



Staff Liaison
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AGENDA REGULAR MEETING OF THE COMMITTEE ON AGING

WEDNESDAY, October 18, 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 September 20, 2023.
- 7. WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT ADULT EDUCATION DEPARTMENT OVERVIEW**
Presentation and discussion about the West Contra Costa Unified School District Adult Education Program.

8. ADULT PROGRAMS & SENIOR SERVICES DIVISION OVERVIEW

Presentation and discussion about the El Cerrito Recreation Department Adult Programs & Senior Services programs.

9. COMMITTEE ON AGING 2023-24 WORK PLAN

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

10. 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.

11. FUTURE AGENDA ITEMS

- Next Meeting: November 15, 2023, at 3:00p.m. in the Council Chambers
- Complete Streets Projects in the San Pablo Ave Specific Plan and upcoming access/ADA Improvements in El Cerrito Presentation by Public Works Staff (November).
- Adoption of the Annual Committee on Aging Meeting Calendar 2024 (November)

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) 559-7008. 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 WEDNESDAY, OCTOBER 18, 2023, at 3:00p.m.

AGENDA ITEM 6 - Approval of Minutes

1. Draft Meeting Minutes - September 20, 2023

AGENDA ITEM 8 – Adult Programs & Senior Services Division Overview

1. Presentation Handout – Adult Programs & Senior Services.

AGENDA ITEM 9- COMMITTEE ON AGING DRAFT WORK PLAN

1. Draft Committee on Aging 2023-24 Work Plan



Recreation Department

Staff Liaison

Bridget Cooney

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MINUTES - Draft
COMMITTEE ON AGING

Wednesday, September 20, 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, Kenneth Epley, Janet James, Carol Kehoe, Steve Lipson, Pamela Wagner, Bruce Yow

Absent: Kim Marlia

Also Present: Bridget Cooney, Staff Liaison

Members from the Public: Linda Cain, Mark Watson, George Freeman

2. ORAL COMMUNICATIONS FROM THE PUBLIC

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

George Freeman introduced himself to the Committee on Aging.

Linda Cain introduced herself to the Committee on Aging and stated that she was hoping to become a member of the committee.

Mark Watson introduced himself to the Committee on Aging.

3. COMMITTEE MEMBER ANNOUNCEMENTS

Member Wagner announced her attendance and participation at the City of El Cerrito Country Line Dance on Saturday, September 9, 2023, and encouraged committee members to get more involved in community events.

Chair Cesa reported attendance at the San Pablo Specific Plan Focus Group meeting.

Member Kehoe announced that the Art Association Art Show will be at the Community Center on October 7-9, 2023.

Member Kehoe announced that Senior Legal Services will be giving a presentation on Durable Power of Attorney and Advance Directives at the Community Center on October 25, 2023.

Member Lipson announced that the Richmond Commission on Aging is hosting a Safety Summit on Wednesday, September 27, 2023, at the Richmond Memorial Auditorium.

Member Akacic shared information about the City of Albany free Music in the Park event on Wednesday, September 20, 2023.

4. COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS

Staff Liaison Cooney reported that the City Council meeting on September 19, 2023, had members of the public who called into the zoom meeting and made anti-Semitic, racist, and vulgar comments.

Staff Liaison Cooney reported that the Country Line Dance on September 9, 2023, was another successful event.

Staff Liaison Cooney announced that the Adult Programs & Senior Services Division will be hosting monthly birthday celebrations as a part of the Café Costa Senior Lunch Program on the last Wednesday of each month. The first birthday celebration will take place on Wednesday, September 27, 2023.

5. COMMITTEE ON AGING LIAISON REPORTS

Member Kehoe reported on a presentation to the West County Senior Coalition by a non-profit, Cancer Support Services Community.

Member Kehoe reported that the next West County Senior Coalition would be at 11am on Wednesday, September 27, 2023, and would include a presentation about COVID updates.

Members Lipson and Kehoe reported on attendance at the Area Agency on Aging (ACOA) meeting. Member Kehoe reported that the ACOA was unable to meet in person due to a health outbreak in the county building.

Member Kehoe reported on a presentation by Meals on Wheels Diablo Region.

Member Lipson reported that the ACOA website is not up to date and an alternate site, not affiliated with the county, has been created.

Member Lipson reported that there are two pieces of legislation regarding Brown Act requirements on the governor's desk.

Member James reported that Eskaton Hazel Shirley Mannor is performing deck tests of their units and are planning a flu shot clinic for residents.

6. APPROVAL OF THE MINUTES

Moved/Second: *Member Wagner Moved/Member Kehoe Second*

Action: *Adopted the minutes from the Committee on Aging meeting held on July 19, 2023.*

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

Nos: *None*

Abstention: *None*

7. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND FOR APPOINTMENT

Discussion and possible action to pass a motion to recommend to the City Council the appointment of applicant Linda Cain to the Committee on Aging.

Moved/Second: *Member Kehoe Moved/Member James Second*

Action: *Recommend to the City Council the appointment of applicant Linda Cain to the Committee on Aging.*

Ayes: *Chair Cesa, Vice Chair Dr. Kwong, Member Akacic, Member Epley, Member*

James, Member Kehoe, Member Lipson, Member Wagner, Member Yow

Nos: None

Abstention: None

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8. WORK PLAN 2023-2023 DISCUSSION AND POSSIBLE ACTION

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

Committee members discussed the draft Work Plan and made some edits. Continued discussion and possible action to adopt tabled until the October 18, 2023, meeting.

9. WORK PLAN REPORTS

- *Member Kehoe provided an update on quarter three Centenarian Recognition.*
- *Committee members reviewed the draft Committee on Aging Outreach Newsletter, October-December 2023 edition for edits and possible motion to approve for distribution.*

Moved/Second: Chair Cesa Moved/Member James Second

Action: Recommend adopting the Committee on Aging Outreach Newsletter, October-December 2023 edition with edits.

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

Nos: None

Abstention: None

- *Staff Liaison Cooney provided an update on the City of El Cerrito Senior Resource Fair on Friday, November 3, 2023.*

10. FUTURE AGENDA ITEMS

- Next Meeting: Wednesday, October 18, 2023, at 3:00 p.m. in the Council Chambers
- Continued discussion and goal setting for the 2023-24 Work Plan (ongoing)
- Public update about the San Pablo Specific Plan (November)
- WCCUSD Adult Education Presentation (October)
- Adopt Annual Committee on Aging Meeting Calendar 2023 (November)

11. 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 September 20, 2023, as approved by the Committee on Aging.

Katherine Cesa, Chair

Bridget Cooney, Staff Liaison

2023-2024 Adult Programs & Senior Services Division Offerings

Support Services for Seniors (7)

1. Easy Ride Senior & Disabled Paratransit Service
2. Cafe Costa Senior Lunch Program
3. CCC HICAP
4. CCC Senior Peer Counseling
5. Lions Club-Blind & Low-Vision Support Group
6. WCCUSD Adult Education & Beacon Home Care Respite Program
7. AARP Tax-Aide Income Tax Preparation Assistance (Feb-Apr)

Fitness Classes for Seniors 60+ (6)

1. Line Dance
2. Zumba Gold
3. Senior Fitness: Chair Exercise
4. Senior Fitness: Floor Exercise
5. Strength & Balance
6. Tai Chi Chih

Enrichment Activities (6)

1. Mahjong
2. rEC Treks: Senior Day Trips
3. rEC Treks: Big Screen Classics at the Rialto
4. Senior Presentations (Free)
5. Senior Sing-Along
6. Bridge: Beginner Lessons & Experience Players

Adult Programs (18+) with senior (60+) enrollments

1. Tai Chi
2. ShinShin Toitsu Aikido
3. Tendo Naginata
4. Art & Wellness workshops
5. Ceramics Studio classes
6. Watercolor/Acrylics
7. Adult Ballet
8. Feldenkrais Method Awareness Through Movement
9. Fitness Swimming
10. Water Aerobics/Independent Exercise/Aqua Zumba
11. Hatha Yoga
12. Zumba
13. Pickleball Lessons
14. X-Fit Boot Camp

Senior Special Events: (2)

1. Evening Adult Line Dance Event w/ themes (18+, majority of attendees are seniors 60+) - quarterly.
2. Senior Resource Fair (60+) - annual

2023-2024 Adult Programs & Senior Services Division Offerings

Proposed Senior Special Events FY2023-24:

- Older Adults Month (May) Celebration (Activities every Wednesday from 1-2pm
Potential activities include: ice cream social; presentation/demo class; art activity; karaoke; cards & games)
- Monthly Birthday Celebration during Lunch Program on the last Wednesday of each month (starts September 2023)
- Boomer Dance (work with volunteer DJ to host afternoon dances for seniors Spring 24)

Adult Programs & Senior Services Division Statistics

The numbers below are not perfect, as changes were made in our software system (Rec Trac) to how participants enroll in programs. If you look at the 60+ Programs, you will see that in FY18-19 the number of class sections offered was 189 and FY19-20 was 157, but FY22-23 the number is much lower at only 80. This is because one change we made was moving from each day being a separate section to having each section be a monthly class some with an enroll-by-day option which dramatically reduces the number of sections for any given activity.

It is also important to point out that the numbers below show the total number of enrollments in all classes offered, these are unique enrollments, but not necessarily unique participants.

Adult Specialty Classes

	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
# Classes (Sections) Offered	242	179	107	227	317
Total Enrollments	2342	1904	423	2482	4657
Revenues	\$125,166.41	\$87,092.03	\$13,976.00	\$102,141.40	\$159,540.00

60+ Programs

	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23
# Classes (Sections) Offered	189	157	47	59	80
Total Enrollments	902	1712	71	899	2608
Revenues	\$21,839.95	\$15,654.50	\$900.00	\$7,362.90	\$23,929.25

2023-2024 Adult Programs & Senior Services Division Offerings

From our Winter/Spring 2023 season (which spans January through May 2023), we can look at the number of unique enrollments by age range of participants. Unique enrollment does not mean unique participants. This information tells us that the largest number of enrollments is with participants between 66- to 85-year-olds.

Winter/Spring 2023	
Age of Participant	# of Enrollments
18-25	39
26-35	175
36-45	220
46-55	320
56-65	596
66-75	2,139
76-85	1,501
86-95	111



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

COMMITTEE ON AGING

Staff Liaison

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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.	(Communication/Outreach) Improve communication and outreach to older adults living in El Cerrito. • 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.	A) Prepare, publish, and distribute a Committee on Aging Outreach Newsletter. B) Draft COA Outreach Newsletters will be reviewed by the committee and a motion passed prior to publication. C) Invite representatives from outside organizations to share information about their programs and/or services that serve seniors in El Cerrito.	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 COA members and posted on the city website.
2.	(Adequate Space for Senior Programs & Services)	A) Prepare survey questions to ask seniors living in El Cerrito.	Completed:

	Prepare a recommendation to the City Council regarding unmet needs for senior programs and services within El Cerrito.	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. C) Compile survey results, including the number of seniors surveyed. D) Prepare a recommendation to the City Council regarding those results.	Dec 2022-Feb 2023 successfully created, distributed, and collected an informal survey for seniors living in El Cerrito. Apr-May 2023: Compiled and shared results of survey with Committee on Aging members. June 2023: Put item on June 21, 2023, agenda for discussion and action to send a recommendation to the City Council. July 2023: Recommendation sent to the City Council as public comment.
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
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1.	(Communication/Outreach) Improve communication and outreach to older adults living in El Cerrito. • Educate seniors in areas of health care and legislation affecting older adults. • 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.	A) COA members work with the Recreation Department to host a Senior Resource Fair. Committee members assist with the event by: ○ Inviting potential organizations to participate in the event. ○ Inviting seniors to attend the event. ○ Volunteering at the event. 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. C) COA members gather information for publication in Outreach Newsletters and distribute published outreach newsletters to seniors in El Cerrito. D) COA members share information regarding locations of community bulletin boards in El Cerrito where seniors can find		June 30, 2024
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		information about programs, services, and events.		
2.	Advocate for a more walkable El Cerrito for seniors and disabled residents.	A) Committee members invite City Public Works staff to provide an update on the San Pablo Specific Plan. 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.). 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.). 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.		

ONGOING WORKING GROUP PROJECTS

	Project	Activities	Work Group Assignments
1.	(Liaison Assignments) Serve as Liaison to Area Agency on Aging and/or West County Senior Coalition, Senior Living Facilities in El Cerrito and one day Senior Centers in El Cerrito.	A) Report back to the committee on topics of interest discussed at meetings. 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. 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).	Advisory Council on Aging (Kehoe, Lipson) West County Senior Coalition (Cesa, Kehoe) Senior Living Facilities in El Cerrito (James) One-Day Senior Centers in El Cerrito (Kehoe & Akacic)
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.	Marlia Kehoe

		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.	
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. 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



SUPPLEMENTAL AGENDA MATERIALS

COMMITTEE ON AGING MEETING WEDNESDAY, OCTOBER 18 2023, at 3:00p.m.

AGENDA ITEM 2 – ORAL COMMUNICATIONS FROM THE PUBLIC

1. Public Comments received by 9:00a.m. on October 18, 2023.



SUPPLEMENTAL AGENDA MATERIALS PUBLIC COMMENT INDEX

COMMITTEE ON AGING MEETING WEDNESDAY, OCTOBER 18, 2023, at 3:00p.m.

The following Public Comments were received by 9:00 a.m. 10/18/2023, were provided directly to Committee on Aging members in advance of the meeting, and were posted online as supplemental materials at:

<https://www.el-cerrito.org/Archive.aspx?ADID=7411>

AGENDA ITEM 2 – ORAL COMMUNICATIONS FROM THE PUBLIC

1. Cordell Hindler

From: Cordell Hindler [REDACTED]
Sent: Tuesday, October 17, 2023 1:49 PM
To: Bridget Cooney [REDACTED]
Subject: Public Comments

Caution! This message was sent from outside your organization.

Hello Bridget,

I AM Forwarding the Following Comments into the Record:

1. The Committee On Aging Is Invited to the Richmond Rotary Club Meeting This Friday at 12:30 PM
Richmond Country Club

25.00 Dollars For Lunch, Robert Bunce Will Present on the ED Fund

2. Contra Costa Mayors Conference November 2nd, 2023 at 6:30 PM Hosted by the City Of Brentwood

Location To Be Announced

Sincerely
Cordell