



CITY OF RICHMOND

Commission On Aging

Friday November 7, 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, Lorene Holmes, Gerry La Londe-Berg, Pat Young

ABSENT: Bev Wallace, Cate Burkhart, Rose Brooks

CITY STAFF: Carlette Harris-Virgil, Kymberlyn Carson-Thrower (Virtual)

COUNCIL LIAISON: Jamelia Brown (Absent)

GUEST: Cordell Hindler, Regina Whitney, Paula Nevin Burnett (Prospective)

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RCOA MEETING MINUTES

- A. Welcome/Get refreshments/Meeting called to Order by Chair Hayes 10:06 AM**
- B. Roll call by Secretary Harris 7 Present, 3 Absent QUORUM - Yes**
- C. Words of Inspiration & Acknowledgement for Veterans Day led by Commissioner Holmes** - *Commissioner Holmes led a reflection honoring veterans and expressing gratitude for service to the nation. The Commission recognized Commissioner Young for her Air Force service. Members shared words of thanks & a brief Thanksgiving-themed gratitude exercise.*
- D. Open Forum** – *Cordell Hindler announced upcoming Mayoral Appointments: Expected Nov. 18 or Dec. 2, 2025. The Contra Costa Mayors' Conference: Dec. 4 at Pinole Senior Center (\$70, RSVP required). And the Richmond Community Foundation Holiday Party: Dec. 5, East Weather Beer Company (free). Winter Ball Flyers distributed. And Cordell announce that that Commissioner-elect Regina Whitley was named Woman of the Year. Com. La Londe Berg announced an Emergency Preparedness Event: Nov. 15 at Mira Vista School. A new prospective commissioner Paula Nevin Burnett, retired RN specializing in elder rehabilitation, introduced herself. And the chair announced that the December meeting will be a celebratory potluck breakfast. The Senior Winter Ball flyers were distributed.*
- E. Council Liaison Update: Jamelia Brown (ABSENT)** – *Members expressed concern that the liaison position has been vacant or inactive for eight months. The Commission discussed escalating the matter to the mayor's office for reassignment or follow-up.*
- F. Tech Training: Steve Lipson** - *Steve Lipson provided an update on the weekly online tech sessions. Classes continue to cover general digital skills and AI tools on Tuesday and Fridays. Future sessions will be divided into Apple and Android subgroups for targeted learning. The Commission discussed hybrid meeting readiness, anticipating new Brown Act provisions (effective July 1, 2026) that will allow remote attendance to count toward quorum and voting. Lastly, the Older Adult Education Act is to be reinstated in 2026. Date TBD.*

G. Review and Approve Minutes **M: Com. La Londe-Berg 2nd: VC Braxton APPROVED Yes**

H. Fall into Wellness review and accounting from event/comments from commissioners who attended - *Co-chairs Hayes and Harris reported strong success: attendance over 100 participants, including all three local legislators. Outcomes: Positive feedback from attendees; strong community engagement. Challenges: Poor acoustics and lighting in the lobby venue; future workshops will move to the Richmond Recreation Complex. Financials: Expenses within budget; detailed accounting provided.*

I. Review of other events that commissioners have attended - *Commissioners reported participation in recent senior and wellness events. Members emphasized the importance of follow-up communication, improved signage, and distributing materials in advance. Com. Young announced she participated in GRIPS Annual Harmony Walk.*

J. Critique October Retreat – *The retreat was described as highly productive. The agenda was completed on time, thanks to the designated timekeeper. The 2026 events calendars is still work in-progress. The session improved coordination between committees. Intern Nadine successfully joined remotely, demonstrating hybrid meeting feasibility.*

K. Break 11:00 AM

L. Treasurer Report: *Treasurer-elect Young noted that the treasurer’s report could not be finalized due to staff shortages in the City’s Finance Department. Interim Treasurer Harris reported that he just received that 2nd Quarter statements and will assist incoming treasurer to read the ledger for the next meeting Otherwise the balance is still at \$33,728.89 with no expenses other than bank fees. The Commission expressed concern about unclear administrative fees charged to its trust fund and plans to request clarification from City Finance. VC Braxton objects to having bank fees period. Members agreed to seek parity with other City commissions whose administrative costs are covered by the city.*

M. Action Items

1. COA Manual Committee – *a Review Committee was formed to clarify policies and procedures. First meeting: November 19, 2025, at 10 AM, El Jardin Café. Goal: Address quorum and attendance inconsistencies in the city ordinance (which does not currently allow excused absences). Com. La Londe-Berg is leading this committee.*

2. Commission Communication and Meeting Process - *Members discussed communication gaps and strategies to streamline meeting preparation, including early agenda distribution and clear follow-up responsibilities.*

3. Public Communication Plan and Senior Survey - *Two questions about senior services have been included in the City’s 2025 General Survey. These responses will inform the Commission’s planned **Senior Services Survey** in 2026. In talks with LaShonda White.*

4. Commission Identity Materials - *Name Tags: Com. Harris will present price quotes samples of magnetic name tags for vote in December. T-Shirts: Steve Lipson will be asked if he is able to design a new Commission T-shirt; members will submit sizes. And Business Cards: Optional for commissioners to purchase individually.*

5. Calendar of Events for 2026 - Commissioners began planning to reserve venues early for key 2026 activities. Rental requests are in progress with CSR Registration per Secy. Harris.

N. Staff Report and Senior Winter Ball - Staff and commissioners reviewed event logistics:

Venue: Confirmed; decorating committee to prepare the hall the day prior 12/12.

Catering: Final cost reduced to **\$9,999.99**, under the \$10,000 city-approval threshold (includes \$2,000 caterer credit).

Entertainment: Band confirmed.

Bartending: Vendor's **ABC license** must be secured by **December 1**.

Program Book: Ad sales lagging; no submissions yet received. Each commissioner is asked to submit at least one ad (personal or business). Deadline **November 14**. Ad Drop-off: Registration office designated for collection.

Ticket Sales: Tickets sales have begun. **NOTE:** Commissioners attend for free. Their guests must pay regular price. Registration office designated for all sales, in-person, email & phone.

Raffle (50/50): this is a tradition, half goes to winner, other half goes to the commission.

Follow-up: Members to contact Republic Services, El Cerrito Royale, Fuller Funeral, and new local sponsors.

A proposal was made to implement comment cards and a QR-based feedback survey at future gatherings.

O. Announcements - The December meeting will be a celebratory potluck breakfast.

P. Adjournment - Chair Michelle Hayes adjourned the meeting at **12:17 PM**.

Next Meeting: Friday, December 6, 2025, 10:00 AM – 12:00 PM, Farallon Room, Richmond Auditorium

Summary of Key Action Items

Area	Action	Responsible	Due Date
Manual Review Committee	Hold first meeting	Committee	Nov 19
Senior Winter Ball	Submit program book ads	All members	Nov 14
Bartender License	Secure ABC license	Event Coordinator	Dec 1
Name Tag Samples	Present options	Secy. Harris	Dec Meeting
T-Shirt Design	Create new design	Steve Lipson	Dec Meeting
Financial Report	Follow-up with City Finance	Treas. Young & Harris	Ongoing
2026 Venue Research	Alternative workshop sites	Secy. Harris	Jan 2026