

City of Richmond – Commission on Aging



Meeting Summary

Date: Friday, September 5, 2025

Time: 10:00 AM – 12:28 PM

Location: Richmond Memorial Auditorium, Farallon Room

Opening and Governance

- Meeting called to order by Chair Michelle Hayes at 10:07 AM.
 - Roll call confirmed quorum. ABSENT: Kiran Agarwal, Bev Wallace
 - A recording device was in use for transparency.
 - Rules of order discussed: timekeeping and structured speaking.
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Legislative & Council Updates

- **Brown Act Revision (SB7 Assembly):** Would permit commissioners to participate remotely, be counted toward quorum, and vote without disclosing personal home addresses. Awaiting Governor’s signature.
 - **Older Adult Education Proposal:** Senior Legislature considering expanded programs for technology, nutrition, fitness, and enrichment. Vote expected in October.
 - **County Grants:** Contra Costa County Supervisors have \$14M in discretionary funds (Measure X/ARPA). Each supervisor controls \$1M in community grants.
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Technology Training

- **Elder Tech Sessions Resuming:**
 - Tuesdays 10–11 AM: general tech help.
 - Tuesdays & Fridays 11–12 PM: AI-focused sessions (e.g., ChatGPT).
 - Emphasis on ensuring seniors are included in statewide technology grants, as they were excluded from a recent legislative aide training program.
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Membership & Community Engagement

- **Potential New Member:** Beverly Hines (paralegal and administrative background) joined the commission.
- **Outreach Events:**
 - Richmond Rotary Club – Sept 19.

- Spirit & Soul Festival – Sept 20 (Commission will host a booth).
 - Next Mayors’ Conference – Dec in Pinole.
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Nominations & Treasurer’s Report

- **Pat Young was nominated for Treasurer.** Formal election will occur at the October retreat.
 - **Treasurer’s Report:** Balance as of June 30, 2025: **\$33,728.89**. All bills paid. Meeting with new city finance director pending.
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Program & Event Reviews

Line Dance Event

- Attendance: ~30–40 people; conflicted with Berkeley High School reunion.
- **Revenue:** \$230
- **Expenses:** \$566.31
- **Net Cost:** \$336.31
- Motion passed to classify the Line Dance as a **social/community event** rather than a fundraiser.
- Thank-you notes will be sent to volunteers.

Senior Safety Summit (Fall 2025)

- Flyer finalized and \$150 budget approved for printing.
- 10 vendors/speakers confirmed, including APS, CERT, Richmond Police, Fire Department, CEI, Meals on Wheels, and Senior Legal Services.
- Theme: **“Safety in the Home and Community.”**
- Leftover refreshments from Line Dance will be used.

Commission Retreat

- **Date:** October 3, 2025 (9:00 AM – 3:00 PM).
- **Catering:** Little Louie’s selected (\$563.40).
- Members to bring additional snacks/beverages.
- Retreat agenda will include newsletter strategy.

Wellness & Nutrition Workshop

- **Date:** October 29, 2025 (1:30–3:30 PM).
- Confirmed speakers: Cindy Howell (nutrition/diabetes), Jenny Polk (County nutritionist).

- Additional vendors: Meals on Wheels, Brown Bag, Contra Costa Health (BP checks).
- Budget for flyer printing (\$150) to be proposed at next meeting.
- Speakers limited to 2–3 to allow attendee time at vendor tables.

Senior Winter Ball

- **Date:** December 13, 2025.
- **Entertainment:** Band contracted and paid in advance.
- **Catering:** El Sol Catering proposed at \$25/person (~\$12,000 for 400 guests). Requires **3 vendor quotes** and **City Council approval** due to cost. Timeline tight (6–8 week approval process).
- **Bartender:** Charlotte Evans (last year) to be contacted; backup option “Tip 2 Sip.”
- **Decorations:** Purple, black, and silver theme. Commissioners to form committee and assist with setup/cleanup.
- **Program Book:** To be continued; ad sales expected. Deadline mid-November. Ad pricing:
 - Business card: \$25
 - Quarter page: \$50
 - Full page: \$100
 - Inside/Back cover: \$300

Staff & Facility Reports

- Staffing shortages remain critical; auditorium staff working 7 days and up to 18-hour shifts.
- Library renovation complete (4 rooms with new flooring, lighting, internet). Library opens Sept 15. Commission must reserve space early to avoid displacement.
- Newsletter: Content contributions are very low; mailing list outdated. Members urged to submit short, pre-formatted articles and recipes. Staff will coordinate with print room to ensure list is updated.
- Senior Bus Trip: Bus company cleared insurance, but contract language issues have delayed progress.

Announcements

- **Senior Mobility Action Council (SMAC):** First countywide Transportation Workshop scheduled Nov 17, 11:00 AM–2:00 PM at Lafayette Library. Free lunch/holiday boxes for early attendees.
- **Grandparents Day:** Sept 6 at El Cerrito Memorial, 12–3 PM.
- **Advisory Council on Aging:** Gerry nominated as alternate representative.

Key Decisions

- Line Dance reclassified as social event (not fundraiser).
- Little Louie's approved for retreat catering.
- \$150 budget approved for Senior Safety Summit printing.
- Pat Young nominated for Treasurer.
- Winter Ball catering narrowed to El Sol; additional vendor quotes required.
- Program Book ad sales to continue, with all commissioners responsible for outreach.

Action Items

- Finalize and distribute Senior Safety Summit flyer and press release.
- Coordinate volunteers for Safety Summit.
- Prepare Winter Ball catering quotes and submit contract to City Council ASAP.
- Contact bartender (Charlotte Evans) and backup vendor "Tip 2 Sip."
- Distribute program book ad packets to all commissioners; begin selling ads.
- Members to contribute articles/recipes for newsletter.
- Follow up with bus company to resolve contract language.

 **Meeting adjourned at 12:28 PM.**

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