



SONOMA COUNTY

AGING & DISABILITY COMMISSION

Executive Committee Meeting



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

Date: Tuesday, November 4, 2025

Time: 10:00 AM – 11:30 AM ****Time Change****

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

Agenda

- 10:00 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.
- 10:05 2. Approval of the 10.07.2025 Executive Committee Minutes Helman
The Commission will review the meeting minutes and may approve them as presented or with modifications.
- 10:07 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.
- 10:10 4. Chair Updates: Helman
The Chair will provide announcements and updates for the Executive Committee to review and discuss.
- Task versus Ad Hoc
Discussion on work to be done through a Task versus work to be done through an Ad Hoc.

- Lunch on November 19th
Announcement of a scheduled lunch on November 19th.
- CDA Program Monitoring Summary
Provide a high-level summary of the CDA Program Monitoring that took place the week of October 20th.
- Feedback from Senior Symposium
Discuss a client scenario regarding obtaining Medi-Cal while needing short term services.

10:25 5. Staff Updates: Milner
The AAA Program Manager will provide updates on relevant matters for the Commission, including recent developments or upcoming events.

- Membership:
Review Updated Roster
Review Commission Member Term Renewals
 - District Supervisor Term for Robin Thompson expires on October 17, 2025. Tentatively scheduled for the November 4th BOS meeting.
- Missing Conflict of Interest Forms*
 - Needed for Alain, Monte, and Eddie

10:40 6. Two presentations planned for the Commission meeting Helman
The Executive Committee will discuss presentation topics for the next Commission Meeting:
(1) Veterans Presentation
(2) California Senior Legislature

11:00 7. Senior Advocacy Services – Presentation from October Helman
Debrief on the SAS Presentation.

11:10 8. Standing & Ad Hoc Committee Report Helman
Standing and Ad Hoc Committee Members will provide updates on their activities, progress on assigned tasks, and recommendations or actions for the Commission.

- Standing Committee: No Wrong Door
The Committee will provide an update on the progress of the work.
Chair: Monte Cimino
Vice Chair: Suzane Edwards
- Ad Hoc Committee:
 - Community Convening Topics

Ad Hoc to convene disability service providers for a discussion about shared experiences and challenges and how the Commission can better represent their voices.
Lead: Eddie Estrada
Due: February 4, 2026

- Commission Recruitment Plan
Ad Hoc to develop and recommend recruitment activities based on outreach priorities.
Lead: Jenny Helman
Due: 10/29/2025
- Research Report
Ad Hoc will group to research and summarize the ways that older adults, people with disabilities, and their caregivers learn about services and supports.
Lead: Trayce Beards
Due: 1/7/2025

11:25 9. 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.

11:30 10. Adjourn Helman

Attachments

Minutes (10.07.2025), Draft Agenda 11.19.2025

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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: Wednesday, November 19, 2025, from 1:00 PM – 3:00 PM
- No Meetings in December 2025
- Executive Meeting: Tuesday, January 13, 2025, from 11:00 AM – 12:30 PM
- Commission Meeting: Wednesday, January 21, 2025, from 1:00 PM – 3:00 PM



SONOMA COUNTY AGING & DISABILITY COMMISSION Executive Committee Meeting



Minutes

Tuesday, October 7th, 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, Rick Baum (*Non-voting member*)

Zoom Attendance: Diane Spain, Suzanne Edwards (*Non-voting member*)

Staff: Sara Avery, Cassandra Denson

Absent: N/A

1. **Welcome and Introductions** (Helman) (11:07AM)
2. **Approval of the 09.09.2025 Executive Committee Minutes** (Helman)
 - Approved as written.
3. **Public Comment and Council Member Open Forum** (Public)
 - Rick Baum: Commented on a recent scam call and cautioned members of an increase in scam calls.
4. **Chair Updates** (Helman)

Commissioner Leave of Absence

- Executive Committee to discuss the Commissioner's request for extending their Leave of Absence.

Motion to approve Monte Cimino's leave of absence extension.

1st Motion: Diane Spain, 2nd Motion: Robin Thompson, Vote Result: Approved

Additional Agenda Topic: Commission Resignation

- Sandra Hoevertz has resigned from the Commission. The October Commission meeting will be her last meeting.

TACC Meeting 10/9/2025

- Reminder of the October TACC Meeting.
- Jenny will report out to the Commission in October.

FY 25/26 Goals and Priorities

- The Executive Committee discussed options for goals and priorities for FY 25/26.

5. **Staff Updates** (Avery)

Membership:



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- District Supervisor Term for Robin Thompson expires on October 17, 2025. Robin Thompson is in communication with Supervisor Corsey.

Attendance Report

- Reviewed the Commission Attendance Report from August 2024 to the Current.
- Executive Committee discussed how to handle when Commissioners are not participating in regular commission meetings.
- Diane Spain will reach out to Alain Serkissian about his participation/leave of absence.
- Robin Thompson will be participating in the October Commission meeting over Zoom with an approved reason.
- Terry Kelley is requesting a Leave of Absence for 3 months.

Motion to approve Terry Kelleys' Leave of Absence.

1st Motion: Trayce Beards, 2nd Motion: Robin Thompson, Vote Result: Approved

Upcoming Commission Presentations:

- Reviewed and discussed the upcoming presentations requested at the next two Commission Meetings.
 - Ombudsman & HICAP (October 2025)
 - AAA Staff will send out an additional information email to commissioners. Jenny will email content to Sara Avery/Cassandra Denson.
 - Veterans Services Office (November 2025)
 - Linkages (January 2025)
- Commission is interested in how the public accesses the programs/services for each of these presentations.
- Commission can provide feedback/template on what topics they would like VSO/Linkages to provide. Deanna Shaat will be leading the Executive Committee in developing:
 - Specific questions/context/challenges.
 - Case Study for a fake client and their process of navigating services or referrals. (Commission would create the client profile/story.)
- Discussed additional information regarding ADRH's coordination with Service Providers.

Additional Agenda Topic: Coastal Seniors Update



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Coastal Seniors and AAA Staff, Mendo/Lake AAA, and Jenny Helman will meet to discuss contracting and monitoring the Coastal Seniors nutrition program.

6. FY 25/26 Objective Implementation Tracking Review (Helman, Shaat)

- Reviewed the Tracking Document.
- Adjusted due dates (Document to be updated by Deanna Shaat)

7. Area Plan Discussion #2 (Beards)

- Reviewed the document submitted by Trayce Breads (*Choose a Topic for Area Plan Discussion #2*)
- Discussed the iterative feedback process for the Commission's input in the Area Plan.
- AAA Staff asks of the Commission:
 - Proposal for the Iterative Process. (AAA Staff can provide a timeline)
 - Request of what information is requested of Cody Milner's presentation (Presentation in March).

8. Commission Participating in ADRH Tabling Events (Helman)

- Cody Milner provided the Commission with a procedure for event/tabling participation.
- Staff will continue to share event information with the Commission.
- The Executive Committee can clarify with Commission members what participation expectations are for members.
- Commission members would like more information/context for events.

9. Standing & Ad Hoc Committee Report (Helman)

Standing Committee: No Wrong Door

- Changes to frequency and time changes: Betsey Harper deferred to discuss further with Cody Milner.
 - Sara Avery provided feedback that a justification should be included for increasing the meeting frequency; however, extending the meeting duration could be accommodated.
 - Update the Commission's Policies and Procedures to include a process that allows Standing Committees to establish ad hoc committees.

Ad Hoc Committee:

- Community Convening Topics (New) – **Action**
 - Executive Committee discussed moving forward with a new Ad Hoc to develop new Community meeting topics.



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- Topic: Convene disability service providers for discussion about shared experiences and challenges, and how the commission can better represent their voices.
- Timeline: Submit draft report to Jenny Helman/Cody Milner by February 4th, 2026
- Commission Recruitment Plan
 - Jenny Helman provided an update on the Commission recruitment plan/activities based on outreach priorities.
 - Reviewed the recruitment postcard that was developed. Print on Cardstock in-house.
 - 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.
 - Identified 4 areas of priority (High to low priority program levels).
 - Identified decision-making criteria recommendations.
 - Due: 10/31/2025
 - Diane Spain will present at the Commission meeting.
- 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
 - More information will be provided to Commissioners at the October Commission Meeting.
 - AAA Staff can connect with Jenny Helman on community connections.

10. Aging & Disability Commission Agenda Review (Helman)

11. Adjourn (Helman) (12:42PM)



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Agenda

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- 1:05 2. Approval of the 10.15.2025 Commission Meeting Minutes Helman
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- 1:07 3. Public Comment and Commission Member Open Forum
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- 1:10 4. Chair Updates Helman
The Chair will provide updates for the Executive Committee to review and discuss.
 - CDA Program Monitoring Summary
Provide a high-level summary on the CDA Program Monitoring that took place the week of October 20th.
- 1:20 5. Director/Staff updates: Dunaway, Milner,

Director Update:

Huntsperger

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

Staff Updates:

The AAA Staff 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.

1:40 6. Veterans Program Presentation
Presentation by Matt on Veteran Services. Jensen

1:55 **BREAK**

2:00 7. California Senior Legislature Assembly Member Presentation
Mary Flett, senior CSL Assembly Member, will report on the recent annual meeting. Helman, Flett

2:10 8. Written Report Discussion
The Commission will discuss the written reports attached to the agenda. Helman

2:20 9. Board of Supervisors Meeting Updates
Each District is to provide a status update on the scheduling of their meeting with their Board of Supervisors Helman

2:30 10. Standing & Ad Hoc Committee Report
Standing and Ad Hoc Committee Members will provide updates on their activities, progress on assigned tasks, and recommendations or actions for the Commission. Helman, Edwards

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Due: February 4, 2026

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Lead: Jenny Helman

Due: 10/29/2025

- Research Report

Ad hoc will research and summarize the ways older adults, people with disabilities and their caregivers learn about services and supports.

Lead: Trayce Beards

Due: 1/7/2025

3:00 11. Adjourn

Helman

Attachments:

Minutes (10.15.2025)

Written Reports:

TBD - C4A Report, TACC, CSL

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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

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- No Meetings in December 2025
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Upcoming ADRU Table Events:

- None at this time

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