



# SONOMA COUNTY

## AGING & DISABILITY COMMISSION

### Executive Committee Meeting



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

Date: Tuesday, June 9, 2026

Time: 11:00 AM – 12:30 AM

Public Zoom Link: <https://zoom.us/j/94311927709?pwd=kikqe60FaFWgRglOc3alaXRavo.pRVo.1>

Phone Number: 1 (669) 900-9128

Meeting Details: Meeting ID: 943 1192 7709 Passcode: 768493

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

#### 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 participating virtually will need to disclose if there is anyone over the age of 18 in the room with them.*
- Members of the public will have the opportunity to introduce themselves during Public Comment.*
- 11:01 **2. Approval of the 05.12.2026 Executive Committee Minutes** Helman
- The Commission will review the meeting minutes and may approve them as presented or with modifications.*
- 11:02 **3. Public Comment and Council Member Open Forum** Public
- The public may address the Executive Committee on any items on the agenda and on matters within the Commission's jurisdiction. The Committee cannot take action on non-agenda items. Public comments will be limited to three (3) minutes per speaker.*
- In-person attendees who wish to speak may indicate their request to speak during this time. When recognized by the Chair, please state your name and begin your comments.*

- *Virtual participants who wish to speak must use the “Raise Hand” feature located within Zoom. When it is your turn to speak, the host will unmute your microphone and prompt you to speak. Please state your name and begin your comments.*

11:05	<b>4. Chair Updates:</b> <i>The Chair will provide announcements and updates for the Executive Committee to review and discuss.</i> <ul style="list-style-type: none"> <li>• Update of the North County Resource Fair</li> <li>• Review Executive Committee Nominations</li> <li>• Commission Member Application - New</li> </ul>	Helman
11:15	<b>5. Staff Updates:</b> <i>The AAA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i> <ul style="list-style-type: none"> <li>• AAA Needs Assessment Update</li> <li>• Commission Laptop</li> </ul>	Souza- Milner
11:30	<b>6. June Planning Day Agenda</b> <i>The Executive Committee will discuss the agenda and identify any prep work that needs to be completed.</i>	Helman
12:00	<b>7. Standing &amp; Ad Hoc Committee Report</b> <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> <ul style="list-style-type: none"> <li>• Ad Hoc Committee(s): <ul style="list-style-type: none"> <li>○ Research Report Topic #2 <i>Research and summarize issues related to nutrition programs for older adults and adults with disabilities.</i> <i>Lead: Diane Spain</i> <i>Due: June 4, 2026</i></li> <li>○ Executive Committee Nomination Ad Hoc <i>Lead: Jamie Peñaherrera</i> <i>Due: June 5, 2026</i></li> <li>○ BOS Meeting Topics (New) <i>Lead: TBD</i> <i>Due: August 6, 2026</i></li> </ul> </li> </ul>	Helman
12:25	<b>8. Aging &amp; Disability Commission Agenda Review</b> <i>The Executive Committee will review the Draft Commission Meeting Agenda and will provide feedback and/or suggest any necessary modifications and/or additions.</i>	Helman
12:30	<b>9. Adjourn</b>	Helman

## **Attachments**

Minutes (05.12.2026), A&DC Member Application – CONFIDENTIAL, A&DC June 2026 Officer Elections, AAA Community Needs Assessment Flyer, BOS Ad Hoc – New, and 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@SonomaCounty-HSD.gov](mailto:AAA@SonomaCounty-HSD.gov) or (707) 565-5238 at least 48 hours prior to the meeting. To be added to the AAA Newsletter, email [AAA@SonomaCounty-HSD.gov](mailto:AAA@SonomaCounty-HSD.gov).

### **Executive Committee:**

**Chair:** Jenny Helman

**Vice Chair:** Robin Thompson

**Secretary:** Deanna Shaat

**Former Chair:** Diane Spain

**Parliamentarian:** Trayce Beards

**AAA Program Manager:** Cody Souza-Milner

### **Upcoming Events:**

- Commission Planning Day: Wednesday, June 17, 2026, from 9:00 AM – 3:00 PM
- No Meeting in July 2026
- Executive Meeting: Tuesday, August 11, 2026, from 11:00 AM – 12:30 PM
- African Soul Festival: August 29, 2026, from 11:00 to 5:00PM
  - 475 City Center Drive, Rohnert Park



**SONOMA COUNTY**  
**AGING & DISABILITY COMMISSION**  
Executive Committee Meeting



**Minutes**

**Tuesday, May 12, 2026 | 11:00AM - 12:30PM**

**Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403**

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

**Zoom Attendance:** Suzanne Edwards (*non-voting member*), Diane Spain (*voting member*), Cindy Scarborough (*Past Member/Guest*)

**Staff:** Cody Souza-Milner

**Absent:** None

- 1. Welcome and Introductions (Helman) (11:02AM)**
- 2. Approval of the 4.7.2026 Executive Committee Minutes (Helman)**
  - Approve with Corrections: Change Diane to Suzanne for contacting Indian Rural Health.
- 3. Public Comment and Council Member Open Forum (Public)**

Recommended reads:

- Seniors Lean on Community Health Workers Article
- Talk Back by Aisha Sultan on May 12<sup>th</sup>, the Press Democrat, page 7 in print edition

**4. Chair Updates (Helman)**

Reminder of the North County Resource Fair

- North County Senior Resource Fair: June 7, 2026, from 10:00 AM – 2:00 PM
  - At Huerta Gym, Windsor
- Discussed Sponsorships.

**5. Staff Updates (Souza-Milner)**

CSL Elections

- 2 Positions Available:
- Mary Flett and Terry Kelley were the only applicants. They will be automatically moved forward. Elections are not required when there are no competing candidates.
- Cody Souza-Milner will check if there are term limits.

**6. Marge Ling Award (Helman)**

- Denise Johnson will be participating via Zoom.
- Commission will show a short video explaining COA's Safe at Home program.



# SONOMA COUNTY AGING & DISABILITY COMMISSION Executive Committee Meeting



- Suzanne Edwards will follow up with Denise Johnson to clarify the name of the program.

## 7. Legislative Representative Follow-Up (Helman)

- Robin Thompson will provide a list of the bills discussed.
- Jenny Helman will provide a summary report.
- Commission provided feedback:
  - Host the Legislative Representatives meeting earlier in the year.
  - Request bill information before forming questions. The Ad Hoc Committee could provide questions regarding the current bills they are working on.
  - Public Comment: Would appreciate a summary provided on the bills and how to take action and provide feedback to legislative reps.

## 8. Aging & Disability Resource Hub Commission Liaison Document (Edwards)

- Reviewed the ADRH Commission Liaison position. (*Description in Meeting Packet*)
- Looking for a commissioner to volunteer.
- Pam Law showed interest in outreach and tabling. Suzanne Edwards will follow up with her.
- Discussed developing a more coordinated outreach contact person.
  - Information would flow through the NWD Committee Chair (Suzanne Edwards).
  - Diane Spain volunteered to assist with Commission advertisements and templates. Trayce Beards will send Diane Spain the “Catalyst for Change” document as a reference.

## 9. Commission Mentor Resource Document (Thompson)

- Reviewed the New Member Orientation Syllabus.
  - Add distinction/separation between mentorship information and resources.
  - Re-name to “Resource Guide.”
  - Updated document needs to be provided to Cody Souza-Milner by the end of the day, May 14<sup>th</sup>, 2026.
  - Add resources to the Commission website. (Reschedule discussion on website in July).

## 10. Commission Exit Interview Questions (Helman)

- Cody Souza-Milner will add the document to the shared membership folder

## 11. Becoming Independent Presentation (Helman)

- 20-minute presentation and 10-minute Q&A.



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- Commissioners showed interest in county-level and commission-level roles in supporting them and/or disability community.
- Commissioners interested in getting more representation for the disability community on the commission or at commission meetings.

### 12. June Planning Day Agenda (Helman)

- Reviewed the Planning Day Agenda
- Trayce Beards will facilitate the “Get to Know You” section. Cody Souza-Milner will collaborate on topics.
  - Pre-day information submissions will be provided by Commissioners.
- Criminal Bakery for lunch.
- Discussion by the committee members regarding the advisory relationship between AAA Staff and Commission Members.

### 13. Standing & Ad Hoc Committee Report (Helman)

#### Ad Hoc Committee:

- No Wrong Door Ad Hoc  
*Prioritize work plan activities so the plan can be discussed and approved by the Commission.*  
*Lead: Suzanne Edwards*  
*Due: April 9, 2026*
  - Reviewed plan for ADRH activities.
- Research Report Topic #2  
*Coming up with the next research topic.*  
*Lead: Diane Spain*  
*Due: May 12, 2026*
  - Meeting Next Monday.
  - Currently reaching out to Nutrition Providers for information.
  - Robin Thompson will present on lesser-known nutrition resources.
- Executive Committee Nomination Ad Hoc (New)  
*Lead: TBD*  
*Due: TBD*
  - Reviewed the committee background document.
  - Will need Commissioners to volunteer to lead.
  - Trayce Beards will provide the Commissioners with an election information handout.



**SONOMA COUNTY  
AGING & DISABILITY COMMISSION**  
Executive Committee Meeting



**14. Aging & Disability Commission Agenda Review (Helman)**

- Reviewed the May 20<sup>th</sup> meeting agenda.

**15. Adjourn (Helman) (12:32PM)**

**Upcoming Events:**

- Commission Meeting: Wednesday, May 20, 2026, from 1:00 PM – 3:00 PM
- Executive Meeting: Tuesday, June 9, 2026, from 11:00 AM – 12:30 PM
- Commission Planning Day: Wednesday, June 17, 2026, from 9:00 AM – 3:00 PM
- No Meeting in July 2026
- North County Senior Resource Fair: June 7, 2026, from 10:00 AM – 2:00 PM
  - At Huerta Gym, Windsor
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DRAFT



# Officer Elections

June 17, 2026

## Officer Policies

1. Commission officers are the Chairperson, Vice Chairperson, and Secretary.
2. Terms of office are two years, July 1 to June 30.
3. Officers are limited to two consecutive terms in any one office.

Current officers began their first terms July 1, 2024 and are eligible to be re-elected for second terms (ending June 30, 2028).

## Nominees

In May, the Commission formed an Officer Nominations ad hoc committee to prepare a slate of nominees for election. Thank you, Terry, Jaime, and Michael for serving on this committee.

The committee has nominated the three current officers for election to second terms:

- **Jenny Helman for Chairperson**
- **Robin Thompson for Vice Chairperson**
- **Deanna Shaat for Secretary**

These nominees are eligible for election and have consented to the nomination.

## Election Procedures

1. At the June Commission meeting, Jenny will present the slate of officer nominees and ask for further nominations from the floor. Any member, including members of the Officer Nominations committee, may make additional nominations. Nominees must consent to being nominated.
2. When there is only one candidate for a position, Jenny will declare the nominee elected by acclamation.
3. When there is more than one candidate for a position, Commission members vote by ballot. Ballots are tallied publicly.

# Community Needs Assessment

## Evaluación de Necesidades Comunitarias



### YOUR VOICE MATTERS!

Help us understand the needs of Older Adults, Adults with Disabilities, and Caregivers in our community.

This survey helps us understand community needs and guides how we fund programs. Responses will be used for planning purposes.



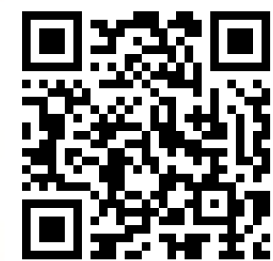
English Survey /  
Encuesta en Inglés



### ¡SU VOZ IMPORTA!

Ayúdenos a entender las necesidades de Adultos Mayores, Adultos con Discapacidades y Cuidadores en nuestra comunidad.

Esta encuesta nos ayuda a entender las necesidades de la comunidad y guía cómo financiamos los programas. Las respuestas se utilizarán para propósitos de planificación.



Spanish Survey /  
Encuesta en Español

# SONOMA COUNTY AREA AGENCY ON AGING

## Community Needs Assessment



## Evaluación de Necesidades Comunitarias

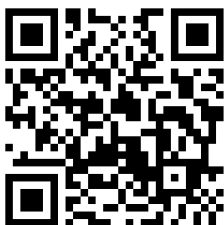


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[English Survey /  
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[Spanish Survey /  
Encuesta en Español](#)





## Proposed ad hoc committee BOS Report Topics

6/17/26

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:

### **BOS Report Topics**

Background: The Commission submits biannual progress reports to county supervisors. Our next reports are due in September 2026. Recommendations from this committee may be used to frame members' fall reports.

Specific Task: **Recommend topics to be discussed at fall meetings with county supervisors.**

Committee will:

- Discuss the purpose of supervisor meetings. What is one thing we hope to accomplish by meeting with them this fall?
- Review what we've learned from past supervisor meetings – what are they interested in? Have they asked for follow-up on any topics?
- Compile Commission progress on 2025-26 objectives ("Where We've Been").
- Summarize 2026-27 objectives and implementation plan ("Where We're Headed").
- Consider whether any updates on the Master Plan for Aging are appropriate for this report.
- Propose a basic outline of topics to be covered in supervisor meetings. Should members be provided with presentation slides for the meeting?

Time Frame: **Submit recommendations to Jenny and Cody by August 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 7 members)
3. Designate a Lead to schedule meetings and coordinate the committee's work.



# SONOMA COUNTY AGING & DISABILITY COMMISSION Commission Meeting



Location:	Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403	
Date:	Wednesday, June 17, 2026	
Time:	9:00 AM – 3:00 PM	
Public Zoom Link:	<a href="https://zoom.us/j/97845062226?pwd=2LdD46H2bzPmbir6F7FFerP9E563Aj.1">https://zoom.us/j/97845062226?pwd=2LdD46H2bzPmbir6F7FFerP9E563Aj.1</a>	
Meeting Details:	Phone Number: 1 (669) – 444 – 9171	
	Meeting ID: 943 1192 7709	Passcode: 768493

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

### Agenda

- |      |   |                      |
|------|---|----------------------|
| 9:00 | <p><b>1. Welcome and Commission Member Introductions</b><br/> <i>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.</i></p> <p><i>Members participating virtually will need to disclose if there is anyone over the age of 18 in the room with them.</i></p> <p><i>Members of the public will have the opportunity to introduce themselves during Public Comment.</i></p> | Helman               |
| 9:03 | <p><b>2. Approval of the 05.20.2026 Commission Meeting Minutes</b><br/> <i>The Commission will review the meeting minutes and may approve them as presented or with modifications.</i></p>  | Helman               |
| 9:05 | <p><b>3. Chair Updates</b><br/> <i>The Chair will provide updates for the Commission to review and discuss.</i></p> <ul style="list-style-type: none"> <li>• Update on the North County Resource Fair</li> </ul>  | Helman               |
| 9:10 | <p><b>4. Director and Staff Updates:</b><br/>         Director Update(s):</p>   | Avery & Souza-Milner |

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

Staff Update(s):

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

- AAA Needs Assessment Update
- Commission Computer

- 9:20 **5. Officer Elections - Action** Helman  
*The Commission will vote on the Officer Elections*
- 9:30 **6. Standing & Ad Hoc Committee Report**  
*Standing and Ad Hoc Committee Members will provide updates on their activities, progress on assigned tasks, and recommendations or actions for the Commission.*
- BOS Meeting Topics (New) - Action  
*Lead: TBD*  
*Due: August 6, 2026*
- 9:40 **7. Getting to Know Your Fellow Commissioners** Beards  
*Activity that involves getting to know the Commissioners.*
- 10:30 **\*\*BREAK\*\***
- 10:45 **8. Work Plan Development** Souza-Milner  
*Facilitation of a Commission Work Plan*
- 12:30 **Lunch**
- 1:15 **9. Work Plan Development** Souza-Milner  
*Continuation of the Commission Work Plan development*
- 2:15 **10. Next Steps/Evaluation Form** Helman  
*Complete the Planning Day Evaluation Form and discuss next steps*
- 2:30 **11. Jeopardy** Thompson  
*Activity*
- 3:00 **12. Adjourn** Helman

## **Attachments:**

Minutes (05.20.2026)

## **Written Reports:**

None

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**Aging & Disability Commission Members:**

**Chair:** Jenny Helman

**Vice Chair:** Robin Thompson

**Secretary:** Deanna Shaat

**Former Chair:** Diane Spain

**Parliamentarian:** Trayce Beards

**Commission:** Rick Baum, Suzanne Edwards, Terry Kelley, Jaime Peñaherrera, Alain Serkissian, Priyanka Varma, Heather Hannan-Kramer, Pam Law, Micheal Margetts

**AAA Director:** Paul Dunaway

**AAA Program Manager:** Cody Souza-Milner

**Upcoming Events:**

- No Commission meeting in July 2026
- Executive Meeting: Tuesday, August 11, 2026, from 11:00 AM – 12:30 PM
- Commission Meeting: Wednesday, August 19, 2026, from 1:00 PM – 3:00 PM
- African Soul Festival: August 29, 2026, from 11:00 to 5:00PM
  - 475 City Center Drive, Rohnert Park

**Upcoming ADRU Table Events:**

- None at this time