



# SONOMA COUNTY AGING & DISABILITY COMMISSION

## Executive Committee Meeting

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

Date: Tuesday, August 6, 2024

Time: 11:00 am – 12:30 pm

Public Zoom Link: <https://zoom.us/j/96976825017?pwd=DpwQ1ibv4eghbpPLaWzb7am8xftnbn.1>

### Agenda

- |       |  |        |
|-------|--|--------|
| 11:00 | 1. Welcome and Introductions   | Helman |
| 11:00 | 2. Approval of the 6.11.2024 Executive Committee Minutes   | Helman |
| 11:05 | 3. Public Comment and Council Member Open Forum  |        |
| 11:15 | 4. Staff updates<br><i>Program Manager Recruitment Update</i>  | Avery  |
| 11:20 | 5. Planning Day Agenda Review  | Helman |
| 11:40 | 6. National Senior Center Month Planning<br><i>September is National Senior Center Month. We see this as an opportunity to promote a positive image of aging, highlight how Sonoma County senior centers improve the lives of older adults, and to show the importance in the community.</i> | Helman |
| 11:50 | 7. Membership Status Updates<br><i>Emeritus status, New Applications</i>   | Helman |
| 11:55 | 8. Attendance Accountability & Reporting Plan<br><i>To be added as a quarterly Executive Committee Agenda Item</i>   | Helman |

**Attachments**

Minutes (06.11.2024), Planning Day Agenda

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](mailto:aaa@schsd.org) or (707) 565-5238 at least 48 hours prior to the meeting. To receive the AAA Newsletter: [AAA@schsd.org](mailto: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, June 11, 2024 | 11:00 am – 12:30 pm

Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

**In-Person Attendance:** Jenny Helman, Trayce Beards, Deanna Shaat

**Zoom Attendance:** Diane Spain, Cynthia Scarborough (Guest) **Absent:** Terry

Kelley **Staff:** Sara Avery, Cassandra Denson (Zoom Moderator & Notetaker)

1. **Welcome & Introductions (Helman)(11:00am)**
2. **Approval of 05.07.2024 Executive Committee Minutes (Helman)**
  - Update the Date.
  - Specify which members are voting members and which are just participants.
  - Approved with edits.
3. **Public Comment and Council Member Open Forum**
  - Cynthia Scarborough is interested in participating in the August Planning Day.
4. **Election Process for June Commission Meeting (Beards/Helman)**
  - Reviewed Letter of Recommendation from the Nominating Committee.
  - Add Nominees Names to the Agenda for review by the Commission.
  - Reviewed process for Nominations at Commission Meeting.
  - Staff will prepare slips of paper in the event of a vote.
  - "Elected by Acclamation" for non-contested nominees.
  - Parliamentarian is an appointment position.
5. **Brown Act Agenda Requirements (Beards)**
  - Requires brief description of Topic/Discussion Items. Members will provide a description of Agenda Topics.
6. **ADC Objectives for 2425 (Beards)**
  - Add Objectives to the monthly Executive Committee agenda as a standing topic.
  - Add to the next Commission Meeting Agenda for discussion with the full Commission.
7. **Role of Staff (Avery)**
  - Sara Avery will send a reminder to Commission Members to turn in their volunteer tracking forms. The report on hours will be presented in September. Staff will manage the tracking. The chair will send follow-up emails if the Commissioners do not respond.
  - Discussion regarding outreach/education responsibilities of commission members versus staff.



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

- Staff are unable to provide advocacy and can only provide education.
- Create coordination between staff and Commissioners at events.
- Reports for attendance tracking, presenting every quarter, not included in the agenda. Two unexcused absences would prompt a report to the chair.
- The Commission has an interest in the progress of Program/Provider Monitoring.

### **Agenda Addition: Provider Monitoring**

- Provided an update on program monitoring concerns and waitlisted consumers in Nutrition programs. Consumers are being linked to 565-INFO for additional resources.

### **8. Board of Supervisors Report – Planning Discussion (Helman/Avery)**

- Policy states Commission needs to provide a workplan and six-month progress reports.

### **9. Standing & Ad Hoc Committee Reports (Beards/Helman)**

#### No Wrong Door Standing Committee

- Will continue to keep as a separate standing meeting.
- Add to the agenda for the Commission meeting to confirm participation.

#### Planning Day Ad Hoc Committee

- Next Meeting on June 13<sup>th</sup>.
- Trayce Breads suggests a Brown Act Training. The county offers video Training through the Sonoma Higher Ed, System.
- Presentation from Staff of an overview of Adult & Aging and how the Commission fits within.
- Request for a high-level Adult & Aging Service Provider braided funding handout.

#### Nominating Ad Hoc Committee

- Will be dissolved.

#### Mission Statement Ad Hoc Committee

- A draft of the Mission Statement will be presented at the Commission Meeting.
- Requested a graphic designer to support the logo design.

#### Community Engagement Ad Hoc Committee

- *No additional comments to report.*

#### Dissolving Ad Hoc Committees

- Due to Ad Hoc Committees having a natural end, no need for a vote to dissolve them.

#### Senior Expo Committee:

- *No additional comments to report.*

### **10. Agenda Building 2425 (Helman/Beards)**

#### September-National Senior Center Month



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

- Invite/Recognize Senior Centers at the Commission meeting.
- Commission/Staff will write a Proclamation.
- Ask Commission Members to visit their local senior center and present 3 facts about their center.
- Allow centers to bring materials if they wish.

Leg Visits—March & Oct

- Request the Representatives to present topics that the Commission can take action on or advocate for.
- Request reports in writing for review before the meeting.

**11. Commission Agenda Review – June (Helman/Avery)**

**12. Adjourn (Helman) (12:41pm)**

DRAFT



# SONOMA COUNTY AGING & DISABILITY COMMISSION Planning Day

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

Date: Tuesday, August 21, 2024

Time: 9:00 am – 2:00 pm

## Agenda

- |       |   |                                 |
|-------|---|---------------------------------|
| 9:00  | 1. Activity: <i>What do you want to achieve?</i>  | Varma/Facilitator               |
| 9:15  | 2. Welcome  | Helman                          |
| 9:20  | 3. Activity: <i>Getting to know you? Hope for the day</i>   | Helman                          |
| 10:00 | 4. Day in the Life-Petaluma People Services Center  | Elece<br>Hempel/Daphne<br>Scott |
| 10:20 | 5. Adult & Aging Presentation<br><i>Aging &amp; Disability Commission in the context of organizational structures, funding, community wide initiatives, Commission Bylaws and Policy &amp; Procedure; Adult &amp; Aging Staff as support (roles &amp; responsibilities)</i> | Avery                           |
| 10:55 | 6. Break  |                                 |
| 11:10 | Acronyms Jeopardy   | Tompson/<br>Facilitator         |
| 11:50 | 7. Lunch  |                                 |
| 12:30 | 8. Brown Act Check-In   | Beards/Facilitator              |

12:50	10. Activity: <i>What's your Why?</i>	Helman/Tompson
1:40	11. Day in the Life-Senior Advocacy Services	Crista Barnett Nelson
2:00	12. Closing	Helman

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**Secretary:** Deanna Shaat

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