



# SONOMA COUNTY

## AGING & DISABILITY COMMISSION

### Executive Committee Meeting



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

Date: Tuesday, October 7, 2025

Time: 11:00 AM – 12:30 PM

Public Zoom Link: <https://zoom.us/j/94311927709?pwd=kikqe60FaFWgRglOc3alaXRavopRWo.1>

## Agenda

- 11:00 1. Welcome and 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 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.**
- 11:05 2. Approval of the 09.09.2025 Executive Committee Minutes Helman  
*The Commission will review the meeting minutes and may approve them as presented or with modifications.*
- 11:07 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.*
- 11:10 4. Chair Updates: Helman  
*The Chair will provide updates for the Executive Committee to review and discuss.*
- Commissioner Leave of Absence  
*Executive Committee to discuss the Commissioner's request for extending their Leave of Absence.*

	<ul style="list-style-type: none"> <li>• TACC Meeting 10/9/2025 <i>Reminder of the October TACC Meeting.</i></li> <li>• FY 25/26 Goals and Priorities <i>Executive Committee to discuss options for goals and priorities for FY 25/26.</i></li> </ul>	
11:20	<p>5. Staff Updates: <i>The AAA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i></p> <ul style="list-style-type: none"> <li>• Membership: <i>Review Commission Member Term Renewals</i> <ul style="list-style-type: none"> <li>○ District Supervisor Term for Robin Thompson expires on October 17, 2025.</li> </ul> </li> <li>• Attendance Report <i>Review the Commission Attendance Report from August 2024 to the Current.</i></li> <li>• Upcoming Commission Presentations: <i>Review and discuss upcoming presentations requested at the next two Commission Meetings.</i> <ul style="list-style-type: none"> <li>○ Ombudsman &amp; HICAP (October 2025)</li> <li>○ Veterans (November 2025)</li> <li>○ Linkages (January 2025)</li> </ul> </li> </ul>	Avery
11:40	<p>6. FY 25/26 Objective Implementation Tracking Review <i>The Executive Committee will review the status of the FY 2025/26 Area Plan Goals.</i></p>	Helman, Shaat
11:55	<p>7. Area Plan Discussion #2 <i>The Executive Committee will discuss details for the next Area Plan presentation.</i></p>	Beards
12:05	<p>8. Commission Participating in ADRH Labeling Events <i>The Executive Committee will discuss the Commission Member's involvement with ADRH Labeling Events.</i></p>	Helman
12:10	<p>9. Standing &amp; Ad Hoc Committee Report <i>Standing and Ad Hoc Committee Members will provide updates on their activities, progress on assigned tasks, and recommendations or actions for the Commission.</i></p> <ul style="list-style-type: none"> <li>• Standing Committee: No Wrong Door <i>The Committee will provide an update on the progress of the work.</i></li> </ul>	Helman

- Ad Hoc Committee:
  - Community Convening Topics (New) - **Action**  
*Executive Committee to discuss moving forward with a new Ad Hoc to develop new Community meeting topics.*
  - Commission Recruitment Plan  
*Ad Hoc will develop a Commission recruitment plan/activities based on outreach priorities.*  
*Due: 10/29/2025*
  - IIIB Support Service Program Prioritization  
*Ad Hoc will develop a prioritized list of IIIB Support Services to recommend to the Executive Committee.*  
*Due: 10/31/2025*
  - Research Report  
*Ad Hoc will group by each of the five (5) districts to research and summarize the ways that older adults, people with disabilities, and their caregivers learn about services and supports.*  
*Due: 1/7/2025*

12:25    10. 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    11. Adjourn Helman

### **Attachments**

Minutes (09.09.2025), FY 24.25 & Aug, Sept 2025 Commission Attendance Report, FY 24.25 & Aug, Sept 2025 Exec Attendance Report, and 25-26 Objectives Tracking Sheet, Draft Aging & Disability Commission Meeting Agenda (10.15.2025)

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 be added to the AAA Newsletter, email [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

## Upcoming Events:

- Commission Meeting: October 15, 2025, from 1:00 PM – 3:00 PM
- Executive Committee: Tuesday, November 4, 2025, from 11:00 AM – 12:30 PM
- Commission Meeting: Wednesday, November 19, 2025, from 1:00 PM – 3:00 PM
- Golden Harvest Senior Wellness, October 11, 2025, 10:00 AM – 2:00 PM
  - Sonoma Community Center, 276 E Napa St., Sonoma, CA 95476
- Potential: Senior Symposium, October 11, 2025, 8:00 AM - 3:30 PM
  - Petaluma Community Center



# SONOMA COUNTY AGING & DISABILITY COMMISSION Executive Committee Meeting



## Minutes

Tuesday, September 9<sup>th</sup>, 2025 | 11:00AM - 12:30PM

Carnelian Conference Room, 3725 Westwind Blvd. Santa Rosa 95403

**In-Person Attendance:** Robin Thompson, Jenny Helman, Deanna Shaat, Trayce Beards

**Zoom Attendance:** Diane Spain

**Staff:** Cody Milner, Cassandra Denson

**Absent:** N/A

1. **Welcome and Introductions** (Helman) (11:00AM)
2. **Approval of the 08.12.2025 Executive Committee Minutes** (Helman)
  - Approved as Written.
3. **Public Comment and Council Member Open Forum** (Public)
  - Jenny Helman shared an email from Cindy Scarborough regarding the Catalyst event "Portrait of Sonoma Valley Seniors" held in Sonoma.
4. **Chair Updates** (Helman)  
Planning Day Debrief and Review Survey
  - Key survey takeaways:
    - More time was needed for discussions.
    - More time to practice language to describe the Commission (elevator speeches).
    - Increase the knowledge of the Area Plan.
  - Daine Spain reports that the Zoom participation worked out well for her.
5. **Staff Updates** (Milner)  
Meals On Wheels (MOW) in the Coastal Region
  - Coastal Seniors previously held a contract for home-delivered meals. Their organization did not submit an application for the 2024 Request for Proposal. (RFP)
    - Additional conversations/follow-up actions will be taking place with Coastal Seniors, Sonoma Coast Municipal Advisory Council (CMAC), Paul Dunaway, and other AAA staff.
  - Meals are still available to the coastal area through the Aging & Disability Resource Hub. Meals can be drop-shipped to the local area.
  - CMAC Meeting has a virtual component if Commissioners want to participate. Cody will share the meeting information with the Executive Committee.



## SONOMA COUNTY AGING & DISABILITY COMMISSION Executive Committee Meeting



- The Executive Committee would like Cody Milner to provide information to the full Commission.

### Changes to FY 25/26 contracts

- Reviewed contracts that are not rolling over to Fiscal Year 2025-2026 or that are expiring in 2025-2026.

### **6. Board of Supervisors Progress Report (Helman)**

- Committee reviewed the Draft Progress Report. (Administration on Community Living Changes, Commission Accomplishments, Next Steps/Goals of the Commission)
- Committee requested that AAA Staff provide information regarding budget cuts and unmet needs in the community.
- Commissioners will meet with their district representatives to present the progress report information. (Either through the report document or through a PowerPoint)
- Reviewed the Commissioner bios sheet created by Diane Spain, to be included in the report packet.

### **7. Topics for Research Reports and Community Convenings (Beards)**

*Community Convenings discussion is tabled.*

- Reviewed and discussed the research report topic selection and the Commissioner's feedback.
- Research Topic: How are people accessing/contacting county or local resources? How can people find their way to 565-INFO (ADRH)?
- One Ad Hoc Committee will be formed, and then it will be broken into 5 separate district groups.
  - Robin Thompson will assist with District 5.
- Reports will be due at the January Commission meeting.

### **8. FY 25/26 Objective Implementation Tracking Review (Beards/Helman)**

- The Executive Committee reviewed the current progress on the 2025-2026 Objectives.
- Commission Secretary (Deanna Shaat) will be responsible for updating the tracking document.

### **9. Standing & Ad Hoc Committee Report (Helman)**

#### Standing Committee: No Wrong Door

- The Executive Committee expressed interest in negotiating an increase in the number of meetings or the duration of each meeting. They also proposed



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



scheduling their meetings to occur prior to the Commission meeting during any month in which both are held.

### Ad Hoc Committees:

- Commission Recruitment Plan (new) – Action item to be added to Commission agenda.
  - Ad Hoc Task: Recommend recruitment activities based on outreach priorities
  - Timeframe: Recommendation due by October 29<sup>th</sup>, 2025.
- AAA Funding Prioritization (new) – Action item to be added to Commission agenda.
  - Committee briefly reviewed the funding changes coming in 2025-2026 and current projections for 2026-2027.
  - Cody Milner would sit on this ad hoc committee to provide information to the committee.
  - Ad Hoc Task: Recommendation of priorities of the Commission for supportive services to focus on in fiscal year 2026-2027.
  - Timeline: November 2025 report out

### **10. Aging & Disability Commission Agenda Review (Helman)**

### **11. Adjourn (Helman) (12:38PM)**

First	Last	Member Status	Aug-24	Sep-24	Oct-24	Nov-24
Alain	Serkissian	Active	In-Person Attendance	Absent- Not Excused	In-Person Attendance	Zoom- Approved
Deanna	Shaat	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Diane	Spain	Active	In-Person Attendance	In-Person Attendance	Zoom- Approved	Zoom- Approved
Jaime	Penaherrera	Active	In-Person Attendance	Absent- Not Excused	Absent- Not Excused	In-Person Attendance
Jenny	Helman	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Monte	Cimino	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Priyanka	Varma	Active	In-Person Attendance	In-Person Attendance	Absent- Excused	In-Person Attendance
Rick	Baum	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Robin	Thompson	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Sandra	Hoevertsz	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	Absent- Excused
Suzanne	Edwards	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	Zoom- Approved
Terry	Kelley	Active	In-Person Attendance	Absent- Not Excused	In-Person Attendance	Absent- Not Excused
Trayce	Beards	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Denise	Johnson	Active				In-Person Attendance
Christian	Nava	Active				In-Person Attendance



First	Last	Member Status	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Alain	Serkissian	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	On Leave of Absence
Deanna	Shaat	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Diane	Spain	Active	Zoom- Approved	Zoom- Approved	Zoom- Approved	Zoom- Approved	Zoom- Approved	Zoom- Approved with notice
Jaime	Penaherrera	Active	In-Person Attendance	In-Person Attendance	Absent- Excused	In-Person Attendance	In-Person Attendance	In-Person Attendance
Jenny	Helman	Active	In-Person Attendance	In-Person Attendance	Absent- Excused	In-Person Attendance	In-Person Attendance	In-Person Attendance
Monte	Cimino	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Priyanka	Varma	Active	In-Person Attendance	Zoom- Approved	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Rick	Baum	Active	Absent- Excused	In-Person Attendance	Absent- Excused	Absent- Not Excused	Zoom- Approved	In-Person Attendance
Robin	Thompson	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Sandra	Hovertsz	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	Absent- Excused	In-Person Attendance	In-Person Attendance
Suzanne	Edwards	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	Zoom- Approved with notice
Terry	Kelley	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Trayce	Beards	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	Absent- Excused	In-Person Attendance
Denise	Johnson	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Christian	Nava	Active	Absent- Not Excused	Absent- Not Excused	In-Person Attendance	Absent- Not Excused	Zoom- Approved	In-Person Attendance

First	Last	Member Status	Aug-25	Sep-25	Oct-25
Alain	Serkissian	Active	On Leave of Absence	On Leave of Absence	
Deanna	Shaat	Active	In-Person Attendance	In-Person Attendance	
Diane	Spain	Active	Zoom- Approved with notice	Absent- with notice	
Jaime	Penaherrera	Active	In-Person Attendance	In-Person Attendance	
Jenny	Helman	Active	In-Person Attendance	In-Person Attendance	
Monte	Cimino	Active	On Leave of Absence	On Leave of Absence	
Priyanka	Varma	Active	In-Person Attendance	In-Person Attendance	Absent- with notice
Rick	Baum	Active	In-Person Attendance	In-Person Attendance	
Robin	Thompson	Active	In-Person Attendance	In-Person Attendance	
Sandra	Hoevertsz	Active	In-Person Attendance	Absent- with notice	
Suzanne	Edwards	Active	In-Person Attendance	In-Person Attendance	
Terry	Kelley	Active	In-Person Attendance	Absent- with notice	
Trayce	Beards	Active	In-Person Attendance	In-Person Attendance	
Denise	Johnson	Active	In-Person Attendance	In-Person Attendance	
Eddie	Estrada	Active	Absent- with notice	Absent- with notice	

First	Last	Member Status	Aug-24	Sep-24	Oct-24	Nov-24	Jan-25	Feb-25
Deanna	Shaata	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Diane	Spain	Active	Zoom- Approved	Zoom- Approved	Zoom- Approved	Zoom- Approved	Zoom- Approved	Zoom- Approved
Jenny	Helman	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	Absent- Excused	Zoom- Approved
Robin	Thompson	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance
Trayce	Beards	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance

First	Last	Member Status	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Deanna	Shaata	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	Zoom- Approved	In-Person Attendance	In-Person Attendance
Diane	Spain	Active	Zoom- Approved	Zoom- Approved	Absent- Excused	Zoom- Approved	Zoom- Approved	Zoom- Approved with not
Jenny	Helman	Active	Absent- Excused	Zoom- Approved	Absent- Excused	Zoom- Approved	In-Person Attendance	In-Person Attendance
Robin	Thompson	Active	In-Person Attendance	In-Person Attendance	Zoom- Approved	In-Person Attendance	In-Person Attendance	In-Person Attendance
Trayce	Beards	Active	In-Person Attendance	In-Person Attendance	In-Person Attendance	In-Person Attendance	Absent- Excused	In-Person Attendance

First	Last	Member Status	Aug-25
Deanna	Shaata	Active	In-Person Attendance
Diane	Spain	Active	Zoom- Approved with notice
Jenny	Helman	Active	In-Person Attendance
Robin	Thompson	Active	In-Person Attendance
Trayce	Beards	Active	In-Person Attendance

# Commission Objectives 2025-26 Implementation and Tracking

UPDATED 8/26/25



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

## Desired Outcomes

Commission members:

- **Are prepared** to learn and give voice to the diverse needs of the people they represent.
- **Learn** about people's needs and the supportive services available to address them.
- **Give voice** to the community's diverse needs and **advise** decision-makers on local issues.

## Monthly Tracking

**Before every EC** meeting:

- Update Status column.
- Include updated tracking sheet in EC agenda packet.
- List "2025-26 Objectives" as standing item on every EC agenda.

**At every EC** meeting:

- Review Due Dates and Status columns.
- Include reports and action items on Commission agendas.

## Commission Objectives:

Obj 6.10 Members reflect the diversity of the people they represent			
Activities	Who/How/Measure	Due Dates	Status
i. <b>Identify</b> outreach priorities based on: ➤ OAA composition requirements and ➤ Member Demographics Summary.	- <b>EC</b> - EC meetings - 2 discussions	1. 9/9/25 2. 2/10/26	1. In Progress 2. Scheduled
ii. <b>Assign</b> recruitment planning responsibilities to ad hoc committee.	- <b>Commission</b> - Commission meetings - 2 ad hoc committees	1. 9/17/25 2. 2/18/26	1. In Progress 2. Scheduled
iii. <b>Report</b> on recruitment planning ideas.	- <b>Ad hoc committee</b> - Reports to EC - 4 monthly reports	1a. 10/7/25 1b. 11/4/25 2a. 3/10/26 2b. 4/7/26	1a. Scheduled 1b. Scheduled 2a. Scheduled 2b. Scheduled
iv. <b>Decide</b> how to implement proposed recruitment activities (e.g. individual members, new ad hoc).	- <b>Commission</b> - Commission meetings - 2 discussions	1. 11/19/25 2. 4/15/26	1. Scheduled 2. Scheduled

Obj 6.11 Members are able to describe the role of the Commission			
Activities	Who/How/Measure	Due Dates	Status
i. <b>Create</b> a Commission elevator speech.	- <b>Commission</b> - NWD toolbox? - 1 speech	8/20/25	Needs Attn
ii. <b>Develop</b> a Commission brochure.	- <b>EC</b> - TBD - 1 brochure	TBD	Needs Attn
iii. <b>Assess</b> member awareness and preparedness.	- <b>EC</b> - TBD - 1 assessment	TBD	Needs Attn
iv. <b>Assess</b> community understanding of Commission materials and speech.	- <b>Commission</b> - TBD - 1 assessment	TBD	Needs Attn
Obj 6.12 Members understand the range of long-term services and supports available			
Activities	Who/How/Measure	Due Dates	Status
i. <b>Attend</b> staff presentations on the AAA Area Plan.	See Obj 6.18		
ii. <b>Review</b> descriptions of other Adult & Aging programs.	- <b>Commission</b> - TBD - 1 activity	TBD	Needs Attn
iii. <b>Learn</b> elevator speech for 565-INFO.	- <b>Commission</b> - Commission meeting - 1 activity	8/20/25	In Progress
iv. <b>Attend</b> staff presentations on ADRH program design, operation, and evaluation.	See Obj 6.17		
Obj 6.13 Members research and summarize topics affecting the dignity, independence, and quality of life of the people they represent			
Activities	Who/How/Measure	Due Dates	Status
i. <b>Define</b> topic of interest for Research Report.	- <b>EC</b> - EC meetings - 2 research topics	1. 9/9/25 2. 1/13/26	1. In Progress 2. Scheduled
ii. <b>Assign</b> Research Report to ad hoc committee.	- <b>Commission</b> - Commission meetings - 2 ad hoc committees	1. 9/17/25 2. 1/21/26	1. In Progress 2. Scheduled
iii. <b>Research</b> the issue, talk to service providers, consider focus groups, then write a summary report.	- <b>Ad hoc committee</b> - As needed - 2 reports	1. 1/13/26 2. 6/9/26	1. Scheduled 2. Scheduled

Obj 6.14 Members provide a public forum to hear from and talk to the people they represent			
Activities	Who/How/Measure	Due Dates	Status
i. <b>Include</b> 'public comment' on all Commission and standing committee meeting agendas.	- <b>EC</b> and <b>NWD</b> - Meeting agendas - 100% of public meeting agendas	Every agenda posting thru 6/30/26	In Progress
ii. <b>Attend</b> ADRH tabling events to hear from and talk to people.	- <b>Commission</b> - ADRH tabling events - TBD	TBD	Needs Attn
iii. <b>Ensure</b> contact information is publicly available, e.g. online.	- <b>EC</b> - Coordinate with staff - 2 reviews	1. 11/18/25 2. 5/20/26	1. Scheduled 2. Scheduled
Obj 6.15 Members learn about local challenges and opportunities through group conversations with community partners			
Activities	Who/How/Measure	Due Dates	Status
i. <b>Define</b> topic of interest for Community Convening.	- <b>EC</b> - EC meetings - 2 convening topics	1. 10/7/25 2. 1/13/26	1. Scheduled 2. Scheduled
ii. <b>Assign</b> Community Convening to ad hoc committee.	- <b>Commission</b> - Commission meetings - 2 ad hoc committees	1. 10/15/25 2. 1/21/26	1. Scheduled 2. Scheduled
iii. <b>Convene</b> partners based on shared subject matter, facilitate a discussion about shared experiences and challenges, then write a summary report.	- <b>Ad hoc committee</b> - As needed - 2 reports	1. 2/10/26 2. 4/7/26	1. Scheduled 2. Scheduled
Obj 6.16 Members publicly share summary reports on Research Topics and Community Convenings			
Activities	Who/How/Measure	Due Dates	Status
i. <b>Share</b> Research Reports at Commission meetings.	- <b>Ad hoc committee</b> - Commission meetings - 2 reports	1. 1/21/26 2. 6/17/26	1. Scheduled 2. Scheduled
ii. <b>Share</b> Community Convening reports at Commission meetings.	- <b>Ad hoc committee</b> - Commission meetings - 2 reports	1. 2/18/26 2. 4/15/26	1. Scheduled 2. Scheduled
iii. <b>Ensure</b> reports are posted online.	- <b>EC</b> - Coordinate with staff - 4 reports	1. 1/31/26 2. 2/28/26 3. 4/30/26 4. 6/30/26	1. Scheduled 2. Scheduled 3. Scheduled 4. Scheduled

Obj 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

Activities	Who/How/Measure	Due Dates	Status
i. <b>Create</b> a committee mission statement and work plan.	- <b>NWD Committee</b> - TBD - 1 work plan	2/24/26	<b>Needs Attn</b>
ii. <b>Advise</b> ADRH staff on program design, operation, and quality improvement.	- <b>NWD Committee</b> - Committee meetings - 3 meetings	1. 10/28/25 2. 2/24/26 3. 6/23/26	1. Scheduled 2. Scheduled 3. Scheduled

Obj 6.18 Members advise AAA staff on the development and administration of the Area Plan

Activities	Who/How/Measure	Due Dates	Status
i. <b>Define</b> an Area Plan topic for discussion.	- <b>EC</b> - EC meetings - 4 topics	1. 8/12/25 2. 10/7/25 3. 2/10/26 4. 4/7/26	1. COMPLETE 2. Scheduled 3. Scheduled 4. Scheduled
ii. <b>Solicit</b> input from members and the public.	- <b>Commission</b> - Commission meetings - 4 discussions	1. 8/20/25 2. 11/19/25 3. 3/18/26 4. 5/20/26	1. COMPLETE 2. Scheduled 3. Scheduled 4. Scheduled

Obj 6.19 Members advise the Board of Supervisors on aging, disability, and caregiver issues

Activities	Who/How/Measure	Due Dates	Status
i. <b>Provide</b> progress reports to county supervisors.	- <b>Commission</b> - Email or in person - 2 reports	1. <b>9/30/25</b> 2. 3/31/26	1. In Progress 2. Scheduled
ii. <b>Share</b> Research and Convening Reports with county supervisors and district staff.	- <b>Commission</b> - Email or in person - 4 reports	1. 1/31/26 2. 2/28/26 3. 4/30/26 4. 6/30/26	1. Scheduled 2. Scheduled 3. Scheduled 4. Scheduled

## Ad Hoc Committees

- Assigned a **specific task** with a **limited time frame**.
- Membership: minimum = 1, maximum = fewer than a quorum (e.g. 7 of 15).
- Member serving as Lead schedules meetings, facilitates discussion, and submits reports.

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Recruitment Planning	9/17 to 11/4					2/18 to 4/7				
Research Reports	9/17 to 1/13					1/21 to 6/9				
Community Convenings		10/15 to 2/10				1/21 to 4/7				
2026-27 Objectives					1/21 to 3/10					
Officer Nominations									5/20 to 6/9	
Planning Day									5/20 to 8/11	

## Agenda Planning:

Month Obj #s	Executive Committee meeting	Commission meeting
<b>Sep</b> 6.10.i 6.10.ii 6.13.i 6.13.ii 6.13.iii 6.19.i	<u>Packet</u> - OAA composition req and member demographics. - BOS Progress Report 1.  <u>Agenda</u> - Action: Identify outreach priorities for member recruitment. - Action: Topic for Research Report 1. - Action: Finalize BOS Progress Report 1.	<u>Packet</u> - Task and time frame for ad hoc: <ul style="list-style-type: none"> <li>Recruitment 1 (9/17-11/4)</li> <li>Research 1 (9/17-1/13)</li> </ul> - BOS Progress Report 1.  <u>Agenda</u> - Action: Establish ad hoc: <ul style="list-style-type: none"> <li>Recruitment 1</li> <li>Research 1</li> </ul> - BOS Progress Report distribution.
<b>Oct</b> 6.10.iii 6.13.iii 6.15.i 6.15.ii 6.15.iii 6.18.i	<u>Agenda</u> - Ad hoc report: Recruitment 1. - Action: Due dates and measure for ADRH tabling participation (Obj 6.14.ii). - Action: Topic for Community Convening 1. - Action: Topic for Area Plan Discussion 2.	<u>Packet</u> - Task and time frame for ad hoc: Convening 1 (10/15-2/10).  <u>Agenda</u> - Action: Establish ad hoc: Convening 1.
<b>Nov</b> 6.10.iii 6.10.iv 6.13.iii 6.14.iii 6.15.iii 6.18.ii	<u>Agenda</u> - Ad hoc report: Recruitment 1. - Commission contact info online?	<u>Packet</u> - Proposed recruitment activities.  <u>Agenda</u> - <b>Area Plan Discussion 2.</b> - Action: How to implement proposed recruitment activities?
<b>Dec</b> 6.13.iii 6.15.iii	No public meeting	No public meeting
<b>Jan</b> 6.13.i 6.13.ii 6.13.iii 6.15.i 6.15.ii 6.15.iii 6.16.i	<u>Packet</u> - Research Report 1.  <u>Agenda</u> - Ad hoc report: Research 1. - Action: Topic for Research Report 2. - Action: Topic for Community Convening 2.	<u>Packet</u> - Research Report 1. - Task and time frame for ad hoc: <ul style="list-style-type: none"> <li>26-27 Objectives (1/21-3/10)</li> <li>Research 2 (1/21-6/9)</li> <li>Convening 2 (1/21-4/7)</li> </ul> <u>Agenda</u> - <b>Presentation of Research Report 1.</b> - Action: Establish ad hoc: <ul style="list-style-type: none"> <li>26-27 Objectives</li> <li>Research 2</li> <li>Convening 2</li> </ul>



<b><u>Feb</u></b> 6.10.i 6.10.ii 6.13.iii 6.15.iii 6.16.ii 6.18.i	<b><u>Packet</u></b> - OAA composition req and member demographics. - Convening Report 1.  <b><u>Agenda</u></b> - Ad hoc reports: <ul style="list-style-type: none"> <li>• 26-27 Objectives</li> <li>• Convening 1</li> </ul> - Action: Identify outreach priorities for member recruitment. - Action: Topic for Area Plan Discussion 3.	<b><u>Packet</u></b> - Convening Report 1. - Task and time frame for ad hoc: <ul style="list-style-type: none"> <li>• Recruitment 2 (2/18-4/7)</li> </ul> <b><u>Agenda</u></b> - <b>Presentation of Convening Report 1.</b> - Ad hoc report: 26-27 Objectives. - Action: Establish ad hoc: Recruitment 2.
<b><u>Mar</u></b> 6.10.iii 6.13.iii 6.15.iii 6.18.ii 6.19.i P&Ps	<b><u>Packet</u></b> - BOS Progress Report 2.  <b><u>Agenda</u></b> - Ad hoc reports: <ul style="list-style-type: none"> <li>• Recruitment 2</li> <li>• 26-27 Objectives</li> </ul> - Action: Finalize BOS Progress Report 2. - Action: Nominee for Marge Ling Award.	<b><u>Packet</u></b> - BOS Progress Report 2.  <b><u>Agenda</u></b> - <b>Area Plan Public Hearing</b> (Area Plan Discussion 3). - Action: Approve 2026-27 Objectives. - BOS Progress Report distribution.
<b><u>Apr</u></b> 6.10.iii 6.10.iv 6.13.iii 6.15.iii 6.16.ii 6.18.i	<b><u>Packet</u></b> - Convening Report 2.  <b><u>Agenda</u></b> - Ad hoc reports: <ul style="list-style-type: none"> <li>• Recruitment 2</li> <li>• Convening 2</li> </ul> - Action: Topic for Area Plan Discussion 4.	<b><u>Packet</u></b> - Convening Report 2. - Proposed recruitment activities.  <b><u>Agenda</u></b> - <b>Presentation of Convening Report 2.</b> - Action: How to implement proposed recruitment activities?
<b><u>May</u></b> 6.13.iii 6.14.iii 6.18.ii P&Ps	<b><u>Agenda</u></b> - Commission contact info online?	<b><u>Packet</u></b> - Task and time frame for ad hoc: <ul style="list-style-type: none"> <li>• Officer Nominations (5/20-6/9).</li> <li>• Planning Day (5/20-8/11).</li> </ul> <b><u>Agenda</u></b> - <b>Area Plan Discussion 4.</b> - Action: Establish ad hoc committees: <ul style="list-style-type: none"> <li>• Officer Nominations</li> <li>• Planning Day</li> </ul>
<b><u>Jun</u></b> 6.13.iii 6.16.i P&Ps	<b><u>Packet</u></b> - Research Report 2. - Proposed slate of officer nominees.  <b><u>Agenda</u></b> - Ad hoc reports: <ul style="list-style-type: none"> <li>• Research 2</li> <li>• Officer Nominations</li> </ul>	<b><u>Packet</u></b> - Research Report 2. - Proposed slate of officer nominees.  <b><u>Agenda</u></b> - <b>Presentation of Research Report 2.</b> - Action: Officer elections.



# SONOMA COUNTY AGING & DISABILITY COMMISSION Commission Meeting



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

Date: Wednesday, October 15, 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. Member introductions will include their Name, City of Residence, District (1-5), and Supervisor's Name.*  
  
*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.**
- 1:03 2. Commission Participation by Zoom - Action Helman  
*Commission Member requests to participate via Zoom.*
- 1:05 3. Approval of the 09.17.2025 Commission Meeting Minutes Helman  
*The Commission will review the meeting minutes and may approve them as presented or with modifications.*
- 1:07 4. Public Comment and Commission Member Open Forum  
*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.*
- 1:10 5. Chair Updates Helman  
*The Chair will provide updates for the Executive Committee to review and discuss.*
- Commissioner Recognition
  - FY 25/26 Goals and Priorities

1:20	6. Director/Staff updates:	Dunaway, Milner, Huntsperger
	<p>Director Update:  <i>The AAA Director will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i></p> <ul style="list-style-type: none"> <li>• Federal Budget</li> </ul> <p>Staff Updates:  <i>The AAA Staff will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i></p> <p>MPA and LADAP Update:  <i>The MPA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.</i></p>	
1:40	7. Ombudsman & HICAP Program Presentation (20 min minimum) <i>Presentation by Crista Barnett Nelson on the Ombudsman and HICAP Programs at Senior Advocacy Services.</i>	Barnett Nelson
2:00	**BREAK**	
2:10	8. TACC Report (10 min) <i>Provide the Commission with an update from the last TACC Meeting.</i>	Helman
2:20	9. Board of Supervisors Meeting Updates <i>Each District is to provide a status update on the scheduling of their meeting with their Board of Supervisors</i>	Helman
2:30	10. Standing & Ad Hoc Committee Report <i>Standing and Ad Hoc Committee Members will provide updates on their activities, progress on assigned tasks, and recommendations or actions for the Commission.</i> <ul style="list-style-type: none"> <li>• Standing Committee: No Wrong Door  <i>The Committee will provide an update on the progress of the work.</i></li> <li>• Ad Hoc Committee: <ul style="list-style-type: none"> <li>○ Community Convening Topics (New) – Action  <i>Commission to discuss moving forward with a new Ad Hoc to develop new community meeting topics.</i></li> <li>○ Commission Recruitment Plan  <i>Ad Hoc will develop a Commission recruitment plan and list of activities based on outreach priorities.</i>  <i>Due: 10/29/2025</i></li> </ul> </li> </ul>	Helman, Edwards

- IIIB Support Service Program Prioritization  
*Ad Hoc will develop a prioritized list of IIIB Support Services to recommend to the Executive Committee.*  
*Due: 10/31/2025*
- Research Report  
*Ad Hoc will group by each of the five (5) districts to research and summarize the ways that older adults, people with disabilities, and their caregivers learn about services and supports.*  
*Due: 1/7/2025*

3:00 11. Adjourn

Helman

## Attachments:

Minutes (9.17.2025)

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).

Aging & Disability Commission Members:

**Chair:** Jenny Helman

**Vice Chair:** Robin Thompson

**Secretary:** Deanna Shaat

**Former Chair:** Diane Spain

**Parliamentarian:** Trayce Beards

**Commission:** Rick Baum, Monte Cimino, Suzanne Edwards, Sandra Hoevertsz, Denise Johnson, Terry Kelley, Jaime Peñaherrera, Alain Serkissian, Priyanka Varma, Eddie Estrada

**AAA Director:** Paul Dunaway

**Community Services Program Manager:** Cody Milner

## Upcoming Meetings:

- Executive Committee: Tuesday, November 4, 2025
- Commission Meeting: Wednesday, November 19, 2025

Upcoming ADRU Table Events:

- None at this time

DRAFT