

Richmond Commission on Aging

AGENDA – April 1, 2022

Meeting via Zoom

This meeting is posted with information on how to participate in the meeting

AGENDA

1. **Call to order**
2. **Roll Call**
3. **Discussions with the School Board Superintendent and Board Members of Older Adult Education Programs**
4. **Liaison to COA, Councilmember Gayle McLaughlin (Discuss Staff request for a small barrier at the Café area.)**
5. **TECH Training by Steven Lipson (15 minutes)**
6. **Open Forum**
7. **Review and Approve the Minutes of March 4, 2022**
8. **Staff Report:**
 - A. **Status of City Attorney presenting Brown Act training**
 - B. **Department Updates & Information**
 - C. **Update on sending revised Operation Manual to Commissioners and Liaison, Councilmember McLaughlin**
9. **Committee Chairs Reports:**
 1. **Education, Housing & Safety – Burkhart**
 2. **Health, Nutrition, Senior Centers – Dr. Whitfield**
 3. **Transportation – Hayes**
 4. **Activities – Williams**
 5. **Legislative - Whitney**
10. **Chair Braxton Report:**
 - A. **Discuss/Approve reviewing the Revised Operation Manual at the Annual Retreat in October 2022. (Chair should hold a Special Meeting to review the Operation Manual with New Commission Members).**

C. Review/Approve revisions/addition to Finance Committee and Treasurer's duties to be added to Operation Manual

D. Discuss/approve the procedure for requesting reimbursement from Commission's Trust Fund: 1. A budget for activities, events, and workshops should be submitted to the Commission for approval. (Note: Budgets are accepted, not approved. Requests can be submitted to increase items in the budget.) 2. Two copies of the Request for Reimbursement form with two copies of receipts should be submitted to the Treasurer. The Treasurer or member of the Finance Committee will verify that the expense is in the Budget or has been approved by the Commission. 3. Treasurer or member of the Finance Committee signs the voucher and obtains the signature of a member of the Executive Committee. 4. Signed vouchers should be given to Staff for necessary Department action and submittal of a voucher to the Finance Department for reimbursement. Exemptions to the proceeding procedure are expenses paid by Staff with City Credit Cards and recurring expenses of printing and mailing of Commission material and/or Newsletter.

11. Announces

12. Adjourn

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