



# CITY OF RICHMOND

## Commission On Aging

**Friday July 11, 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, and Nadine Argueza (Intern)

ABSENT: Rose Brooks, Bev Wallace, Cate Burkhardt

STAFFL (Kymberlyn Carson-Thrower): PRESENT

COUNCIL LIAISON (Jamelia Brown): ABSENT

GUEST: Cordell Hindler, Jackie Alexander, Regina Whitney

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 – 1010AM**
- B. **Chair to discuss Rules of Order** (*Timekeeper and speaking out of order*) – Chair asked Cmmr. La Londe-Berg to be timekeeper. And reminded everyone to be respectful of each other.
- C. **Roll call by Secretary/Treasurer Harris - 7 Present, 3 Absent QUORUM - Yes**
- D. **Council Liaison Update: Jamelia Brown – Absent** (*city council is on break in July*)
- E. **Tech Training Update: Steve Lipson – Steve announced that the Brown Act is still pending revisions in Sacramento, that AB 239 will become SB 707. And AB2636, the Older Californians Act (education) is still pending. The bill would allow older adults to received continued education in technology such as AI programs. Reminder that Elder Tech Classes meet on Tuesdays & Fridays at 10A and 11A.**
- F. **Open Forum – Cordell Hindler announced that Regina Whitney should be re-instated as commissioner after the city council returns from their break, tentative dates: 8/19 or 26. Furthermore the Rotary will meet 7/18 at the Country Club; meal is \$35 with guest speaker to be Sara Wallace. And the next City Council Mayors Conference with be 9/4 in El Cerrito at 630P. Location: TBA. Cost: \$70pp. Kymberlyn Carson-Thrower announced that the department's (CSD) finance manager (Hope) is retiring at the end of July. She asked the Treasurer to direct all accounting issues and request to her and/or the department director (Ranjana).**
- G. **Review and Approve Minutes - Motion: M. Braxton, 2<sup>nd</sup>: P. Young APPROVED**
- H. **Secretary/Treasurer Report**
  - Secretary – Submitted the rental contracts for our calendared events to the city staff.
  - Treasurer – As of the 4<sup>th</sup> quarter report, our total income is \$13,000 (tix sales), total donations were \$1,536.00. Our total interest & capital gains were \$337.65. Our total revenue was \$14,943.85 for 2024. As for our total expenses at the end of December, we spent \$971.96 for event supplies and \$368.17 in “copy and click rate charges” aka fees. We paid the Winter Ball caterer \$13,500.00 and for the DJ/Sound for the Winer Ball, we paid him \$600.00. Total expense was \$15,440.13 for 2024. Thus, our closing balance for December 31, 2024, was \$38,008.45. Note: at the start of the 4<sup>th</sup> quarter (October 1<sup>st</sup>) our balance was

\$38,504.73. Thus, our closing balance for the end of the 4<sup>th</sup> quarter (December 31) was \$38,008.45. In essence, we lost \$496.28 in revenue. We could speculate that we undersold the number of ticket sales as needed or we did not sell enough ad space for our program booklet? However, we need to discuss another way to either increase ticket sales or consider discontinuing the program booklet sales and to simply convert to an annual year end donation fund to the RCOA. In closing, I've requested copies of both the 1<sup>st</sup> & 2<sup>nd</sup> quarter ledgers for 2025. I'm hoping to have updates at the August meeting.

- I. **Transportation Update** - SMAC is planning a countywide (CoCo) transportation workshop for the Fall in Lafayette, CA. It will also host a Harvest Fair along with the educational event. Local state & county officials have been invited as speakers. Please mark your calendars. More details at the next meeting.
- J. **Sub-committee's Event Updates**
  - Senior Line Dance – Jackie reviewed the flyer & is looking to update the flyer by the next meeting. Otherwise, the dance is scheduled as planned.
  - Senior Safety Summit – Bryan announced that the safety summit is on track; pre-selected vendors have all confirmed. Reminder notices will be sent out after Labor Day holiday. We have 3 presenters: Center for Elders Independence, Caregiver OneCall, and Adult Protective Services. A second flyer, listing our presenters, will be released in August.
  - October Retreat – the commission voted to keep the retreat onsite, at the auditorium, and to have the lunch catered. Price quotes will be asked for from local eaters. Hopefully to make a decision by the next meeting. **Motion: M. Braxton, 2<sup>nd</sup>: P. Young APPROVED**
  - Senior Wellness & Nutrition Workshop – Securing pre-select vendors with Contra Costa Health Services, awaiting replies. More details next month.
- K. **Discuss creating budget for each of our events ongoing** – tabled for next meeting.
- L. **Update of Ad hoc Committee for Commission Communication Plan** – no report, still awaiting on department to meet with the Chair and Cmmr. La Londe-Berg.
- M. **Review of COA Operation Manual** – work in progress for August & September.
- N. **Staff Report:**
  - a. CSD/Recreation Department Updates – Kymberlyn thanked the Commission & it's Commissioners for attending the Budget Hearings and meetings in June. And for speaking up to request more funding to the department and senior services. The 3<sup>rd</sup> of July Fireworks event was a success. And reminding that the library renovation starts the 1<sup>st</sup> of September with moving its programs (and books) into the Conference Rooms mid-August. The renovation is a 2-year project.
  - b. Calendar Updates – coming soon, tech training will be offered at the Annex.
- O. **Discuss forming ad hoc committee for the Senior Winter Ball** – it was suggested instead of a single committee leader that there are committee groups that do each task such as decorations, caterer, etc. Price quotes will be sent out by Bryan & Kymberlyn for the caterers.
- P. **Announcements** – Block Party 7/25, Richmond Heights Neighborhood Event 8/2, “Made in Richmond” Art Display at Richmond Art Center, National Night Out 8/5, and Older American's Act Celebration in Pittsburg 7/14.
- Q. **Adjourn** - 12:06P