



SONOMA COUNTY AGING & DISABILITY COMMISSION

Commission Meeting



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

Date: Wednesday, September 16, 2026

Time: 1:00 PM – 3:00 PM

Public Zoom Link: <https://zoom.us/j/97845062226?pwd=2LdD46H2bzPmbir6F7FFerP9E563Aj.1>

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

- 1:00 **1. Welcome and Commission Member 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.
- 1:01 **2. Approval of the 08.19.2026 Commission Meeting Minutes** Helman
The Commission will review the meeting minutes and may approve them as presented or with modifications.
- 1:02 **3. Public Comment and Commission Member Open Forum**
The public may address the Commission 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*

speaking, the host will unmute your microphone and prompt you to speak. Please state your name and begin your comments

- | | | |
|------|--|--|
| 1:05 | 4. Chair Updates
<i>The Chair will provide updates for the Commission to review and discuss.</i> <ul style="list-style-type: none">• Member Recruitment | Helman |
| 1:10 | 5. Director and Staff Updates:
<u>Director Update(s):</u>
<i>The AAA Director will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i> <ul style="list-style-type: none">• MPA Program Development Manager Update• C4A Grant Awards
<u>Staff Update(s):</u>
<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">• Needs Assessment Update• November 2026 Commission Meetings Date Change<ul style="list-style-type: none">i. Executive Committee moved to Wednesday, November 4thii. Commission meeting moved to Tuesday, November 10th
<u>MPA Update(s):</u>
<i>The MPA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i> <ul style="list-style-type: none">• Cloverdale• Transportation• Health & Wellness• Caregiver• Economic Security• Housing• Equity/Inclusion | Dunaway
Souza-Milner
Huntsperger |
| 1:45 | 6. Community Health Workers Presentation
<i>Presentation on new Community Health Workers imbedded within Linkages Case Management Program.</i> | Silverman |
| 2:00 | **BREAK** | |
| 2:05 | 7. New Member Orientation Passport – Action
<i>Review and vote on the proposed updated New Member Orientation Passport.</i> | Helman
Beards |
| 2:15 | 8. FY 26/27 Work Plan
<i>Commission will have a discussion and provide feedback on the FY 26/27 Work Plan.</i> | Helman |

2:45 **9. Standing & Ad Hoc Committee Report**

Helman

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

- *Ad Hoc Committee(s):*
 - Work Plan - Transportation Activities (New) – **Action**
Based on the FY 26/27 Work Plan agenda item discussion on Transportation, the Commission will determine the focus of the proposed Ad Hoc.
Lead: TBD | Due: TBD

3:00 **10. Adjourn**

Helman

Attachments:

Minutes (08.19.2026), P&P – New Member Onboarding, New Member Orientation Passport, and Work Plan Goals

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 or (707) 565-5238 at least 48 hours prior to the meeting. To receive the AAA Newsletter: AAA@SonomaCounty-HSD.gov.

Aging & Disability Commission Members:

Chair: Jenny Helman

Vice Chair: Robin Thompson

Secretary: Deanna Shaat

Parliamentarian: Trayce Beards

Former Chair: Diane Spain

Commission: Rick Baum, Suzanne Edwards, Terry Kelley, Jaime Peñaherrera, Priyanka Varma, Pam Law, Micheal Margetts, Shola Sulaimon, Stephanie Rodriguez

Emeritus: Don Streeper, Erick Larson, Alain Serkissian

AAA Director: Paul Dunaway

AAA Program Manager: Cody Souza-Milner

Upcoming Events:

- Executive Meeting: Tuesday, October 13, 2026, from 11:00 AM – 12:30 PM
- Commission Meeting: Wednesday, October 21, 2026, from 1:00 PM – 3:00 PM
- Executive Meeting: Wednesday, November 4, 2026, from 11:00 AM – 12:30 PM ***Date Change***

- Commission Meeting: Tuesday, November 10, 2026, from 1:00 PM – 3:00 PM ***Date Change***



Sonoma County Aging & Disability Commission Meeting



Minutes

Wednesday, August 19, 2026 | 1:00 PM – 3:00 PM

Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

In-person Attendance: Deanna Shaat, Robin Thompson, Trayce Beards, Suzanne Edwards, Jenny Helman, Rick Baum, Pam Law, Micheal Margetts, Priyanka Varma, Jaime Penaherrera, Eric Larson (*Emeritus Member*),

Virtual Attendance: Diane Spain (*Pre-approved*), Don Streeper (*Emeritus Member*)

Absent: Terry Kelley, Alain Serkissian (*Emeritus Member*)

Staff Attendance: Paul Dunaway, Cody Souza-Milner, Joni Huntsperger, Casandra Denson

1. Welcome & Commission Member Introductions (Helman) (1:00PM)

2. Approval of the 06.17.2026 Commission Meeting Minutes

- Minutes approved as written.

3. Public Comment and Commission Member Open Forum

- Joanna Adams- Introduced an *Aging Well with Intention* 12-week series launching the following Wednesday at the VETS Building; she is a certified senior advisor, real estate broker, and caregiver.
- Sandra Hoevertsz- Shared *Willingly Kidnapped* a Poem regarding Alzheimer's.
- Trayce Beards- Shared personal experience regarding the difficulty of handling the end-of-life needs of a close friend. Reminding all that estate planning and will planning is important.
- Denise Johnson, COA- Senior Peer Support program discontinued; PEARLS (evidence-based) adopted as primary mental health program. Connection is Prevention event: September 3, 9:30 a.m.–2:15 p.m., Findlay Center — free for older adults and caregivers. Fall Prevention Week: September 21; Lunch and Learn + exercise class September 23 at Council on Aging
- Eric Larson- Compass Navigation Program launched September 1 in Sonoma Valley; hub-and-spoke model with 6+ partner nonprofits; already served 6 clients with 25+ service connections in first week and a half.
- Alan Flores, United Access- Introduced the company that sells adaptive equipment or vehicle accommodation. Services all of Sonoma County.
- Robin Thompson- North Bay Reginal Candidate Forum, Friday, August 24th.



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4. Commission Member Applications – **Action** (Helman)

Shola Sulaimon (District 4)

Motion: Accept Shola Sulaimon a member of the Aging & Disability Commission.

1st Motion: Robin Thompson | **2nd Motion:** Rick Baum | **Vote Result:** Passed

Stephanie Rodriguez (District 4)

Motion: Accept Stephanie Rodriguez a member of the Aging & Disability Commission.

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

5. Chair Updates: (Helman)

Commission Membership Status Change

- Alain Serkissian has moved to emeritus status.

Commission Member Resignation

- Heather Hannan-Kramer has resigned.

New Member Orientation Update – “Orientation Passport”

- Jenny Heman provided a briefing on the new orientation passport procedure.
- Shola Sulaimon - Robin Thompson will be their passport coordinator.
- Stephanie Rodriguez - Jenny Helman will be their passport coordinator.

Board of Supervisors Report

- Board of Supervisors supervisor meetings delayed to January due to two supervisor seats changing in November elections Appointments can be set up for January in advance.

6. Director and Staff Updates: (Dunaway & Souza-Milner)

Director Updates:

- Senate passed Older American’s Act Reauthorization– Waiting on House Vote
- C4A President Update: Paul Dunaway has been elected as the C4A president for a 2-year term.

Staff Updates:

- Reviewed Commission Volunteer Logs and reported data for 2025-2026 fiscal year.



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- AAA Needs Assessment Survey and Focus Group sign-up is available for Commissioners to assist with distribution and participation.

7. Presentation on the Impacts of HR1 on AAAs (Mills & Dunaway)

Presentation by Christina Mills, Executive Director of C4A, and Paul Dunaway, Sonoma County AAA Director, about the impact of HR1. Presentation Slides included in the Meeting Agenda Packet.

- Four primary impact categories identified for older adults and people with disabilities:
 - Health insurance: Medi-Cal eligibility reassessed every 6 months (not annually); work requirement of 80 hours/month for ages 18–64; undocumented individuals lose eligibility for health insurance and nutrition services.
 - Nutrition: CalFresh/SNAP eligibility tied to same work requirements and 6-month recertification
 - Home-based services: Asset cap of \$1 million for home and community-based benefits — disqualifying many California homeowners; loss of Medi-Cal triggers loss of IHSS
 - Nursing home staffing: RN requirement reduced to 1 RN per 8 hours/day (down from 24-hour coverage), leaving frail residents with minimal medical oversight
 - AAA impact: Increased call volume, more complex cases, reduced service capacity — system risk of people not seeking help until crisis.
- Christina's Advocacy Recommendations for Sonoma
 - Ensure Spanish-speaking and Latino community members are present at focus groups and community convenings — not just represented by volunteers
 - Explore an Aging and Disability Resolution (distinct from the existing Age-Friendly designation) potentially the first such resolution in California.
 - Revisit the Age-Friendly Sonoma designation (WHO-based, with work plan requirements); note that Windsor, Petaluma, and Healdsburg hold it but are not actively implementing it.
 - Explore landlord recognition awards to elevate accessible, disability-friendly landlords rather than focusing only on complaints.



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- Push for universal design ordinances modeled on Alameda County (any new housing must meet accessibility minimums beyond the federal 5% floor — Alameda required ~10% visitable design).
- Expand cross-sector partnerships: healthcare, behavioral health, housing.
- SB1249 changes AAA designation:
 - Nonprofit AAAs now face county right-of-first refusal every 4 years to take over AAA designation — putting some organizations at risk by 2029.
 - C4A is currently working on legislation to improve this bill for non-profit run AAAs.
 - Interstate funding formula changes could cause multi-million-dollar losses for some AAAs; Sonoma is relatively insulated but other counties face significant potential devastation
- Paul Dunaway will Pull Sonoma-specific HR1 impact numbers for next meeting.

BREAK

8. Commission Planning Day Follow-Up

- Commissioners discussed and provided feedback on the June Planning Day and the Work Plan.
- Trayce Beards brought forward the question of what the Commission could do to provide a voice to the aging and disability community, and what activities could be done.
- June Planning Day notes are compiled into a 12-page document; executive committee to distill into a Work Plan 2.0 proposal for the September meeting.
- Work Plan 2.0 meeting scheduled for **Wednesday the 26th at 3:30pm**

9. Standing & Ad Hoc Committee Report (Helman & Edwards)

Standing Committee: No Wrong Door

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

Chair: Suzanne Edwards | Vice Chair: Priyanka Varma



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- Last met in June.
- Received a presentation on ADRH's core services.
- Discussed the first project- visit senior centers to share 565-INFO information with them and discuss their needs.

Ad Hoc Committee(s):

- Research Report Topic #2 – **Action**
Lead: Diane Spain | Due: August 6, 2026
 - Discussed the report and recommendations
 - Committee recommendation: Advocate to CDA to allow AAAs to allocate nutrition funding according to local needs — locally, demand for to-go meals far exceeds congregate meal demand (nearly double the projected usage), but CDA prioritizes congregate funding
 - Christina confirmed: CDA recently secured state budget funding for new to-go meal staff following a bill that passed last year

Motion: Accept the Nutrition Report and Recommendations.

1st Motion: Rick Baum | **2nd Motion:** Suzanne Edwards | **Vote Result:** Passed

- BOS Meeting Topics – **Action**
Goal: Develop talking points for the BOS meetings
Lead: Robin Thompson | Due: Request to extend deadline until November 2026 (Tabled)

Motion: Accept the report developed by the BOS Ad Hoc Committee.

1st Motion: Trayce Beards | **2nd Motion:** Deanne Shaat | **Vote Result:** Passed

10. Adjourn (Helman)(3:05 PM)

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To submit items for the AAA Newsletter, or to receive the AAA Newsletter:
AAA@SonomaCounty-HSD.gov

Upcoming Events:

- African Soul Festival: August 29, 2026, from 11:00 to 5:00PM
 - 475 City Center Drive, Rohnert Park
 - Executive Meeting: Tuesday, September 8, 2026, from 11:00 AM – 12:30 PM
 - Commission Meeting: Wednesday, September 16, 2026, from 1:00 PM – 3:00 PM
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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 **Passport Coordinator**~~mentor~~ improves retention by helping them feel more connected and committed to the Commission.

B. PROCEDURES

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 statement.¹
 - ii. Emphasizes policy on Member Commitment and confirms date of next Commission meeting.
 - iii. **Provides the New Member Orientation Passport form and pairs the new member with a Passport Coordinator**~~Commission Mentor~~.
 - a) When selecting a **Coordinator**~~Mentor~~, the Chairperson will consider the experience and knowledge, interests, supervisory districts, and availability of the **Coordinator** ~~Mentor~~ and the new member.
 - b) Serving as a **Coordinator** ~~Mentor~~ is voluntary.
 - c) Any member may serve as a **Coordinator** ~~Mentor~~.
 - d) At any time, a **Coordinator** ~~Mentor~~ may be replaced at the request of the new member, the **Coordinator** ~~Mentor~~, or the Commission Chairperson.

~~2. Mentoring with Commission Mentor~~

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

- ~~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. 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.~~
- ~~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~~
 - ~~e) Remote attendance policy~~
 - ~~ii. Check in with the new member before and/or after Commission meetings.~~
 - ~~a) Ensure new member is receiving agenda packets and knows where to find them online.~~
 - ~~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.~~
 - ~~iv. Review Commission bylaws, policies and procedures, and mission statement. Emphasize:~~
 - ~~a) Member commitment and attendance~~
 - ~~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:~~
 - ~~a) Contact with new member~~
 - ~~b) Topics discussed~~
 - ~~c) Items for follow-up~~
 - ~~d) Plans for upcoming month~~
- ~~e. Mentor Responsibilities—Months Three and Four~~
 - ~~i. Maintain contact with the new member at least monthly.~~
 - ~~ii. Review Commission meeting preparation and participation.~~
 - ~~a) Is the new member comfortable making and seconding a motion? Participating in discussions? Voting?~~
 - ~~b) Is the new member getting to know other Commission members and community partners?~~
 - ~~iii. Discuss committees:~~
 - ~~a) Review the difference between standing committees and ad hoc committees.²~~
 - ~~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.~~

²-Commission Bylaws Article VI

~~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.~~

3.2. Training with AAA Program Manager

- a. Trainings may be in person or virtual.
- b. ~~The first training is~~ Completed as soon as possible after a new member is appointed or elected, not later than the ~~second~~ **second** month of membership.

~~b.c.~~ The AAA Program Manager reviews:

- i. Staff roster and roles – who does what?
- ii. Reimbursement policy and procedures
- ~~ii.iii.~~ **Conflict of Interest policy and procedure**
- ~~iii.iv.~~ 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.v.~~ The Area Agency on Aging

- a) Funding
- b) Programs
- c) Monitoring

~~ii.~~ **vii.** The Area Plan

~~iii.~~ **viii.** The Aging & Disability Resource Hub

~~iv.~~ **ix.** The Local Master Plan for Aging

~~v.~~ **x.** The Local Aging & Disability Action Plan

~~vi.~~ **xi.** The Commission's role in the above

3. Ongoing contact with Passport Coordinator

- a. Check-ins may be in person, virtual, or by email.**
- b. Started as soon as possible after the Coordinator is assigned and continuing at least monthly until passport is complete.**
- c. Passport Coordinator:**
 - i. Confirms that the member has the New Member Orientation Passport form and understands how to use it.**
 - ii. Confirms that the member completes an orientation with the Commission Chairperson and a training with the AAA Program Manager.**
 - iii. Assists the member to learn about all items on the passport and answers other questions.**

New Member Orientation Passport



Name: Click or tap here to enter text.

Date Seated: Click or tap to enter a date.

Every Commission member will tell you, "It takes a long time to figure out what's going on." There are people to meet, procedures to understand, programs to learn, and acronyms to decode. Talking to staff and other members is the best place to start!

Commission Chairperson

Due by end of second month

Reach out to the Chair to schedule a check-in. The Chair will share links to member resources and point you in the right direction. You will learn about:

- | | |
|--|--|
| ☐ Commission web page | ☐ Member commitment |
| ☐ Meeting agendas and minutes | ☐ Dates to mark on calendar |
| ☐ Bylaws | ☐ List of members |
| ☐ Policies & Procedures | ☐ Your Passport Coordinator |
| ☐ The Commission's "Three Hats" | |

AAA Program Manager

Due by end of second month

Reach out to the AAA Program Manager to schedule a training time. He/she will share links to forms, handouts, and trainings. You will learn about:

Our relationship to the County:

- ☐ Staff roster and roles: who does what?
- ☐ The Area Agency on Aging (AAA)
- ☐ The Area Plan
- ☐ The Aging & Disability Resource Hub (ADRH)
- ☐ The Local Master Plan for Aging (MPA)

Policies and procedures:

- ☐ Reimbursement
- ☐ Conflict of interest policy

Trainings:

- ☐ Security awareness
- ☐ Ethics
- ☐ Elder and dependent abuse

Passport Coordinator

Due by end of sixth month

Reach out to your Passport Coordinator as needed to continue your orientation through links, handouts and conversations with other members. You will learn about:

Topic	Resources	For More Info, Talk To	Important Points
☐ Robert's Rules of Order	Online guides; P&Ps Section V: Parliamentary Procedure ; Commission handout	Parliamentarian; Program Manager	• Definition of a quorum • Making motions • Voting
☐ The Brown Act	Commission handout; Full text online	Parliamentarian; Program Manager	• The public's business is conducted in public
☐ Attendance policy and remote attendance; volunteer log	P&Ps Section IV: Member Commitment	Member of Executive Committee; Program Manager	• Remote attendance rules may be changing per Brown Act
☐ Officers and duties	P&Ps Section VIII: Officer Duties	Member of Executive Committee	• Know your Executive Committee
☐ Duties of the Executive Committee	P&P Section IX: Standing Committees	Member of Executive Committee	• All members are welcome to attend
☐ Types of committees	Bylaws Article VI	Member of Executive Committee; Program Manager	• Ad hoc committees are exempt from The Brown Act
☐ Commission work plan	Plan document	Any member; Program Manager	• How can you be involved?
☐ California Senior Legislature (CSL)	Website	Our Senior Senator and/or Senior Assemblyperson	• Current proposals
☐ Triple-A Council of California (TACC)	Website	Chairperson	• Statewide meeting of advisory council chairpersons
☐ How to talk about the Commission	Membership Information Card	Any member; Program Manager	• This takes practice!

Getting Connected:

- ☐ Are you receiving meeting agendas and minutes by email? If not, contact AAA.
 - ☐ Subscribe to the [AAA eBlast](#).
 - ☐ Get a name tag and business cards from AAA.
 - ☐ Get a copy of the Aging & Disability Resource Directory. (And look at it.)
 - ☐ Get to know the other members in your supervisorial district.
 - ☐ At the next Commission meeting, sit next to a member you haven't met.
 - ☐ After a member makes a motion that you support, raise your hand and say, "I second."
 - ☐ During a meeting break, introduce yourself to a community partner you don't know.
 - ☐ Attend an Executive Committee meeting in person or on Zoom.
 - ☐ Talk to the MPA Coordinator if you're interested in joining an Action Team.
 - ☐ Invite someone else to attend a Commission meeting.
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After your first six months with the Commission, please email the Chair with a summary of your orientation journey. How did this process work for you? What should be highlighted or changed for orienting new members in the future? Thank you! We are glad you're with us.



SONOMA COUNTY'S AGING & DISABILITY COMMISSION

FY 2026/27 GOALS

Commission Mission Statement

The Sonoma County Aging & Disability Commission gives voice to the diverse needs of Sonoma County's older adults, people with disabilities, and their caregivers, advocating for services and supports that maintain people's dignity and independence.

The purpose and authority of the Commission defined by legislation and regulations regarding its three roles as:

1. Advisory to the Board of Supervisors (BOS),
2. Advisory council to the Area Agency on Aging (AAA), and
3. Advisory Committee to the Aging & Disability Resource Hub (ADRH)

Commission Goals

Goal 1: By June 30, 2027, the Commission will identify transportation issues impacting older adults and adults with disabilities that are unique to each of the five districts and across the County. Develop recommendations and potential solutions that could be advocated to address the issues; including identifying who and where to conduct the advocacy.

Goal 2: By June 30, 2027, the Commission will identify disability services issues impacting older adults and adults with disabilities that are unique to each of the five districts and across the County. Develop recommendations and potential solutions that could be advocated to address the issues; including identifying who and where to conduct the advocacy.

2026 June Planning Day Notes

Areas of Focus for Commission Knowledge Building

The Commission elected to focus on Transportation and Disability Programs/Services to focus on for FY 26/27. The Commission may select other Areas of Focus in future Work Plans.

- Unhoused Older Adults
- Transportation

- **Disability Programs/Services**

- Legislation
- Community Visibility and Public Awareness
- Rural Communities
- Care Management (Navigation)
- Caregiving (services)
- Senior Isolation

Listening & Learning

Activities:

- Collect information about the area(s) of focus
- Learn justice, rights, or equity frameworks relevant to the focus population
- Perform an initial data search to understand existing resources
- Identify and map service networks in the selected area of focus
- Identify available county services for priority populations
- Identify barriers and concerns for the area of focus
- Make contact with other commissions, boards, or advisory councils and educate ourselves about their work
- Conduct interviews with providers within and outside the county network
- Talk with local community groups to understand community needs
- Document unmet needs and system gaps identified during listening work

Analyzing Data & Information

Activities:

- Analyze and evaluate data gathered
- Analyze data and reports from other commissions, boards, or advisory councils and outline actionable steps
- Synthesize reports from partners and peer commissions
- Identify opportunities for advocacy
- Develop reports or summaries with recommendation based on data analysis
- Prepare written reports
- Create a report for stakeholders, i.e. the Board of Supervisors, AAA, and ADRH

Advising & Advocating

Activities:

- Develop a presentation describing what information the Commission collected and what the recommendations are
- Practice or refining Commission elevator pitches
- Highlight key issues that require attention

- Submit reports for the Commission, the Board of Supervisors, AAA, ADRH, or to relevant county departments
- Provide follow-up reports back to the Commission
- Conduct legislative advocacy (letters and calls)
- Share information through social media or newspaper outreach
- Host community conversation, showcases, or presentations of findings during Commission meetings

Outreach & Recruitment

Activities:

- Identify representation gaps and define types of members needed
- Identify stakeholder groups to reach out to
- Establish a standing recruitment committee
- Develop personalized elevator pitches for each group
- Create presentations and identify presenters
- Build relationships with partners connected to focus areas
- Meet with two or three other commissions to align work
- Assign recruitment tasks to Commissioners
- Begin outreach to identified groups
- Deliver presentations to identified groups
- Recruit experts or officials relevant to focus areas for Commission or committee service