

# CITY OF RICHMOND

## Commission On Aging

Friday, February 3, 2023, 10 AM

Richmond Memorial Auditorium (Lobby), 403 Civic Center Plaza, Richmond, CA 94804  
Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Regina Whitley-Secretary, Rose Brooks-Treasurer  
Bev Wallace, Naomi Williams, Kiran Agarwal, Cate Burkhart, Rina Baker, Lucy Williams

This meeting is being held in a wheelchair accessible location. To request disability related accommodations to participate in the meeting, including auxiliary aids or services, please contact City Attorney's Office, ADA Coordinator, at 510-620-6509 at least five (5) business days before the meeting date.

## MINUTES

1. Meeting called to Order by Chair Hayes: 10:14 AM

2. Roll Call by Staff Liaison: Kymberlyn Carson-Thrower

3. Liaison to COA, Vice Mayor, Gayle McLaughlin

### A. Updates and other information

It has been communicated with Public Works Dept about the rodent issue around the auditorium. Staff will be making sure no trash or food products are in the plaza daily. Also the pest control consultant will set more rodent traps.

Request for the COA or the COA Education Committee to table at the City of Richmond's Literacy Fair on April 29<sup>th</sup>. It will take place in Civic Center Plaza.

So excited that there will be an agreement between City of Richmond and a Culinary group to serve hot meals to seniors at both senior centers (Macdonald Ave. and Annex). The agreement is on the council agenda this coming Tuesday.

4. TECH Training by Steven Lipson (15 minutes): Subscriptions / Software discussions on the following AOL, Microsoft, Norton. Tech Training on 02/07, 1:00 PM

5. Open Forum: Chair sent email from Cordell Hindler

6. Review and Approve Minutes: NA

7. Staff Report: Department Updates and grant information to pursue: AARP has a Community Challenge Grant in Flagship, Capacity Building and Demonstrations.

8. Committee Reports – Action if necessary

A. Executive/Activities – Chair: Vice Chair discussed EBMUD Tour, needs to be explored and cost investigated.

1. Discuss/ proposed COA calendar for 2023: Executive Committee will draft items 02/17

2. Discuss return to IN Person meetings (monthly, quarterly, bi-yearly): Meeting will be held monthly beginning in March per COR email and lift of Federal / State guidelines

3. **Proposed that meetings will be in person in the Lobby of the Auditorium: The monthly meeting will either be held in lobby or side rooms as rentals are scheduled.**
4. **Discuss Brown Act meeting rules: Main rule discussed was members calling, texting or sending email when they know they are going to be absent. This will help ensure there is a quorum prior to scheduled meetings.**
5. **Discuss absentee rules for COA: See above**
- B. **Finance – Treasurer – Chair Brooks – Latest report from Finance Department: CS-Recreation Finance Team has been busy working on budget deadlines and will provide COA finance info next week. Chair was also provided a copy of expense report to be used after each special event / workshop or activity.**
- C. **Education - Chair – Burkhart: Cate provided info on Measure X grant she is working on. Lucy Williams presented several grant opportunities for review for the Education Committee. Grant Deadlines were emphasized as very important. Committee plans on meeting in next two weeks. Kiran is also being added to this committee. Committee is also waiting on follow up of meeting request with Tony Thurman**
- D. **Health, Nutrition & Senior Centers – Chair Braxton?**
- E. **Transportation – Chair Agarwal**
  1. **Report on meetings regarding transportation: Chair request support for Community Meetings, budget. There is a rising cost of seamless transportation but is needed for Seniors and disabled.**
- F. **Legislative – Chair Whitney**
9. **Announcements: Chair made a request for COA Brochure to be updated. COA will be tabling at the Sister's in Solidarity event on March 11<sup>th</sup> at Auditorium. Has requested copies of Newsletter, Brochure and purchase of give-away items.**

**10. Adjourn: 11:50 AM**

Community Services-Recreation Staff Liaison: Kymberlyn Carson-Thrower - (510) 620-6789  
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