AGENDA

REGULAR MEETING OF THE COMMITTEE ON AGING

WEDNESDAY, JULY 19, 2023, at 3p.m.

City of El Cerrito Council Chambers
10890 San Pablo Ave
El Cerrito, CA 94530

This Meeting Place is Wheelchair Accessible

3:00 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Katherine Cesa; Vice-Chair Dr. Pansy Kwong; Members Buddy Akacic, Kenneth Epley, Janet James, Carol Kehoe, Steve Lipson, Kim Marlia, Pamela Wagner, Bruce Yow

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**
   Remarks are typically limited to three minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, as well as introduction by individuals interested in serving on the advisory body. Remarks on agenda items will be heard at the time the item is discussed.

3. **COMMITTEE MEMBER ANNOUNCEMENTS**
   Remarks are typically limited to three minutes per person and are informal announcements on matters of general interest which are announced by Committee on Aging Members.

4. **COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS**
   Councilmember and/or Staff may report on matters of general interest to the Committee on Aging, Council policies, priorities and significant action taken by City Council.

5. **COMMITTEE ON AGING LIAISON REPORTS**
   Liaisons for the Advisory Council on Aging, West County Senior Coalition and Senior Living Facilities in El Cerrito, report on matters of interest to the Committee on Aging. Reports are limited to three minutes per group.

6. **APPROVAL OF THE MINUTES**
   Pass a motion to adopt the minutes from the Special Committee on Aging meeting on June 21, 2023.

7. **INTERVIEW COMMITTEE ON AGING APPLICANTS**
   Informal interviews to gather information on interest, knowledge, and fit of applicants Linda Cain and Maya Spark, for potential recommendation to the City Council for Committee on Aging membership. Interviews are limited to ten minutes per applicant. This is an information gathering item only, no discussion or action will be taken at this time.
8. **WORK PLAN DISCUSSION AND POSSIBLE ACTION**  
*Discussion and possible motion to adopt the Committee on Aging Work Plan 2023-2024 goals.*

9. **FUTURE AGENDA ITEMS**  
- Next Meeting: September 20, 2023, at 3:00 p.m. in the Council Chambers  
- Consider a recommendation to the City Council to appoint potential new members to the committee. (September)  
- San Pablo Specific Plan (September)  
- Older Adult Education (TBD)  
- Adopt Annual Committee on Aging Meeting Calendar 2024 (November 2023)

10. **ADJOURNMENT**

    In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, (510) 559-7008. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).

    Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at City Hall, 10890 San Pablo Ave during normal business hours.
AGENDA MATERIALS

REGULAR COMMITTEE ON AGING MEETING
WEDNESDAY, JULY 19, 2023, at 3:00 p.m.

AGENDA ITEM 6 – APPROVAL OF MINUTES
  1. Draft Meeting Minutes – June 21, 2023

AGENDA ITEM 8– WORK PLAN
  1. Draft - Committee on Aging Work Plan 2023-24
MINUTES - DRAFT
COMMITTEE ON AGING
Wednesday, June 21, 2023, at 3:00 p.m.
City of El Cerrito Council Chambers
10890 San Pablo Ave
El Cerrito, Ca 94530

This meeting place is wheelchair accessible.

CONVENE REGULAR MEETING
Chair Cesa called the meeting to order at 3:00 p.m.

1. ROLL CALL
   Present: Chair Katherine Cesa, Vice Chair Dr. Pansy Kwong; Members: Buddy Akacic, Janet James, Carol Kehoe, Steve Lipson, Pamela Wagner, Bruce Yow
   Absent: Kenneth Epley, Kim Marlia
   Also Present: Bridget Cooney, Staff Liaison
   Members from the Public: Marva Phillips, Linda Cain (arrived at 3:55pm)

2. ORAL COMMUNICATIONS FROM THE PUBLIC
   Public Comment not on the agenda received from Cordell Hindler included in the supplemental materials.

   Marva Phillips and Linda Cain introduced themselves to the Committee on Aging.

3. COMMITTEE MEMBER ANNOUNCEMENTS
   Member Akacic announced that the Senior Programs at St. John’s on Tuesdays from 9am-3pm are going well. Committee on Aging Members are invited and encouraged to attend.

   Member Kehoe announced that the Area Council on Aging (ACOA) offers workshops for seniors on Durable Power of Attorney and that she would help coordinate one in El Cerrito at the Community Center.

4. COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS
   Staff Liaison Cooney provided an update on the 4th of July Festival and opportunities for committee members to table at the event.

   Staff Liaison Cooney provided an update on senior program locations for the summer.

5. COMMITTEE ON AGING LIAISON REPORTS
   Member Kehoe reported attendance at the West County Senior Coalition meeting in May. Member Kehoe reported that the Guardian Day Program in El Sobrante, run by the Center of Elders Independence (CEI) has closed. Member Kehoe reported that Janet Bilbas with WCCTAC is providing travel training this summer.

   Member Kehoe and Member Lipson reported attendance at the Advisory Council on Aging (ACOA) meeting on June 21, 2023. Member Kehoe reported on a presentation by the transportation committee on experiences and challenges that blind users had while
using public transportation. Member Kehoe reported that June is Elder Abuse Awareness Month. Member Lipson reported an updated on Brown Act legislation.

Member James reported that Eskaton Hazel Shirley Manor will celebrate their 37th Anniversary soon with a party for residents.

Member James reported that Hana Gardens hired a new property manager.

6. APPROVAL OF THE MINUTES
Moved/Second: Member Kehoe Moved/Vice Chair Dr. Kwong Second
Action: Adopted the minutes from the Committee on Aging meeting held on May 17, 2023.
Ayes: Chair Cesa, Vice Chair Dr. Kwong, Member Akacic, Member James, Member Kehoe, Member Lipson, Member Wagner, Member Yow
Nos: None
Abstention: None

7. WORK PLAN REPORTS
Staff Liaison Cooney provided an update on quarter two Centenarian Recognition.

Committee on Aging Outreach Newsletter review and possible motion to publish.
Moved/Second: Member Kehoe Moved/Member Wagner Second
Action: Adopted the July/August/September Committee on Aging Outreach Newsletter for distribution.
Ayes: Chair Cesa, Vice Chair Dr. Kwong, Member Akacic, Member James, Member Kehoe, Member Lipson, Member Wagner, Member Yow
Nos: None
Abstention: None

Discussion and possible motion to send a recommendation based on the Committee on Aging Survey to the City Council.
Moved/Second: Member James Moved/Member Lipson Second
Action: Adopted a recommendation to the City Council to share the results from the Committee on Aging Survey, as well as recommend continued support for senior programs and services and a continued commitment by the City Council to seek funding and space for a senior center in El Cerrito.
Ayes: Chair Cesa, Vice Chair Dr. Kwong, Member Akacic, Member James, Member Kehoe, Member Lipson, Member Wagner, Member Yow
Nos: None
Abstention: None

8. WORK PLAN DISCUSSION AND POSSIBLE ACTION
Discussion and possible motion to adopt the Committee on Aging Work Plan 2022-2023 Accomplishments and 2023-24 Work Plan Goals.

Committee members discussed focusing goal setting on Senior Education for 2023-2024.
Work Plan Discussion will be continued at the July 19, 2023, meeting.

9. FUTURE AGENDA ITEMS
- Next Meeting: Wednesday, July 19, 2023, at 3:00 p.m. in the Council Chambers
- Continued discussion and goal setting for the 2023-24 Work Plan (July)
- Invite city staff to talk about the San Pablo Specific Plan (September)
• Adopt Annual Committee on Aging Meeting Calendar 2023 (November)

10. ADJOURNMENT
Chair Cesa adjourned the meeting at 4:11 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the Special Committee on Aging meeting of June 21, 2023, as approved by the Committee on Aging.

____________________________       ___________________________
             Katherine Cesa, Chair       Bridget Cooney, Staff Liaison
MISSION STATEMENT: The El Cerrito Committee on Aging was formed by City Council Resolution 3559 in June 1973 to advise the Council about the needs of older and/or disabled adult residents. The Committee on Aging addresses immediate concerns and issues concerning senior residents and adults with disabilities and addresses and supports the improvement of their quality of life. When appropriate, recommendations for action are made to the City Council.

The primary duties and purposes for which the Committee on Aging was established are as follows:

- To identify and establish regular communication with El Cerrito’s older and/or disabled adults.
- To document needs of older and/or disabled adults living in El Cerrito and identify resources and benefits available from all agencies.
- To develop plans for programs that utilize the resource of talents among El Cerrito’s older and/or disabled adults through volunteer opportunities for inclusion in the General Plan and other plans and programs as may be developed.
- To review and evaluate existing and proposed programs within their responsibility and make recommendations to the Council on City action and funding.
- To serve as liaisons with other interested and concerned groups.

HISTORICAL BACKGROUND: The members of the Committee on Aging are appointed by the City Council upon recommendation by the Committee. Membership is open to all interested adult residents of El Cerrito. Anyone wishing to join the Committee must attend three meetings so that they may become familiar with the members and activities of the Committee before making their decision to join.

The Committee’s regular meeting date is the third Wednesday of the month. The meeting starts at 3:00 p.m. The Committee meets at the El Cerrito City Hall, Council Chambers, 10890 San Pablo Avenue. The public is invited to attend the meetings. The Chairperson and Vice-Chairperson are elected annually. The Committee on Aging typically does not meet in August and December.
Goals and Objectives
The Committee, with Council support, has established four long-term goals for which to advocate:

- Affordable housing options for older and disabled residents.
- Adequate space and facilities for, and the provision of, quality programs and services for seniors.
- Improved accessible public transportation and para-transit services for persons unable to use public transit facilities.
- Increased support services to assist frail older adults and their families both within and outside of their homes.

In pursuit of its goals, the Committee has the assistance of the Adult Programs and Services Supervisor. They will attend all Committee meetings and provide the Committee with current information on the status of programs and facilities available.

Together with the Adult Programs and Services Supervisor, the Committee continuously evaluates the services being provided and makes suggestions and recommendations pertaining to such services.

PRIOR YEAR (2022-2023) ACCOMPLISHMENTS

<table>
<thead>
<tr>
<th>Goal/Objective</th>
<th>Activities Supporting Goal</th>
<th>Status</th>
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<tbody>
<tr>
<td>1. (Communication/Outreach) Improve communication and outreach to older adults living in El Cerrito.</td>
<td>A) Prepare, publish, and distribute a Committee on Aging Outreach Newsletter. Draft COA Outreach Newsletters will be reviewed by the committee and a motion passed prior to publication. B) Invite representatives from outside organizations to share information about their programs and/or services with the Committee and seniors in El Cerrito.</td>
<td>Completed: 11 editions of the Committee on Aging Outreach Newsletter have been published since September 2021. Information on health care, legislation and free and low-cost support services has been included in the Outreach Newsletters. Newsletters are distributed by Committee on Aging members as well as posted on the city website.</td>
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2. **(Adequate Space for Senior Programs & Services)**  
Prepare a recommendation to City Council regarding unmet needs for senior programs and services within El Cerrito.  

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<thead>
<tr>
<th>A) Prepare survey questions to ask seniors living in El Cerrito.</th>
<th>Completed: Dec 2022-Feb 2023 successfully created, distributed, and collected an informal survey for seniors living in El Cerrito.</th>
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<tr>
<td>B) Survey available seniors living in El Cerrito, asking what programs they would like to see offered and what services they need in El Cerrito.</td>
<td>Apr-May 2023: Compiled and shared results of survey with Committee on Aging members.</td>
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<td>C) Compile survey results, including the number of seniors surveyed.</td>
<td>June 2023: Put item on June 21, 2023, agenda for discussion and possible action to send a recommendation to the City Council.</td>
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<td>D) Prepare a recommendation to City Council regarding those results.</td>
<td>July 2023: Recommendation sent to the City Council as public comment.</td>
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3. **(Affordable Housing)**  
Invite Housing Analyst to provide an update on Affordable Housing Projects in El Cerrito.  

| A) Share information about affordable housing projects/programs with seniors in El Cerrito through the COA Outreach Newsletter. |  |
## FISCAL YEAR 2023-2024 WORK PLAN

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<tr>
<th>Priority Ranking</th>
<th>Goal/Objective</th>
<th>Proposed Activities</th>
<th>Work Group Assignment</th>
<th>Timeline For Completion</th>
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<tbody>
<tr>
<td>1.</td>
<td>(Communication/Outreach) Improve communication and outreach to older adults living in El Cerrito.</td>
<td>A) Committee on Aging Members work with the Recreation Department to host a Senior Resource Fair including inviting potential organizations to participate in the event and inviting seniors to attend the event.</td>
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<td>June 30, 2024</td>
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<td>B) Committee on Aging members identify potential presentation topics and presenters and work with the Recreation Department to coordinate and promote presentation dates.</td>
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<td>• Educate seniors in areas of health care and legislation affecting older adults.</td>
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<td>• Improve communication of public transportation resources for older and/or disabled adults who are no longer able to drive themselves.</td>
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<td>• Identify and educate seniors living in El Cerrito of free and low-cost senior programs and support services.</td>
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<td>Project</td>
<td>Activities</td>
<td>Work Group Assignments</td>
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| 1. (Liaison Assignments) Serve as Liaison to Area Agency on Aging and/or West County Senior Coalition. | A) Report back to the committee on topics of interest discussed at meetings.  
B) Report back to the committee on information regarding programs, services, and activities involving senior living facilities in El Cerrito including, but not limited to Eskaton Hazel Shirley Manor, Hana Gardens, and El Cerrito Royale. | Advisory Council on Aging (Kehoe, Lipson)  
West County Senior Coalition (Cesa, Kehoe)  
Senior Living Facilities in El Cerrito (James) |
| 2. (Technology for Seniors) Improve senior's knowledge of and access to technology to help seniors in El Cerrito close the digital divide. | A) Identify and share information regarding existing resources and services available to seniors including free or low-cost internet access, free computer access, low-cost cell phone programs and technology tutoring. | Lipson |
| 3. (Accessibility/ADA) Identify and report accessibility issues preventing senior and/or disabled residents from safely accessing programs, services, parks, and buildings in the city. | A) Report accessibility issues or concerns within the city of El Cerrito to appropriate city departments.  
B) Advocate for improved accessibility for older and disabled adults in El Cerrito. | Kehoe |
| 4. (Centenarian Recognition) Recognize residents turning 100-years old or older through the Mayoral Certificate of Recognition Program. | Quarterly recognition process for Centenarians:  
1. COA will submit names, birth dates, and contact information to staff liaison.  
2. Staff liaison will give names to the City Clerk who is responsible for maintaining an active list of Centenarians living in El Cerrito.  
3. COA verification of list provided by City Clerk (sent quarterly).  
4. COA: Confirm physical address and that the individual(s) are still currently residing in El Cerrito. | Marlia Kehoe |
| 5. (Committee on Aging Outreach Newsletter) | 1. COA members will prepare and submit articles and announcements on matters of interest to seniors living in El Cerrito. | Wagner Dr. Kwong |
|  | Cerrito. All articles will include references to credible sources where seniors can get more information about the topic.  

2. COA will send draft Outreach Newsletters to staff liaison 3 weeks prior to COA meeting in which the newsletter will be reviewed by the committee for a possible motion to publish. | Kehoe |