

COMMITTEE: EXECUTIVE	SEPTEMBER 26, 2016	LOCATION: 10 NORTH SAN PEDRO ROAD, RM 1018
PRESENT: Ralph Marchese, Ellie Bloch, Teri Dowling, Ana Bagtas		
EXCUSED: Jody Timms, Sybil Boutilier, Lee Pullen, Jim Monson, Salamah Locks, Chris Asimos ABSENT:		
RECORDER: Gary Lara		
Next Meeting: 10 N. San Pedro Rd., Conference Room 1018 - Monday, October 24, 2016		

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><u>Agenda</u></p> <p>Chair Dowling could not call the meeting to order due to lack of quorum. The agenda was not approved. A discussion amongst members present began at 10:42a.m.</p> <p><u>Minutes</u></p> <p>The July 18, 2016 minutes were not approved due to lack of quorum.</p> <p><u>Public Comment</u></p> <p>None</p>	

MINUTES SUMMARY

**ACTION
TAKEN/RESPONSIBLE
PARTY**

Chair's Report

Chair Dowling reported the following:

The Board of Supervisors will be voting on two new commissioners for Districts 2 and 3. Dowling would like to go ahead and schedule an orientation for new commissioners in November.

Attended the Triple A Council of California (TACC) meeting on September 12th and 13th in Sacramento. The SCAN Foundation discussed the elements of Person-Centered Care, how it evolved, why it matters, opportunities, challenges and how it relates to their upcoming summit. Key characteristics of person center care include: team based approaches; personalized goal oriented care; a primary contact person responsible for coordination among different providers; care coordination; education and training; and ongoing feedback and reassessment of needs. Dowling has the meeting materials if anyone is interested.

The commissioner retreat went very well. A debrief meeting may be scheduled in October.

Commissioner Bloch inquired as to why former commissioners were not invited to the retreat. Dowling replied that since they are not presently involved in the current activities of the commission, the retreat planning committee decided not to invite them. Dowling will send out the notes of the retreat later this week.

Dowling noted she will not be present for the General meeting of October 6th. Vice Chair Salamah Locks will Chair. Commissioner Sharon Turner will handle the moderation of the program along with Diane Krantz from the Women's Commission. Dowling will draft a note to send to the commission reminding them of the importance of the meeting and to bring a friend.

MINUTES SUMMARY

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Director's Report

Director Pullen could not be present today due to a scheduling conflict. Program Manager Ana Bagtas attended on his behalf. There was no Director's report given during this discussion.

Action Item:

Members could not vote on forming an Ad-Hoc Public Relations Task Force since there was no quorum. The purpose of this request tabled for next month is to appoint a task force for six months and plan for making it a full committee after that time.

Commissioner Marchese noted the policy process should be discussed along with the communication process.

Discussion Items:

a. Meeting presentations and locations:

Commissioner Marchese noted that Margaret Todd Senior Center is confirmed for the January 5, 2017 commission meeting. Marchese and his committee are still finalizing the meeting space for February and June 2017. Marchese noted he would like to discuss housing policies at the June 2017 meeting.

b. Recording of the General meeting:

The recording of the General meeting presentations will begin in October. Community Media Center of Marin will be filming the monthly presentations at a cost of \$350. People attending the meeting will not be recorded.

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c. Distribution of announcements:

Chair Dowling noted requests seem to be coming in more frequently to email the commission various announcements that may be of interest. It was noted that communications should be kept concise as possible. Please be thoughtful about making requests to staff to send out communications. Vice Chair Locks will be asked to relay this information at the next General meeting.

d. Area Plan Objectives check-in:

Chair Dowling noted we will postpone this for one month and discuss at the October meeting. Dowling will send a message to the Chairs of the committees and task force requesting a written report of the progress on their objectives. Dowling will ask Vice Chair Locks to mention this at the October General meeting.

Committee Reports

- **Health and Nutrition:** Commissioner Asimos was not present today due to illness. No report was given.
- **Housing and Transportation:** Commissioner Marchese did not have a report. The next meeting is Wednesday, October 19th.
- **Legislative Task Force:** Commissioner Bloch did not have a report. The next meeting is Friday, October 21st.

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- **Planning Committee:** Commissioner Locks was was out of town and could not attend today's meeting. No report was given. The next meeting is Wednesday, October 5th.

New Business/Other:

None

This discussion ended at 11:23a.m. The next official meeting is Monday, October 24, 2016 from 10:30a.m. - 12:00p.m.

NO QUORUM