



CITY OF RICHMOND

Commission On Aging

Friday October 3, 2025; 9:00am-2:00pm
Richmond Memorial Auditorium, Farallon Room
403 Civic Center Plaza, Richmond, CA 94804

PRESENT: Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Bryan Harris, Secretary, Rose Brooks, Kiran Agarwal, Lorene Holmes, Gerry La Londe-Berg, Pat Young

ABSENT: Bev Wallace, Cate Burkhart

CITY STAFF: Kymberlyn Carson-Thrower

COUNCIL LIAISON: Jamelia Brown (absent)

GUEST: Cordell Hindler, Jackie Alexander, Regina Whitney, Steve Lipson, Lorraine Davis, Lorene Ransbottom

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.

RETREAT MEETING MINUTES

- A.** Welcome/Get refreshments/Meeting **Call to Order** by Chair Hayes **9:30AM**
- B.** **Roll call** by Secretary Harris 8 Present, 2 Absent **QUORUM – Yes**
- C.** **Ice Breaker** - *Commissioner Holmes led a team-building icebreaker where commissioners interviewed each other and shared interesting facts with the group. The activity highlighted their mutual commitment to serving seniors and encouraged community engagement, successfully promoting camaraderie.*

REPORTS AND UPDATES

- D. Goals and Purpose of Retreat** - *Chair Hayes outlined the retreat's purpose: collaborating, planning for the coming year, reviewing successes and challenges, improving communication, ensuring compliance, and serving Richmond's seniors.*
- E. Commissioner Feedback** - *Commissioners anonymously recorded positives and areas for improvement, placed their notes in a box, and scheduled them for later discussion.*
- F. Public comment / Open Forum** - *Cordell Hindler reported that Regina Whitney will be appointed to the council on October 21st or 28th. He also mentioned two upcoming events.*
- **Council of Industries tour:** *October 24 at 1:00 p.m. at the Harbor Passage building. It's a free, annual tour, but RSVP is required.*
 - **Contra Costa Mayors Conference:** *December 4 in Pinole. The cost is \$70 per person, with RSVP required.*
- G. Council Liaison Update** - *Jamelia Brown, Council Liaison – not present*
- H. Tech Training** - *Steve Lipson from Elder Tech Academy led a session, bringing slow-charging USB adapters to donate. He outlined the Academy's one-on-one tech tutoring on Tuesdays and Fridays with high school tutors. He informed attendees that after October 1, Social Security checks are only sent via direct deposit or e-card, with the e-card phone sign-up being difficult to reach. A hands-on lesson covered customizing ringtones and text notifications for caller identification and mentioned iPhone "haptics" for accessibility. The former Community Tech Network organization is now called Digital Lift.*

ACTION ITEMS AND REPORTS

I. Review and Approve Minutes - *Secretary Harris presented meeting minutes, condensed by AI from an 86-page transcript into a 4-page document. Members discussed if the length was appropriate, noting there's no city regulation on format except requiring a logo and opening/closing times. The minutes were ACCEPTED as presented, with a unanimous amendment changing the title to "Meeting Minutes."*

J. Senior Safety Summit Review & Discussion - *Co-chairs Braxton and Harris summarized.*

Commissioner Feedback: *Commissioners praised the strong attendance, engagement at tables, and valuable presentations, especially on fire safety.*

Staff Feedback: *Secretary Harris reported positive feedback from the mayor's office and noted increased interest from vendors and community members. Over 70 people attended, thank you notes were sent to all vendors, and the event's new micro-focused workshop style proved successful.*

K. Senior Wellness Clinic & Nutrition Workshop - *Secretary Harris reported that the Wellness Nutrition workshop is confirmed for a Wednesday 10/29 with 13 vendors including vital signs, blood pressure, and glucose testing by Contra Costa Health, plus speakers on diabetic health and senior nutrition. CalFresh, Medi-Cal, and the Food Bank will attend. The budget is set at \$135 for outreach and snacks after adjusting printing costs. A Spanish translator may be needed; a commissioner offered to find one.*

L. BREAK 11:04AM

AGENDA ITEM – Discussions and Planning

M. Action Items – Operations/Bylaws Manual

- **Ordinance Process:** *The commission clarified there are seven ordinances, with a 2021 version consolidating amendments. Some parts, like the rule on automatic termination after three unexcused absences, are outdated.*
- **Committee Formation:** *An ad hoc committee—Myrtle Braxton, Pat Young, Gerry La Londe-Berg, and Lorene Holmes—was appointed to review the operations manual and ordinances and will report to the city council in February 2026.*
- **Nominations Process:** *Pat Young was the sole nominee for Treasurer. She was unanimously elected by acclamation and will serve as acting treasurer until her official swearing-in on January 1, 2026.*
- **Communication within the Commission:** *Commissioners agreed that AI-generated meeting minutes improve communication. They also recommended reporting back after attending external community meetings.*
- **Public Communication Plan & Senior Survey:** *The commission discussed creating a formal communication plan with city IT staff to regularly share information, especially on policy issues like housing, health, and transportation. A senior survey was suggested to identify needs. Commissioner La Londe-Berg will follow up with the city manager to advance the project, and the commission may present annually to City Council to showcase its work.*

N. City Staff Report – *Provided by Kymberlyn Carson-Thrower and Commissioner Harris*

- **Attendance:** *Commissioner Wallace's multiple absences meet the criteria for removal. A new emeritus role was proposed to recognize her service without attendance requirements.*

- **Account Reconciliation:** Staff reported that the commission's financial accounts are up-to-date, but a new staff person is needed to manage them.
- **Business Cards & T-shirts:** Staff clarified that city funds can no longer be used for business cards or t-shirts for commissioners, so individuals must purchase their own. The commission also discussed buying magnetic name badges for all members.
- **Senior Winter Ball:** The event is set for December 13, with tickets on sale from Monday, October 6 at the registration office. Due to the caterer credit, costs remain under \$10,000, so City Council approval is not needed. Richmond PAL and the Fire Department will provide volunteers. The menu includes herb-roasted chicken breast, red potatoes, green beans, and a marble cake parfait dessert. Commissioners are asked to sell one table (8 seats) and secure one program ad each.

O. Review of Events for 2025 - The Grip Harmony Walk was discussed. A commissioner expressed concern about the low senior attendance and the amount of work involved in setting up and tearing down the table. It was agreed that the commission would not table at the event but would support it.

P. Review of Events for 2026 - The commission decided to keep its existing calendar annual workshops, including attending the senior information and health fair, and organizing the annual Senior Winter Ball. The dates for these events in 2026 will be moved up earlier in the year to avoid conflicts and allow for better planning. It was decided to schedule the Senior Winter Ball on December 12, 2026.

Q. LUNCH 12:15PM

R. New Events and Ideas - new initiatives were proposed for 2026, including:

- **Neighborhood Council Liaisons:** Coordinating with the nine (9) neighborhood councils to improve communication.
- **Senior Clean Parks:** A new initiative to encourage seniors to volunteer for park clean-up events.
- **Disaster Prep:** Partnering with CERT (Community Emergency Response Team) to promote disaster preparedness for seniors.
- **Home Sharing:** Promoting home-sharing services with Front Porch Home Match, which has a staff member in Richmond.
- **Intergenerational Programs:** Encouraging seniors to volunteer at local schools.
- **Group Living support:** Organizing visiting of local skilled nursing and group homes for seniors and their families to reduce isolation of the congregate living residents.

S. Announcements – none

T. Adjourn - the meeting was **adjourned at 2:09 PM**