



Planning, Legislative and Communications Committee Meeting Minutes

July 15, 2026, 4:00pm – 5:30pm

Minutes Summary

RECORDER: Amy Dietz, Staff, Area Agency on Aging (AAA)

LOCATION: 10 N. San Pedro Rd., Room 1018, San Rafael

PRESENT: Committee members: Diane Doodha, Lauren Elkin, and Peter Rubens

Other: Luanne Mullin, Joan Clemmons, Camille Jolly, Sue, Karen Hawkey

EXCUSED: Diana Lopez ABSENT: Lee Notowich

Call to Order:

The meeting was called to order at 4:05 pm.

Approval of Agenda:

Motion Elkin, Seconded Doodha, approved 3-0.

Approval June 2026 Minutes:

Motion Doodha, Seconded Elkin, approved 3-0.

Open Time for Public Expression:

- Staff member Dietz remarked that the OAA passed.

5. Discussion/ Voting

a. AdHoc Bylaws Committee: Lindsay Alexovitch, Lee Notowich, Barry Phegan

b. Recommendation for Community Resource Guide (CRG)

- Will be translated into Spanish and Vietnamese
- The PDF version is being worked on, will then go online.

- Chair Rubens distributed a “Pro User Tips.” He recommends putting it in the CRG when distributing.
- AAA Program Manager Jolly announced that there will be a link to a JotForm to make changes. For now, the 473info@marincounty.org email is the best way to send updates.
- By end of July, it is anticipated that 80% of Resource Guides will be distributed.
- Dietz sent the distribution list for the Great Age Newsletter.
- Commissioners will be responsible for delivering Resource Guides to specific locations designated by Elkin and Rubens.

c. Recommendations for General Meetings and Outreach Events

- MCCOA Chair Elkin stated that subject interest presentations will be built into the general meeting.
- There is no subject meeting in Aug., Dec., Oct (retreat), April (AAA Public Hearing).
- One-hour educational presentation; 45 min. presentation, 15 min Q and A. Two hr. business meeting.
- Each committee will have a topic.

d. Communication Strategy and Commitment Recommendations

- Onboarding documents are on pause until the County develops its resources.
- Rubens will review the MCCOA specific onboarding items with Notowich and Elkin in supporting new commissioners and communicating expectations.
- Teri Dowling talked about the success of the District 2 Listening sessions with service providers. Was more about collaborating.
 - Determine questions and desired outcome beforehand.
- Teri and Diane (District 2) and Barry (Health and Nutrition) will share PPTs.

e. PPT Presentations

- Sue is developing an MCCOA PPT template.

f. Determining the Top Three Priorities

- MCCOA: Collaboration and communication
- PLC:
 - Narrative of the Area Plan
 - Planning for the needs assessment
 - Socialization, connection
 - Outreach, listening sessions, etc.

g. Time Change Discussion

- 2nd Thurs. of the month 12:30- 2:30

Meeting adjourned at 5:36 pm.

Next meeting: Sept. 10 at 12:30pm.