

Sacramento County Adult and Aging Commission  
Executive Committee Meeting  
Wednesday, September 19, 2020, 1-3pm  
Video Conference Call  
Minutes

In Attendance: T. Ogan (Chair), A. Carni (Vice-Chair), C. Koss (Secretary)

1. Call to Order 1:00pm
2. Leadership Transition:
  - a. Need to consult with outgoing Chair and Vice Chair to clarify roles
  - b. Secretary
    - i. will take minutes at Executive and Commission meetings, distribute draft minutes to Executive Committee members for comment, email final minutes to county to be posted on website, and email final minutes to Commissioners before next meeting
    - ii. will draft proposed agenda following each Executive Committee meeting, distribute draft agenda to Executive Committee members for comment, email final agenda to county to be posted on website, and email final agenda to Commissioners before next meeting
    - iii. Agenda and minutes should be posted no later than 72 hours before meeting, but ideally a week ahead
    - iv. Will set up roll call system and take roll at meetings
  - c. Vice-Chair
    - i. Will be in charge of coordinating guest speakers at commission meetings
  - d. Chair
    - i. Will coordinate quarterly meeting with supervisors' staff
  - e. Need to get updated roster
  - f. May need to schedule Brown Act training
3. Proposed Agenda Items for September Commission Meeting
  - a. Changed format of minutes and agenda
  - b. Whether to meet in November
  - c. Revising onboarding of commissioners
  - d. Ruth McKinsey guest speaker
  - e. Age-Friendly Network vote October 6
  - f. Potential Virtual Event(s) (Silvia may have advice to share based on her experience)
  - g. Vote on forming ADRC ad hoc working group and identifying members
  - h. New commissioner recruitment
  - i. Changes to commission (new commissioners, those who are leaving commission)
  - j. Items that are already on the proposed agenda (reviewed during meeting)
4. Adjourned 2:15pm.

Minutes prepared by C. Koss