



# SONOMA COUNTY

## AGING & DISABILITY COMMISSION

### Executive Committee Meeting



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

Date: Tuesday, April 8, 2025

Time: 11:00 AM – 12:30 PM

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

## Agenda

- 11:00 1. Welcome and Introductions Helman
- Commission Members' introductions should include your name and state any population categories that you represent.*
- Mission: The Aging & Disability Commission gives voice to the diverse needs of Sonoma County's older adults, people with disabilities, and their caregivers.
- 11:05 2. Approval of the 03.11.2025 Executive Committee Minutes Helman
- The Commission will review the meeting minutes and may approve them as presented or with modifications.*
- 11:10 3. Public Comment and Council Member Open Forum Public
- The public may address the Executive Committee on agenda items and on non-agenda matters. Public comments will be limited to three (3) minutes per speaker.*
- Note: The Executive Committee cannot take action on non-agenda items.*
- 11:15 4. Chair Updates Helman
- Member Introductions
- The Executive Committee will discuss the standardization of member introductions.*

- Agenda Overview/Parliamentary Procedure for Action Items  
*The Executive Committee will discuss the procedures for reviewing the Agenda and the Parliamentary Procedure for Action Items.*
- Review Member Commitments Policy and Procedure  
*The Executive Committee will review the proposed amendment to the Commission Policy and Procedures for Member Commitment.*

11:30 5. Staff Updates:

Milner

- 2024 – 2028 Area Plan Approved by CDA on 3/24/2025
- Public Hearing in March Update
- Community Events for Potential Commission Participation
  - Sonoma County PRIDE Event & Parade, Santa Rosa, May 31, 2025, 11AM
  - Senior Expo, Santa Rosa, July 12, 2025, 9 AM – 12 PM
  - African Soul Festival, Rohnert Park, August 30, 2025, 11 AM – 5 PM
- USAging Conference
- Conflict of Interest
- Marge Ling Award
- Commission Member Terms
- Supervisor District Appointed Seats:
  - Terry Kelley – District 5 expired on April 4, 2025
  - Alain Serkissian – District 5 expires on April 13, 2025
  - Rick Baum – District 1 expires on May 23, 2025
  - District 1 – Vacant
- MPA & LADAP Update
- Presentation on new potential legislation from a member of the public at the full commission  
*The AAA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.*

11:55 6. Legislative Representatives

Helman

*Commission to discuss setting up the next Legislation Representative Speakers.*

12:00 7. Standing & Ad Hoc Committee Report

Helman

- Standing Committee: No Wrong Door
- Ad Hoc Committee: No Wrong Door Toolbox
- Ad Hoc Committee: Objectives for FY 25/26
- Ad Hoc Committee: FY 24/25 Area Plan Objectives Implementation
- Ad Hoc Committee: Member Recruitment *New*

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

12:25 8. Aging & Disability Commission Agenda Review Helman

*The Executive Committee will review the Draft Commission Meeting Agenda and will provide feedback and/or suggest any necessary modifications and/or additions.*

12:30 9. Adjourn Helman

### **Attachments**

Minutes (03.11.2025), Member Commitment Policy & Procedure, Objectives for FY 25/26, and Member Introductions

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](mailto:aaa@schsd.org) or (707) 565-5238 at least 48 hours prior to the meeting. To receive the AAA Newsletter: [AAA@schsd.org](mailto:AAA@schsd.org).

### **Executive Committee:**

**Chair:** Jenny Helman

**Vice Chair:** Robin Thompson

**Secretary:** Deanna Shaat

**Former Chair:** Diane Spain

**Parliamentarian:** Trayce Beards

**Community Services Program Manager:** Cody Milner



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



## Minutes

Tuesday, March 11th, 2025 | 11:00AM-12:30PM

Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

**In-Person Attendance:** Trayce Beards, Deanna Shaat, Suzanne Edwards (non-voting member) | **Zoom Attendance:** Robin Thompson, Cynthia Scarborough (Public) | **Staff:** Cody Milner, Cassandra Denson | **Absent:** Jenny Helman, Diane Spain

1. **Welcome & Introductions** (Thompson)(11:00AM)
2. **Approval of the 02.11.2025 Executive Committee Minutes** (Thompson)
  - Correct "Marge" spelling. Approved with correction.
3. **Public Comment and Council Member Open Forum**
  - Cynthia Scarborough will provide information regarding the Catalyst Fund, which is affiliated with the Community Foundation, to Cody Milner. The Catalyst Fund is currently focusing on addressing senior needs and food insecurity.

#### 4. **Chair Updates** (Thompson)

##### Commissioners' Participation in Commission Meetings

- Discussion on Member Participation: A concern was raised regarding a member who has not participated in Commission meetings since being elected.
- Review of Attendance Procedures

The following steps were outlined to address attendance issues:

- a) Verbal Communication: The Executive Member will engage in a documented conversation with the member.
  - b) Written Notification: A formal letter or warning will be issued.
  - c) Removal: If non-compliance continues, removal from the Commission will be considered.
- Brown Act Updates:
    - The Adult & Aging Division will adopt the Attorney General's opinion permitting remote attendance at Brown Act meetings. Members requesting accommodation will be allowed to participate via Zoom.
    - Members participating remotely will count toward quorum requirements.



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- A Remote Participation Procedure will be drafted and presented for approval by the Commission. Once approved, it will be incorporated into the Commission's Policies and Procedures.

### Recruitment for Commission

- The Commission has one (1) Board Appointed seat vacant.
- Deanna Shaat will check in with an applicant (Kelly) on their application interest.
- Add Discussion Topic to April Executive Committee Agenda: Recruitment Ad Hoc Committee- Action.

### Volunteer Hour Log

- Additional discussion needed for next Fiscal Year's tracking logs. Adjustments will be made in the new Fiscal year.

### **5. Staff Updates (Milner)**

#### Mileage and Expense Reimbursement

- Updated Expense Reimbursement Form and Policy & Procedure was sent out to the Commission members via email. Documents are also available on the Commission webpage.
- Submit forms to Cassandra Denson. Back-up is Cody Milner.

#### Marge Ling Award

- The award plaque has been ordered.
- Jenny Helman and Diane Spain are collaborating on the speech for the presentation.

#### Public Hearing in March Update

- Commission Agenda will include the Presentation Slides with the 1-Year Update.
- May 2025 - AAA will take the 1-Year Update to the Board of Supervisors for approval.
- Cody Milner and Robin Thompson will partner in the presentation. Further discussion needed on Goal 6.

#### Community Events for Potential Commission Participation

Pride Parade: Scheduled for May 31st in Santa Rosa.

- Adult and Aging/ADRH will host an informational table but will not organize a walking group for the parade.

African Soul Festival: August 30th, from 11:00 AM to 5:00 PM in Rohnert Park.



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- The Commission will collaborate with ADRH to host an informational table.

### Follow-Up Needed:

- Senior Expo in July.
- Petaluma Pride in October.
- Both events may include tabling with ADRH.
- Additional discussion is required to clarify the Commission's role in tabling at these events.

### 6. MPA Update:

- Racial Equity Foundations Training on 3/26 from 8-12. Jodi Huntsperger sent an invitation to the commissioners.

### 7. Standing & Ad Hoc Committee Report (Thompson)

#### Standing Committee: No Wrong Door (Suzanne Edwards)

Meeting Date: February 25th

#### Key Discussions:

- Consideration of adding an additional Commission member to the committee.
- Market and outreach initiatives to enhance visibility and engagement.
- Development of a "Toolbox" containing reference materials, talking points, handouts, presentations, and other resources to support the promotion of the Commission and ADRH.

#### Committee Recommendations:

- The Standing Committee recommends forming an Ad Hoc Committee to develop the proposed Toolbox.
- Robin Thompson will draft the definition of the Ad Hoc Committee, including its scope and timeline.

#### Next Steps:

- The Executive Committee has approved moving forward with a vote at the Commission to establish the Ad Hoc Committee as requested.

#### Ad Hoc Committee: Orientation and Onboarding (Trayce Beards)

#### Key Updates:

- Draft procedures have been distributed to the Ad Hoc Committee for review.
- An amendment to the Policy and Procedures will be included in the upcoming Commission Packet/Agenda as an action item.
- The "Three Hats" document will also be added to the Commission Packet/Agenda for reference.

#### Ad Hoc Committee: Objectives for FY 25/26 (Trayce Beards)

#### Key Discussions:



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- Reviewed progress on objectives for FY 2024-2025.
- Discussed objectives for FY 2025-2026, including:
- Revising/altering Objective 6.

### Next Steps:

- Draft objectives for FY 2025-2026 will be included in the agenda for the upcoming Commission Meeting.

### Ad Hoc Committee: FY 24/25 Area Plan Objectives Implementation (Trayce Beards)

#### Key Discussions:

- Reviewed progress on implementing Goal 6.
- Discussed transportation challenges specific to Sonoma County.
- Explored ideas for a Spanish Focus Groups/Presentations, including identifying potential partners, solutions, and resources that would resonate with the Spanish-speaking community.

### Next Steps:

- The topic of the Spanish Focus Group will require further discussion at an upcoming Commission Meeting.

### 8. **Aging & Disability Commission Agenda Review** (Thompson)

### 9. **Adjourn** (Thompson) (12:34PM)

#### IV. Member Commitment

##### A. POLICY

1. Members must attend meetings of the Commission and their chosen committee(s).
2. Members must always be serving on at least one committee, either standing or ad hoc.
3. Members must continuously seek information about the needs and priorities of their community and actively represent those voices.
4. Members are expected to volunteer a minimum of 50 hours per year (an average of one hour per week).

##### B. PROCEDURES

###### 1. In-Person and Remote Attendance

- a. Commission Members must attend Commission and standing committee meetings in person unless an exemption has been authorized.
- b. Ongoing remote attendance may be a reasonable accommodation for a member with a qualifying disability that precludes them from attending meetings in person.<sup>1</sup>
  - i. Members may address requests to the AAA Program Manager and Commission Chairperson.
  - ii. Requests will be addressed promptly and resolved consistent with the federal Americans with Disabilities Act and in favor of accessibility.
- c. For up to two meetings per member per calendar year, remote attendance may be allowable for Just Cause or Emergency Circumstances.<sup>2</sup>
  - i. Just Cause. Notification of remote attendance for Just Cause may be given for:
    - a) A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner;
    - b) A contagious illness;
    - c) A need related to a physical or mental disability; or
    - d) Travel while on official business of the legislative body or another state or local agency.

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<sup>1</sup> Brown Act § 54953

<sup>2</sup> Brown Act § 54953. The clause allowing remote attendance for Just Cause or Emergency Circumstances is scheduled to be repealed January 1, 2026 by its own provisions.

The member notifies the meeting Chairperson, the AAA Program Manager, and [aaa@schsd.org](mailto:aaa@schsd.org) at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for Just Cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting.

- ii. Emergency Circumstances. Request for remote attendance due to Emergency Circumstances may be made when a physical or family medical emergency prevents a member from attending in person.
  - a) As soon as possible, the member submits a request to the meeting Chairperson, the AAA Program Manager, and [aaa@schsd.org](mailto:aaa@schsd.org) with a general description of the circumstances relating to their need to appear remotely at a given meeting. The general description need not exceed 20 words and does not require disclosure of any medical diagnosis, disability, or personal medical information.
  - b) If possible, the request is included as an action item on the agenda for the meeting for which the request is made.
  - c) At the start of the meeting, the legislative body takes action to approve the request. If there was not sufficient time to include it on the agenda, action is taken as an emergency item.
  - d) The request must be approved by majority vote.<sup>3</sup>
- iii. The member must make a separate notification or request for each meeting in which they seek to participate remotely.
- iv. At the meeting, before any action is taken, the member attending remotely shall publicly disclose whether any other individuals 18 years of age or older are present in the room with the member, and if so, the general nature of the member's relationship with any such individuals.
- v. The member shall participate through both audio and visual technology.
- vi. The two-meeting limit is tracked separately for each "legislative body" e.g. the Commission and the Executive Committee.

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<sup>3</sup> Brown Act § 54954.2(b)(4)

*Unsure of this. Not specified  
in Brown Act. Maybe prohibit  
participation in discussion?*

- d. A member who attends remotely without an authorized exemption is considered a member of the general public. They may participate in discussions, but are not counted towards a quorum, do not vote, and their attendance is marked "absent with notice."

## 2. Absences

- a. A member who expects to be absent from a Commission or committee meeting must notify the meeting Chairperson, the AAA Program Manager, and [aaa@schsd.org](mailto:aaa@schsd.org).
- b. A leave of absence of up to three months may be granted by the Executive Committee.
- c. AAA staff track member attendance at Commission and committee meetings and provide reports to the Executive Committee.
- d. The Executive Committee analyzes attendance reports to identify inconsistent attendance, which may include:
  - i. More than one absence without notice within the past six months.
  - ii. More than two absences with notice within the past six months.
  - iii. A pattern of arriving to meetings late or leaving early.
- e. The determination of whether attendance is "inconsistent" is at the discretion of the Executive Committee.
- f. When a member has inconsistent attendance, a Commission officer contacts the member to discuss a solution and follows up with a written summary of the discussion.
  - i. If the member was appointed by a county supervisor, AAA staff forward the discussion summary to the supervisor's office.
  - ii. If the member was elected by the Commission, the written summary includes a reminder that inconsistent attendance may result in termination of their membership.

## 3. Volunteer Time Log

- a. AAA staff provide members with a Volunteer Time Log form.
- b. Members use the form to track the time they spend volunteering on Commission-related activities, such as:
  - i. Preparing for and attending Commission and committee meetings;
  - ii. Sharing Commission-related information or resources (e.g. ADRH cards) in the community;
  - iii. Learning about community needs and priorities related to older adults, adults with disabilities, or their caregivers;

*Should travel time  
be mentioned here?*

Sonoma County Aging & Disability Commission  
Policies & Procedures

*What if member is paid for  
time spent on Commission?*

- c. Paid time should not be tracked on the Volunteer Time Log, even if it relates to Commission activities.
- d. Members submit completed forms to AAA staff and the Commission Chairperson:
  - i. By January 15<sup>th</sup> for July through December
  - ii. By July 15<sup>th</sup> for January through June.
- e. AAA staff or a Commission member tally the numbers and report them to the Executive Committee.
- f. Hours are included in the Commission's biannual reports to the BOS and in Area Plan updates to CDA.



## Giving voice to the diverse needs of Sonoma County's older adults, people with disabilities, and their caregivers

### Commission Objectives 2025-26

Outcomes and Objectives	Activities	Who	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>1. Commission members are PREPARED to learn and give voice to the diverse needs of the people they represent.</b>														
a. Members reflect the diversity of the people they represent	• Identify outreach priorities	EC		Report					Report					
	• Assign recruitment planning responsibilities	EC		Assign					Assign					
	• Monthly reports to EC	ad hoc			Report					Report				
b. Members are able to describe the role of the Commission	• Create elevator speech to describe Commission	members		Create										
	• Develop Commission brochure	EC			Develop									
	• Review elevator speech	members			Review									
	• Assess member awareness and preparedness	EC				Assess								
	• Assess community understanding of materials and elevator speech	members					Assess							
c. Members understand the range of long-term services and supports available	• Attend presentations on the AAA Area Plan (see 3c.)	members		Attend			Attend		Attend		Attend			
	• Review descriptions of other A&A programs	members			Review									
	• Learn elevator speech for 565-INFO	members				Learn								
	• Attend presentations from ADRH staff on program design, operation, and evaluation	NWD members				Attend				Attend				Attend

Outcomes and Objectives	Activities	Who	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>2. Commission members LEARN about people's needs and the supportive services available to address them.</b>														
a. Members research and summarize topics affecting the dignity, independence, quality of life of the people they represent	• Define topic of interest (in alignment w/ other A&A efforts)	EC			Define					Define				
	• Create ad hoc committee	EC			Create					Create				
	• Research the issue	ad hoc				Research					Research			
	• Talk to service providers	ad hoc					Talk					Talk		
	• Host focus group(s)	ad hoc					Host					Host		
	• Write summary report (background, local data, challenges and opportunities)	ad hoc						Write					Write	
b. Members provide a public forum to hear from and talk to the people they represent.	• Include 'public comment' on Commission and standing committee agendas	EC & NWD		Include					Include					
	• Attend ADRH tabling to talk to people	members	Attend											
	• List Commission contact info on webpage	EC	List											
c. Members learn about local challenges and opportunities through group conversations with community partners	• Define topic of interest (in alignment w/ other A&A efforts)	EC				Define					Define			
	• Convene partners based on shared subject matter	EC or ad hoc					Convene					Convene		
	• Facilitate discussion, e.g. services, shared experiences, challenges	member					Facilitate					Facilitate		
	• Write summary report (background, local data, challenges and opportunities)	EC or ad hoc						Write					Write	

## Member Introductions

The membership of the Commission should include people who represent the following categories. Which describe you?

- |                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Older adult (age 60+)                  | <input type="checkbox"/> Service provider (or former service provider) |
| <input type="checkbox"/> Person with a disability               | <input type="checkbox"/> Representative of the business community      |
| <input type="checkbox"/> Consumer of supportive services        | <input type="checkbox"/> Local elected official                        |
| <input type="checkbox"/> Family caregiver                       | <input type="checkbox"/> Health care provider                          |
| <input type="checkbox"/> Person of color (or other chosen term) | <input type="checkbox"/> Community advocate                            |
| <input type="checkbox"/> Bilingual or bicultural                | <input type="checkbox"/> Low income                                    |
| <input type="checkbox"/> LGBTQIA+                               |                                                                        |
| <input type="checkbox"/> Resident of a rural area               |                                                                        |
| <input type="checkbox"/> Veteran                                |                                                                        |

When you introduce yourself, please state your name and any of your representation categories that you are comfortable disclosing. Feel free to use whatever language or terms that you prefer.