

CITY OF RICHMOND

Commission On Aging

Friday, October 4, 2024; 9a – 2p
Richmond Memorial Auditorium, Farallon Room,
403 Civic Center Plaza, Richmond, CA 94804

PRESENT: Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Bryan Harris, Acting Secretary, Rose Brooks, Treasurer, Donna DeCamp, Kiran Agarwal, Cate Burkhart, Lorene Holmes, Eric Mosely

ABSENT: Bev Wallace

CITY STAFF: Kemberlyn Carson-Thrower

COUNCIL LIASON: Gayle McLaughlin

GUEST: Gerry La Londe-Berry, Cordell Hindler, Erica Moseley

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.

ANNUAL COA RETREAT MINUTES

1. **Meeting called to Order by Chair Hayes** 9:20AM
2. **Roll Call by Acting Secretary Harris** Present 9, Absent 1, Quorum YES
3. **Welcome new commissioners...introductions and say one goal you plan to accomplish as a commissioner for next year.**

ERIC Moseley's goal is to give the Commission more of a media presence into senior homelessness and create the importance of having youth interns for the commission.

LORENE Holmes Dees's goal is to give the Commission more community partnerships with outside groups and to help create the means to get the word out.

DONNA DeCamp's goal is to get the Commission more involved in assisted living facilities and to create more outreach awareness as needed, and with the community.

4. **Goals and Purpose of Retreat**

Myrtle – to encourage more commissioner attendance at commission events, community events, social events and group tours.

Bryan – to encourage more commissioner involvement in senior homelessness and senior housing sustainability.

Michelle – wants the commission to be more organized, to assign more duties to other commissioners and create more transportation workshops.

Gerry – plans to submit an application for the commission for membership. He plans to attend conferences on housing issues and help outreach in the East Bay region.

Kiran – to help promote the importance of better transportation services and needs for the visually impaired.

Rose – wants more outings for seniors to do fun and social activities.

Cate – *wants the commission to create more awareness in the community.*

Kymerlyn – *wants the commission to become more organized and create more of a professional position with both the county and city administrators and political leaders.*

5. **Open Forum** – *Cordell Hindler reminded the commissioners of the following dates: 10/11 Council of Industry meeting, 10/25 Richmond's Grocery Fair, and 12/5 the next City Mayor's conference being hosted by San Pablo.*
6. **Liaison Council member, Gayle McLaughlin** – *Gayle reminded everyone of the GRIP Harmony Walk on 10/5 and was glad to hear that the commission had a table at the event. She announced the city council approved resuming the Beautification program of the Mainstreet Redevelopment project. The Paratransit Program will remain open though the recent audit showed that the operating cost ran high. And she announced that the park in district 5 was going to be renamed the "Gloria Evans Park." In addition, the city presented the "Green New Deal" that would create both blue (water) and green (climate) jobs here in Richmond. Furthermore, the Shoreline Summit was a success as it created more community awareness of the sea level rise plan including toxic site removal. Lastly, the Chevron settlement, the city council created a 1st resolution proposal and recommended a 2nd resolution for the creation of an "advisory committee." More information TBA next month.*
7. **Review COA manual** – *a brief statement was given by the chair where she asked that staff & present commissioners to review the manual. Each section was read and reviewed; no changes needed. The present manual is up to date. She encouraged the new commissioners to review the manual at their discretion, as needed.*
8. **Break** (10 minutes)
9. **Brown Act Training (James Atencio)** – *James gave a thorough background on the Brown Act including the history of the meeting rules and the various types. He also mentioned the agenda requirements and the importance of following the posted agenda items. He closed the training with the most common Brown Act violations. There was time for Q&A. The training was well received by the new commissioners and served as a good refresher for existing commissioners.*
10. **Review and Approve Minutes** *Motion: RB, 2nd: BH Minutes APPROVED*
11. **Staff Report: Department updates** – *city staff reported the following:*
 - A. *Review of Commissioners' Attendance Record of past 12 months – staff has sent out a compliance letter to Commissioner Bev Wallace reminding of the required attendance and unexcused absences.*
 - B. *Updates to Senior Winter Ball (flyers, tickets, brochures, caterer, etc.) – staff notified the commission that the catering quote for the Senior Winter Ball needs*

city council approval as the price exceeds \$10,000. The event balance is \$13,500. An update will be given at the next meeting, approval should not be a problem. Secy. Harris presented a response from the caterer (El Sol): wooden utensils vs plastic wear. The caterer found bamboo utensils. There is no color choice. The color is bamboo. She can order but wants a "deposit" and it would increase our approved price. It was unanimously agreed by the commissioners that we stay with the original cost and arrangements. Otherwise, the caterer is ALL SET & menu confirmed. Staff stated that tickets sale begin on Monday, October 7, 2024. The chair reminded that the event is free for just the commissioners, that friends and family are required to purchase their tickets.

- C. Reconcile Account - receipts for food spent at the Line Dance AND Safety Summit. – Per Rose, the expenses for the Line Dance were as follows: Pizza - \$99.56, Water - \$50.93, Cookies - \$99.95, Salad - \$48.89. The income was \$494.93. The profit: \$195.60. The cost for the Safety Summit: Flyers - \$62.79, food/water - \$83.73.
12. **Special Recognition** – Chair Hayes presented special recognition awards to members & partners (Bryan Harris, Gayle McLaughlin, Steve Lipson & Kymberlyn Carson-Thrower) of the commission for their "above and beyond" work and level of service for the commission this past year.
13. **Election (Nominating Committee)** – the nominating committee announce the following commissioner names: Michelle Hayes (chair), Myrtle Braxton (vice-chair), Bryan Harris (secretary), and Rose Brooks (treasurer).
Motion: Donna DeCamp, 2nd: Eric Moseley – Elections APPROVED
14. **Donation to Richmond Senior Center for coffee and supplies** – the Chair reminded everyone that the coffee that is served at the Richmond Senior Center has no budget. That it runs on donations, but it is not enough to maintain. It was then stated that the commission should take some responsibility in addition to donations, that we supply the cost to buy or donate various coffee products like coffee beans, creamers and sugar. This is a short-term solution, but it stated that we need to establish a more permanent plan after the new year. This will be placed on the agenda starting January of 2025.
15. **Lunch Break (30 minutes)**
16. **Review of our events this year & ideas for advertising. We spent a lot of money on flyers and ended up throwing half away. And still, no one attends.**
 – TABLED until next meeting

17. Open for Event Ideas and Discussion –

- A. Grip Harmony Walk (Commissioner DeCamp)** – *Donna passed out a handout outlining the days event. Commissioners to be at Nichols Park by 9A. She will get checked in and pass out our passes as we arrive.*
- B. Honoring those who are 100 + years old (Commissioner Burkhart)** – *a discussion began pointing out that in years past, Centenarian’s were awarded at the Senior Winter Ball. Their attendance was free plus one. However, the cost of the event is approximately \$50 per person, that would be \$100 that would need to be absorbed. It was recommended that the award be presented during in the Spring, during the Senior Information & Health Fair. That was a free event. There was a recommendation to create a scholarship fund to offset the cost by applying for a grant. It was decided that the Centenarian Award be TABLED until after the new year. The executive board stated that they would need to discuss and do some research and would begin the process in January.*
- C. Co-sponsoring Richmond/West Contra Costa Housing Solution Conference (Gerry La Londe-Berg)** – *Gerry stated that he planned to attend several city & local council meetings including the ACOA and their housing committee. He’s hoping to gather both data and support to establish this conference; to make it a recurring calendar event. He plans to get the Commission on Aging to co-sponsor as we have access to the Richmond Auditorium. More information to come at the next meeting. He is eager and the commissions are excited to have this event especially since it meets the goals of creating better and greater awareness for senior homelessness and improving senior housing sustainability. Secy. Harris and Com. Moseley are eager to assist.*
- D. Presenters for November and December – Richard Diaz, Emergency Services Director** – *TABLED till next meeting*
- E. Youth Interns (Eric Mosley)** – *Eric made a recommendation that the commission consider developing an internal project to recruit the youth to become interns who would work with and beside the commissioners. To create a mentorship program. We could recruit college students needing to fulfill internship requirements. We could recruit high school juniors and seniors who need to complete the Community Service graduation requirements. Recruiting the younger generation could help train and each the next generation as well as tap into their learning skill sets to help the commission with clerical and media task especially those of social media. More information to come from Com Moseley. And he concluded that we need to start using local media outlets like Richmond’s own KCRT TV station. We could post public service announcements and the commissions calendar events; for free. He has agreed to volunteer his skills on creating podcasts and multimedia announcements. More information at the next meeting.*

F. Transportation Awareness for Visually Impaired (Commissioner

Argawal) – *Kiran would like the transportation chair to help her to create more improved signage at the bus stop in and around Richmond as many seniors have vision issues trying to read the signs. In addition, she referred to a friend of hers who is legally blind. Those signs need to be voice-activated. Secy. Harris (transportation chair) has agreed to help Com. Argawal on this task.*

G. Create awareness for Senior homelessness (Secretary Harris and

Commissioner Moseley) – *Secy. Harris expressed that the commission needs to look more into the needs of Richmond seniors who are facing homelessness and housing sustainability issues. He's asked that we use the new year of 2025 to create a solid platform for establishing a recurring agenda item to discuss and share information. This includes attending other local meetings and sitting on housing & health committee meetings so as to bring back knowledge and skills to help outreach and inform homeless seniors and displaced seniors from their housing environments. Com. Moseley has agreed to assist & support this project. More information at the next meeting.*

18. Discuss and plan 2025 Calendar – *TABLED until the next meeting*

19. Announcements – *Myrtle Braxton celebrated her 97th birthday on 9/21.*

20. Adjourn *Retreat adjourned at 2:10 PM*

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