

COMMITTEE: EXECUTIVE	SEPTEMBER 28, 2020	LOCATION: ZOOM TELECONFERENCE
MEMBERS: Ralph Marchese, Salamah Locks, Diana López, Sybil Boutilier, Girija Brilliant, Jean Gunn PUBLIC / OTHER: Linda Jackson, Fred Silverman, Woody Weingarten, Sylvia Barry, Teri Dowling STAFF: Jenay Cottrell, Gary Lara		
EXCUSED: Chris Asimos, Allan Bortel ABSENT:		
RECORDER: Gary Lara		
Next Meeting: Zoom teleconference - Monday, October 26, 2020		

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><u>Call to Order</u></p> <p>Chair Marchese called the meeting to order at 10:32 a.m.</p> <p><u>Agenda</u></p> <p>The September 28, 2020 agenda was approved.</p> <p><u>Minutes</u></p> <p>The July 27, 2020 minutes were approved as amended with one correction on page 3 under the committee report section for Planning. The correct statement should be “The Planning Committee will take responsibility for reviewing the annual Area Plan update; not for planning the Annual Health event.”</p>	

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><u>Public Comment:</u></p> <p>None</p> <p><u>Chair and Vice Chair’s Report:</u></p> <p>Chair Marchese provided the following updates. In addition, Marchese will have a work plan with additional action items after his discussion with Director Pullen in early October.</p> <p>Triple A Council of California (TACC) would like to work in conjunction with the commission to disseminate information from PG&E. Marchese will distribute the information when available.</p> <p>The possibility of a commission retreat next January will be discussed at the next commission meeting.</p> <p>López noted she enjoyed the recent online training, “Designing Powerful Online Meeting Experiences.”</p> <p>The Workforce Alliance will host a forum for individuals that are looking to get back into the workforce due to a layoff. Please see their calendar of events at this address. https://www.workforcealliance.biz/calendar/</p> <p><u>Director's Report</u></p> <p>Program Manager Jenay Cottrell reported on behalf of Director Pullen who is participating in an online training forum this week.</p> <p>The new contract period starts on October 1st. Of the new contracted services this fiscal year, there is a service provider with the YWCA for employment services.</p>	

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p>AAA is working with the VOAD to identify additional low-income senior housing sites for delivery of emergency shelf-stable meals in October. AAA will also work with Vivalon on this project.</p> <p>A request from Amy Dietz was made to the Executive Committee to finish establishing the fall and winter calendar for the General meetings so the information can be included on the Great Age calendar. This information is needed by October 23rd for the November edition. Newsletters will be made available for the commissioners to distribute.</p> <p>Contract program monitoring did not take place during fiscal year 2019-20 but is expected to take place next January and February of 2021. Commissioners will be asked to participate in the monitoring process.</p> <p><u>Vote: Bylaws Update Recommendations:</u></p> <p>Commissioner Gunn debriefed the executives on the status of revising the commission bylaws. The document has been revised to correct grammatical errors and to allow for the following.</p> <p>The addition of a new commission subcommittee, Equity, Outreach and Advocacy. The bylaws committee also wanted to revise the number of excused absences from three to two; however, the latter was rejected by the Executive Committee. The next step for the executives is to approve the revised bylaws and make a motion to bring this document to the full commission for a vote at the meeting of November 5th.</p> <p>Lastly, one typo was noted on page five, line 197. The sentence should read “or by email to each member of the commission.”</p> <p>Marchese called for a vote to approve moving the bylaws to the full commission for approval. All in favor. None abstained. Motion approved.</p>	

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><u>Discussion Items:</u></p> <p>Commission and Committee Agendas and Meeting Management:</p> <p>Locks provided the following feedback for discussion. The Chair and Vice Chair reports were taking too long and prevented the commission from having adequate discussion around the important topics. In addition, committee reports were not being given and the entire meeting structure was too long with all of the components involved.</p> <p>Commissioner Dowling suggested having a timekeeper. The timing feature in Zoom was also mentioned.</p> <p>Marchese noted he will limit his report and will follow-up with the Vice Chair about furnishing written reports outside of the meeting.</p> <p>Cottrell noted that items sent after the meeting should be sent as an addendum/separate attachment.</p> <p>Commissioner López will be the Zoom host with Aging staff serving as backup.</p> <p>Topics for the Next Four General Sessions; Health and Nutrition Sponsorship for November:</p> <p>Marchese confirmed the November 5th commission meeting will be sponsored by the Health and Nutrition Committee. Locks noted discussions will take place at their next meeting on October 12th.</p> <p>Additional updates to the meeting calendar were sponsorship of the December meeting by the Legislative Committee and sponsorship of the January meeting by Equity, Outreach and Advocacy.</p>	

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p>Commissioners López and Locks would like to redesign the monthly commission flyer. Cottrell reported Mandy Reyes already drafted some options.</p> <p>Retreat in January:</p> <p>In the interest of time, Chair Marchese deferred this item.</p> <p><u>Committee Reports:</u></p> <p><u>Planning:</u></p> <p>Commissioner Brilliant reported the committee last met on September 4th and drafted a statement for the Equity, Outreach and Advocacy committee.</p> <p><u>Health and Nutrition:</u></p> <p>Commissioner Asimos was excused from today’s meeting. Commissioner López noted the committee will meet on Monday, October 12th to finalize the presentation for the November 5th General meeting.</p> <p><u>Housing and Transportation:</u></p> <p>Allan Bortel was not able to participate in today’s meeting.</p> <p>Sylvia Barry provided an overview of their recent presentation from September 23rd which featured Micha Berman, Program Director at King Street Senior Housing in Larkspur. Mr. Berman also oversees two other senior housing programs for Homeward Bound including Fireside in Mill Valley and Warner Creek in Novato.</p>	

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><u>Legislative:</u></p> <p>Boutilier noted the committee will meet on Friday, October 2nd. The committee will discuss the updates to the “Older Adult Policy Priority Recommendations for the County.”</p> <p>Boutilier noted Commissioner López will become the new Chair of the committee.</p> <p><u>Equity, Outreach and Advocacy:</u></p> <p>Commissioner Silverman noted they last met on the 15th. The Ad-hoc committee developed a document of toolkit materials to distribute to the commission. Topics include references for writing and speaking.</p> <p>Silverman noted the group will sponsor the January 2021 General commission meeting.</p> <p><u>New Business/Other:</u></p> <p>None</p> <p><u>Adjourn</u></p> <p>The meeting adjourned at 12:01 p.m. The next meeting is Monday, October 26, 2020 from 10:30 a.m. - noon.</p>	