



Karol Swartzlander, Executive Director
Gavin Newsom, Governor

CCoA Executive Committee Meeting Minutes Draft

Thursday, July 31, 2025

David Lindeman, Chair

Committee Members

Present: Dana Toppel, Vice Chair, Erika Castile, Alex Davis, Janet Frank, Brendalynn Goodall, Ben Jauregui

1. Call to Order, Roll Call, Establish a Quorum

The meeting was called to order at 8:35 a.m.

A quorum was established.

2. Public Comment

None.

3. Approve June 26, 2025, CCoA Executive Committee Meeting Minutes

(M/S/C) Janet/Brendalynn

June 26, 2025, minutes approved.

4. Chair/Executive Director Updates

- Two new staff positions should be posted soon. CCoA hopes to have new staff onboarded by the November 2025 meeting.
- Swartzlander will be out of the office as of September 12, 2025, for medical leave.
- Two new appointees of Governor Newsom have been announced: Michael Costa and Kathleen “Katie” Selenski. Commissioners Cislowski and Schmeding have termed out but plan to engage as CCoA alumni.
- Discussion of how to more quickly orient and onboard new Commissioners. The Executive Committee would like an opportunity to review the orientation materials for feedback. A mentor system was suggested. A request for mentor volunteers from the full commission for our two new Commissioners will be distributed.
- The board management tool contract is in process.
- Travel guidelines for booking November travel will be forthcoming. There are new restrictions in place to ensure travel is conducted in the most economical way for the state.

5. Updated Operational Planning Framework – Action

- Commissioners discussed revisions to the CCoA Operational Planning Framework (OPF), including edits submitted by Commissioners Goodall and Frank.

Motion to approve the shared draft of the updated OPF, including Commissioner Frank's additions.

(M/S/C) Jauregui/Toppel

Updated Operational Planning Framework approved.

6. CCoA Sponsorship Policy – Action

- Commissioner Davis, Treasurer of the California Foundation on Aging (CFoA), provided an update on the CCoA Component Fund. The first quarter balance was \$44,994.91 as of March 31, 2025. An administrative fee will be charged to the Fund at the end of 2025.
- Fundraising activities were discussed, including adding a donation button on the CFoA website and creating messaging requesting contributions to distribute monthly. The development of a strategy for generating donations and reaching out to previous contributors annually was suggested.
- Spending policies from the Component Fund were reviewed. The Chair has historically approved expenditures and sponsorships.
- Swartzlander presented a draft CCoA sponsorship policy assembled with Commissioner Davis's assistance.
- Commissioners discussed a CCoA sponsorship policy, including the percentage of the Component Fund balance available for sponsorship per calendar year, how to approve sponsorships, how to diversify the topics supported, and the minimum balance maintained. Staff will identify opportunities for sponsorship, and the annual expenses of CCoA events requiring Component Fund support. In addition, Commissioners recommended creating a list of target organizations for sponsorship. Include the priorities highlighted at the Anniversary Gala.
- A \$2,000 donation was made to the Braille Institute in appreciation for their partnership in hosting CCoA's May 2025 informational hearing.
- It was suggested staff add a current year-to-date sponsorships list and report on withdrawals from the Component Fund to each General Meeting agenda.
- The Sponsorship Policy will be revised and presented at the next Executive Committee, then at the General Meeting in September for ratification
- Commissioners discussed an opportunity to sponsor the Center for Oral Health's 2025 Symposium in September.

Motion to approve sponsorship of the Oral Health Symposium for \$1,000 and up to \$2,500.

(M/S/C) Dana/Janet

Sponsorship of \$1,000 and up to \$2,500 of the Oral Health Symposium approved.

7. CCoA Committee Reports

A. Research and Policy Development (RPD)

The drafted May 22 Informational Hearing report was shared with the Committee. Commissioners offered suggestions and questions for the report. The document will be refined before being shared with the full Commission for additional feedback and final approval.

8. CCoA Legislative Strategy – Discussion

- Staff presented a draft Legislative Strategy for input. Commissioners discussed and provided feedback on the proposed legislative strategy.
- Staff will prepare an elevator speech about CCoA priorities for Commissioners and guidance about how to engage with elected representatives.

9. Sponsored Bills Overview & Update

A. **SB 470 (Laird)** – is **Bagley-Keene Act**: Legislation to Permanently Expand Public Participation and Disability Access on State Boards and Commissions seeks to extend the sunset date to January 1, 2030. The bill waiting for the Assembly Appropriations Committee approval, although there appears to be no cost associated with it.

10. Staff Updates

Staff reviewed the proposed 2025-26 General Meetings and Event Schedule:

- September 18, 2025, CCoA Business Meeting
- Joint CCoA and TACC General Meeting and presentation in concert with the C4A Annual Conference, November 5, 2025, in Orange Grove
- What Legislative Staff Need to Know About Aging and Disability Policy
January 15, 2026, 2:00 to 3:00 pm
- General Meeting, February 10, 2026, 1:00 to 5:00 pm, Sacramento
Legislative Visits and Legislative Lunch Reception, February 11, 2025,
10:00 am to 3:00 pm
- Informational Hearing, May 2025, TBD 1:00 to 4:00 pm
- Business Meeting, September 2025, TBD
- General Meeting and Presentation in concert with C4A Annual Conference,
November 2025, TBD
- Aging and Disability Coalition Update and Next Steps
- California Foundation on Aging progress
- Discussion of a partnership with Eldera.ai in a campaign to recruit California's adults 60+ as virtual mentors for youth. Information will be distributed after the meeting.
- Commissioners requested follow-up on the Commission's role in the Workforce Development Board



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11. Public Comment

None.

12. Commissioner Comments

Executive Committee meetings can be lengthened in the future when the agenda requires more time.

13. Adjourn

Meeting adjourned at 9:59 am.