



SONOMA COUNTY AGING & DISABILITY COMMISSION

Commission Meeting



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

Date: Wednesday, March 19, 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 Introductions Thompson

Mission: The Aging & Disability Commission gives voice to the diverse needs of Sonoma County's older adults, people with disabilities, and their caregivers.

1:00 2. Public Hearing Milner,
Thompson,
Public

2024 – 2028 Area Plan Update: Year 2

- Open Public Hearing
- Review of the status of Area Plan Goals and Objectives for Year 1
- Overview of Objectives for Year 2
- Open for Public Comment on Area Plan Update and Year 2 Objectives
- Discussion by Aging & Disability Commission Members
- Provide Feedback on FY 2024 – 2028 Area Plan Update: Year 2

The public hearing will provide an opportunity for community members and the Commission to review and provide input on the proposed updates to the Area Plan. Public comments will be considered before any final decisions are made. Public comments will be limited to three (3) minutes per speaker.

1:40 ** BREAK**

1:50 3. Approval of the 02.19.2025 Commission Meeting Minutes Thompson

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

- 1:55 4. Chair Updates Thompson
- Recruitment for Vacant Commission
- The Chair will provide updates on relevant matters for the Commission, including recent developments or upcoming events.*
- 2:05 5. Director/Staff updates Dunaway,
Milner,
Huntsperger
- Director Update:
- Older American Act Reauthorization
- The AAA Director will provide updates on relevant matters for the Commission, including recent developments or upcoming events.*
- MPA Update:
- Racial Equity Foundations Training on 3/26 8-12
 - Action Team Updates
- The MPA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.*
- 2:20 6. Public Comment and Commission Member Open Forum Public
- The public may address the Commission on items not listed on the agenda. Public comments will be limited to three (3) minutes per speaker. Note: The Commission cannot take action on items that are not on the agenda.*
- 2:30 7. Standing & Ad Hoc Committee Report Thompson,
Cimino
- Standing Committee: No Wrong Door
The Committee will provide an update on the progress of the work.
 - Ad Hoc Committee: No Wrong Door Toolbox - Action
The committee is seeking approval to create a new Ad Hoc Committee.
 - Ad Hoc Committee: Orientation and Onboarding – Action
The committee is seeking approval to adopt the new Orientation and Onboarding procedures.
 - Ad Hoc Committee: Objectives for FY 25/26 – Action
Committee is seeking approval to adopt the new FY 25/26 Objects for Goal area six in the 2024-2028 Area Plan Update: Year 2
 - Ad Hoc Committee: FY 24/25 Area Plan Objectives Implementation
The Committee will provide an update on the progress of the work.
- Standing and Ad Hoc Committee Members will provide updates on their activities, progress on assigned tasks, and recommendations or actions for the Commission.*

Attachments

Minutes (02.19.2025), March 2025 Area Plan Update Year 2 Presentation (*separate document*), PSA 27 Four-Year Area Plan 2024 – 2028 Update: Year 2 – DRAFT (*separate document*), A&DC P&P III New Member Onboarding – Proposed March 2025, and A&DC Area Plan Update Year 2 Objectives for Goal 6

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 Elected: Rick Baum, Monte Cimino, Suzanne Edwards, Sandra Hoevertsz, Denise Johnson, Terry Kelley, Christian Nava, Jaime Peñaherrera, Alain Serkissian, Priyanka Varma

Area Agency on Aging Director: Paul Dunaway

Community Services Program Manager: Cody Milner

Upcoming Events:

- Executive Committee: Tuesday, April 8, 2025, 11:00 AM – 12:30 PM
- Commission Meeting: Wednesday, April 16, 2025, 1:00 PM – 3:00 PM
- Sonoma County PRIDE Event & Parade, Santa Rosa, May 31, 2025, 11AM
- Senior Expo, Santa Rosa, July 12, 2025, 9:00 AM – 12:00 PM
- African Soul Festival, Rohnert Park, August 30, 2025, 11:00 AM – 5:00 PM



Sonoma County Aging & Disability Commission Meeting



Minutes

Wednesday, February 19, 2024 | 1:00pm – 3:00pm
Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

In-person Attendance: Deanna Shaat, Jenny Helman, Trayce Beards, Robin Thompson, Sandra Hoevertz, Terry Kelley, Jaime Peñaherrera, Monte Cimino, Denise Johnson, Suzanne Edwards, Alain Serkissian, Rick Baum, Don Streeper (*Emeritus Member*)

Zoom Attendance: Diane Spain, Priyanka Varma

Absent: Christian Nava, Erick Larson (*Moved to Emeritus Status during the meeting*)

Staff Attendance: Paul Dunaway, Cody Milner, Joni Huntsperger, Betsey Harper, Cassandra Denson (*Zoom*).

1. Welcome and Introductions (Helman) (1:03pm)

2. Approval of Minutes (1.15.2025)
Minutes Approved as written.

3. Chair Updates (Helman)

Commissioners' Participation in Commission Meetings – Action

Motion: Move Erick Larson to Emeritus Status with the Commission.

1st Motion: Rick Baum **2nd Motion:** Alain Serkissian **Vote Result:** Passed

Letter of Support for Beth Steffy – Tabled

4. February Showcase on Case Management (Helman, Robin, Monte, Priyanka)
Certificates were provided to each service provider.

Typical Requests Received by the Agency:

Linkages: Highly individualized, with common requests including Housing, Caregiver Support and Respite, Home Safety, Transportation, and Long-term Estate planning.

WCCS (West County Community Services)/RRSC (Russian River Senior Center): Frequently addresses Housing (instability, access, and maintenance), Transportation, and Financial Assistance.

PPSC (Petaluma People Services Center): Addresses a wide range of client needs. Provides service through the Community Connector (Case Manager) to assess and address individual needs.

Demographic Changes or Trends:



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Linkages: An increase in services for individuals under 60 who are disabled. Growing demand for both formal and informal in-home care services. A trend of care recipients relying less on family members for support.

WCCS/RRSC: Seniors are seeking services at younger ages due to the challenges of living in the area. Approximately 20% of the caseload involves housing difficulties.

PPSC: An increasing number of male clients living independently, though most clients remain female. Rising demand for access to food assistance.

If Unable to Assist Directly, What Actions Are Taken:

Linkages: Explores outside services through Information & Assistance (with the Aging and Disability Resource Hub)/565-Info. Helps clients identify their needs and guides them toward appropriate services. Provides support in completing tasks necessary to meet those needs. Frequently collaborates with family members and other support systems.

WCCS/RRSC: Utilizes the online referral system through ADRH (Aging and Disability Resource Hub). Refers clients to local agencies not included in the ADRH system when appropriate.

PPSC: Opened a new satellite office at the Senior Center in Rohnert Park to enhance accessibility. Emphasizes the importance of reaching live representatives at referral agencies. Actively participates in the ADRH referral system.

Areas of Concern or Unmet Needs:

Linkages: Housing remains the highest need, with older adults being the fastest-growing population experiencing homelessness. A significant need for caregivers to provide daily care services.

WCCS/RRSC: The transportation program faces a shortage of drivers and requires additional funding options.

PPSC: The cost of providing services continues to rise while funding remains stagnant. Increased stress levels among staff supporting clients. Lack of available grief services or support groups.

Success Stories:

Linkages: Shared a story about successfully connecting a client with Medi-Cal services, arranged for a home cleaning service, and provided assistance in obtaining a new mattress.

WCCS/RRSC: Shared a story where they supported a client experiencing homelessness who was living in her car. Assisted in signing her up for coordinated entry. Helped arrange for new tires for her vehicle. Enrolled her in a safe parking program. Facilitated the renewal of her driver's license. Supported her enrollment in food stamps and Medi-Cal.



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PPSC: Shared a story where they assisted a client dealing with hoarding issues in a 500-square-foot apartment. Organized sessions with a professional organizer. The client now has a safe, decluttered living space that allows for increased mobility and access.

Comments/Suggestions/Solutions:

Policy and Advocacy Efforts: PPSC (Petaluma People Services Center) expressed willingness to recommend policy and advocacy efforts to address ongoing challenges.

Collaboration and Best Practices: Emphasized the importance of sharing best practices among organizations to improve service delivery and address common issues.

Broader Initiatives: The Master Plan for Aging (MPA) may provide solutions to address some of these issues on a larger scale.

Funding and Resources: Funding limitations and lack of resources remain significant concerns that require attention and action.

Efforts of Social Workers: Social workers continue to go above and beyond to ensure client needs are met, despite resource constraints.

5. Public Comment and Commission Member Open Forum

Upcoming Events announced during Public Comment:

- West Count Community Services benefit/fundraiser event- February 25th, 2025, at 6 pm- Rainbow Cattle Co. in Guerneville.
- Council on Aging & Senior Helpers Event called “Living with Parkinson’s”, April 3rd, 2025, at 11:30am- Council on Aging Office.
- Council on Aging Wellness Fair in partnership with Piner HS, March 13th, 2025, 10:00am- Finley Community Center.
- Council on Aging Fundraiser, “Treasure House Sip and Shop”, March 20th, 2025, 12:00pm- Treasure House Consignments in Santa Rosa.
- Aviation Museum “Hot Dog Thursdays” on the first Thursday every month. Benefits seniors.

Other Updates:

- Service providers are seeing Spanish speaker participation drop off after early January. Jaime Peñaherrera spoke about his personal experience and shared experiences in the Latinx community. The current climate toward Latinx people has been volatile and is deeply affecting the community. A community member shared comments on veteran status, empathy for the Latinx community, and displeasure with current federal government policies.
- Rohnert Park People Services Center is now open.
- The Council on Aging's Meals on Wheels waitlist has no clients remaining. The Drive-up Pick-up program still has an active waitlist.



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- Sandra Hoevertsz will be participating in the Cloverdale Senior Center's Community Conversation on Aging.
- Monte Cimino will be participating in a presentation to the Cotati Rotary Club.
- Robin Tompson will be hosting the next Commission Meeting, and Jenny Helman will be hosting a presentation with ADRH at Windsor Senior Center.
- A community member raised concerns about the lack of protected bus shelters in Sonoma County. Emphasized the need for shelters to protect people (especially the elderly and disabled) from poor weather conditions and to provide seating while waiting for the bus. Encouraged Commission Support at the Board of Supervisors level.

BREAK

6. Director/Staff updates

Director Update

- Addressed comments on current federal policies regarding immigration and how the county is working to protect Latinx and immigrant communities. Discussed the impacts of these policies on people in the community and those accessing public services and acknowledged the fear many are experiencing.
- Reported that there has been no movement on the reauthorization of the Older Americans Act.
- Provided an update on State Senate Bill 1249 authored by the California Commission on Aging. The bill looks at remapping geographical regions, revising the federal funding formula, and restructuring core services/titles.

Master Plan on Aging (MPA) Update

- Shared opportunities for Commission engagement in action teams. MPA Committee would like to see one Commission member per action team.
- Recruiting 1 Commission member as a member of the MPA Oversight Committee. Interested members- Rick Baum & Robin Thompson.
- Upcoming Community Conversations:
Cloverdale: March 10th, 2025 at Cloverdale Senior Center
Petaluma: March 20th, 2025 at Petaluma Vets Building.

Membership Demographics

- Shared Demographics and comparison to current Area Plan Demographics.



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- Highlighted 50% of members are over 60 and lack of Tribal Representation on the Commission.
- Reviewed breakdown of volunteer hours of Commission. Discussed Commission policy regarding volunteer requirements.
- The Executive Committee will discuss how the Commission will review individual members participation.

AAA Contract Monitoring

- Discussed what contract monitoring entails.
- Commissioners will sign up for on-site visits with contracted service providers.

7. FY 25/26 Area Plan Goals and Updates for March Public Hearing

- 30-day notice for the public hearing has gone out to the media.
- Reviewed description of public hearing activities.
- Robin will Chair the hearing.

8. Triple A Council of California (TACC) Report

- Shared information about a housing innovator who presented at TACC: ALA Housing Organization from LA County, which provides senior housing options within their program.
- TACC has developed a new template for preparing PSA reports.
- Commission members are invited to attend meetings as observers. See their website for meeting dates.

9. Standing & Ad Hoc Committee Report (Helman)

Standing Committee: No Wrong Door

- Next meeting Tuesday, 25th at 11 am. Commission members are welcome to observe meetings if interested.

Ad Hoc Committee: Special Projects – Action

- The duties and objectives of the Ad Hoc Committee have been successfully met. The Ad Hoc Committee will be disbanded.

Ad Hoc Committee: Orientation and Onboarding

- A Draft Plan has been created. The plan includes increased involvement from Mentors.

Ad Hoc Committee: Goals and Objectives for FY 25/26

- Next meeting: February 27th over Zoom. Cody Milner and Sara Avery will address the Commission's role.



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Ad Hoc Committee: FY 25/16 Area Plan Goals Presentation/Focus Group Development – Action

- Develop an implementation plan for our area plan objectives; 6.1 and 6.2.
- Recommendations submitted by March 6th.

Motion: Establish an Ad Hoc Committee for FY 25/16 Area Plan Goals Presentation/Focus Group Development

1st Motion: Terry Kelley 2nd Motion: Deanna Shaat Vote Result: Passed

- Interested commission members: Deanna Shaat, Robin Thompson, Priyanka Varma, Sandra Hoevertsz
- Coordinator for the first meeting: Robin Thompson

10. Adjourn (Helman)(2:52pm)

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

Upcoming Aging & Disability Commission meetings:

- Aging & Disability Commission, Executive Committee Meeting: **March 11, 2025 (11:00am)**
 - Aging & Disability Commission Meeting/Public Hearing: **March 19, 2025 (1:00pm)**
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III. New Member Onboarding

A. POLICY

1. Onboarding procedures teach new members about the Area Agency on Aging, the broader aging services network, and the role of the Commission.
2. Orienting new members to their responsibilities and pairing them with a mentor improves retention by helping them feel more connected and committed to the Commission.

B. PROCEDURES

~~1. Orientation~~

- ~~a. AAA staff schedule New Member Orientation with a new member no later than the second month of membership.~~
- ~~b. Orientation may be in person or virtual. Attendees include Commission Chairperson (or designee), the AAA Director (or designee), and one or two other Commission members, if possible.~~
- ~~c. New Member Orientation topics include:
 - ~~i. Description of the Area Agency on Aging and the Area Plan~~
 - ~~ii. Role of the Commission~~
 - ~~iii. Overview of Commission bylaws, policies, and procedures~~
 - ~~iv. How to request reimbursement~~
 - ~~v. Introduction to resources available online~~~~

1. Orientation with Commission Chairperson

- a. Orientation may be in person, virtual, or by email.
- b. Completed as soon as possible after a new member is appointed or elected, not later than the second month of membership.
- c. Commission Chairperson:
 - i. Shares links to online member resources including meeting agendas, bylaws, policies and procedures, and mission statement¹
 - ii. Emphasizes policy on Member Commitment and confirms date of next Commission meeting.
 - iii. Pairs the new member with a Commission Mentor.
 - a) When selecting a Mentor, the Chairperson will consider the experience and knowledge.

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¹ <https://sonomacounty.ca.gov/sonoma-seniors>

interests, supervisorial districts, and availability of the Mentor and the new member.

b) Serving as a Mentor is voluntary.

c) Any member may serve as a Mentor.

d) At any time, a Mentor may be replaced at the request of the new member, the Mentor, or the Commission Chairperson.

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2. Mentoring with Commission Mentor

- a. New members are welcome to talk to and learn from any Commission member as well as the AAA Program Manager.
- b. New members are paired with an experienced Commission member who serves as their Commission Mentor for the first year of their membership.

c. Commission Mentors:

- i. Check in with the new member before and/or after Commission meetings.
- ii. Encourage the new member to prepare for meetings and participate, e.g. anything to bring up in Open Forum?
- iii. Review parliamentary procedure, e.g. making motions, voting, and Brown Act restrictions.
- iv. Remind the new member to track hours on the Volunteer Time Log.

c. Mentoring Meetings

- i. Mentor schedules first meeting with the new member as soon as possible, not later than the second month of membership.
- ii. Mentor schedules additional meetings at least monthly, possibly more often in the beginning.
- iii. Meetings should be in person or virtual for at least the first three months, with phone calls or emails after that as appropriate, ending not sooner than the twelfth month.

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d. Mentor Responsibilities – Months One and Two

- i. Review parliamentary procedure
 - a) Definition of quorum
 - b) Making motions
 - c) Voting
 - d) Brown Act: Conducting the public's business in public

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- e) Remote attendance policy
- ii. Check in with the new member before and/or after Commission meetings. ← Formatted
- a) Ensure new member is receiving agenda packets and knows where to find them online. ← Formatted
- b) Review agenda for upcoming meeting. Look for items marked "Action."
- c) Encourage the new member to prepare for discussions and voting.
- d) Answer the new member's questions.
- iii. Introduce the new member to other Commission members, County staff, and community partners. ← Formatted
- iv. Review Commission bylaws, policies and procedures, and mission statement. Emphasize:
- a) Member commitment and attendance ← Formatted
- b) Volunteer time log
- c) Officers and officer duties
- v. The first week of each month, email a Mentor Report to the Commission Chairperson. Number the monthly reports 1 through 12 over the course of one year of mentoring. For each report, summarize: ← Formatted
- a) Contact with new member ← Formatted
- b) Topics discussed
- c) Items for follow up
- d) Plans for upcoming month
- e. Mentor Responsibilities – Months Three and Four ← Formatted
- i. Maintain contact with the new member at least monthly. ← Formatted
- ii. Review Commission meeting preparation and participation.
- a) Is the new member comfortable making and seconding a motion? Participating in discussions? Voting? ← Formatted
- b) Is the new member getting to know other Commission members and community partners?
- iii. Discuss committees: ← Formatted
- a) Review the difference between standing committees and ad hoc committees.² ← Formatted

² Commission Bylaws Article VI

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- b) Review policy and procedures for Standing Committees, including Executive Committee members and duties.
- c) Invite the new member to observe Executive Committee meetings in person or virtually.
- d) Discuss how the new member may meet their commitment to always be serving on at least one committee.
- iv. Continue monthly reports to Commission Chairperson.
- f. Mentor Responsibilities – Months Five and Six
 - i. Maintain contact with the new member at least monthly.
 - ii. Review the Commission’s annual work plan objectives and implementation plan. Consider how the new member may participate in activities.
 - iii. Ensure the new member is familiar with 565-INFO and the Aging & Disability Resource Directory.
 - iv. Continue monthly reports to the Commission Chairperson.
- g. Mentor Responsibilities – Months Seven through Twelve
 - i. Maintain contact with the new member at least monthly.
 - ii. Discuss how the work of the Commission fits with the new member’s personal goals. What else do they think the Commission should be working on?
 - iii. Explore how the new member would like to contribute to the Commission in the future, e.g. leading an ad hoc committee, recruiting new members, running for an officer position.
 - iv. Review the Commission’s relationship with the Local Master Plan for Aging. Is the new member interested in serving on an Action Team?
 - v. Continue monthly reports to Commission Chairperson.
- 3. Training arranged by the AAA Program Manager includes:
 - a. Security Awareness Training (required)
 - b. AB1234 Ethics Training (required)
 - c. Anti-Harassment Training (recommended)
 - d. Elder and Dependent Adult Abuse Training (recommended)
- 3. Training with AAA Program Manger
 - a. Trainings may be in person or virtual.

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- b. The first training is completed as soon as possible after a new member is appointed or elected, not later than the second month of membership. The AAA Program Manager reviews:
 - i. Staff roster and roles – who does what?
 - ii. Reimbursement policy and procedures
 - iii. Required trainings
 - a) Security Awareness
 - b) Ethics
 - c) Elder and Dependent Abuse
- c. By the new member's third month, the AAA Program Manager will complete at least one more training (more if needed) to describe:
 - i. The Area Agency on Aging
 - a) Funding
 - b) Programs
 - c) Monitoring
 - ii. The Area Plan
 - iii. The Aging & Disability Resource Hub
 - iv. The Local Master Plan for Aging
 - v. The Local Aging & Disability Action Plan
 - vi. The Commission's role in the above

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Goal # 6

Year 2 Goal Revised: Sonoma County Aging & Disability Commission (Serving As the Area Agency on Aging Advisory Council): Representing the Voice of the Community

Year 2 Rationale Revised: The Sonoma County Aging & Disability Commission gives voice to the diverse needs of Sonoma County's older adults, people with disabilities, and their caregivers. Advocacy for inclusive and responsive policies, programs, and community outreach includes: 1) Advising the Board of Supervisors on aging, disability, and caregiver issues; 2) Supporting the efforts of the Area Agency on Aging to a) create and coordinate an accessible system of community-based services, and b) target those with the greatest economic and social need; and 3) Guiding the Aging and Disability Resource Hub from a community perspective.

6.10 Hold monthly meetings that are open to the general public and invite public comment on aging, disability, and caregiving issues.

6.11 Submit biannual progress reports to the Sonoma County Board of Supervisors on aging, disability, and caregiving needs.

6.12 Study and report on issues related to the dignity, independence, and quality of life of Sonoma County's older adults, people with disabilities, and their caregivers.

6.13 Convene community partners to share information and explore collaboration opportunities related to aging, disability, and caregiving issues.

6.14 Advise Area Agency on Aging staff on the development and administration of the Area Plan.

6.15 Advise Aging & Disability Resource Hub staff and partners on community awareness of and access to long-term services and supports and other resources.

6.16 Plan member development and recruitment activities that strengthen Commission representation and effectiveness.