewed Commission members' attendance/participation.
- Change terminology on attendance report to "Absent: with notice" and "Absent: without notice"

Commission Member Terms

Supervisor District Appointed Seats:

- Rick Baum – District
- District 1 – Vacant

6. Sick of it Seniors – Potential Ad Hoc Committee – New (Dunaway)

Proposal:

- Task: Creation of a grassroots initiative to develop a list of actions and tasks associated with:
 - Mobilizing older adults to advocate against cuts in the budget to essential services.
 - Build strong Alliances across aging, labor, and community sectors
 - Make elected officials hear, see, and respond to senior voices.
- Timeframe: Submit recommendations to Jenny and Cody in October 2025.
- The Executive Committee discussed the initial proposal, Adult & Aging Staff & Commission involvement and bandwidth, and other outlets the Commission could plug into advocacy.
- The Executive Committee will table this item until more information is gathered.

7. Agenda Time for Commissioners (Helman)

- Cody Milner proposed to provide the Commission with a monthly eBlast for Commission reminders, notifications, or events that need to be shared, but do not need to be an agenda item. (Supported by staff and existing county tools.)

8. Commissioners' Participation in Commission Meetings (Helman)

- Discussed the general lack of participation of a member.
- Jenny Helman will set up a meeting with the Commissioner to review expectations.



SONOMA COUNTY AGING & DISABILITY COMMISSION Executive Committee Meeting



9. Standing & Ad Hoc Committee Report (Helman)

Standing Committee: No Wrong Door

- Next meeting June 24th.

Ad Hoc Committee: No Wrong Door Toolbox

- Next meeting on June 10th.
- Reviewing the appropriate scope for the Ad Hoc Committees and structuring/vetting/storing the toolbox.
- The Commission will be receiving a paid Zoom account for non-Brown Act meetings. Cody Milner will share the login info with commissioners.

Ad Hoc Committee: FY 24/25 Area Plan Objectives Implementation

- Working on Focus Groups:
 - City Commission focus group- *In the planning process*
 - Transportation focus group- *Deferred*
 - Spanish Language focus group- *Deferred*
- Ad Hoc expired after the June Commission meeting.

Ad Hoc Committee: Member Application and Interview Questions

- Recommendations were submitted by Sandra Hoevertsz.
- The committee will expire at the June Commission meeting.

Ad Hoc Committee: August Planning Day

- Draft schedule provided to the executive committee.
- Joni Hunsperger is available to co-facilitate activities.

Ad Hoc Committee: Sick of it Seniors – *Tabled*

10. Aging & Disability Commission Agenda Review (Helman)

11. Adjourn (Helman) (12:33 PM)



SONOMA COUNTY AREA AGENCY ON AGING

3725 WESTWIND BLVD, SUITE 101,
P.O. Box 4059, SANTA ROSA, CA 95402
(707) 565-5238 AAA@SCHSD.ORG



Conflict of Interest¹ Statement

As a member of the Aging & Disability Commission, I hold a position of public trust and commit to carrying out my responsibilities ethically, impartially, and in the public interest. To ensure integrity and compliance with state law, including the California Political Reform Act (Government Code Title 9, Chapter 7, Article 1, Section 87103; as amended by Statute 2021 (AB 378) effective January 2025), I affirm the following:

I. Disclosure of Financial Interests

In accordance with Government code § 8703, I understand that I have a conflict of interest if I make, participate in making, or in any way use my official position to influence a governmental decision in which I have a financial interest. A financial interest exists if the decision will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on:

- Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by this subdivision shall be adjusted biennially by the commission to equal the same amount determined by the commission pursuant to subdivision (f) of [Section 89503](#).

II. Duty to Disqualify and Recuse

¹ Government Code Title 9, Chapter 7, Article 1 [87103](#) Amended by Statute 2021 (AB 378) Effective Jan. 1, 2025.

I will disqualify myself from participating in any Commission discussion or decision in which I have a financial interest as defined above, unless a legally recognized exception applies.

III. A member of the Commission is in conflict of interest, or a potential conflict of interest, when they have one or more of the following relationships existing with a program or agency under consideration for funding or monitoring:

- A. Ownership
- B. Directors, trustees, or officers of the applicant's facility or program,
- C. Providers of professional services to or in the applicant's facility or program,
- D. Parents, spouse, children, brothers, or sisters of A, B, or C above,
- E. Employees of the applicant's facility or program,
- F. Any person with a relationship described in A through E with any competitive program also applying for funds, or
- G. Any person who has a substantial economic interest that would be affected by his or her vote on an application or who has a close relative or close economic associate whose interests would be so affected.

IV. Council members shall abstain from discussion, voting, RFP review, or participating in onsite monitoring on any item that involves a conflict of interest with any organization and programs with which they are currently involved to the extent that an apparent or potential conflict of interest exists.

To ensure transparency, accountability, and public trust, the following guidelines apply to all Commissioners:

A. Participation in Oversight or Monitoring Activities

- a. Owners, Employees, Directors, Trustees, or Officers may not participate in site visits, monitoring, or oversight of services or programs provided by an agency with which they are affiliated, or that offers similar services.

B. Request for Proposals (RFPs) Decisions:

- a. Individuals who are employed by or serve as a Director of agencies responding to a Request for Proposals (RFP) must recuse themselves from the RFP review panels and any funding-related discussions or decisions to avoid real or perceived conflicts of interest.

C. Commissioner Conduct and Representation

- a. Commissioners must act solely in their role as a Commissioner when participating in Commission business.
- b. Commissioners shall not make recommendations to AAA staff or decisions on behalf of their agency while serving in their official Commissioner capacity.

By signing below, I acknowledge that I have read, understand, and agree to comply with this Conflict of Interest Statement during my service on the Sonoma County Aging & Disability Commission.

Name: _____

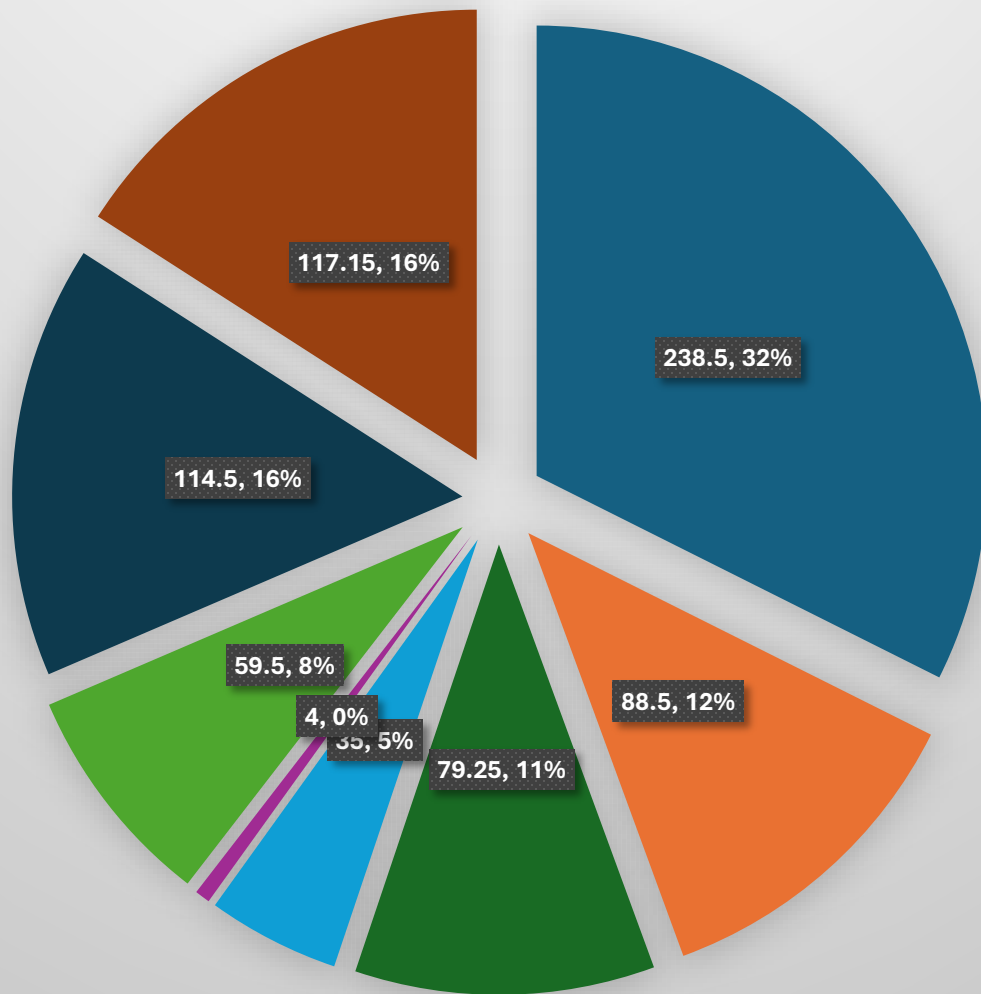
Signature: _____

Date: _____

Sonoma County Aging & Disability Commission
FY 24/25 January 2025 – June 2025 Volunteer Hours

Aging and Adult Commission Meeting(s)	238.5
Ad Hoc Committee Meeting(s)	88.5
Executive Committee Meeting(s)	79.25
Standing Committee Meeting(s)	35
Planning Day Meeting	4
MPA Committee Meeting(s)	59.5
Area Plan Goals	114.5
Other Activities	117.15
6.1: Outreach and Presentations to the Community	15.5
6.2: Conduct Focus Groups	13.25
6.3: Site Visits with relevant service provider	25.25
6.4: Report out to Commission regarding Community Meetings.	14
6.5: Invitation for Legislative Representatives to speak at a Commission meeting.	2
6.6: Invite representative of Municipal Older Adult Advisory to speak at a Commission meeting.	0
6.7: Attend and Report out on TACC Meeting	28
6.8: Invite Sonoma County's California Senior Legislative Representatives to speak at a Commission meeting	0
6.9: Biannual Report out to Sonoma County Board of Supervisors	16.5
Other Activities or Meeting(s)	117.15
Total Hours:	736.4

**Sonoma County Aging & Disability
Commission
FY 24/25 January 2025 - June 2025 Volunteer
Hours**



- | | |
|---|---------------------------------|
| ■ Aging and Adult Commission Meeting(s) | ■ Ad Hoc Committee Meeting(s) |
| ■ Executive Committee Meeting(s) | ■ Standing Committee Meeting(s) |
| ■ Planning Day Meeting | ■ MPA Committee Meeting(s) |
| ■ Area Plan Goals | ■ Other Activities |

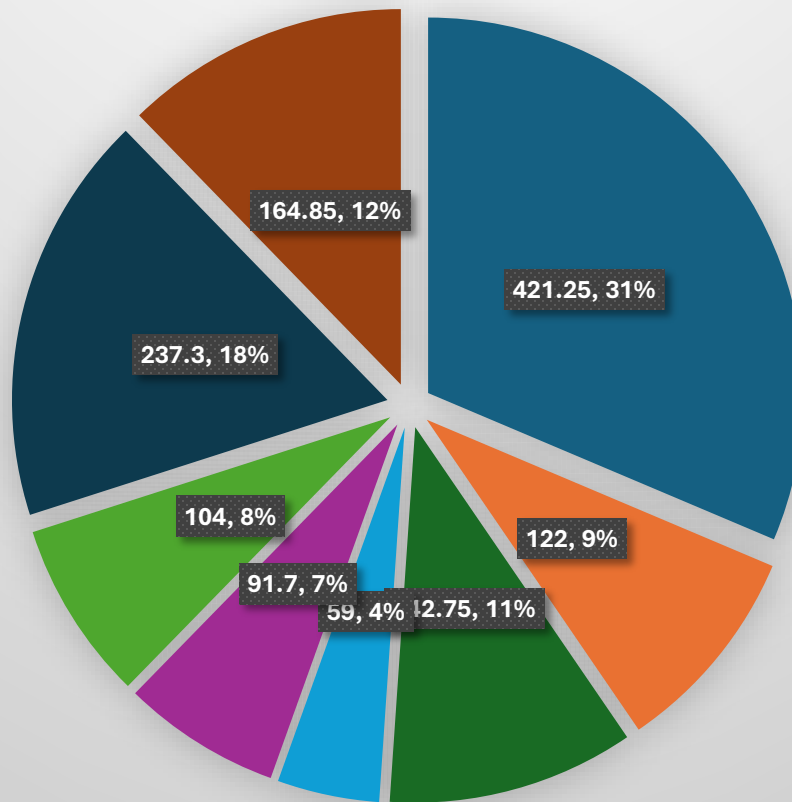
**Sonoma County Aging & Disability Commission
FY 2024/2025 Volunteer Hours**

Aging and Adult Commission Meeting(s)	393.25
Ad Hoc Committee Meeting(s)	108
Executive Committee Meeting(s)	128.75
Standing Committee Meeting(s)	59
Planning Day Meeting	91.7
MPA Committee Meeting(s)	87
Area Plan Goals	227.3
Other Activities	161.85
6.1: Outreach and Presentations to the Community	45.1
6.2: Conduct Focus Groups	21.25
6.3: Site Visits with relevant service provider	65.45
6.4: Report out to Commission regarding Community Meetings.	16
6.5: Invitation for Legislative Representatives to speak at a Commission meeting.	3.5
6.6: Invite representative of Municipal Older Adult Advisory to speak at a Commission meeting.	0
6.7: Attend and Report out on TACC Meeting	28
6.8: Invite Sonoma County's California Senior Legislative Representatives to speak at a Commission meeting	0
6.9: Biannual Report out to Sonoma County Board of Supervisors	48
Other Activities or Meeting(s)	161.85

Commission and Committee Meetings	56
Recruitment, Training & Development	3
RFP Scoring & Contract Monitoring	0
Outreach, Community Engagement, Advocacy	10
Local Master Plan for Aging	17
Triple-A Council of California (TACC) and California Senior Legislature (CSL)	0

Total Hours:	1342.85
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Sonoma County Aging & Disability Commission FY 24/25 Volunteer Hours



- | | |
|---|---------------------------------|
| ■ Aging and Adult Commission Meeting(s) | ■ Ad Hoc Committee Meeting(s) |
| ■ Executive Committee Meeting(s) | ■ Standing Committee Meeting(s) |
| ■ Planning Day Meeting | ■ MPA Committee Meeting(s) |
| ■ Area Plan Goals | ■ Other Activities |

Volunteer Log**July -Dec****Jan - June**

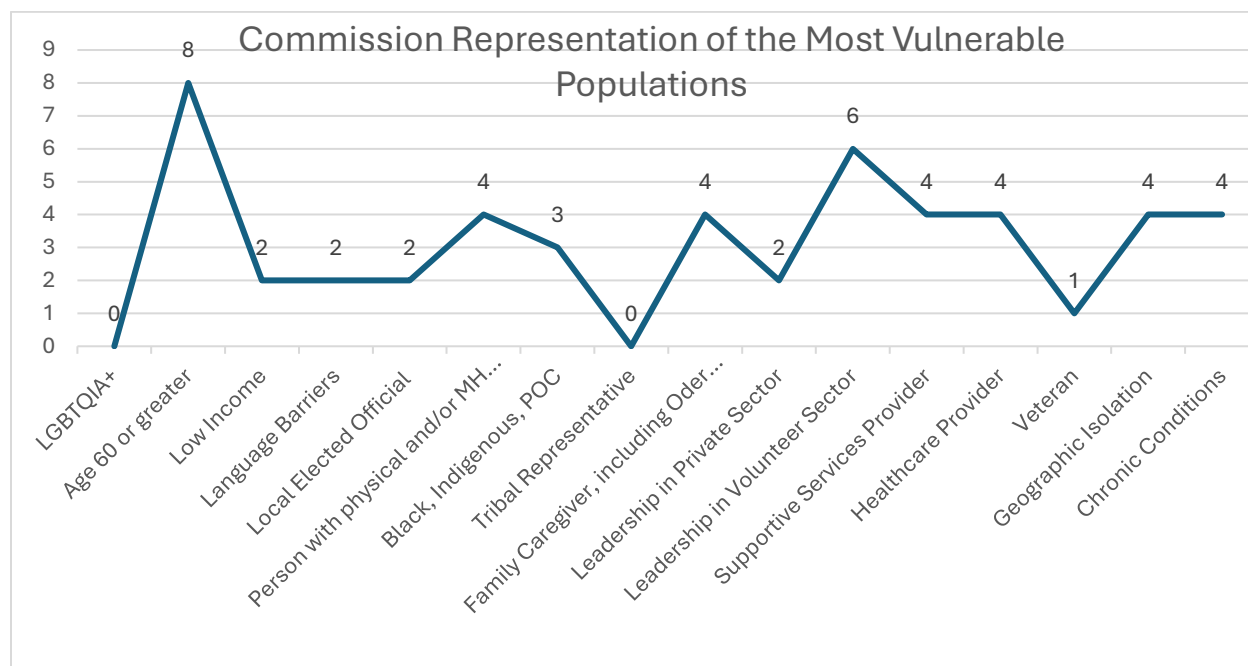
FY 24/25	# of Hours	# of Hours	Total Hours	Notes
Alain Serkissian	28.00		28.00	On LOA
Christian Nava	2.00	18	20.00	Started Nov 2024
Deanna Shaat	43.00	56	99.00	
Denise Johnson	2.00	46	48.00	Started Nov 2024
Diane Spain	62.00	47	109.00	
Erick Larson	30.00	0	30.00	Emeritus Status Feb 2025
Jamie Penaherrera	57.00	40	97.00	
Jenny Helman	50.00	61	111.00	
Monte Cimino	16.00	50	66.00	
Priyanka Varma	19.00	29.5	48.50	
Richard Baum	18.00	42.5	60.50	
Robin Thompson	119.20	138.9	258.10	
Sandra Hoevertsz	52.25	69.5	121.75	
Suzanne Edwards	13.00	41	54.00	
Terry Kelley	9.00	21	30.00	
Trayce Beards	86.00	76	162.00	
	606.45	736.40	1342.85	

Sonoma County Aging & Disability Commission Demographic Comparison

Commission is composed of 47% older adults

Race	Sonoma County (AP) Percent of 60+	Commission
American Indian & Alaska Native	.6%	0
Asian	3.5%	6.7%
Black or African American	1.1%	0
Native Hawaiian and other Pacific Islander	.2%	0
White	86.3%	73.3%
Some Other Race	4.4%	0
Two or More Races	3.9%	13.3%
No Response	N/A	6.7%

Sex	Sonoma County 60+	Commission
Female	54.6%	60%
Male	45.4%	40%



Commission Objectives 2025-26 Implementation and Tracking

UPDATED 8/4/25



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. Scheduled 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. Scheduled 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	8/20/25	Scheduled
ii. Develop a Commission brochure.	- EC - TBD - 1 brochure	TBD	Needs Attn
iii. Assess member awareness and preparedness.	- EC - TBD - 1 assessment	TBD	Needs Attn
iv. Assess community understanding of Commission materials and speech.	- Commission - TBD - 1 assessment	TBD	Needs Attn
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	TBD	Needs Attn
iii. Learn elevator speech for 565-INFO.	- Commission - Commission meeting - 1 activity	8/20/25	Scheduled
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. Scheduled 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. Scheduled 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 - TBD	TBD	Needs Attn
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. Scheduled 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. Scheduled 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:

<u>Month</u> <u>Obj #s</u>	Executive Committee meeting	Commission meeting
<u>Aug</u> 6.11.i 6.12.iii 6.18.i 6.18.ii	<u>Agenda</u> - Action: Topic for Area Plan Discussion 1.	<u>Agenda</u> - Area Plan Discussion 1. - Learn Commission and 565-INFO elevator speech.
<u>Sep</u> 6.10.i 6.10.ii 6.13.i 6.13.ii 6.13.iii 6.19.i	<u>Packet</u> - OAA composition req and member demographics. - BOS Progress Report 1. <u>Agenda</u> - Action: Identify outreach priorities for member recruitment. - Action: Topic for Research Report 1. - Action: Finalize BOS Progress Report 1.	<u>Packet</u> - Task and time frame for ad hoc: • Recruitment 1 (9/17-11/4) • Research 1 (9/17-1/13) - BOS Progress Report 1. <u>Agenda</u> - Action: Establish ad hoc: • Recruitment 1 • Research 1 - BOS Progress Report distribution.
<u>Oct</u> 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.
<u>Nov</u> 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?
<u>Dec</u> 6.13.iii 6.15.iii	No public meeting	No public meeting
<u>Jan</u> 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

<u>Feb</u> 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Officer Nominations (5/20-6/9). • Planning Day (5/20-8/11). <u>Agenda</u> - Area Plan Discussion 4. - Action: Establish ad hoc committees: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.