

CITY OF RICHMOND

Commission On Aging

Friday, January 12, 2024, 10 AM
Richmond Memorial Auditorium, Farallon Room, 403
Civic Center Plaza, Richmond, CA 94804

PRESENT: Myrtle Braxton, Vice Chair, Rose Brooks, Treasurer, Kiran Agarwal, Cate Burkhart, and Bryan Harris

ABSENT: Regina Whitney, Secretary, Bev Wallace, Naomi Williams

VIRTUAL: Michelle Hayes, Chair

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 – 1016A**
2. **Roll Call by Secretary Whitney** – *The secretary was absent, per the vice chair, she asked Com Harris to serve as acting secretary. He was asked to take the minutes and record the meeting. He accepted. Roll call: 5 commissioners were present; we have quorum.*
3. **Liaison report by Vice-Mayor Gayle McLaughlin** – *The vice mayor was present, she stated that her recovery from surgery has been slow. Sorry to have missed the ball but happy to be at today's meeting.*
 - *She announced that she's still working with the city manager's office on the protocols for excused meetings and absences for the commissioners of the Commission on Aging.*
 - *It was expressed by Com. Agarwal that the AC Transit fees and increase in cost was having a negative impact on the Richmond senior riders. The vice Mayor offered to investigate as she attends the transportation meetings. She will give an update at the next meetings.*
 - *It was reminded that the Literacy Festival is set for April 13, 2024. To please attend if possible.*
 - *It was further stated that Richmond's "second" farmers market, named the Marina Bay Farmers Market will be at the Marina Bay Park beginning late March of 2024. The day and hours are set for Sundays from 10A to 2P. As for the Midtown Farmers Market (24th/Barrett) moving to Civic Center Place and Macdonald, information is still pending.*
 - *The Public Bank of the East Bay is still finalizing the business plan. Once completed, it will be presented to the city council for approval. Further details at the next meeting.*
 - *The Tiny Villages project is still pending, it is projected to begin with 6-7 tiny homes.*

- *Reminded everyone that January 16 is MLK day, the city will be closed.*
 - *And a final note for the Peace Walk will be held on Friday, January 19.*
4. **TECH Training by Steven Lipson** – *reported that he was happy with the outcome of the ball.*
- *Stated that the success of the AI design could be used to develop a COA Tee Shirt design. The commissioners liked the idea and asked that he create something for the commissioners. He noted that there would be a cost for the tee shirts.*
 - *He announced that the digital resource guides have been mailed to recipients of the IT program.*
 - *Further noted that technology resources are limited due to the shortage of staff. The need is there but there is no financial means to provide the support services.*
 - *He announced that AI training sessions (individually) will begin later this month.*
5. **Open Forum** – *nothing to discuss.*
6. **Review and Approve Minutes** – *the minutes for December 1, 2023 were reviewed and approved.*
7. **Discuss and recap the Senior Winter Ball** – *comments began with city staff & Com. Harris...*
- *Lots of positive comments regarding the food and the professional wait staff*
 - *Everyone really loved the band, so happy to be “out of COVID”*
 - *Lots of requests for water service to be placed on the table.*
 - *RE: the food - chicken was moist, gravy was very tasty but would rather not have, some people ask for “salmon” (Rose); some request for “loaves of bread” at the table to pull apart.*

SUGGESTIONS for the next senior winter ball in December 2024...

- *We reach out to the local high schools (in SEPTEMBER) to recruit from their “leadership clubs” or “Interact clubs” to provide 4-5 Senior students (graduation credits for community service) to “assist in “decorating and providing table-set for the ball, the day before” (FRIDAY afternoons) and to be available to do the “clean-up” at the end of the night.*
- *Recommended to have less materials for the table centerpieces.*
- *Per support staff, the auditorium is “blocked out” from any other events the week of the Winter Ball thus we could decorate over a 3-to-4-day time period instead of just one day.*
- *We continue to let the “caterers arrange for their wait-staff” and for the caterer to factor this labor into the price quote. (We had such a smooth transition and thus their staff were in sync with the kitchen staff and team leader)*
- *We factor in the “coffee service” with the price quote that way the COA no longer has the worry of set-up/clean-up burden. No more cost of buying coffee and its supplies.*

NOTE: Christmas falls on a Wednesday in 2024, due to the commissions tradition is hosting the ball on the third Saturday of the month (December 21st), and this being traditionally the busiest “travel weekend” before Christmas, that it is suggested that that we push the Senior Winter Ball 2024, back to the Saturday, December 14th. City staff will check the calendar to see if this date is available.

- **The vice chair asked that this be added to the agenda for approval & a vote.**

8. **Staff Report: SENIOR WINTER BALL** - it was reminded by staff that the commission needs to reserve the band now (in January) by asking for a price quote. This too should be on the agenda for approval and a vote. It was announced that approximately 375 tickets had been sold, that is 2/3 of the original projected attendance of 450. With these numbers, our attendance numbers should be “back to normal” post-COVID for the Senior Winter Ball 2024.

9. **Reports – 30 minutes**

1. **Open for commissioners reports of meetings that were attended – no reports.**
2. **Discuss planned 2024 Calendar workshops – Com. Harris announced that he is meeting with Lifelong Medical later in January to have their organization to provide staff at the senior health clinic, that is scheduled for late April 2024. He will debrief with Vice chair Braxton and present the update at the next commission meeting February 2, 2024.**
3. **Finance Report – no report for this month. NOTE: the SWB 50/50 collected a total of \$518. Half was given as the 50/50 prize in the amount of \$259. The remaining \$259 was profit to the COA.**
4. **Discuss MXCAB meetings for Measure X – per Com. Harris, the next advisory committee meetings will be held via Zoom. Caitlin Sly has set the next meeting for Friday, January 19th.**

Announcements- City staff reminded that the next set of city events were the Chinese New Year Celebrations and the Black History Gala. Dates are as follows: Chinese New Years Celebration, Saturday, February 10th from 1230P to 300P and the Black History Gala will be held Saturday, February 24th from 1230P to 300P. Both events will be held at the Richmond Auditorium. And both events are FREE, however there is a RSVP list for the first 200 people. They must call the Richmond Senior Center to confirm reservations.

Adjourn – the meeting was adjourned at 1205P

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