

## **Richmond Commission on Aging**

**Minutes – April 1, 2022**

**Meeting via Zoom**

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

### **MINUTES**

- 1. Call to order by Chair at 10:10 AM**
- 2. Roll Call: Present: Braxton, Brooks, Burkhart, Whitney, Whitfield, Hayes, Agarwal Absent: Wallace, Williams, Baker**
- 3. Discussion with School Board Superintendent and Board Members of Older Adult Education Programs Mister Phillips, WCCUSD Trustee, screened a PowerPoint from the Superintendent of Schools regarding the Older Adults Education Program. The majority of participants in the program do not live in WCCUSD.**
- 4. Liaison to COA, Councilmember Gayle McLaughlin Reported that the City Attorney agreed that the City Ordinances supersede the Boards and Commission Handbook. Absence policy in Ordinance to be followed.**
- 5. TECH Training by Steven Lipson Had to leave the meeting because of the extended time of previous agenda items. He had another meeting.**
- 6. Open Forum: Cordell Hindler and Jacquetta Alexander**
- 7. Motioned by Burkhart, 2<sup>nd</sup> by Agarwal to Approve Minutes of March 4, 2022. Motion passed**
- 8. Staff Report: A. No reply from City Attorney regarding presenting Brown Act training**
  - B. Department Updates & Information**
  - C. Revised Operation Manual for Commissioners and Liaison, Councilmember McLaughlin pending**
  - D. People do not have to show a Vaccination card to enter City Buildings.**
  - E. Exercise class returning to Senior Center. Line dancing class at Macdonald Senior Center.**

- 9. Transportation Committee Chair announced that AC Transit Board members and Staff will attend the April 8 Committee meeting to discuss transportation available for Seniors. The committee will discuss the coordination of various Transportation Providers. All Commissioners invited to attend**
- 10. Chair Braxton Report: A. The Revised Operation Manual will be reviewed at the Annual Retreat in October 2022. The chair will hold a Special Meeting to review the Operation Manual with New Commission Members.**
- B. Submitted for Approval the following revisions/additions to Finance Committee and Treasurer's duties to be added to Operation Manual:**
- 1. A budget should be submitted for activities, events, and workshops to the Commission for acceptance. (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 the 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.**
- Recommendations approved**
- 11. No Announces**
- 12. The meeting was adjourned by Chair at 12:00 PM**