

# CITY OF RICHMOND

## Commission on Aging

Friday, December 6, 2019 10:00 AM

Richmond City Hall, Room 1, First Floor, Civic Center Plaza

### MINUTES



#### Members:

**Myrtle Braxton**  
Chair

**Beverly Wallace**  
Vice-Chair

**Valerie Robinson**  
Secretary

**Naomi Williams**  
Correspondence Secretary

**Rose Brooks**  
Treasurer

**Timothy Walker**  
Member

**Paul Dees**  
Member

**Dr. Joyce Whitfield**  
Member

**Cate Burkhart**  
Member

**Michelle Hayes**  
Member

**Kiran Agarwal**  
Member

**Frances Smith**  
Member

**(Vacant)**  
Member

#### 1. Call to Order: 10:12 AM

#### 2. Roll Call:

**Present:** Myrtle Braxton, Beverly Wallace, Valerie Robinson, Naomi Williams, Cate Burkhart, Timothy Walker, Kiran Agarwal, Michelle Hayes

**Absent:** **Rose Brooks**, Paul Dees, Dr. Joyce Whitfield, Frances Smith (**Just Appointed**), Bernadette Garcia-Roger (**Resigned**)

#### 3. Introduction of Guest / Open Forum: Cordell Hindler, Richmond Resident reported that Richmond Fire Retirement (\$45), Council of Industries 12/18 (\$40), CC Mayors Conference 01/09/20 (\$55) and Mechanics Holiday Party 12/10 (5-7:30).

#### 4. Staff Report

**a. Distribute Revised COA Operations Manual:** Chair will provide updated information to KCT to make revisions for new copies to be made in January 2020.

#### 5. Presentations, Discussions, Action Items, & Chair Reports

*Following discussion of each item, the Commission may vote to make recommendations to staff or to the City Council.*

##### a. Review & Approve Minutes

A. Approve Minutes of November 1, 2019 - The Commission reviewed and approved the minutes of November 1, 2019, with a motion from Commissioner Williams and seconded by Commissioner Wallace.

##### b. Discuss / Review Activities 2020 – 2021 Calendar

A. Senior Night Out 2. Senior Winter Ball, 3. Oldies But Goodies Dance, 4. Workshops in Auditorium, 5. Workshops Outside of Auditorium, 6. Bus Trip **\*See Attached Calendar**

#### 6. Finalize plans for Senior Winter Ball, December 21, 2019

**a. Discuss Student Escorts and servers:** Chair will follow up with Pandora from RPAL to check the status of Kiwanis. Naomi will follow up with firefighters about their availability to assist with serving.

##### b. Review Commissioners Duties:

A. **Take tickets at entrance to Auditorium:** CSD will sell tickets, Tim & Myrtle will greet and take tickets at door.

B. **Supervise delivery of dinners to table:** Valerie will take the lead on ensuring all meals are delivered.

C. **Sell 50/50 Raffle Tickets at table and walking to guests' tables:** Michelle will man the table and Tim will assist along with the other commissioners.

D. The event will have a total of 63 Tables, the caterer will provide food for 450 as on contract, set-up will be on 20<sup>th</sup> from 10:00 AM – 12:00 PM, COA members will arrive on Saturday at 5:00 PM.

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**7. Installation of 2020 Officers:** Naomi will follow up to see if City Clerk's Office or Department Liaison can swear in new officers.

- a. Chair – Myrtle Braxton**
- b. Vice-Chair – Dr. Joyce Whitfield**
- c. Secretary – Naomi Williams**
- d. Treasurer – Michelle Hayes**

Additional Info: Chair made an announcement that the movie Black Panther will be shown on 12/28 at 12 noon @ Easter Hill Methodist Church. Tim also made an announcement regarding Brookdale Senior Living that the building was sold underneath them and last day is 01/26/20. There was also a brief discussion about Roads, Sidewalks, Crosswalks not being conducive for Seniors, WestCat not serving Richmond residents and Free College education for seniors.

**Meeting Adjourned: 11:54 AM**

CSD Staff Liaison: Kymberlyn Carson-Thrower - (510) 620-6789  
[Kymberlyn\\_Carson-Thrower@ci.richmond.ca.us](mailto:Kymberlyn_Carson-Thrower@ci.richmond.ca.us)