



Staff Liaison
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AGENDA REGULAR MEETING OF THE COMMITTEE ON AGING

WEDNESDAY, NOVEMBER 15, 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 October 18, 2023.
7. **INFORMATIONAL PRESENTATION BY PUBLIC WORKS STAFF**
Public Works staff will share an informational update on the Complete Streets Projects in the San Pablo Ave Specific Plan as well as upcoming access/ADA improvements in El Cerrito. This is an informational presentation only; no action will be taken on items presented.

8. DISCUSSION AND POSSIBLE MOTION TO ADOPT PROPOSED 2024 COMMITTEE ON AGING MEETING CALENDAR

Discussion and possible motion to adopt proposed 2024 Committee on Aging meeting calendar.

9. WORK PLAN REPORTS

Reports are limited to three minutes per working group and may be on items related to the Work Plan Goals and Working Group Assignments.

10. FUTURE AGENDA ITEMS

- Next Meeting: January 17, 2024, at 3:00p.m. in the Council Chambers
- WCCUSD Adult Education Presentation (TBD)

11. 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, NOVEMBER 15, 2023, at 3:00p.m.

AGENDA ITEM 6 – APPROVAL OF MINUTES

1. Draft Meeting Minutes – October 18, 2023

AGENDA ITEM 8– DISCUSSION AND POSSIBLE MOTION TO ADOPT PROPOSED 2024 COMMITTEE ON AGING MEETING CALENDAR

1. Draft 2024 Committee on Aging Meeting Calendar

AGENDA ITEM 9– WORK PLAN

1. Adopted 2023-2024 Committee on Aging Work Plan



Recreation Department

Staff Liaison

Bridget Cooney

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MINUTES COMMITTEE ON AGING

Wednesday, October 18, 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, Carol Kehoe, Steve Lipson, Pamela Wagner

Absent: Linda Cain, Ken Epley, Janet James, Kim Marlia, Bruce Yow

Also Present: Bridget Cooney, Staff Liaison, Paul Fadelli, Council Liaison

Members from the Public: None

2. ORAL COMMUNICATIONS FROM THE PUBLIC

Public Comment not on the agenda received from Cordell Hindler included in the supplemental materials.

3. COMMITTEE MEMBER ANNOUNCEMENTS

Member Wagner announced the Senior Winter Ball at the Richmond Auditorium on December 16, 2023.

Member Kehoe encouraged committee members to contact Supervisor Gioia, and the Board of Supervisors to advocate for Measure X funds for older adults.

Member Akacic announced that St. John's Senior Center is looking for teachers.

Member Kehoe announced that Christ Lutheran Senior Center is looking for a Spanish teacher.

Member Kehoe announced that Christ Lutheran Senior Center will host a Health Insurance Counseling and Advocacy Program (HICAP) Medicare presentation on Monday, November 13, 2023.

4. COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS

Council Member Fadelli announced that Linda Cain had been appointed a member of the Committee on Aging on October 17, 2023, at the City Council meeting. Fadelli welcomed Linda Cain to the Committee.

Fadelli reported that there was a discussion about reinstating the CERT program at the City Council meeting on October 17, 2023.

Council Member Fadelli announced that there would be an evacuation drill in the city in November.

Council Member Fadelli announced that the Fire Department is working on a Red Flag Pilot Program in the city.

Council Member Fadelli announced that there would be a Library measure on the March ballot.

Council Member Fadelli announced a Strategic Planning Community meeting in the Council Chambers on Saturday, October 28, 2023, from 9am-1pm.

Staff Liaison Cooney reported that the Senior Resource Fair is coming up on Friday, November 3, 2023.

Staff Liaison Cooney announced that the city would be hosting a HICAP Medicare presentation on Wednesday, October 25, 2025.

5. COMMITTEE ON AGING LIAISON REPORTS

Member Kehoe and Member Lipson reported attendance at the October 18, 2023, Area Agency on Aging meeting. Kehoe reported on a presentation by the Alzheimer's Association. Lipson reported on updates to proposed legislation regarding the Brown Act.

Member Kehoe and Member Cesa reported attendance at the West County Senior Coalition meeting held on September 27, 2023. Member Kehoe reported on a presentation about COVID-19 and Flu shots.

6. APPROVAL OF THE MINUTES

Moved/Second: Member Wagner Moved/Member Kehoe Second

Action: Adopted the minutes with edits from the Committee on Aging meeting held on September 20, 2023.

Ayes: Chair Cesa, Vice Chair Dr. Kwong, Member Akacic, Member Kehoe, Member Lipson, Member Wagner

Nos: None

Abstention: None

7. WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT ADULT EDUCATION DEPARTMENT OVERVIEW

West Contra Costa Unified School District Adult Education presentation was postponed to a later date.

8. ADULT PROGRAMS & SENIOR SERVICES DIVISION OVERVIEW

Recreation Supervisor, Bridget Cooney provided an update on Adult Programs and Senior Services offered in El Cerrito at the Community Center and Clubhouses.

9. COMMITTEE ON AGING 2023-2024 WORK PLAN

Discussion and motion to adopt the 2023-2024 Committee on Aging Work Plan.

Moved/Second: Member Wagner/Member Kehoe Second

Action: Adopted the 2023-2024 Committee on Aging Work Plan with edits.

Ayes: Chair Cesa, Vice Chair Dr. Kwong, Member Akacic, Member Kehoe, Member Lipson, Member Wagner

Nos: None

Abstention: None

10. WORK PLAN REPORTS

Staff Liaison Cooney announced that the City of El Cerrito Senior Resource Fair will be on Friday, November 3, 2023. Committee Members Chair Cesa, Vice Chair Dr. Kwong, Member Wagner, Member Akacic and Member Kehoe reported anticipated attendance at the event.

11. FUTURE AGENDA ITEMS

- Next Meeting: Wednesday, November 15, 2023, at 3:00 p.m. in the Council Chambers
- Public update about the San Pablo Specific Plan (November)
- Adopt Annual Committee on Aging Meeting Calendar 2023 (November)
- WCCUSD Adult Education Presentation (TBD)

12. ADJOURNMENT

Chair Cesa adjourned the meeting at 4:29 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 October 18, 2023, as approved by the Committee on Aging.

Katherine Cesa, Chair

Bridget Cooney, Staff Liaison



2024 Regular Meeting Schedule

City Holiday/Closed
 Regular Meeting

Location:
 Council Chambers (10890 San Pablo Ave)
Meeting Time:
 3:00 p.m.

Committee on Aging

JANUARY 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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MARCH 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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31						

APRIL 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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MAY 2024						
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JUNE 2024						
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JULY 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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AUGUST 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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SEPTEMBER 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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OCTOBER 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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NOVEMBER 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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DECEMBER 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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29	30	31				



DRAFT FISCAL YEAR 2023-2024 WORK PLAN AND 2022-2023 ACCOMPLISHMENTS

COMMITTEE ON AGING

Staff Liaison

Bridget Cooney | 510-559-7000
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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

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

	Goal/Objective	Activities Supporting Goal	Status
1.	<p>(Communication/Outreach) Improve communication and outreach to older adults living in El Cerrito.</p> <ul style="list-style-type: none"> • Educate seniors in areas of health care and legislation affecting older adults. Share information gathered from reliable sources. • Share information on public transportation resources with older and/or disabled adults who are no longer able to drive themselves. • Identify and educate seniors in El Cerrito of free support services available to them. 	<p>A) Prepare, publish, and distribute a Committee on Aging Outreach Newsletter.</p> <p>B) Draft COA Outreach Newsletters will be reviewed by the committee and a motion passed prior to publication.</p> <p>C) Invite representatives from outside organizations to share information about their programs and/or services that serve seniors in El Cerrito.</p>	<p>Completed: 11 editions of the Committee on Aging Outreach Newsletter have been published since September 2021.</p> <p>Information on health care, legislation and free and low-cost support services has been included in the Outreach Newsletters. Newsletters are distributed by COA members and posted on the city website.</p>
2.	<p>(Adequate Space for Senior Programs & Services)</p>	<p>A) Prepare survey questions to ask seniors living in El Cerrito.</p>	<p>Completed:</p>

	Prepare a recommendation to the City Council regarding unmet needs for senior programs and services within El Cerrito.	<p>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.</p> <p>C) Compile survey results, including the number of seniors surveyed.</p> <p>D) Prepare a recommendation to the City Council regarding those results.</p>	<p>Dec 2022-Feb 2023 successfully created, distributed, and collected an informal survey for seniors living in El Cerrito.</p> <p>Apr-May 2023: Compiled and shared results of survey with Committee on Aging members.</p> <p>June 2023: Put item on June 21, 2023, agenda for discussion and action to send a recommendation to the City Council.</p> <p>July 2023: Recommendation sent to the City Council as public comment.</p>
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

Priority Ranking	Goal/Objective	Proposed Activities	Work Group Assignment	Timeline For Completion
1.	<p>(Communication/Outreach) Improve communication and outreach to older adults living in El Cerrito.</p> <ul style="list-style-type: none"> • Educate seniors in areas of health care and legislation affecting older adults. 	<p>A) COA members work with the Recreation Department to host a Senior Resource Fair. Committee members assist with the event by:</p> <ul style="list-style-type: none"> ○ Inviting potential organizations to participate in the event. ○ Inviting seniors to attend the event. ○ Volunteering at the event. 		June 30, 2024

	<ul style="list-style-type: none"> • Share information about public transportation resources available to older and/or disabled adults who are no longer able to drive themselves. • Identify and educate seniors living in El Cerrito of free and low-cost senior programs and support services. 	<p>B) COA members identify and invite potential presentation topics and presenters and work with the Recreation Department staff and one-day per week Senior Centers to promote presentation dates at the El Cerrito Community Center and one-day per week Senior Centers in El Cerrito.</p> <p>C) COA members gather information for publication in Outreach Newsletters and distribute published outreach newsletters to seniors in El Cerrito.</p> <p>D) COA members share information regarding locations of community bulletin boards in El Cerrito where seniors can find information about programs, services, and events.</p>		
2.	Advocate for a more walkable El Cerrito for seniors and disabled residents.	<p>A) Committee members invite City Public Works staff to provide an update on the San Pablo Specific Plan.</p> <p>B) Committee members walk San Pablo Ave in El Cerrito and make note of areas of concern for senior and disabled residents (such as uneven sidewalks, safety concerns, etc.).</p>		

		<p>C) Committee members walk city parks and neighborhoods in El Cerrito and identify areas of concern related to walkability and accessibility for senior and disabled residents (such as uneven sidewalks, steep paths, safety concerns, and lack of benches/places to rest, etc.).</p> <p>D) Prepare a recommendation to the City Council encouraging their support and direction to rectify identified areas of concern related to walkability in the city.</p>		

ONGOING WORKING GROUP PROJECTS

	Project	Activities	Work Group Assignments
1.	<p>(Liaison Assignments) Serve as Liaison to Area Agency on Aging, Advisory Council on Aging, and West County Senior Coalition, Senior Living Facilities in El Cerrito and one day Senior Centers in El Cerrito.</p>	<p>A) Report back to the committee on topics of interest discussed at meetings.</p> <p>B) Report back to the committee on information about programs, services, and activities involving senior living facilities in El Cerrito including Eskaton Hazel Shirley Manor, Hana Gardens, and El Cerrito Royale.</p> <p>C) Report special events, presentations, or activities happening at one-day per week Senior Centers in El Cerrito including Christ Lutheran Senior Center (Mondays) and St. John's Senior Center (Tuesdays).</p>	<p>Advisory Council on Aging (Kehoe, Lipson)</p> <p>West County Senior Coalition (Cesa, Kehoe)</p> <p>Senior Living Facilities in El Cerrito (James)</p> <p>One-Day Senior Centers in El Cerrito (Kehoe & Akacic)</p>

2.	<p>(Technology for Seniors) Improve senior’s knowledge of and access to technology to help seniors in El Cerrito close the digital divide.</p>	<p>A) Identify and share information regarding resources and services available to seniors including free or low-cost internet access, free computer access, low-cost cell phone programs and technology tutoring.</p>	Lipson
3.	<p>(Accessibility/ADA) Identify and report accessibility issues preventing senior and/or disabled residents from safely accessing programs, services, parks, and buildings in the city.</p>	<p>A) Report accessibility issues or concerns within the city of El Cerrito to appropriate city departments.</p> <p>B) Advocate for improved accessibility for older and disabled adults in El Cerrito.</p>	Kehoe
4.	<p>(Centenarian Recognition) Recognize residents turning 100-years old or older through the Mayoral Certificate of Recognition Program.</p>	<p>Quarterly recognition process for Centenarians:</p> <ol style="list-style-type: none"> 1. COA will submit names, birth dates, and contact information to staff liaison. 2. Staff liaison will give names to the City Clerk 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 in El Cerrito. 	Marlia Kehoe
5.	<p>(Committee on Aging Outreach Newsletter)</p>	<ol style="list-style-type: none"> 1. COA members will prepare and submit articles and announcements on matters of interest to seniors living in El 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 motion to publish. 	Wagner Dr. Kwong Kehoe