



Karol Swartzlander, Executive Director
Gavin Newsom, Governor

CCoA Executive Committee Meeting Minutes Draft

Thursday, October 23, 2025

David Lindeman, Chair

Committee Members

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

1. Call to Order, Roll Call, Establish Quorum

Chair Lindeman called the meeting to order. Executive Director Swartzlander called roll. A quorum was established.

2. Public Comment

None.

3. Approve August 28, 2025 CCoA Executive Committee Meeting Minutes

(Frank/Jauregui)

MINUTES APPROVED

4. Legislative Strategy – Action

Swartzlander presented the intention of the defined strategy. Once a new Legislative Director is on board, they can review and adjust if needed. There was a recommendation to include a loop-back mechanism for reporting Commissioners meetings with a legislators. There was a suggestion to include a comment column on the google doc where scheduled meetings are entered and an action column to note any follow-up needed.

Vote to approve the Legislative Strategy 1.0 with the addition of a loopback and actions recording mechanism.

(Toppel/Frank)

APPROVED.



Karol Swartzlander, Executive Director
Gavin Newsom, Governor

5. Use of the Commission logo on emails – Discussion

Discussion centered around the use of the CCoA logo only in communications about CCoA activities or events. It was generally agreed that it was appropriate to use logo if communication content is Commission-related and that it should not be applied to personal communications or other professional work. The role of commissioner is a public appointment and, therefore, the logo should not be used simply to note affiliation. The Commission agreed that when submitting comments on behalf of CCoA, the correspondence should be collaborated on with staff and sent from a CCoA email on CCoA letterhead. If a communication is shared with more than two commissioners, it should also be sent through staff.

There was agreement that staff should draft a logo use policy for consideration by the Executive Committee. Guidance would reduce the need for staff to review content. The guidance should be added to CCoA's brand policy.

6. CA Gubernatorial Engagement – Discussion

Discussion centered on how to engage with gubernatorial candidates on our policy priorities. Swartzlander will be attending the health-focused Gubernatorial Forum on November 7. Key CCoA priorities should be communicated as soon as possible with a structured approach to encourage a steady and deliberate process defined by staff.

The discussion centered on how critical it will be to coordinate with Justice in Aging and LeadingAge California. Commissioners agreed that the talking points be put on the website and that staff should create a Gubernatorial advocacy guide. Staff should have stories and talking points ready for others to reference and to quote the Commission. Commissioners agreed that staff should reach out to other organizations and identify their priorities.

7. Chair/Executive Director Updates

a) Staff Recruitment

1. Interviews have been conducted for the Administrative Analyst position.
2. The Legislative Director position has been posted and the application period closed on the day of this meeting. Debbie Meador and Jeannee Parker Martin will sit on the interview panel. The full recruitment process will likely not be completed until January.

b) Age Inclusive Management Strategies (AIMS) Cohort Project Update

Swartzlander is reviewing the MOU. The Departments of Rehabilitation, Aging, Human Resources and Labor and Workforce Development Agency will be invited to participate in the cohort – likely starting in March or April.

c) Association of Area Agencies on Aging (C4A) Conference Update

A large number of commissioners are expected to attend. Justice in Aging will present on the federal landscape and federal advocacy. Commissioner Tate and former Commission Chair Brown will be participating in a panel at the conference.

d) May 22 Report – Rebuilding Lives: Disaster Response and Recovery for Older Adults and People with Disabilities in California

The report will be finalized in time for the conference presentation. The panelists that testified before the Commission in May will receive an invitation to the presentation. A policy brief will be developed following the conference presentation.

e) Eldera Update

FAQs sheet were distributed to the Commissioners.

f) 2026 Policy Priorities

The new policy priority document will focus just on 2026. Staff are looking for topics for the 2026 informational hearing.

g) CCoA Nominations Update

The slate will be sent out Friday, October 24, 2025, with the agenda for the November 5 General Meeting.

8. Public Comment

None.

9. Commissioner Comments

A suggestion was made to share with the full Commission with the minutes from each Executive Committee meeting so that all members can keep abreast of actions taken. There was another suggestion to review the CCoA Bylaws in the new year and update the document.



Karol Swartzlander, Executive Director
Gavin Newsom, Governor

10. Adjourn

Meeting adjourned at 9:20 am