



COMMISSION ON AGING EXECUTIVE COMMITTEE MINUTES

Monday, June 27, 2026 - 2:30 P.M. to 4:30 P.M.

Minutes Summary

Recorder: Gary Lara, Staff, Area Agency on Aging (AAA)

Location: 10 N. San Pedro Rd., Conference Room 1018

Committee Members Present:

Lauren Elkin, Chair
Joan Clemmons, Vice Chair
Kay Winer, Secretary
Tricia Smith, Housing and Transportation Chair
Rhea Brown, Health and Nutrition Chair

Committee Members Not Present:

Peter Rubens, Planning, Legislative and Communications, Interim Chair, (Excused)

COA Appointees: Non Executive Committee Members:

Lee Notowich
Suzanne Sadowsky

Area Agency on Aging Staff:

Jenay Cottrell, Director
Camille Jolly, Program Manager

Public: None

Call to Order and Roll Call

Chair Elkin called the meeting to order at 2:30 p.m.

Approval of Agenda

Motion/Seconded/Carried (M/S/C) – Brown / Clemmons / 5-0.

Approval of Minutes

M/S/C – Winer / Brown / 5-0.

Open Time for Public Expression on Matters not on the Agenda:

- None

Discussion/Voting Items:

A. General meeting frequency, dates, times, and use of forums in lieu of presentations

- a. Chair Elkin would like to develop and publish an 18-month meeting calendar that includes a structured roadmap of forum activities and block out dates for planning purposes. Elkin will confer with the committee chairs prior to having the calendar published.

Chair Elkin's Proposed "forum" topics include the following.

- September 2026, caregiving
- November 2026, Area Agency on Aging Update
- December 2026, no general meeting
- April 2027, Area Plan Update Public Hearing

B. Committee meeting frequency dates and times

Chair Elkin will confer with the committee chairs to determine meeting frequency.

C. Fall prevention forum draft action items

Discussion items pertaining to a fall prevention forum include having the Fire District discuss having a safe evacuation plan and having a fire safe inspection on an annual basis. An ad hoc is expected to form to develop this forum.

D. Retreat update

An ad hoc committee will be meeting soon. Goals include setting the pace for the Commission in calendar year 2027 and reviewing forums/presentations strategically. There will be a focus on commissioner engagement. October is tentatively set for this retreat. The date and location are to be determined.

E. Committee key priorities

Commissioner Brown reported that the Health and Nutrition Committee will continue to work on social isolation. The committee will partner with organizations to work together collaboratively.

F. Housing and Transportation

Commissioner Tricia Smith is the new Chair of this committee. They would like to focus on homelessness prevention and shallow subsidy programs.

G. Planning, Legislation and Communication

No update. Chair Rubens was not present at today's meeting.

H. Resource guide distribution

Chair Elkin will be distributing copies of the Community Resource Guide to various members of the community.

I. Bylaws revision presentation schedule

Commissioner Notowich will be chairing the bylaws ad hoc committee that will review current recommendations.

J. Ad Hoc committees for FY 2027-28

Chair Elkin distributed a list of proposed ad hoc committee descriptions for review. Given the number and concerns for redundancy and necessity, the consensus was to vote and accept the formation of only two of the proposed ad hoc committees.

- Fall prevention
- Ageism and inclusion

Motion to approve these two ad hoc committees.

M/S/C – Winer / Smith / 5-0

The Executive committee will revisit the request for ad hoc committees after more information is provided on their intended purpose. Proposed Ad Hoc groups tabled were the following.

- Advising the AAA on development of 2027 older adult needs assessment (PLC) – Fall 2026
- Advising the AAA on FY 2027-28 Area Plan Update narrative (PLC) – Winter 2027
- Measuring success in supporting older adults (PLC)
- Commissioner onboarding - specific topics (PLC)
- Commission Retreat (PLC)
- Commission year-end report to BOS (PLC)
- County priorities and initiatives, including ageism, equity and inclusion awareness and solutions (PLC)

Chair, Vice Chair and Secretary Reports:

Chair Elkin:

During the month of August, the San Geronimo Valley Community Center, in partnership with the Marin AgeWell Collaborative, and Two Valleys Community Land Trust will present ***What About Age***, a month-long series of exhibitions, films, discussions, and community events exploring aging, memory, housing, and the experience of growing older in community.

Event highlights include:

- Sunday, August 9, 4 - 6 pm: opening reception *What About Age and Then & Now: Faces of the Valley Exhibition*. The reception will be followed by a film screening of *Lives Well Lived*.
- Thursday, August 13, 5:30 pm there will be a screening of *No Place to Grow Old* followed by a panel discussion.

The exhibits will be open to the public Monday - Friday from August 3 - 28. Call (415) 488-8888 for best viewing times.

Vice-Chair Clemmons:

- Commissioner Clemmons distributed a signup sheet for the commission booth at the [Marin Senior Fair](#) scheduled for Wednesday, September 16. Suggestions for booth décor related to the western theme are welcome.

Secretary Winer:

- Commissioner Winer will send out reminders to Committee Chairs for forum (presentation) topics for the general meeting.

Aging and Adult Services Report:

Director Jenay Cottrell reported.

- a) Recently completed a state level certified training for assessment of people with access and functional needs and would be working in the Office of Emergency Management to coordinate such work.
- b) Aging Action Initiative Steering Committee will meet virtually on Monday, August 17. Board of Supervisors is scheduled to approve the multi sector plan in September.

Program Manager Camille Jolly reported.

- a) Debriefed on attending the USAging conference in San Diego with AAA staff.
- b) Congregate Meal RFP will be released this week. The start date is November 1, 2026.
- c) Information and Assistance is looking for intake volunteers for the Meals on Wheels program.
- d) AAA is currently processing contract renewals for the new fiscal year.
- e) Media campaign work has begun with contracted agency, Brown Miller Communications for [Marin One Door](#).

Committee Reports:

- a) Health & Nutrition
Chair Brown reported the committee would like to collaborate with Age Friendly San Rafael. The next meeting has been changed to September 23, 2026 to avoid conflict with Yom Kippur.
- b) Housing & Transportation
Chair Tricia Smith noted there was no update.

- c) Planning, Legislative and Communications
Chair Peter Rubens was not present. No update.

New Business Items for the Next Agenda:

- a) Planning, Legislative and Communications Chair to provide further clarification on the additional requests for ad hoc committees.

Adjournment: 4:30 p.m.

Next meeting date: Monday, September 28, 2026