

CITY OF RICHMOND

Commission On Aging

Friday, April 5, 2024, 10:00AM – 12:00PM
 Richmond Memorial Auditorium, Bermuda Room
 403 Civic Center Plaza, Richmond, CA 94804

PRESENT: Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Kiran Agarwal, Cate Burkhart, Bryan Harris

ABSENT: Rose Brooks, Treasurer, Regina Whitney, Secretary, Bev Wallace, Naomi Williams,

STAFF: Kymberlyn Carson-Thrower, Carlette Harris-Virgil

GUEST: LaTonya Watson

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 at 10:20AM
2. Roll Call by Secretary Whitney – *Chair Hayes asked Com. Harris to serve as secretary, conduct the roll call and take the minutes. He accepted. PRESENT: 5; ABSENT: 4; QUORUM: YES*
3. Councilmember Gayle McLaughlin – Absent
(Husband dropped off flyers for the Richmond Literacy Fair and the Marina Bay Farmers Market)
4. Tech Training – Steve Lipson – *Steve thanked the Commission for support of the AARP Grant. The CTN grant would include training & the purchase of 300 iPads per county. Com. Harris asked about Data Plan Extensions for 2023 sign-ups. Steve will follow up at the next meeting. Training will restart soon via online classes, invites coming by email.*
5. Open Forum – *Introduction of guest LaTanya Watson; she's interested in membership and wanted to see how a commission handled its meetings. Chair Hayes encouraged the commissioners to attend the city's calendared events. And asked for volunteers to table the Richmond's Literacy Fair, Coms. Burkhart, Agarwal, and Jackie Alexander volunteered. NOTE: a "Hello" letter was sent to LaTanya Watson via email on Tuesday April 9, 2024, per the Acting Secretary.*
6. Review and Approve Minutes – *Motion: Com. Burkhart; Second: VC Braxton; Motion passes*
7. Recommend that Commissioner Harris be appointed Acting Secretary – *Motion: Com. Burkhart; Second: VC Braxton; Motion passes*
8. Recommend that Commissioner Harris be appointed the Transportation Committee Chair – *Motion: VC Braxton; Second: Com. Agarwal; Motion passes*
9. Recommend and vote on Bus trip to Cache Creek – *This is not a Commission on Aging event thus no voting is necessary. An announcement was made that if a commissioner wishes to attend the event that sign-ups are at the Richmond Senior Center. DATE: Friday, May 17, 2024 and COST: \$45 per person.*

10. Recommend and vote on a flyer to be created to distribute to people to join the Commission on Aging. – *No voted needed, Secretary Harris will design a recruitment flyer and submit a copy to the Executive committee to review, and then to be published.*
11. Regarding having “volunteers” to become an auxiliary committee and come to meetings. – *The needs to be researched and thus tabled until the secretary and staff can verify if this is an appropriate action that can be taken by the commission. This will be discussed at the next meeting.*
12. Recommend using template that was used for the Health and Wellness workshop for all our projects. – *Chair Hayes has recommended that for each COA event, the commission starts using a “task schedule checklist” this way we can determine what is task is completed and what needs to be finished. Com. Harris drafted a form that is being used during the Wellness Health clinic. This format is well liked by the other commissioners.*
13. Recommend that each commissioner distribute their Senior Winter Ball program to their ad contacts. – *Chair Hayes has asked these commissioners who sold ads last year to make sure that they give their contact copies of the Senior Winter Ball Program. And for next year, each commissioner would atleast sell two ads for the program.*
14. Staff Report: Department updates – *Staff asked for a Transportation workshop summary along with pics and any other materials for the MAY newsletter to be submitted as soon as possible. This includes flyers for upcoming COA events like the Wellness Health clinic and the Health Fair. The city’s 3rd of July fireworks vs. Drone display in being discussed in council chambers. Staff reminded that when the COA has upcoming events (with flyers), that the information needs to be submitted as a weekly report to the city manager’s office, CSD registration and the Rec Supervisor. And staff reminded that the COA need to sign-up and select a table for Juneteenth.*
15. Reports –
 1. Senior Health Clinic Update – *Com. Harris reports the health clinic is near completion. The principal host of the event, Lifelong Medical, is all set. On March 7, the Health Clinic team (Lucinda Brazile, Chair Hayes and Com. Harris) meet via Zoom to set the event. The team created a task list and to date, we are 90% complete. Com. Harris is confirming a Grip Test vendor instead of a Bone Density Test. A colorful flyer has been created and is now in circulation. Refreshments are being arranged by staff. And a press release has been released to The Richmond Standard.*
 2. Commissioner’s feedback on Transportation workshop & Sisters in Solidarity event.
 - A. *Transportation WORKSHOP - Coms. Burkhart, Brooks, Agarwal, Harris, & Chair Hayes were in attendance. We had over 50 attendees & more than half of them registered at our event for transportation services. Staff from R-Transit gave a wonderful presentation. We had an overwhelming request to host this workshop again. And a representative of both the Latino and Chinese senior communities asked if this workshop could be hosted in the native languages or through a translation services. They could help with the translating especially with the Chinese language. Com. Harris took pics and video clips to be archived. Com. Harris recommends that we partner with both cultural communities to arrange for workshops to be hosted in Chinese & Spanish. Members of these communities are now asking the COA for equal representation; and both have said that they would provide language interpreters, as needed; we just need to ask.*

B. *Sister of Solidarity* – Coms. Harris, Braxton, Williams, and Brooks attended. The event was well attended. The caterer: Soulfully Dope Kitchen (same caterers at Irma Andersons Memorial service) served tasty sandwich box options. (COA may want to consider using them for events) Com. Harris took pics and made a few video clips. They will be archived.

3. Commissioners to report on other meetings and events they attended.

- Com. Harris attended the Community Safety Meeting (MAR 21) at the Latina Center, sponsored by BOTH the Richmond PD & Latina Center. Great presentation on Neighborhood safety, crime prevention and safety concerns. The event was in bilingual (Spanish). I met Capt. John Lopez, Det. Jaime Guzman, and Sgt. Florencio Rivera. They were the Neighborhood Watch team. In addition, I met Michele Milam and Anna Duran, the staff for the Crime Prevention division. All members of RPD have agreed to come to the senior center and/or any COA event, and to present on Community Safety & Prevention. I also met the center’s executive director, Miriam Wong. She too would love to partner with the COA on events for seniors and the aging Latinx community.
- Com. Harris recommends that we partner with both communities to arrange for workshops to be hosted by the RPD and Latina Center. NOTE: per Michele Milam & Capt. John Lopez, their program is “already scripted” and can be re-produced again, at any location, and in most languages. All we need to do is ask. I suggest that we plan a “Senior Community Safety Meeting” during the summer months, say the month of July. And host at the senior center. He has reached out to Richmond PD (Michelle Milam) via our Chair, RPD just CONFIRMED approval to work with the Commission in setting up “all of these safety workshops.” (4/3/2024)

4. Discuss planned 2024 Calendar workshops.

- *Senior Safety Prevention Workshop* (September 26, 2024) – discussions begin in May meeting.*
- *October Retreat – it was recommended that we have a 50/50 meeting with lunch at the Hotel Mac (other option, reserve private dining room for our meeting and then order lunch)*
- *Senior Winter Ball* (December 14, 2024) – discussions on the décor/color scheme along with food menu at the May meeting. NOTE: the band is confirmed and at the same rate.*
(* the venue – the Richmond Auditorium & Bermuda Room all been booked & confirmed)

5. Finance Report (Rose Brooks) – *no report (absent)*

Announcements

- SPECIAL GUEST at the next meeting (MAY 3) – Asher Hoffman from Vital-link will present.
- Chair Hayes announced that she gave a speech on 4/4/24 on “Beyond Vietnam.”

Adjourn at 12:22PM

Community Services-Recreation Staff Liaison: Kimberlyn Carson-Thrower – (510) 620-6789
Kimberlyn_Carson-Thrower@ci.richmond.ca.us