



Karol Swartzlander, Executive Director  
Gavin Newsom, Governor

## **CCoA Executive Committee Meeting Minutes**

Tuesday, December 2, 2025

### **Committee Members**

Chair David Lindeman, Vice Chair Ben Jauregui, and Members Erika Castile, Alex Davis, Janet Frank, Brendalynn Goodall, Jeannee Parker Martin

### **1. Call to Order, Roll Call, Establish Quorum**

Chair David Lindeman called the meeting to order.

Executive Director Karol Swartzlander called the roll.

**Commissioners present:** Chair David Lindeman, and Members Janet Frank, Brendalynn Goodall, Jeannee Parker Martin, Erika Castile, Lenore Tate, Marcy Adelman, Alex Davis (10:08)

**Commissioners absent:** Vice Chair Ben Jauregui

**A quorum was established.**

### **2. Public Comment**

None

### **3. Approve October 23, 2025, CCoA Executive Committee Meeting Minutes**

Motion to approve October 23, 2025 CCoA Executive Committee Meeting Minutes.

**MINUTES APPROVED.**

### **4. Chair Comments**

#### **A. Recruitment of Potential Future Commissioners**

The committee discussed upcoming commissioner recruitment needs, emphasizing the importance of identifying qualified candidates to replace several outgoing Commissioners.

Three Commissioners are expected to leave their positions within the next year, and an additional six commissioners will term out in 2027. Members were encouraged to begin outreach and help identify prospective applicants as the vetting process can be lengthy. The



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group stressed the need to maintain a strong candidate pipeline, with particular attention to priority expertise areas, geographic balance, and representation from diverse communities.

**B. Ventura Area Agency on Aging**

The group discussed Ventura County's decision to step away as the administrator of the Ventura Area Agency on Aging.

**5. Consent Agenda – Action**

A. Executive Committee consented for CCoA staff to proactively advocate for aging and disability programs and services resulting from changes to federal law, such as HR 1 Medicaid Work Requirements.

B. Executive Committee consented for adoption of the “CCoA Policy on Use of Logo” document.

**C. 2026 General Meetings and Event Schedule**

1. Event: Aging & Disability: What Legislative Staff Need to Know for 2026, January 15 (virtual)
2. General Meeting, Wednesday, February 11, Sacramento (hybrid)  
Legislative Visits and Legislative Lunch Reception, Thursday, February 12, Sacramento (in-person)
3. Informational Hearing, June 11, Sacramento (hybrid)
4. General Meeting, August 24 (hybrid) and 25 (in-person), Oakland
5. November General Meeting in concert with C4A Annual Conference (November 4-6, tentative). Note that there is a large national meeting happening at this time.

**D. VOTE**

Motion to approve the full consent agenda.

(M/S/C) (Martin/Castile)

**CONSENT AGENDA APPROVED.**

**6. Proposed CCoA Policy Priorities – Action**



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A. Alignment with CA Association of Area Agencies on Aging (C4A) 2026 Priorities – (Food, Systems Navigation, Funding the Older Californians’ Act).

Discussion delayed.

B. Confirmation of policy priorities, deliverables, milestones, and Commissioner alignment. The group reviewed policy priorities, using Behavioral Health (BH) as a model for refining deliverables and milestones. CCoA continues to engage in BH Act (Prop 1) activities, with Commissioner Frank participating in BH Planning Council meetings. The new BH Committee will refine the Policy Priority document and Work Plan. Commissioners Davis, Frank, and Swartzlander will prepare a draft work plan for BH Committee review on December 16, followed by Executive Committee review on December 17 at 9:00 a.m.

C. Draft Work Plan

Discussion was delayed.

**VOTE delayed.**

## **7. Commission-Sponsored Webinars – Discussion**

A. Example: 4Ms of an Age-Friendly Health System (What Matters, Medication, Mentation, and Mobility) and AI/Technology

The Commission discussed Commissioner Yourman’s proposal for a webinar on the 4Ms of an Age-Friendly Health System and related AI/technology topics. Members noted that webinars require significant staff effort and have low attendance. Staff were asked to assess how many webinars are feasible and present options to the Executive Committee. Suggestions included featuring the presentation during a Commission meeting, expanding public outreach, collaborating with the CA Department of Aging (CDA) and the Collaborative for Long Term Services and Supports on presentations, and leveraging Zoom recordings to reduce staff time. Staff will report back with a recommendation.

## **8. Potential Collaborations – Discussion**

A. CA Association of Area Agencies on Aging (C4A) - Aging Hall of Fame (recognizing aging leaders in California)

The Commission discussed participation in C4A's Aging Hall of Fame initiative. Staff may work with the Triple-A Council of CA (TACC) to propose honorees, with suggestions given to recognize nonprofits in addition to individuals. C4A will lead the effort, and similar recognition models from organizations like The SCAN Foundation and LeadingAge California were noted.

B. Working with Other State Commissions

CCoA was approached by the Colorado State Commission on Aging about collaborating on a workforce project to train older adults. Their efforts could guide our policy agenda. Information will be gathered and shared with CCoA's Workforce Committee.

C. Arizona State University Distinguished Innovation Fellows (DIF) program

This program offers a year-long course to engage adults over 50 in a cohort for learning and research focused on the launch of an entrepreneurial project. A March "Build" event in Los Angeles will feature pitches from Innovation Fellows to foundations and financiers. CCoA staff and LA-area Commissioners are invited to attend.

D. Statewide Aging and Disability Advocacy Summit focused on Older Black Adults

This event, likely in September 2026, will focus on chronic disease prevention, mental health, and Medicare/Medical navigation. CCoA was asked to consider an in-kind donation.

E. Coalition to Protect Medi-Cal Dental

CCoA's participation was requested. Discussion centered around asking the Coalition to focus materials on older adults more specifically in their advocacy. Commissioner Lyford's program on dental health and elders in San Diego was noted as a reference.

## **9. Governance and Bylaws – Discussion**

A. Review of CCoA Bylaws

Swartzlander is reviewing the bylaws of other state commissions. CCoA staff asked interested Commissioners to bring suggestions for modernization of the bylaws forward. Commissioners should contact Chair Lindeman and/or Swartzlander if they wish to be appointed to the Operational Procedures and Bylaws Committee.

**B. Review of Election Process**

Discussion was delayed.

**C. Tracking Commissioner Expertise and Interests**

Discussion was delayed.

## **10. Executive Director Updates**

**A. Staff Recruitment**

- a. Our new Administrative Analyst's (Associate Governmental Programs Analyst) start date has been delayed due to Human Resources (HR) paperwork requirements.
- b. Selected Legislative Director (Staff Services Manager II) applications are being reviewed by CDA HR at this time.

**B. CCoA Committees for 2026** are being finalized. A strong interest in Behavioral Health has led to the creation of a full committee with Commissioner Frank as Chair.

**C. CCoA Legislative Toolkit**

CCoA staff should be notified if you have any questions or additions to the draft provided.

**D. CA Gubernatorial Engagement** as part of the Aging and Disability Coalition partnership work

CCoA staff will be working with the Aging and Disability Coalition on this effort.

**E. Eldera**

The CCoA/Eldera partnership credits 77 new Eldera older adult mentor enrollments. Some concerns were voiced about the CCoA/Eldera MOU and it was requested that concerns be reviewed before MOU renewal.

**F. Age Inclusive Management Strategies (AIMS) Cohort Project**



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The CCoA cohort will start in March and run through September. There are four participants committed so far: CDA, CCoA, CA Workforce Development Board and the CA Department of Rehabilitation. CCoA is seeking one more state agency to complete the cohort.

**G. Disaster Report Brief**

The brief will be distributed Thursday, December 4, in AgeWatch and in a press release.

**H. Board Management Tool**

The interface is still pending control agency approval.

## **11. Public Comment**

None

## **12. Commissioner Comments**

Minutes from the Executive Committee meeting will be distributed to all Commissioners moving forward to ensure all Commissioners can stay abreast of Executive Committee work. The agenda for each Executive Committee meeting will be distributed to the full Commission before each meeting.

Discussion on whether the CCoA Operational Plan is specific enough to aid in identifying activities CCoA should or should not engage in. Does the Operational Plan fulfill the role of a Strategic Plan? A Strategic Plan should guide the Work Plan.

CCoA Committees' structure should engage Commissioners in achieving policy priorities.

Commissioners requested that each handout for the Executive Committee meeting be clearly associated with the corresponding agenda item.



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Future meeting dates for the Executive Committee meetings should be noted in the agenda moving forward.

CCoA should focus financial resources on the Cheryl Brown Scholarship Fund. It is critical to raise additional scholarship funds.

### **13. Adjourn**

The meeting adjourned at 11:59 am.