



# SONOMA COUNTY AGING & DISABILITY COMMISSION

## Commission Planning Day



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

Date: Wednesday, August 20, 2025

Time: 9:00 AM – 2:30 PM

Public Zoom Link: <https://zoom.us/j/98525573156?pwd=ZVKo1hHbvDM7rfhC8BOTqPtxi9lfWv.1>

### Agenda

#### 9:00 1. Doors Open

##### Desired Outcomes for Planning Day:

1. Members will be more familiar with other members' backgrounds and interests.
2. Members will have language to briefly describe the Commission, the AAA, and the ADRH.
3. Members will be familiar with the AAA Area Plan and their role as advisors on the Area Plan.
4. Executive Committee members will have suggestions for selecting 2025-26 research and convening topics.

#### 9:30 2. 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.

9:40	<b>3. Public Comment and Commission Member Open Forum</b>	
	<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>	
9:45	<b>4. New Member Application – Action</b>	Helman
	<i>The Commission will review and discuss an application for a potential new Commission Member. The Commission may take action to approve the applicant.</i>	
9:50	<b>5. Group Picture</b>	Helman
	<i>Commission members will take a group picture.</i>	
10:00	<b>6. Get to know the Commission Members</b>	Johnson
	<i>Each Commission Member will provide a brief, up to two (2) minute, introduction, including personal and professional background, to help members and the public get acquainted.</i>	
10:50	<b>7. FY 2024 – 2028 Area Plan Presentation</b>	Milner
	<i>AAA Staff will present an overview of the FY24-28 Area Plan, including key goals, priorities, and activities.</i>	
11:50	<b>8. Impact of Community Feedback</b>	Dunaway
	<i>AAA Director to discuss various aspects of Community Feedback.</i>	
12:00	<b>**LUNCH**</b>	
12:30	<b>9. Research Topics and Community Convenings</b>	Beards
	<i>Commissioners will review the 2025-2026 objectives for ad hoc committees, suggest potential research and convening topics, and participate in an activity to gauge member interest in proposed ideas.</i>	
12:45	<b>10. Legislative Advocacy and the Role of the Commission</b>	Milner
	<i>AAA Staff to facilitate a conversation with the Commission on how to be more strategic with legislative planning.</i>	
1:00	<b>**EXERCISE BREAK**</b>	Varma & Johnson

1:05	<b>11. Talking to the Public about the Commission and ADRH</b>	Thompson & Harper
	<i>The Commission will facilitate a discussion to help Commissioners build comfort and confidence in discussing Commission work and Aging Disability Resource Hub (ADRH) services with the public.</i>	
1:45	<b>12. Aging &amp; Disability Commission Jeopardy</b>	Thompson
	<i>The Commission will have an activity.</i>	
2:15	<b>13. Reflections and Next Steps</b>	Helman
	<i>Commissioners will share key takeaways from the meeting and identify next steps or follow-up actions.</i>	
2:30	<b>14. Adjourn</b>	Helman

## Attachments

Conflict of Interest, Research Topics Brainstorm, and A&DC Planning Day 2025 Evaluation Form

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, Christian Nava, Jaime Peñaherrera, Alain Serkissian, Priyanka Varma

**AAA Director:** Paul Dunaway

**Community Services Program Manager:** Cody Milner

Upcoming Events:

- Executive Committee: Tuesday, September 9, 2025
- Commission Meeting: September 17, 2025
- African Soul Festival, Rohnert Park, August 30, 2025, 11:00 AM – 5:00 PM
- 2025 Safe Mobility Forum: September 10, 2025, 9:00 AM – 3:00 PM



## SONOMA COUNTY AREA AGENCY ON AGING

3725 WESTWIND BLVD, SUITE 101,  
P.O. Box 4059, SANTA ROSA, CA 95402  
(707) 565-5238 [AAA@SCHSD.ORG](mailto:AAA@SCHSD.ORG)



### Conflict of Interest<sup>1</sup> Statement

As a member of the Aging & Disability Commission, I hold a position of public trust and commit to carrying out my responsibilities ethically, impartially, and in the public interest. To ensure integrity and compliance with state law, including the California Political Reform Act (Government Code Title 9, Chapter 7, Article 1, Section 87103; as amended by Statute 2021 (AB 378) effective January 2025), I affirm the following:

#### I. Disclosure of Financial Interests

In accordance with Government code § 87103, I understand that I have a conflict of interest if I make, participate in making, or in any way use my official position to influence a governmental decision in which I have a financial interest. A financial interest exists if the decision will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on:

- Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by this subdivision shall be adjusted biennially by the commission to equal the same amount determined by the commission pursuant to subdivision (f) of [Section 89503](#).

#### II. Duty to Disqualify and Recuse

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<sup>1</sup> Government Code Title 9, Chapter 7, Article 1 [87103](#) Amended by Statute 2021 (AB 378) Effective Jan. 1, 2025.

I will disqualify myself from participating in any Commission discussion or decision in which I have a financial interest as defined above, unless a legally recognized exception applies.

III. A member of the Commission is in conflict of interest, or a potential conflict of interest, when they have one or more of the following relationships existing with a program or agency under consideration for funding or monitoring:

- A. Ownership
- B. Directors, trustees, or officers of the applicant's facility or program,
- C. Providers of professional services to or in the applicant's facility or program,
- D. Parents, spouse, children, brothers, or sisters of A, B, or C above,
- E. Employees of the applicant's facility or program,
- F. Any person with a relationship described in A through E with any competitive program also applying for funds, or
- G. Any person who has a substantial economic interest that would be affected by his or her vote on an application or who has a close relative or close economic associate whose interests would be so affected.

IV. Commission members shall abstain from discussion, voting, RFP review, or participating in onsite monitoring on any item that involves a conflict of interest with any organization and programs with which they are currently involved to the extent that an apparent or potential conflict of interest exists.

To ensure transparency, accountability, and public trust, the following guidelines apply to all Commissioners:

A. Participation in Oversight or Monitoring Activities

- a. Owners, Employees, Directors, Trustees, or Officers may not participate in AAA site visits, monitoring, or oversight of services or programs provided by an agency with which they are affiliated, or that offers similar services.

B. Request for Proposals (RFPs) Decisions:

- a. Individuals who are employed by or serve as a Director of agencies responding to a Request for Proposals (RFP) must recuse themselves from the RFP review panels and any funding-related discussions or decisions to avoid real or perceived conflicts of interest.

C. Commissioner Conduct and Representation

- a. Commissioners must act solely in their role as a Commissioner when participating in Commission business.
- b. Commissioners shall not make recommendations to AAA staff or decisions on behalf of their agency while serving in their official Commissioner capacity.

By signing below, I acknowledge that I have read, understand, and agree to comply with this Conflict of Interest Statement during my service on the Sonoma County Aging & Disability Commission.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

## Brainstorming at Planning Day 8/20/25

- Two of the Commission's objectives this year are Research Reports and Community Convenings.
- This fall, the Executive Committee will choose topics for these.
- At Planning Day, Commission members will give their input on possible topics for reports and convenings.



What should we research?  
What should we discuss with community partners?  
Share your ideas at Planning Day!

<p style="text-align: center;"><b>Two Research Reports</b></p> 	<p style="text-align: center;"><b>Two Community Convenings</b></p> 
<p>Topics affecting the dignity, independence, and quality of life of Sonoma County's older adults, people with disabilities, and/or their caregivers. Members will:</p> <ul style="list-style-type: none"> <li>• Research the issue.</li> <li>• Talk to service providers.</li> <li>• Consider focus groups.</li> <li>• Write a summary report including background, local data, challenges, and opportunities.</li> <li>• Share the report at a Commission meeting, possibly showcasing service providers.</li> </ul> <p>Report 1: Sept 2025 to Jan 2026 Report 2: Jan 2026 to Jun 2026</p>	<p>Learn about local challenges and opportunities through group conversations with community partners. Members will:</p> <ul style="list-style-type: none"> <li>• Convene partners based on shared subject matter.</li> <li>• Facilitate a discussion about shared experiences and challenges.</li> <li>• Write a summary report.</li> <li>• Share the report at a Commission meeting, possibly showcasing service providers.</li> </ul> <p>Convening 1: Oct 2025 to Feb 2026 Convening 2: Jan 2026 to Apr 2026</p>
<p><b>Considerations when choosing topics:</b></p> <ol style="list-style-type: none"> <li>1. Does the topic affect the <b>dignity, independence, and quality of life</b> of Sonoma County's older adults, people with disabilities, and/or their caregivers?</li> <li>2. Will research on the topic generate <b>new information</b> for County leadership? <ol style="list-style-type: none"> <li>a. Is this a topic that County staff are already well-informed about?</li> <li>b. Is there an unseen community perspective we can learn about and share?</li> <li>c. Can we present the information in a new way that makes it more available?</li> </ol> </li> <li>3. Is the topic within our <b>scope</b>? <ol style="list-style-type: none"> <li>a. We advise the AAA and ADRH from a <b>community perspective</b>. The AAA and ADRH focus on services and supports to maintain dignity and independence.</li> <li>b. We are part-time volunteers working within a short time frame. Keep topics narrow so reports are <b>brief and digestible</b>.</li> </ol> </li> </ol>	



At Planning Day, we will have a 15-minute discussion about possible research and convening topics. Your input will be considered by the Executive Committee when topics are finalized this fall.

Please come prepared to share your thoughts about the possible topics listed below, and your own topic suggestions.

**Possible Research Topics:**

- Community awareness of 565-INFO.
- Real life experiences using the online Aging & Disability Resource Directory.
- Real life experiences using 565-INFO.
- Availability of home modification assistance.
- Factors influencing caregivers' willingness to seek outside help.
- Availability of home-delivered meals.
- Real life stories:
  - Caring for someone w/ dementia.
  - Living in long-term care.
  - Arranging home care.

**Possible Convening Topics:**

- Neighboring AAA advisory councils: How do you advise on the Area Plan?
- Service providers: Suggestions for improving the Aging & Disability Commission.
- Senior centers: Best practices to encourage participation.
- Senior centers: What should county leadership know?
- Section on Aging: What should county leadership know?



# PLANNING DAY EVALUATION FORM

August 20, 2025

Thank you for participating in Planning Day.  
Your feedback is important to help improve future sessions.

## Do you agree with the following?

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I understood the purpose and goals for Planning Day.					
The agenda topics related to the purpose and goals for the day.					
Time was managed effectively.					
Members had enough time for discussion.					
Discussion and materials were relevant to Commission's mission.					
We achieved our desired outcomes:					
1. Members are more familiar with other members' backgrounds and interests.					
2. Members have language to briefly describe the Commission, the AAA, and the ADRH.					
3. Members are familiar with the AAA Area Plan and their role as advisors on the Area Plan.					
4. Executive Committee members have suggestions for selecting 2025-26 research and convening topics.					

## How would you rate the following?

	Fair	Good	Excellent
Getting to Know You ice breaker			
Exercise break			
Area Plan presentation			
Research topic brainstorm activity			
Legislative advocacy presentation			
Commission and ADRH elevator pitches and scenarios			
Jeopardy game			
Lunch, refreshments			
Overall experience			

Additional comments (continue on reverse):