



SONOMA COUNTY AGING & DISABILITY COMMISSION Commission Meeting



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

Date: Wednesday, April 16, 2025

Time: 1:00 pm – 3:00 pm

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

Agenda

- 1:00 1. Welcome and Commission Member Introductions Helman
Commission Members, whether in person or virtually, will introduce themselves. Members of the public will have the opportunity to introduce themselves during Public Comment.
- Mission: The Aging & Disability Commission gives voice to the diverse needs of Sonoma County's older adults, people with disabilities, and their caregivers.
- 1:05 2. Chair Updates Helman
- Agenda Overview/Parliamentary Procedure for Action Items
The Commission will discuss the procedures for reviewing the Agenda and the Parliamentary Procedure for Action Items.
 - Review Member Commitments Policy and Procedure - **Action**
The Commission will review, discuss, and vote to approve the proposed amendment to the Commission's Policies and Procedures for Member Commitment.
- 1:30 3. Director/Staff updates: Dunaway, Avery, Huntsperger
- Director Update
The AAA Director will provide updates on relevant matters for the Commission, including recent developments or upcoming events.
 - Staff Updates:
 - 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
- May Commission Time Change

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

- MPA and LADAP Update

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

- | | | |
|------|---|-------------------------------|
| 2:00 | 4. Public Comment and Commission Member Open Forum
<i>The public may address the Commission on items not listed on the agenda. Public comment will be limited to three (3) minutes per speaker. Note: The Commission cannot take action on items not on the agenda.</i> | Public |
| 2:10 | 5. California Senate Bill 435 <ul style="list-style-type: none"> • Presentation on SB 435
 <i>A member of the public will provide a presentation on SB 435.</i> • Letter of Support - Action
 <i>The Commission will discuss and vote to determine if the Commission will provide a letter of support.</i> | Helman,
Public -
Steffy |
| 2:30 | 6. Discussion of FY 24/25 Contract Monitoring
<i>The Commission will discuss any observations, experiences, and lessons learned from participating in the FY 24/25 on-site contract monitoring.</i> | Helman,
Johnson |
| 2:40 | 7. Standing & Ad Hoc Committee Report <ul style="list-style-type: none"> • Standing Committee: No Wrong Door
 <i>The Committee will provide an update on the progress of the work.</i> • Ad Hoc Committee: No Wrong Door Toolbox
 <i>The Committee will provide an update on the progress of the work.</i> • Ad Hoc Committee: Objectives for FY 25/26 – Action
 <i>Committee is seeking approval to adopt the new FY 25/26 Objects for Goal area six in the 2024-2028 Area Plan Update: Year 2</i> • Ad Hoc Committee: FY 24/25 Area Plan Objectives Implementation
 <i>The Committee will provide an update on the progress of the work.</i> | Helman,
Cimino |

- Ad Hoc Committee: Member Application & Interview Process – **Action**
The committee is seeking approval to create a new Ad Hoc Committee.

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

3:00 8. Adjourn

Helman

Attachments

Minutes (03.19.2025), Policy & Procedure – Member Commitment DRAFT, Member Commitment Summary Sheet, Area Plan FY 25/26 Commission Objectives Revised, Area Plan FY 25/26 Commission Objectives Plan, and Proposed A&DC Ad Hoc Committee – Member Application and Interview Process

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

Aging & Disability Commission Members:

Chair: Jenny Helman

Vice Chair: Robin Thompson

Secretary: Deanna Shaat

Former Chair: Diane Spain

Parliamentarian: Trayce Beards

Commission Elected: Rick Baum, Monte Cimino, Suzanne Edwards, Sandra Hoevertsz, Denise Johnson, Terry Kelley, Christian Nava, Jaime Peñaherrera, Alain Serkissian, Priyanka Varma

AAA Director: Paul Dunaway

Community Services Program Manager: Cody Milner

Upcoming Events:

- Executive Committee: Tuesday, May 13, 2025, 11:00 AM – 12:30 PM
- Commission Meeting: Wednesday, May 21, 2025, 1:00 PM – 3:00 PM (subject to change)
- Aging & Disability Resource Expo, May 23, 2025, 11:00 AM – 2:30 PM
- Sonoma County PRIDE Event & Parade, Santa Rosa, May 31, 2025, 11AM
- Senior Expo, Santa Rosa, July 12, 2025, 9:00 AM – 12:00 PM
- African Soul Festival, Rohnert Park, August 30, 2025, 11:00 AM – 5:00 PM



Sonoma County Aging & Disability Commission Meeting & Annual Public Hearing



Minutes

Wednesday, March 19, 2025 | 1:00pm – 3:00pm

Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

In-person Attendance: Deanna Shaat, Monte Cimino, Robin Thompson, Christian Nava, Trayce Beards, Suzanne Edwards, Terry Kelley, Alain Serkissian, Sandra Hoevertsz, Denise Johnson, Priyanka Varma

Zoom Attendance: Diane Spain, Rick Baum

Absent: Jenny Helman, Jaime Penaherrera

Staff Attendance: Cody Milner, Paul Dunaway, Betsey Harper (Zoom), Sara Avery (Zoom), Kathleen Cortez, CB Wohl, Eric Glentzer, Annie Silverman (Zoom)

1. Welcome & Introductions (Thompson) (1:01pm)

2. Public Hearing (Milner, Thompson, Public)

2024 – 2028 Area Plan Update: Year 2

- Open Public Hearing
- Review of the status of Area Plan Goals and Objectives for Year 1
- Overview of Objectives for Year 2
- Open for Public Comment on Area Plan Update and Year 2 Objectives
- Discussion by Aging & Disability Commission Members
- Provide Feedback on FY 2024 – 2028 Area Plan Update: Year 2

3. Approval of Minutes (2.19.2025) (Thompson)

- Correct the date at top.
- Minutes to be revised as noted above

4. Chair Updates (Thompson)

Recruitment for Vacant Commission:

- Reach out to Cody Milner at cmilner@schsd.org or fill out inquiry form on ADC webpage

BREAK

**Note: Acknowledging meeting format change – in future during introductions screen share list of zoom attendees so those in person know who is signed in virtually.*

5. Director/Staff updates (Dunaway, Milner, Huntsperger)

Director Update:



Sonoma County Aging & Disability Commission Meeting & Annual Public Hearing



- Older American Act Reauthorization

MPA Update:

- Racial Equity Foundations Training on 3/26 8-12
 - Second training coming summer 2025
- Action Team Updates
 - Five community meetings in each district, conversation around how the MPA action teams involve/collaborate with ADC.

6. Public Comment and Commission Member Open Forum

- PPSC
- COA

7. Standing & Ad Hoc Committee Report (Thompson)

Standing Committee: No Wrong Door

Ad Hoc Committee: No Wrong Door Toolbox – Action

- Objective: Develop a toolbox to support members with various engagement strategies.
- The toolbox will be compiled over a two-month timeframe and will include an elevator pitch, consistent messaging and talking points, as well as standardized planning documents and templates.
- The project is expected to conclude at the June ADC meeting.

Motion: Establish the No Wrong Door Toolbox Ad Hoc Committee.

1st Motion: Trayce Beards 2nd Motion: Alain Serkissian Vote Result: Passed
Membership: Robin (lead), Jenny, Monte, Pryanka, and Alain

Ad Hoc Committee: Orientation and Onboarding – Action

- Objective: Provide recommendations to amend procedures for orientation and onboarding new Commission members.
- A future vote will be required by the Commission to adopt any new procedures that the Ad Hoc Committee recommends to the Commission.

Motion: Establish the Orientation and Onboarding Ad Hoc Committee.

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



Sonoma County Aging & Disability Commission Meeting & Annual Public Hearing



Ad Hoc Committee: Objectives for FY 25/26 – Action

- Feedback from AAA staff will be further developed through discussions between staff and the Ad Hoc Committee.
- The Executive Committee will coordinate with the Ad Hoc Committee to address the points mentioned above.
- The goals included in the objectives will remain as-is; additional supplemental material may be added.
 - Include a detailed outline of the activities required to achieve the stated objectives and goals.
- **Action Tabled**

Ad Hoc Committee: FY 24/25 Area Plan Objectives Implementation

- Specifically Goals 6.1 and 6.2

8. Adjourn (Thompson)(2:41pm)

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To submit items for the AAA Newsletter, or to receive the AAA Newsletter: AAA@schsd.org

Upcoming Aging & Disability Commission meetings:

- Aging & Disability Commission, Executive Committee Meeting: **April 8, 2025 (11:00am)**
 - Aging & Disability Commission Meeting/Public Hearing: **April 16, 2025 (1:00pm)**
-

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.¹
 - 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.²
 - 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.

¹ Brown Act § 54953

² 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 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 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.³
- 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.

³ 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.
- 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?*

*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 15th for July through December
 - ii. By July 15th 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.



ATTENDANCE & PARTICIPATION



Meetings Required: Members must attend Commission & committee meetings

Committee Service: Must serve on at least one committee (standing or ad hoc)

Community Engagement: Actively represent the voices of the community

Volunteer Commitment: Minimum of 50 hours per year (~1 hour per week)

ABSENCE POLICY

- ☐ Notify Chair & AAA Program Manager if unable to attend.
- ☐ Three-month leave of absence may be granted by Executive Committee.
- ☐ Inconsistent attendance may lead to termination.



INCONSISTENT ATTENDANCE FLAGS

- ✓ More than 1 unnotified absence in 6 months.
- ✓ More than 2 notified absences in 6 months.
- ✓ Frequent late arrivals or early departures.

IN-PERSON & REMOTE ATTENDANCE

In-Person Required – Members must attend meetings in person unless exempt.

Exemptions to In-Person Attendance:

- 1. Disability Accommodations** – Submit request to Chair and AAA Program Manager
- 2. Just Cause** – Notify Chair and AAA Program Manager
 - Caregiving needs
 - Contagious illness
 - Travel for official business
 - A need related to a physical or mental disability
- 3. Emergency Circumstances** – Submit request to Chair and AAA Program Manager
 - Physical or family medical emergency
 - Requires majority approval at the meeting

Remote Participation Rules:

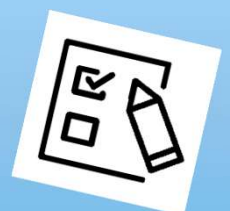
- Just Cause or Emergency exemptions allowed 2x per year.
- For Just Cause or Emergency exemptions, make a separate notification or request for each meeting.
- Must use audio & video.
- Must disclose if others (18+) are present in the room.
- Unauthorized remote attendees cannot vote or count toward quorum.

VOLUNTEER TIME LOG

Track hours spent:

- Attending meetings & prep (incl. travel time)
- Engaging with older adults & caregivers
- Sharing resources in the community

Submit Logs:
July 15 (for Jan–June)
Jan 15 (for July–Dec)





Commission Objectives 2025-26

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

Desired Outcomes	Objectives	Activities
Commission members are PREPARED to learn and give voice to the diverse needs of the people they represent.	6.10 Members reflect the diversity of the people they represent.	<ul style="list-style-type: none"> Executive Committee identifies outreach priorities and assigns recruitment planning responsibilities twice per year. Ad hoc committees report on recruitment activities monthly.
	6.11 Members are able to describe the role of the Commission.	<ul style="list-style-type: none"> Members create a Commission elevator speech at Planning Day. Executive Committee develops a Commission brochure. Executive Committee assesses member awareness and preparedness. Members assess community understanding of Commission materials and speech.
	6.12 Members understand the range of long-term services and supports available.	<ul style="list-style-type: none"> Members attend staff presentations on the Area Agency on Aging Area Plan four times per year. Members review descriptions of other Adult & Aging programs. Members learn elevator speech for 565-INFO. Members attend staff presentations on Aging & Disability Resource Hub program design, operation, and evaluation three times per year.
Commission members LEARN about people's needs and the supportive services available to address them.	6.13 Members research and summarize topics affecting the dignity, independence, and quality of life of the people they represent.	<ul style="list-style-type: none"> Executive Committee defines a topic of interest and proposes a Research Topic ad hoc committee twice per year. Ad hoc committees research the issue, talk to service providers, possibly hold focus group(s) and then write a summary report including background, local data, challenges, and opportunities.
	6.14 Members provide a public forum to hear from and talk to the people they represent.	<ul style="list-style-type: none"> Executive Committee and No Wrong Door Committee include 'public comment' on all Commission and standing committee meeting agendas. Members attend Aging & Disability Resource Hub tabling events to talk to people. Executive Committee ensures contact information is publicly available, e.g. online.
	6.15 Members learn about local challenges and opportunities through group conversations with community partners.	<ul style="list-style-type: none"> Executive Committee defines a topic of interest and proposes a Community Convening ad hoc committee twice per year. Ad hoc committees convene partners based on shared subject matter, facilitate a discussion about shared experiences and challenges, and write a summary report.

Desired Outcomes	Objectives	Activities
Commission members GIVE VOICE to the community's diverse needs and ADVISE decision-makers on local issues.	6.16 Members publicly share summary reports on Research Topics and Community Convenings.	<ul style="list-style-type: none"> Members discuss reports at Commission meetings, possibly showcasing service providers. Executive Committee ensures reports are posted on the webpage.
	6.17 Members provide feedback to Aging & Disability Resource Hub staff and partners on community awareness of and access to long-term services and supports and other resources.	<ul style="list-style-type: none"> No Wrong Door Committee creates a committee work plan. No Wrong Door Committee members advise Aging & Disability Resource Hub staff on program design, operation, and quality improvement not fewer than three times per year.
	6.18 Members advise Area Agency on Aging staff on the development and administration of the Area Plan.	<ul style="list-style-type: none"> Executive Committee identifies an Area Plan topic for discussion four times per year (e.g. creating and coordinating an accessible system of community-based services; targeting those with greatest economic and social need). Executive Committee includes 'Area Plan Discussion' on Commission meeting agendas to solicit input from members and the public four times per year.
	6.19 Members advise the Board of Supervisors on aging, disability, and caregiver issues.	<ul style="list-style-type: none"> Members provide progress reports to county supervisors twice per year. Members share summary reports on Research Topics and Community Convenings with district staff and supervisors.



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
1. Commission members are PREPARED to learn and give voice to the diverse needs of the people they represent.														
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
2. Commission members LEARN about people's needs and the supportive services available to address them.														
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	



Proposed ad hoc committee Member Application & Interview Process

4/16/25

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:

Member Application & Interview Process

Specific Task: **Update the member application form and interview questions to align with the Commission's mission statement and priorities.**

May include:

- Reviewing commission composition requirements
- Reviewing the role and objectives of the commission
- Identifying skills, characteristics, experiences we're seeking in new members
- Writing an introductory statement explaining the Commission, what we're seeking in new members, and what membership entails
- Proposing a draft for Executive Committee consideration

Time Frame: **Recommendations submitted to Jenny and Cody by June 3, 2025**

Commission tasks for today:

1. Take a vote on establishing the committee.
2. Ask who is interested on serving on the committee. (Up to 7 members)
3. Designate a committee member to coordinate the first meeting.