COMMISSION ON AGING
EXECUTIVE COMMITTEE MINUTES

Monday, September 28, 2026 - 3:00 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
Kay Winer, Secretary
Peter Rubens, Planning, Legislative and Communications Chair
Rhea Brown, Health and Nutrition Chair
Tricia Smith, Housing and Transportation Chair

Committee Members Not Present:

Joan Clemmons, Vice Chair
(Doesn't count toward quorum since her location was not previously provided per the Brown Act Teleconferencing rules).

COA Appointees: Non Executive Committee Members:

Lee Notowich

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 3:00 p.m.

Approval of Agenda
Motion/Seconded/Carried (M/S/C) – Rubens/ Winer/ 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. Commission Vote for Ad Hoc Committees

   a. Fall Prevention
      i. Motion was made to accept this Ad Hoc formation.
      M/S/C – Rubens/ Winer/ 5-0.

   b. Strategic Plan Engagement
      i. Motion was made to accept this Ad Hoc formation.
      M/S/C – Rubens/ Winer/ 5-0.

B. Revision to Current Bylaws

   Bylaws Committee Chair Notowich provided an overview of the suggested revisions. It was noted that voting rights for the California Senior Legislature (CSL) members are still being determined. CSL recommends the current alignment. Additionally, the removal clause for commissioners has been eliminated from the current draft.

   Next steps:

      i. Area Agency on Aging will provide input to the Bylaws committee by next week.
      ii. Updated draft will be reviewed at the October meeting.

C. Retreat Update

   Date: Friday, October 30, 2026
   Location: Marin Clean Energy
   Time: 9 AM – 3:30 PM
   A/V setup: TBD

   Food is being sponsored.
   Camille Jolly will arrange for a group photo of the commissioners through the HHS Communications team.

D. Marin County Strategic Plan

   Chair Elkin noted forums to receive input for the strategic plan will be scheduled by the County in November. Commissioners can share suggestions through the Envision Marin webpage.

E. November AAA Presentation

   Jenay Cottrell, Camille Jolly and Chair Elkin will be meeting soon to discuss the AAA

presentation to the commission at the November general meeting.

Chair, Vice Chair and Secretary Reports:

Chair Elkin:

Discussed the documents Jenay Cottrell distributed to the Commission regarding a staff liaison handbook developed as part of the County Executive/County Clerk's board and commission governance enhancement initiative. The handbook provides specific instructions for things including how quorums, agendas and minutes are handled for meetings. Chair Elkin noted the handbook indicated final content of the agenda is at staff's discretion.

Vice-Chair Clemmons:

- Commissioner Clemmons noted the Senior Fair went very well.

Secretary Winer:

- Commissioner Winer had no report.

Aging and Adult Services Report:

Director Jenay Cottrell reported.

- AAS received the first-place award for best presentation of information at the Senior Fair.

- At tomorrow's BOS meeting, the County Clerk will give a presentation on a new staff liaison handbook and other materials for working with County boards and commissions. If approved, these items will help to clarify roles of staff and commissioners and document processes and procedures. This is part of the County CEO's initiative to enhance governance of county boards and commissions.

- SB 1249 – the AAA submitted public comments about the proposed change in the Interstate Funding Formula (IFF) used to calculate the funding amounts each AAA in California receives.

- Thanked Chair Elkin for also submitting comments about the IFF.

- On Sept. 17, the AAI steering committee met and voted to seek approval from the BOS to pursue a cross-sector aging and disability initiative focused on advocacy, education and promoting service innovation. There would be a fiscal sponsor, a contracted program manager with the AAI Steering Committee reestablished as the community-led group leading the effort. The group also wants to expand by inviting other organizations into the work. The group will be meeting again in October. The request to the BOS will be on a December board agenda.

- Jenay will attend the California Welfare Association's Conference in two weeks in Orange County. The organization's 100th year will be celebrated.

- AAA staff and Jennifer Patton (asst. HHS CFO) will attend the California Association of AAAs conference in November in Orange County.

Program Manager Camille Jolly reported.

- Area Plan Update - working on a few small edits in response to the California Department of Aging's request before final State approval.
- Commission office assistant interviews were last Friday. AAA will be doing reference checks this week. Onboarding is expected by the start of November.
- Information & Assistance/AAA nutrition programs are looking for volunteers for the home-delivered meals (aka Meals on Wheels) program. Two upcoming information sessions have been scheduled on Zoom.
- A vendor has been selected from the Request for Information (RFI) that sought a congregate meal provider. An announcement of the new vendor will be made soon.
- Fall prevention week – AAA staff attended an event at Vivalon last week. Excellent presentation.
- Media campaign work has begun with contracted agency, Brown Miller Communications for the AAA/Marin Center for Independent Living's Marin One Door services

Committee Reports:

a) Health & Nutrition

Chair Brown noted the committee met last week. Dan Steckline provided the Ombudsman quarterly update. The committee's newest member is Commissioner Suresha Hill.

b) Housing & Transportation

Chair Smith noted the next meeting in October will feature a presentation by Marin Housing Authority. They will discuss the benefits for landlords who participate in Section 8.

Commissioner Jane Gould will present an update on Marin based programs for autonomous and self-driving vehicles for older adults.

c) Planning, Legislative and Communications

Chair Peter Rubens commented how well distribution of the Community Resource Guide has gone.

Thanked Commission Chair Elkin for the fall prevention presentation last July. Click here to review the topics covered.

New Business Items for the Next Agenda:

a) Fall prevention forum draft action items
b) Resource guide
c) Committee key priorities
d) Commission and committee calendar

Adjournment: 4:30 p.m. M/S/C – Rubens/ Smith/ 5-0.

Next meeting date: Monday, October 26, 2026