



AGENDA

REGULAR MEETING OF THE COMMITTEE ON AGING

WEDNESDAY, AUGUST 17 2022 at 3p.m.

Staff Liaison

Bridget Cooney | (510) 559-7008
bcooney@ci.el-cerrito.ca.us

JOIN VIA ZOOM:

<https://us06web.zoom.us/j/81375625681?pwd=ckdpUk9VRGFJZjdNcE0zWkxSa3BzUT09>

Meeting ID: 813 7562 5681 **Password:** 982904
or Dial in: 1-408-638-0968

This advisory body is currently meeting by teleconference, consistent with the Brown Act as amended by AB 361 (2021). Under the amended rules, *teleconference restrictions of the Brown Act* are *suspended* and the City will not provide a physical location for members of the public to participate in the teleconference meeting.

Any person wishing to speak to the Committee on Aging on any of these matters is invited to participate via teleconference as described above.

The City encourages submission of written comments in advance to the Committee on Aging via email to bcooney@ci.el-cerrito.ca.us prior to the meeting or by contacting the staff liaison listed above.

3:00 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Kenneth Epley; Vice-Chair Cesa; Members Buddy Akacic, Janet James, Carol Kehoe, Dr. Pansy Kwong, 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 Abelson 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 July 27, 2022.

7. DEL NORTE COMPLETE STREETS IMPROVEMENT PROJECT PRESENTATION

Public Works Director/City Engineer, Yvetteh Ortiz will present information and provide time for questions regarding the Del Norte Complete Streets Improvement Project.

8. 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.

9. ANNUAL WORK PLAN 2022-2023 GOAL SETTING

Discussion and possible motion to approve Committee on Aging Work Plan 2022-2023 Goals and work group assignments.

10. FUTURE AGENDA ITEMS

- Next Meeting: September 21, 2022 at 3:00 p.m.
- Future Presentation Topics:
 - Fire Department Follow-up Presentation (TBD)
 - Police Department Presentation (TBD)
 - Affordable Housing Presentation (TBD)
 - Public Works Projects Presentation (TBD)
 - Senior Legislature Program Presentation (TBD)
 - Adopt Annual Committee on Aging Meeting Calendar 2023 (Nov 2022)

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, AUGUST 17, 2022, at 3:00 P.M.

AGENDA ITEM 5 – APPROVAL OF MINUTES

1. Draft Meeting Minutes – July 27, 2022

AGENDA ITEM 8 – WORK PLAN 2022-2023

1. Draft Committee on Aging Work Plan 2022-23



Recreation Department

Staff Liaison

Bridget Cooney

(510) 559-7000

bcooney@ci.el-cerrito.ca.us

DRAFT MINUTES
SPECIAL MEETING OF THE
COMMITTEE ON AGING

Wednesday, July 27, 2022, at 3 p.m.

VIA TELECONFERENCE

3:01 p.m. CONVENE REGULAR MEETING Chair Epley called the meeting to order at 3:01 p.m.

12. ROLL CALL

Present: Chair Kenneth Epley; Vice Chair Katherine Cesa; Members: Buddy Akacic, Janet James, Carol Kehoe, Dr. Pansy Kwong, Steve Lipson (3:03 p.m.), Kim Marlia, Pamela Wagner, Bruce Yow

Absent: None

Also Present: Bridget Cooney and Janet Abelson

Members from the Public: None

13. COMMITTEE ANNOUNCEMENTS

Member Kehoe reported attendance at the Wednesday, 7/20/22 El Cerrito Plaza BART project info meeting. Member Kehoe announced that BART would present on the El Cerrito Plaza Project at the Christ Lutheran Senior Center on Monday, September 19, 2022, at 11:30am.

14. COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS

Staff Liaison Cooney reported that the 2023-2031 Housing Element report will be available on the city website on Friday, July 29, 2022, and there will be a virtual community workshop held on Monday, August 1, 2022, at 7pm. The plan will be presented to City Council on Tuesday, August 16, 2022, at 6pm.

Staff Liaison Cooney reported that National Night Out is on Tuesday, August 2, 2022. Staff Liaison Cooney reported that the El Cerrito Recycling Center will celebrate their 50th Anniversary on Friday, August 5, 2022, at 5:30pm at the Recycling Center.

Staff Liaison Cooney reported that Fall rEC Guides are being mailed to residents and registration opens on August 9th for residents and August 10th for non-residents. Fall programming includes free senior presentations and demonstration classes as well as information about free senior services.

15. COMMITTEE ON AGING LIAISON ANNOUNCEMENTS AND REPORTS

Member Lipson reported there was no meeting of the Advisory Council on Aging in July. Lipson reported that California Department on Aging Access to Technology Training (ATT) grants are open and accepting applications. Member Lipson announced that Member Kehoe was appointed as the City of El Cerrito Representative for the Advisory Council on Aging.

Members Cesa and Kehoe reported there was no July meeting of the West County Senior Coalition.

Member James reported that Eskaton Hazel Shirley Manor is celebrating its 36th anniversary. Member James reported that Member Lipson is helping Eskaton residents with technology support for the Lighthouse Project that gifted Eskaton residents iPads.

16. APPROVAL OF THE MINUTES

Moved/Second: Vice Chair Cesa Moved/Member James Second

Action: Adopted the minutes from the Committee meeting on **May 18, 2022**

Ayes: Chair Epley, Vice Chair Cesa, Member Akacic, Member James, Member Kehoe, Member Dr. Kwong, Member Lipson, Member Marlia, Member Wagner, Member Yow

Nos: None

Abstention: None

17. WORK PLAN REPORTS

a) *Centenarian Recognition Quarter 2 (Apr-Jun) – Member Kehoe reported that Mayor Quinto recognized centenarians at the June 21, 2022, City Council meeting and Centenarian Ruby Adachi and family were in attendance.*

b) *Approval of the COA Outreach Newsletter August/September edition for publication.*

Moved/Second: Member Kehoe Moved/Member Wagner Second

Action: Adopted the COA Outreach Newsletter, August/September Edition with corrections.

Ayes: Chair Epley, Vice Chair Cesa, Member Akacic, Member James, Member Kehoe, Member Dr. Kwong, Member Lipson, Member Marlia, Member Wagner, Member Yow

Nos: None

Abstention: None

18. ANNUAL WORK PLAN 2022-2023 GOAL SETTING

Committee on Aging members reviewed and discussed potential focus areas for goal setting for the 2022-23 Committee on Aging Work Plan. Work Plan discussion and goal setting will continue at the August 17, 2022, Committee on Aging meeting.

19. FUTURE AGENDA ITEMS

- Next Meeting: Wednesday, August 17, 2022, at 3 p.m.
- Del Norte Complete Streets Project Presentation (Aug 2022)
- Annual Work Plan 2022/23 Goal Setting continued (Aug 2022)
- Affordable Housing Update Presentation (TBD)
- Public Works Projects Update Presentation (TBD)
- Fire Department Follow-Up Presentation (TBD)
- Police Department Presentation (TBD)
- Senior Legislature Program Presentation (TBD)
- Adopt Annual Committee on Aging Meeting Calendar 2023 (Nov 2022)

20. ADJOURNMENT

Chair Kenneth Epley adjourned the meeting at 5:05 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 July 27, 2022, as approved by the Committee on Aging.

Kenneth Epley, Chair

Bridget Cooney, Staff Liaison



FISCAL YEAR 2022-2023 WORK PLAN - **DRAFT**

AND 2021-2022 ACCOMPLISHMENTS

COMMITTEE ON AGING

Staff Liaison

Bridget Cooney | 510-559-7000

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Chair Kenneth Epley, **Vice-Chair** Katherine Cesa

Members Buddy Akacic, Janet James, Carol Kehoe, Dr. Pansy Kwong, 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 to be recommended to the Council 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.

FISCAL YEAR 2022-2023 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. Share information gathered from reliable sources. • Improve communication of public transportation resources for 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 in the area. 	<p>A) Prepare, publish, and distribute a Committee on Aging Outreach Newsletter. Newsletters will be reviewed and published as follows:</p> <p>Review/Motion to Publish/Distribute in:</p> <ul style="list-style-type: none"> • July for Aug/Sept • September for Oct/Nov • November for Dec/Jan • January for Feb/Mar • March for Apr/May • May for Jun/July <p>B) Invite representatives from outside organizations to share information regarding programs, services, and activities available to seniors in the area.</p>	Wagner Dr. Kwong Kehoe	

2.	<p>(Affordable Housing) Remain informed of affordable housing developments, initiatives, and opportunities for seniors in the area.</p>	<p>A) Invite Community Development Housing Analyst to speak to the Committee on Aging to provide annual updates regarding Affordable Housing Projects in El Cerrito.</p> <p>B) Share applicable information about affordable housing projects/programs with seniors in El Cerrito through the COA outreach newsletter.</p>		
3.	<p>(Adequate Space for Senior Programs & Services)</p>	<p>A) Invite city leaders to discuss the current absence of a dedicated senior center in El Cerrito including discussing the city's vision for the future regarding a senior center. What is the city's vision for/commitment to providing services and opportunities for social interaction in El Cerrito for seniors?</p> <p>B) Remain informed of and take steps to educate seniors on what programs, services, and enrichment activities are currently available and where they are offered in El Cerrito.</p>		

ONGOING WORKING GROUP PROJECTS

	Project	Activities	Work Group Assignments
1.	<p>(Liaison Assignments) Serve as Liaison to: Advisory Council on Aging</p> <p>West County Senior Coalition</p> <p>Senior Living Facilities 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 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>Advisory Council on Aging (Kehoe, Lipson)</p> <p>West County Senior Coalition (Cesa, Kehoe)</p> <p>Senior Living Facilities in El Cerrito (James)</p>
2.	<p>(Technology for Seniors) Improve senior's knowledge of and access to technology to help seniors close the digital divide.</p>	<p>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.</p>	<p>Lipson</p>
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>	<p>Kehoe</p>
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 date, and contact information to staff liaison. 2. Staff liaison will give names to City Clerk who is responsible for maintaining an active list of Centenarians in El Cerrito. 3. COA verification of list provided by City Clerk (sent quarterly) 4. COA: Confirm physical address and that individual(s) are still with us (must currently reside in El Cerrito to qualify) and are willing to have names published in COA Outreach Newsletter. 	<p>Kehoe Marlia</p>

		<p>5. Mayor: recognizes under Council Communications. Signed Certificates mailed to the address on file.</p> <p>Schedule as follows:</p> <p>1st Quarter (Jan-Mar) COA verification requested 3/1, due by 3/31 Certificates/recognition completed in April</p> <p>2nd Quarter (Apr-Jun) COA verification requested 6/1, due by 6/30 Certificates/recognition completed in July</p> <p>3rd Quarter (July-Sept) COA verification requested 9/1, due by 9/30 Certificates/recognition completed in October</p> <p>4th Quarter (Oct-Dec) COA verification requested 12/1, due by 12/31 Certificates/recognition completed in January</p>	
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PRIOR YEAR (2021-2022) ACCOMPLISHMENTS

	Goal/Objective	Activities Supporting Goal	Status
1.	<p>(Communication/Outreach)</p> <p>Improve communication and outreach to older adults living in El Cerrito.</p>	<p>A) Identify low-cost ways to distribute the 60+ Senior Bulletin to more residents in El Cerrito.</p> <p>B) Promote the Memorial Bench program. Share information regarding the program with senior centers, senior housing, individual residents, businesses and other clubs and organizations in El Cerrito.</p> <p>C) Prepare a list of local free and low-cost food distribution locations for seniors and share resource list with senior centers, senior housing, the library, and senior residents.</p> <p>D) Prepare a list of local free/low-cost programs, activities and events for seniors and share resource list with senior centers, senior housing, the library, and senior residents.</p> <p>E) Prepare and distribute a monthly Committee on Aging Newsletter with the intention of sharing resources and information about senior services, events and programs that aims to improve the health and well-being of seniors in El Cerrito.</p>	<p>September 2021 –information regarding in-person City programs sent out in the East Bay Sanitary quarterly statements.</p> <p>September 2021 - First Committee on Aging Outreach Newsletter published and distributed by COA members. Information in newsletter included food assistance programs, COVID boosters and in-person programs and activities for seniors.</p> <p>October 2021 – Second COA Outreach Newsletter published and distributed. Information included health updates and legislation, centenarian recognition program, in-person senior classes and activities, Health Insurance Counseling and Advocacy Program (HICAP) and Memorial Bench program.</p> <p>February 2022 -Third COA Outreach Newsletter published and distributed. Decided to move to a bi-monthly format for distribution.</p> <p>April 2022 – Fourth COA Outreach Newsletter published and distributed. Published newsletter added to Recreation Department website. Newsletter replaced what was formerly called “Senior Snippets”.</p> <p>February 2022 – Memorial Bench installed at Canyon Trail Park for Aaron Morris Kamil</p>

			and second Memorial Bench order placed for Kimi Honda.
(Public Transportation Infrastructure Improvement Recommendations)	Identify AC Transit bus stops in the city without benches or weather shelters that would benefit from having benches/shelter installed.	10/20/21 - COA passed a motion to submit a recommendation to City council to install a weather shelter at AC Transit stop #55594, southbound and bus benches at AC Transit stops #55117northbound and #54406 southbound.	
Prepare a recommendation to City Council to:	Prepare a recommendation to give to Council for weather shelter and bench installation at identified bus stops. Put on the agenda discussion and possible action (motion to recommend to City Council).	11/3/21 - Recommendation was sent to Council and was included in the City Council agenda packet for the 11/16/21 council meeting.	
Install bus benches at stops #55117 northbound and #55506 southbound San Pablo Ave at Potrero Ave.		No action taken by Council.	
Install weather shelter at stop #55594 southbound San Pablo Ave at Potrero Ave.			
(Newspaper rack removal)	Identify unused or damaged newspaper racks on San Pablo Ave.	10/20/21 COA passed a motion to submit a recommendation to Council to remove unused and unsightly newspaper racks located on San Pablo Ave.	
Prepare a recommendation to City Council to remove unused newspaper racks in El Cerrito on San Pablo Ave.	Prepare a recommendation to give to Council for removal of identified unused newspaper racks. Put recommendation on agenda for discussion and action (motion to recommend to City Council).	Identified newspaper racks located on San Pablo Ave in front of City Hall and on San Pablo Ave in front of the Post Office.	
		11/3/21 Recommendation sent to Council and included in the Council agenda packet for the 11/16/21 council meeting.	
		Recommendation accepted by Council.	
		March 2022 – Chair Epley reported that newspaper racks had been removed.	
(Centenarian Recognition)	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 to identify residents turning 100-years old or older).	May-June 2021 Prepared a recommendation to give to Council for Centenarian Recognition. Put recommendation on agenda for discussion and action (motion to recommend to Council).	
Recognize residents turning 100-years old or older through the Mayoral Certificate of Recognition program.			

		<p>B) Contact 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) Submit names, birth date, and contact information to staff liaison. Staff liaison will work with City Clerk and City Council for recognition certificate(s).</p> <p>D) Prepare a recommendation to give to Council for Centenarian Recognition at a city council meeting. Put recommendation on agenda for discussion and action (motion to recommend to City Council).</p>	<p>July 2021 - Submitted recommendation to Council</p> <p>August 2021 - recommendation accepted by Council. Centenarian Recognition moved to on-going working group assignment and process for recognition established.</p> <p>Quarterly recognition process for Centenarians:</p> <ul style="list-style-type: none"> • COA verification of list provided by City Clerk (send quarterly) • COA confirm physical address and that individual(s) are still with us • Mayor announces/recognizes under Council Communications • City Clerk/Mayor: Signed Certificates mailed to the address on file. <p>Schedule as follows:</p> <p>1st Quarter (Jan-Mar) COA verification requested 3/1, due by 3/31 Certificates and announcements completed in April</p> <p>2nd Quarter (Apr-Jun) COA verification requested 6/1, due by 6/30 Certificates and announcements completed in July</p> <p>3rd Quarter (July-Sept) COA verification requested 9/1, due by 9/30 Certificates and announcements completed in October</p> <p>4th Quarter (Oct-Dec) COA verification requested 12/1, due by 12/31 Certificates and announcements completed in January</p>
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