



SONOMA COUNTY AGING & DISABILITY COMMISSION

Executive Committee Meeting

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

Date: Wednesday, January 8, 2024

Time: 2:00 pm – 3:30 pm

Public Zoom Link: <https://zoom.us/j/98787194393?pwd=qszyalg9rErMcGIlbMj3LKbjbZmaU8.1>

Agenda

- | | | |
|------|---|--------|
| 2:00 | 1. Welcome and Introductions | Helman |
| | <p>Mission: The Aging & Disability Commission gives voice to the diverse needs of Sonoma County’s older adults, people with disabilities, and their caregivers.</p> | |
| 2:00 | 2. Approval of the 11.12.2024 Executive Committee Minutes | Helman |
| | <p><i>The Commission will review the meeting minutes and may approve them as presented or with modifications.</i></p> | |
| 2:05 | 3. Public Comment and Commission Member Open Forum | Public |
| | <p><i>The public may address the Executive Committee on items not listed on the agenda. Public comment will be limited to three (3) minutes per speaker. Note: The Executive Committee cannot take action on items not on the agenda.</i></p> | |
| 2:10 | 4. Staff updates | Milner |
| | <ul style="list-style-type: none">• AAA Contract Monitoring | |

Review Commission sign up sheet for site visits and review Commission participation guidelines and expectations.

- Attendance Report

Review FY 24/25 Q1 and Q2 Commission Meetings Attendance

- District Supervisor Term Renewal:
 - Jenny Helman expired December 31, 2024 – *In Process*
 - Alain Serkissian, District 5, expires in April **2025.**Commission Renewal:
 - Diane Spain, At Large, **expired in October 2024.**

Review Commission Members Term Renewal

- Commission Member Demographic Summary - Action

To ensure that the membership of the Commission is representative and inclusive of the community's demographics, the Commission will review and approve a Commission Member Demographic Survey. This survey will collect key demographic information (e.g., age, gender, ethnicity, and other relevant categories) to ensure that the Commission reflects the diversity of the population it serves.

2:15 5. Upcoming February Showcase Helman

Discussion on upcoming February Showcase.

2:20 6. Volunteer Time Log Beards

Review needs for the Volunteer Time Log.

2:25 7. Follow-Up from Legislative Representatives November Report Helman

Executive Committee to provide feedback on the Legislative Representative Report Out in November and provide any recommendations or actions for the full Commission.

2:40 8. Home Delivered Meals and To-Go Meals Report Out Silverman

Brief presentation regarding the Home Delivered Meals and To-Go Meals Waitlist.

3:00 9. Standing & Ad Hoc Committee Report Helman

- *Standing Committee: No Wrong Door*
- *Ad Hoc Committee: Special Project*
- *Ad Hoc Committee: Orientation and Onboarding – Action*
- *Ad Hoc Committee: Goals and Objectives for FY 25/26 - Action*

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

3:10 10. Commission Logo Project Update Milner

Brief presentation for the Executive Committee to review and provide feedback on completed Logos.

3:15 11. Aging & Disability Commission Agenda Review Helman

The Executive Committee will review the Draft Commission Meeting Agenda and will provide feedback and/or suggest any necessary modifications and/or additions.

3:30 10. Adjourn Helman

Attachments

Minutes (11.12.2024), Commission Member Demographic Survey – DRAFT, FY 24/25
Q1 & Q2 Attendance Report

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.

Executive Committee:

Chair: Jenny Helman

Vice Chair: Robin Thompson

Secretary: Deanna Shaat

Former Chair: Diane Spain

Parliamentarian: Trayce Beards



Sonoma County Aging & Disability Commission Executive Committee Meeting

Minutes

Tuesday, November 12, 2024 | 11:00 am – 12:30 pm

Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

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

Zoom Attendance: Diane Spain, Cynthia Scarborough (Public) | **Staff:** Sara Avery, Cassandra Denson (Zoom Moderator) | **Absent:** N/A

1. **Welcome & Introductions** (Helman)(11:03AM)

2. **Approval of the 10.8.2024 Executive Committee Minutes** (Helman)

Approved with correction of Deanna's name spelling.

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

Trayce Beards: Went to the listening session for the Council on Aging Memory Café Grant. Learned about the grant implementation. They will be hosting family caregiver activity opportunities, which will include separate breakout activities for caregivers and care recipients.

Robin Thompson: Shout out to the ADRH website. Robin utilized the San Deigo County site for his own family, which highlighted how user-friendly our site is in comparison.

Cynthia Scarborough: The Sonoma Valley area has multiple agencies and community groups working to create listening sessions on how the election will impact families and services.

- Commission/Sara Avery will revisit the partnership between AAA and the Sonoma Valley coalition.

4. **Staff updates** (Avery)

- Community Services Program Development Manager, Cody Milner, starts today!

Updates on MOW waitlists.

- Council On Aging (COA) waitlist: 241. (COA now using funding from CalAim to provide medically tailored meals which is helping them reduce the waitlist.)
- Petaluma People Services Center (PPSC) waitlist: 45

5. **New Aging & Disability Commission Applicants—Action** (Helman)

- Reviewed membership requirements
- C. Nava: Family Caregiver, Supportive Services Provider.



Sonoma County Aging & Disability Commission **Executive Committee Meeting**

- D. Johnson: District 4, Director of Nutrition at Council on Aging.

Motion: Move C.Nava & D. Johnson forward to the commission for a vote on commission membership.

1st Motion: Diane Spain | 2nd Motion: Deanna Shaat | Vote: Passed

6. Standing Committee Policy & Procedure Change—Action (Helman)

- Add attendance tracking for the standing committee.
- Standing Committee only meets 3-4 times per year.

Motion: Policies and Procedures will be changed so that standing committee Chairs are not automatically members of the Exec. Committee; their membership is to be determined by the Exec. Committee.

1st Motion: Trayce Beards | 2nd Motion: Deanna Shaat | Vote: Passed.

7. Standing & Ad Hoc Committee Report (Helman)

Standing Committee: No Wrong Door

- Monte voted as Chair.
- The committee was given an overview of ADRU and 565-Info.

Ad Hoc Committee: Special Project

- Robin Thompson has sent out a form to members for feedback. Members have provided email responses and feedback to Robin.

8. Area Plan 25-26 Goals & Objectives (Avery)

- Sara Avery distributed a document listing tasks/goals.
- Commissioners report on volunteer activities which helps to define measures that have been met.
- AAA Staff/Sara Avery will update the volunteer tracking form to include Goals/Objectives work (Intro messaging). This will be sent out in December.

9. Commission Meeting Agenda Review (Avery/Helman)

- Notes added directly to the draft agenda.

10. Adjourn (Helman) (12:16 PM)

**Sonoma County Aging & Disability Commission
FY 24/25 Q1 and Q2 Attendance**

Notes:

- 4 out of 10 Commission Meetings were held in Q1 & Q2.
- Currently 5 open seats

First	Last	Member Status	Aug-24	Sep-24	Oct-24	Nov-24
Alain	Serkissian	Active	In-Person Attendance	Absent- Not Excused*	In-Person Attendance	Zoom- Approved
Deanna	Shaath	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Diane	Spain	Active	In-Person Attendance	In-Person Attendance	Zoom- Approved	Zoom- Approved
Erick	Larson	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Jaime	Penaherrera	Active	In-Person Attendance	Absent- Not Excused*	Absent- Not Excused*	In-Person Attendance
Jenny	Helman	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Monte	Cimino	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Priyanka	Varma	Active	In-Person Attendance	In-Person Attendance	Absent- Excused	In-Person Attendance
Rick	Baum	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Robin	Thompson	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Sandra	Hoevertsz	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	Absent- Excused
Suzanne	Edwards	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	Zoom- Approved
Terry	Kelley	Active	In-Person Attendance	Absent- Not Excused*	In-Person Attendance	Absent- Not Excused*
Trayce	Beards	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Denise	Johnson	Active				In-Person Attendance
Christian	Nava	Active				In-Person Attendance
Open	Open	Open				
Open	Open	Open				
Open	Open	Open				
Open	Open	Open				
Open	Open	Open				

*Note: Clarification of Excused vs Not Excused isn't consistently reported on Attendance log.

Section IV. Member Commitment, subsection B. Procedures:

1. Absences

- d. The Executive Committee analyzes attendance reports to identify inconsistent attendance, which may include:
 - i. More than one absence without notice within the past six months.
 - ii. More than two absences with notice within the past six months.
 - iii. A pattern of arriving to meetings late or leaving early.
- e. The determination of whether attendance is “inconsistent” is at the discretion of the Executive Committee.
- f. When a member has inconsistent attendance, a Commission officer contacts the member to discuss a solution and follows up with a written summary of the discussion.
 - i. If the member was appointed by a County Supervisor, AAA staff forward the discussion summary to the Supervisor’s office.
 - ii. If the member was elected by the Commission, the written summary includes a reminder that inconsistent attendance may result in termination of their membership.

Sonoma County Aging & Disability Commission Demographic Survey

The composition of the Aging & Disability Commission shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community-based systems of services. To better understand the diverse background and community representation of each member of the Commission, you are asked to complete the below demographic survey. All responses are confidential and will be used for demographic analysis.

Instructions: All questions are required to be answered (2-pages). Please write clearly to ensure your responses are legible. If you do not wish or feel comfortable providing an answer to a question, you may select “Prefer not to say”. Once you have completed, return to Cody Milner, AAA Program Manager, either in-person at 3725 Westwind Blvd, or via email to CMilner@schsd.org.

Personal Information:

Full Name: _____ Date of Birth: _____
Pronouns: _____
Address: _____
Languages Spoke: _____

General Demographic Information:

What is your Sexual Orientation?

- | | | | |
|-----------------------------------|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Straight | <input type="checkbox"/> Gay/Lesbian | <input type="checkbox"/> Bisexual | <input type="checkbox"/> Pansexual |
| <input type="checkbox"/> Asexual | <input type="checkbox"/> Queer | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Prefer not to say |

What is your Gender Identity?

- | | | | |
|---|---|---------------------------------------|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Non-Binary | <input type="checkbox"/> Two-Spirit |
| <input type="checkbox"/> Transgender Male | <input type="checkbox"/> Transgender Female | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Prefer not to say |

What is your Race? (Select all that apply):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Multiracial | <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Prefer not to say |

What is your Ethnicity?

- | | | | |
|---|---|---------------------------------------|--|
| <input type="checkbox"/> Hispanic or Latine | <input type="checkbox"/> Not Hispanic or Latine | <input type="checkbox"/> Indigenous | <input type="checkbox"/> Asian |
| <input type="checkbox"/> African | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Prefer not to say |

Do you identify as someone with a Disability?

- Yes No Prefer not to say

What is your Employment Status?

- Full-Time Part-Time Unemployed Student
 Retired Self-Employed Other: _____ Prefer not to say

Community Representation:

Which of the following communities do you represent? (Select all that apply)

- Age 60 or greater Low Income language Barriers Local Elected Official

 Person with Physical and/or Mental Health Disabilities Black, Native American, Indigenous, or Person of Color Tribal Representative Family Caregiver, including Older Relative Caregiver

 Leadership in Private Sector Leadership in Volunteer Sector Supportive Services Provider Health Care Provider

 Veteran Geographic Isolation Chronic Conditions Other: _____

Supervisor Appointed

Are you a District Supervisor Appointed?

- Yes No
If Yes, Which Supervisor: _____

Thank You for completing the Sonoma County Aging & Disability Commission Demographic Survey!



SONOMA COUNTY AGING & DISABILITY COMMISSION

Commission Meeting

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

Date: Wednesday, January 15, 2025

Time: 1:00 pm – 3:00 pm

Public Zoom Link: <https://zoom.us/j/95119660692?pwd=p55PwlBEbWGv6WvxXbuNoYHbVV4ovM.1>

Agenda

1:00	<p>1. Welcome and Introductions</p> <p>Mission: The Aging & Disability Commission gives voice to the diverse needs of Sonoma County's older adults, people with disabilities, and their caregivers.</p>	Helman
1:00	<p>2. Approval of the 11.20.2024 Commission Meeting Minutes</p> <p><i>The Commission will review the meeting minutes and may approve them as presented or with modifications.</i></p>	Helman
1:05	<ul style="list-style-type: none">Chair Updates <p><i>The Chair will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i></p> <ul style="list-style-type: none">Legislative Representatives November Report <p><i>Commission to provide feedback on the Legislative Representative Report Out in November and provide any recommendations or actions needed.</i></p>	Helman

		<ul style="list-style-type: none"> • Membership Demographic Survey – Action <p><i>In order to ensure that the membership of the Commission is representative and inclusive of the community’s demographics, the Commission will review and approve a Commission Member Demographic Survey. This survey will collect key demographic information (e.g., age, gender, ethnicity, and other relevant categories) to ensure that the Commission reflects the diversity of the population it serves.</i></p> <ul style="list-style-type: none"> • Membership: District Supervisor Term Renewal for Alain Serkissian expires in April 2025. 	
	1:10	<p>3. Membership-Action</p> <ul style="list-style-type: none"> • Diane Spain, Member-at-Large Term Renewal 	Helman
	1:15	<p>4. Director/Staff updates</p> <ul style="list-style-type: none"> • Director Update <p><i>The AAA Director will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i></p> <ul style="list-style-type: none"> • MPA Update <p><i>The MPA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i></p> <ul style="list-style-type: none"> • Commission Logo Project Update <p><i>Brief presentation for the Executive Committee to review and provide feedback on completed Logos.</i></p>	Dunaway/Milner/Hunt sperger
	1:25	5. Celebrate Marianne McBride/COA	Dunaway/Helman

		<i>The Commission will recognize, honor, and celebrate Marianne McBride for her dedicated years of service to the community her upcoming retirement.</i>	
1:40	6. Public Comment and Commission Member Open Forum	<i>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.</i>	
1:55	** BREAK**		
2:05	7. Home Delivered Meals and To-Go Meals Report Out	<i>Brief presentation regarding the Home Delivered Meals and To-Go Meals Waitlist.</i>	Silverman
2:30	8. Legislative Representative Report		
2:50	9. Standing & Ad Hoc Committee Report <ul style="list-style-type: none"> • <i>Standing Committee: No Wrong Door</i> • <i>Ad Hoc Committee: Special Projects</i> • <i>Ad Hoc Committee: Orientation and Onboarding – Action</i> • <i>Ad Hoc Committee – Goals and Objectives for FY 25/26 - Action</i> 	Helman	
3:00	10. Adjourn		Helman

Attachments

Minutes (11.20.2024), Commission Member Demographic Survey

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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.

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