



CITY OF RICHMOND

Commission On Aging

Friday June 6, 2025; 10:00AM-12:00PM
Richmond Memorial Auditorium, Farallon Room
403 Civic Center Plaza, Richmond, CA 94804

PRESENT: Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Bryan Harris, Secretary/Treasurer, Kiran Agarwal, Gerry La Londe-Berg, Pat Young

ABSENT: Rose Brooks, Bev Wallace, Cate Burkhart, Lorene Holmes, Nadine Argueza (Intern)

STAFF: Kymberlyn Carson-Thrower

COUNCIL LIAISON: Jamelia Brown (absent)

GUEST: Cordell Hindler, Regina Whitney, Laura Hill

This meeting is being held in a wheelchair accessible location. To request disability-related accommodation 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.

RCOA MEETING MINUTES

- A. **Meeting called to Order by Chair Hayes - 10:07AM**
- B. **Chair to discuss Rules of Order (Timekeeper and speaking out of order)** – Chair spoke of the important of raising one's hand to speak and registering items to discuss for Open Forum.
- C. **Roll call by Secretary/Treasurer Harris** – 6 Present, 4 Absent – We have Quorum
- D. **Council Liaison Update: Jamelia Brown** – Absent, no report
- E. **Tech Training Update: Steve Lipson** – Steve announced that grant funding did not get approved for the Alzheimer's Association. The Brown Act is still pending revision. Measure X funding is still available. There is an RFP pending for Meals on Wheels. Elder Tech training meets 2 times a week; Tuesdays and Fridays at 10:00A and 11:00A. The later class focuses on AI technology.
- F. **Open Forum** – Cordell Hindle announced that Pat Young was appointed as Commissioner at the last meeting & the application for reinstatement of Regina Whitney will take place in June. The Rotary will host a meeting today at La Strada's for \$35pp. The next Mayor's Conference will be El Cerrito in September.
- G. **Review and Approve Minutes** - M: Pat Young, 2nd: Myrtle Braxton, APPROVED – 1 Abstain
- H. **Secretary/Treasurer Report** – Senator Jesse Arreguin is looking to set up an office in Richmond, at 440 Civic Center Plaza 2nd Fl., in July 2025. CEI/Pace has invited the Commission to table their grand opening on Friday, August 1st from 3P to 6P at their new El Sobrante location and to have a tour of the facility. I need to let them know ASAP. NO Treasurer's Report.
 - The executive board had a successful meeting with the Mayor on May 16. He agreed to letting the commission have more involvement with the interviewing and selection process of new commissioners. In addition, we discussed two main safety concerns at the Richmond Senior Center: the safety & cleanliness of the parking lot. And the addition of safety doors to the center.

- I. **Transportation Update** - The Bus Bench Project was on the city council agenda under P.4, it was introduced and supported by Councilmembers Bana, Brown & Vice-mayor Zepeda. There was a hefty discussion between the city attorney's office and Councilmembers Robinson, Wilson, & Jimenez. In the end, the motion passed to support the project and to have the Public Works department to work with the Transbay Coalition. A follow-up report will be in September 2025. SMAC is planning a transportation workshop later this year. More details to come.
- J. **Critique of Senior Information Day participation** – it was determined that the commissioners need to become more involved, to sign-up for table coverage and to just show up.
- K. **Sub-committee's Event Updates**
Sr. Jamboree – due to the shortness in timing, the event is cancelled for the year.
Sr. Line Dance Event – Pat Young announced changes in the minutes to reflect the upcoming event; the dance will be from 1P-3P (not 1-4) and to ADD \$5 under 18. And the drawing is actually a raffle called 50/50.
Sr. Safety Summit – this year's theme will focus on support services in the home for the elderly, their families, caregivers & for respite care.
- Caregiver On-Call has confirmed itself to be a speaker & table vendor.
 - CEI/Pace – Center for Elders Independence has agreed to be a speaker & table vendor.
 - We are looking for a 3rd speaker & vendor.
 - Other table vendors (non-speaking) Richmond Police, Fire and El Cerrito Royale.
- October Retreat – the committee is looking into Laura's Fine Dining Restaurant in Marina Bay as they have a back room, enclosed space with direct access from the parking lot. More info to come.
Sr. Wellness & Nutrition Workshop - Cindy Howell has been asked to be a Keynote Speaker, she's checking her calendar. We are looking to invite Meals on Wheels (meal program). More information at next month's meeting.
- L. **Discussion on how the requests for flyers were handled before committees could meet and fully decide on what they wanted to do and present their ideas to the full commission.** – We need better communications as some events had no direction. Lack of committee cohesion and thus many felt overwhelmed. Staff announced that in the future, they could make flyers as long as they were provided with the details. And in advance.
- M. **Review of Ad hoc Committee for Commission Communication Plan** – Gerry announced that a committee has been formed. Planning is underway. Their first meeting was held May 23, the next meeting scheduled for June. The goal is to synchronize with department staff to partner with the city's media tech division. More information at next month's meeting.
- N. **Review of COA Operation Manual** - Chair Hayes announced the following: under officer duties, to combine the Secretary & Treasurers duties into one position. Regarding the Standing Committees, the Transportation committee is well established, and suggested combining Education, Housing and Safety together into one committee. And she would like to see that the commission would go and visit the various housing facilities in the local area. This includes other senior centers in the neighboring communities and cities. Regarding Finance, it was asked that the Treasurer develop an operating budget for the commission and its various sub-committee events. At the next meeting, discuss the "rules of operations." Commissioner La Londe-Berg suggested we create a Bylaw/Operations Manual (BOM) Review committee.

- O. **Quarterly Newsletter Update by staff** – It was announced by staff that the newsletter will go out by June 18th.
- P. **Staff Report:**
- a. CSD/Recreation Department Updates – the city’s job vacancy rate is being addressed.
 - b. Calendar Updates – none to report.
- Q. **Any comments/changes to the calendar** – Yes, the Senior Jamboree has been cancelled.
- R. **Discuss plan of action for needs of the Senior Winter Ball** – Treasurer Harris spoke with CSD Registration, YES - we can do QR Scan codes for ticket sales, meal orders, and table request. A meeting with Rec Finance (Hope), staff and the RCOA treasurer to agree to the logistics of the ticket sales and billing requirements via online purchases. Details to come to the next meeting.
- We need price quotes from caterers... Has a committee been formed??
- S. **Announcements** – City Staff announced that the City Council meeting on June 16th is the last time to discuss budget issues and request before the city council votes the following week. It was asked that the commissioner to either attend in-person or call-in via Zoom. And expressed that the senior centers are under staff, that more persons need to be hired.
- T. **Adjourn** – 12:16P

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