



**RECREATION  
DEPARTMENT**

**Staff Liaison**

Bridget Cooney | (510) 559-7000  
bcooney@ci.el-cerrito.ca.us

## AGENDA

### REGULAR MEETING OF THE COMMITTEE ON AGING

July 21, 2021, at 3:00 p.m.

JOIN VIA ZOOM:

<https://zoom.us/j/95561610127?pwd=NXI0VndVdXlxKzh0NjRNa09tUVlGZz09>

**Meeting ID: 955 6161 0127 Password: 794595 or  
Dial in: 1-408-638-0968**

Pursuant to Executive Order N-29-20, teleconference restrictions of the Brown Act have been suspended, as well as the requirement to provide a physical location for members of the public to participate in the meeting.

Members of the public can watch or listen to the Committee on Aging meeting via Zoom using the meeting information listed above.

Public comments may be submitted one of two ways:

1. Via Zoom using the "Raise Hand" icon to request to speak. If joining by phone, dial \*9 to "raise your hand", and when prompted \*6 to unmute/mute.
2. Via email to [bcooney@ci.el-cerrito.ca.us](mailto:bcooney@ci.el-cerrito.ca.us). Email must contain in the subject line **Public Comments – Not on the Agenda** or **Public Comments – Agenda Item #**.

To ensure that the Committee on Aging receives your written comments prior to taking action, they must be received by **9:00 a.m. the day of the meeting**. All written comments received by this deadline will be provided to the Committee on Aging in advance of the meeting.

Comments received after the deadline will be provided to the Committee on Aging and included with supplemental materials after the meeting. **No written comments will be read into the record.**

---

### 3:00 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Kenneth Epley; Vice-Chair Pamela Wagner; Members Buddy Akacic, Katherine Cesa, Shirley Cressey, Janet James, Carol Kehoe, Joanna Kim-Selby, Dr. Pansy Kwong, Steve Lipson, Kim Marlia, David Van Etten, Bruce Yow
2. **COMMITTEE MEMBER ANNOUNCEMENTS**  
*Remarks are typically limited to one minute per person and are informal announcements on matters of general interest which are announced by Committee on Aging Members.*
3. **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, remarks on agenda items will be heard at the time the item is discussed.*
4. **COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS**  
*Council Member Abelson and/or Staff may report on matters of general interest to the Committee on Aging, Council policies, priorities and significant action taken by the City Council.*

**5. APPROVAL OF THE MINUTES**

*Pass a motion to adopt the minutes from the Committee on Aging meeting on June 16, 2021.*

**6. RECREATION DEPARTMENT SENIOR SERVICES UPDATE**

*Christopher Jones, Recreation Director will give an update on the Senior Services budget and plans for resuming programming.*

**7. DISCUSS MEMBERSHIP SIZE OF THE COMMITTEE ON AGING**

*Chair Epley will propose for consideration reducing the maximum number of members on the Committee on Aging from 15 to 12. The committee will discuss and may recommend a motion to approve a recommendation to council, or they may recommend continuing discussion at a future meeting date.*

**8. COMMITTEE ON AGING WORK PLAN GOALS AND WORKING GROUP ASSIGNMENTS DISCUSSION AND MOTION TO APPROVE**

*Chair Epley will lead a discussion on Committee on Aging Work Plan Goals and Working Group assignments for 2021-22. The committee may recommend a motion to approve the Work Plan, or they may recommend continuing discussion at a future meeting date.*

**9. COMMITTEE LIAISON ANNOUNCEMENTS AND REPORTS**

*Liaisons for the Advisory Council on Aging and the West County Senior Coalition may report on matters of interest to the Committee on Aging. Reports are limited to three minutes per work group.*

**10. WORKING GROUP ANNOUNCEMENTS AND REPORTS**

*Reports are limited to three minutes per working group.*

- a. Accessibility/ADA*
- b. Centenarian Recognition*
- c. Health Care & Legislation*
- d. Housing*
- e. Membership*
- f. Senior Food Resources*
- g. Technology*
- h. Transportation*

**11. FUTURE AGENDA ITEMS**

- Next Meeting: Wednesday, August 18, 2021*

**12. 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) 559-7000. 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.



**Recreation Department**

**Staff Liaison**

Bridget Cooney  
(510) 559-7000  
bcooney@ci.el-cerrito.ca.us

**DRAFT MINUTES  
REGULAR MEETING OF THE  
COMMITTEE ON AGING**

**Wednesday, June 16, 2021, at 3 p.m.**

VIA TELECONFERENCE

---

**3:00 p.m. CONVENE REGULAR MEETING** Chair Epley called the meeting to order at 3:02 p.m.

**1. ROLL CALL**

**Present:** Chair Kenneth Epley; Vice Chair Pamela Wagner; Members Buddy Akacic, Katherine Cesa, Janet James, Carol Kehoe, Joanna Kim-Selby, Steve Lipson, Kim Marlia, Bruce Yow

**Absent:** Members Shirley Cressey, Dr. Pansy Kwong, David Van Etten

**Also Present:** Janet Abelson, Council Liaison, Christopher Jones, Recreation Director, Bridget Cooney, Staff Liaison

**Members from the Public:** None

**2. COMMITTEE ANNOUNCEMENTS**

*Member Kehoe announced that Christ Lutheran Senior Center, located at 780 Ashbury Ave, which is run through the West Contra Costa Adult School, is reopening on Monday June 28, 2021.*

*Member Kehoe announced that former Committee on Aging member Kimi Honda passed away.*

*Member Akacic announced upcoming Senior Strolls. Friday, June 18<sup>th</sup> going to the Oakland Museum of California located at 1000 Oak St in downtown Oakland and Tuesday, June 22<sup>nd</sup> Dave Weinstein with the El Cerrito Trail Trekkers will join the group. June 22<sup>nd</sup>, seniors will meet at the Albany Senior Center. All Senior Strolls begin at 1:00 p.m.*

**3. ORAL COMMUNICATIONS FROM THE PUBLIC**

*No comment.*

**4. COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS**

Council Liaison Abelson reported that Council has spent a lot of time working on the budget.

Recreation Director, Jones, reported that the budget will have impacts on Senior Services including Senior Services being consolidated at the Community Center and the Midtown Activity Center remaining closed. Senior Services will limit its focus to core senior services. Classes and programs will be evaluated regarding cost recovery, space and staff support required. The Community Services Division will oversee all classes and enrichment programs in the Recreation Department for youth through older adults.

Jones stated that during the pandemic, the city stopped all printed materials and mailings including the 60+ Bulletin. The city hopes to send out information to seniors by mail again in the future, but how that is done is to be determined.

Chair Epley invited Director Jones to return in July to provide an update and additional information regarding the budget and senior services.

**5. APPROVAL OF THE MINUTES**

**Moved/Second:** Member Cesa/Vice Chair Wagner

**Action:** Adopted the minutes with corrections from the Committee meeting on **May 19, 2021**

**Ayes:** 10 **Nos:** None **Abstention:** None

**6. CLARIFICATION AND PURPOSE OF COMMITTEE WORKPLAN GOALS AND WORK GROUP ASSIGNMENTS**

*City Clerk, Holly Charley reminded committee members that the city has an ordinance and policy in place that all committees and commissions must abide by the Brown Act. Charley provided clarification on expectations for committee workplan goals and working group assignments. Charley reminded committee members that the workplan gives direction in terms of what work the committee is going to do throughout the year and how to assign that work is done by the committee. Charley clarified that committee assignments are working group assignments and not standing committees. Working groups are intended to be out in the community performing working. Working Groups have an opportunity to provide updates to the committee in terms of the work they have been doing on behalf of the committee. Working groups should provide a brief report on the work they have done. Working groups wishing to discuss their assignment area in more detail should request to be added to the agenda for a future meeting date.*

**7. COMMITTEE ON AGING WORK PLAN GOAL SETTING AND WORK GROUP ASSIGNMENT DISCUSSION**

*Chair Epley requested that staff liaison Cooney lead the committee in reviewing the proposed Work Plan for 2021-22. Liaison Cooney went over the proposed Work Plan goals/objectives. Liaison Cooney reviewed current working group project assignments and activities. Liaison Cooney noted that working group projects previously referred to as "standing committees" are now referred to as working group assignments. Liaison Cooney stated that there are many options for how working group assignments may do their work and how often they report their activities back to the committee. The committee decides how the work is done and how often it is reported. Liaison Cooney suggested that written updates from working groups may be helpful in disseminating information and would allow for more concise oral reporting during committee meetings. Chair Epley requested that continued conversation on Work Plan Goal Setting and Working Group Assignments be added to the July 21<sup>st</sup> committee meeting agenda.*

*Vice Chair Wagner and member James requested clarification of the Historical Background section of the Fiscal Year 2021-22 Work Plan.*

**8. COMMITTEE LIAISON ANNOUNCEMENTS AND REPORTS**

*Advisory Council on Aging liaison Kim-Selby reported that a presenter shared information about elder abuse and adult protective services.*

*Lipson reported that Ombudsman Services act as oversight for elder abuse cases for congregant living situations and investigate claims of abuse or violations of codes.*

*Lipson reported that there is a new Program Manager for the Area Agency on Aging. The Area Agency on Aging manages funding for senior aging programs that receive funding from the state and Federal Government.*

*Lipson reported that the technology work group with the county is looking at improving the website for the county and did a pilot test with the Executive VP at Center for Elders Independence.*

*Lipson reported that there are three pieces of legislation that are currently pending related to online meetings.*

*Lipson reported that there is a planning group on June 24, 2021, to discuss localizing the Master Plan on Aging. If you are interested in participating, you must register for the event to attend the June 24<sup>th</sup> meeting.*

*West County Senior Coalition liaison Cesa reported that the state Master Plan on Aging was discussed and that there five major goals of the plan. Liaison Cesa encouraged committee members to attend the June 24<sup>th</sup> Master Plan on Aging meeting.*

## **9. COMMITTEE ON AGING WORKING GROUP ASSIGNMENT REPORTS**

- a) *Centenarian Recognition: Member Kehoe reported that nine names have been submitted and she is working on confirming birthdates for three of those people.*

*Member Marlia expressed concern over recognizing residents over 100 years old repeatedly. Marlia suggested the recognition take place annually.*

- b) *Disabilities and Accessibility: No report.*

- c) *Health Care & Legislation: Vice Chair Wagner reported that Novavax, Inc. is conducting a clinical trial of a new COVID-19 vaccine in Europe that is expected to be going to the FDA soon.*

- d) *Housing: No report.*

- e) *Membership: Member Marlia posted that there are vacancies on the Committee on Aging on Next-door. No inquiries have been made on the post.*

*Chair Epley suggested reaching out to neighboring cities to inquire how they do outreach for membership.*

- f) *Senior Food Resources: Member Yow reported that there was a slight drop in participation at the food distribution at Alvarado Adult School last Monday. Member Yow encouraged any senior in need to sign up for the program. Food distribution takes place on Mondays from 10am-11am at Alvarado Adult School.*

*Chair Epley stated that Hana Gardens Senior Housing hosts a food distribution for its residents twice a month. Epley also reported that there are Food Pantries run by St. Vincent de Paul in El Cerrito. The two sites are: St. Jerome Food Pantry on Wednesdays between 10:30am-11:30am and St. John Food Pantry on the first and third Saturday of every month between 10am-11am.*

- g) *Technology: No report.*

*h) Transportation: Chair Epley reported that Aissia Ashoori, Housing Analyst for the city shared pdfs from her presentation on the Mayfair Project at the May 19<sup>th</sup> meeting.*

*Chair Epley reported that he contacted the City Manager, Pinkos regarding removing unused newspaper racks along San Pablo Ave.*

**10. FUTURE AGENDA ITEMS**

- Next Meeting: Wednesday, July 21, 2021, at 3pm
- Workplan Goals and Working Group Assignments for FY2021-22 discussion and recommendation for adoption. (July)
- Senior Services Budget & Re-opening update – Recreation Director, Christopher Jones. (July)
- Digital Divide: Seniors and Social Media presentation by David Van Etten – TBD

**11. ADJOURNMENT**

Chair Kenneth Epley adjourned the meeting at 5:02 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular Committee on Aging meeting of June 16, 2021, as approved by the Committee on Aging.

\_\_\_\_\_  
Kenneth Epley, Chair

\_\_\_\_\_  
Bridget Cooney, Staff Liaison



## **SUPPLEMENTAL AGENDA MATERIALS**

### **COMMITTEE ON AGING MEETING July 21, 2021**

#### **PUBLIC COMMENT INDEX**

1. Public comment received by 12:00 p.m. on July 21, 2021.

#### **AGENDA ITEM 8 - 2021-22 COMMITTEE ON AGING WORKPLAN DISCUSSION**

1. 2021-22 Draft Work Plan



## **SUPPLEMENTAL AGENDA MATERIALS PUBLIC COMMENT INDEX**

### **COMMITTEE ON AGING July 21, 2021, at 3pm**

The following Public Comments were **received by 12:00 p.m. 7/21/2021**, were provided directly to Committee on Aging members in advance of the meeting, and were posted online as supplemental materials at:

<http://www.el-cerrito.org/ArchiveCenter/ViewFile/Item/5581>

### **Agenda Item 3 – ORAL COMMUNICATIONS FROM THE PUBLIC**

1. Cordell Hindler



**From:** [Bridget Cooney](#)  
**To:** [Chris Jones](#)  
**Subject:** FW: Public Comments- Not on the Agenda  
**Date:** Wednesday, July 21, 2021 1:37:06 PM

---

Bridget Cooney  
Recreation Supervisor, City of El Cerrito  
El Cerrito Community Center



For information about Costa Café Lunch Program and Easy Ride Para-Transit Senior & Disabled Transportation Service, call [REDACTED]

-----Original Message-----

**From:** Cordell Hindler [REDACTED]  
**Sent:** Tuesday, July 20, 2021 9:10 PM  
**To:** Bridget Cooney [REDACTED]  
**Subject:** Public Comments- Not on the Agenda

hello Bridget, I have a couple of comments for the Record

1. I would like to Invite the Committee on Aging to the Richmond Chamber Mixer this Thursday at 4:00 pm at the Factory Bar

\$ 10.00 for members \$ 15.00 for Non Members

2. for a future Agenda item, is to discuss having the meetings be in Person

Sincerely  
Cordell



# FISCAL YEAR 2021-20222 WORK PLAN AND 2020-2021 ACCOMPLISHMENTS COMMITTEE ON AGING

## Staff Liaison

Bridget Cooney | 510-559-7000  
bcooney@ci.el-cerrito.ca.us

**Chair** Kenneth Epley, **Vice-Chair** Pamela Wagner

**Members** Buddy Akacic, Katherine Cesa, Shirley Cressey, Janet James, Carol Kehoe, Joanna Kim-Selby, Dr. Pansy Kwong, Steve Lipson, Kim Marlia, David Van Etten, 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 comprehensive 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 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. She/he will attend all Committee meetings and provide the Committee with current information on the status of programs and facilities available.

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

**PRIOR YEAR (2020-2021) ACCOMPLISHMENTS**

	Goal/Objective	Activities Supporting Goal	Status
1.	<p>Improve communication and outreach to older adults living in El Cerrito.</p>	<p>Chair Haller worked with Recreation Director; Jones find a low-cost way to distribute the 60+ Bulletin to more residents in El Cerrito. All households in El Cerrito will receive a 1-page 60+ Bulletin in their East Bay Sanitary quarterly statement.</p> <p>60+ Bulletins are emailed monthly to all households with family members aged 60 and older in the Recreation Department database. Additionally, 60+ Bulletins are included in the Recreation Department rECNews email updates that are sent out monthly. Printed copies of the 60+ Bulletins are distributed to currently participating C.C. Café meal program participants.</p> <p>Chair Haller worked with Senior Services Staff to establish the Senior Outreach Phone Call Program during the COVID-19 pandemic. The Senior Outreach Phone Call Program consists of regularly scheduled wellness calls to seniors living in El Cerrito suffering from social isolation who enroll in the program. The purpose of the program is to share information and resources with the seniors to help them connect with others.</p>	<p>Completed</p> <p>April 2021 the first 60+ Bulletin was delivered to all households in El Cerrito through there East Bay Sanitary quarterly statement. The city paid for this service.</p> <p>February 2021 – Began tracking Senior Outreach Phone calls formally. There are currently 18 seniors enrolled in the Senior Outreach Phone Call Program and 1 volunteer making the phone calls.</p> <p>Between February-May 2021, 32 Senior Outreach Phone calls have been made for a total of 4.5 hours of contact. The average length of each wellness call was 8.5 minutes.</p>
2,	<p>(Memorial Benches)</p> <p>Increase the number of benches available for seniors and/or disabled residents in City Parks and other identified areas within the city.</p>	<p>In partnership with the Recreation Department promote the Memorial Bench program. Provide information regarding the Memorial Bench program to senior centers, senior housing and other businesses and organizations within the city. Promote the Memorial Bench program to residents.</p>	<p>Completed – May 2021</p> <p>Members Kehoe and Wagner spoke with Recreation Director Christopher Jones regarding the Memorial Bench program the city has. Information was provided to seniors interested in the program.</p> <p>Completed – May 2021</p>

**FISCAL YEAR 2021-2022 WORK PLAN**

Priority Ranking	Goal/Objective	Proposed Activities	Work Group Assignment	Timeline For Completion
	<p>(Public Transportation Infrastructure Improvement Recommendations)</p> <p>Prepare a recommendation to City Council to:</p> <ol style="list-style-type: none"> <li>1) Install weather shelter at stop #55594 southbound San Pablo Ave at Potrero Ave.</li> <li>2) Install bus bench at stop #55117 northbound San Pablo Ave at Potrero Ave.</li> <li>3) Install bus bench at stop #55506 southbound San Pablo Ave at Potrero Ave.</li> </ol>	<ol style="list-style-type: none"> <li>A) Identify AC Transit bus stops in the city without benches or weather shelters that would benefit from having benches/shelter installed.</li> <li>B) Prepare a recommendation to give to Council for weather shelter and bench installation at identified bus stops.</li> <li>C) Put recommendation on agenda for discussion and action (motion to recommend to City Council).</li> </ol>	Epley & Wagner	June 30, 2022
	<p>(Newspaper rack removal)</p> <p>Prepare a recommendation to City Council to:</p> <ol style="list-style-type: none"> <li>1) Remove unused newspaper racks in El Cerrito on San Pablo Ave.</li> </ol>	<ol style="list-style-type: none"> <li>A) Identify unused or damaged newspaper racks on San Pablo Ave.</li> <li>B) Identify who owns and is responsible for maintaining identified newspaper racks.</li> <li>C) Prepare a recommendation to give to Council for removal of identified unused newspaper racks.</li> </ol>	Epley	1 year (June 30, 2022)

		D) Put recommendation on agenda for discussion and action (motion to recommend to City Council).		
	(Free/low-cost programs & activities for seniors)  Prepare a list of local free and low-cost programs and activities for seniors that offer opportunities for enrichment and socialization.	A) Gather information about existing free/low-cost programs and activities available for older adults in El Cerrito and neighboring communities.  B) Compile information gathered into a list to be used as a resource for seniors.  C) Share list of free/low-cost programs and activities with seniors through senior centers, senior housing, the library, and social media.		1 year (June 30, 2022)
	(Food resources for seniors)  Prepare a list of local free and low-cost food distribution programs for seniors.	A) Identify existing organizations/locations that provide free and low-cost food distribution programs for older adults facing food in-security in El Cerrito.  B) Compile information into a list of food distribution locations to be used as a resource for seniors.  C) Share list of free/low-cost food distribution locations in the community with senior centers, senior housing, the library, and social media.		1 year (June 20, 2022)

### ONGOING WORKING GROUP PROJECTS

	Project	Activities	Work Group Assignments
1.	<p>(Transportation)</p> <p>Improve knowledge and communication of transportation service options for older and/or disabled adults who are no longer able to drive themselves.</p>	<p>A) Update list of public transportation and senior para-transit programs available for older and disabled adults living in El Cerrito.</p> <p>B) Distribute transportation list at senior centers, senior housing, the library and by posting on the city website.</p> <p>C) Partner with WCCTAC to promote and encourage residents to participate in Travel Training and taking trips using various modes of public transportation.</p> <p>D) Provide regular updates to the committee on changes to service and new initiatives.</p>	Cressey, Epley, Wagner
2.	<p>(Technology)</p> <p>Improve senior's knowledge of and access to technology that help seniors close the digital divide.</p>	<p>A) Identify 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.</p> <p>B) Maintain partnership with El Cerrito High School student volunteers to provide Elder Tech smartphone tutoring program at senior centers and library in El Cerrito.</p> <p>C) Identify volunteers interested in offering tutoring to seniors on how to connect socially using Zoom and other apps as well as smartphone and iPad tutoring.</p>	Lipson, Van Etten
	<p>(Health Care &amp; Legislation)</p> <p>Educate seniors in areas of health care and legislation affecting older adults.</p>	<p>A) Report to committee on new developments and concerns related to health care and legislation affecting older adults in the community.</p> <p>B) Prepare tips or "snippets" from information gathered from reliable sources. Share tips in writing to staff liaison for distribution through the 60+ Bulletin and the adult resources page of the city website.</p>	Dr. Kwong

<p>3.</p>	<p>(Centenarian Recognition)</p> <p>Annually recognize residents turning 100-years old or older through the Mayoral Certificate of Recognition program.</p>	<p>A) Identify El Cerrito Residents turning 100-years old or older (Reach out to senior housing, senior centers and neighborhood groups including posting notices on City website and social media (Nextdoor) to identify residents turning 100-years old or older).</p> <p>B) Interview nominated residents and/or person nominating the resident to gather background information and interesting life events (including how long they have lived in El Cerrito/what brought them to El Cerrito).</p> <p>C) Obtain permission to recognize the resident. A photo of the resident may be requested or taken to submit with interview write up (if desired).</p> <p>D) Submit names, birth dates and information about the identified residents to staff liaison. Staff liaison will work with City Clerk and City Council for recognition certificate(s).</p> <p>E) Select a month to submit information for recognition annually.</p> <p>F) Prepare a recommendation to give to Council for Centenarian Recognition at a city council meeting or by having council members deliver the certificate to the resident's home.</p> <p>G) Put recommendation on agenda for discussion and action (motion to recommend to City Council).</p>	<p>Kehoe, Marlia, Akacic</p>
-----------	---	--	------------------------------



5.	<p>(Housing)</p> <p>Remain informed of programs, opportunities and activities involving senior living facilities and senior affordable housing in the area.</p>	<p>A) Report 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.</p> <p>B) Remain informed of new affordable housing developments, initiatives, and opportunities for seniors in the area and report updates to the committee.</p> <p>C) Share information and resources as available with senior living facilities and senior centers in El Cerrito.</p>	James, Akacic
6.	<p>(Liaison Assignments)</p> <p>Serve as Liaison to Area Agency on Aging and/or West County Senior Coalition.</p>	<p>A) Attend Area Agency on Aging and/or West County Senior Coalition meetings.</p> <p>B) Report back to the committee on topics of interest discussed at meetings.</p>	<p>Area Agency on Aging (Kim-Selby, Lipson)</p> <p>West County Senior Coalition (Cesa, Kehoe)</p>
7.	<p>(Accessibility/ADA)</p> <p>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