



Staff Liaison

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**REGULAR MEETING OF THE
COMMITTEE ON AGING**

WEDNESDAY, APRIL 17, 2024, 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 Cesa, Vice-Chair Dr. Pansy Kwong; Members Buddy Akacic, Linda Cain, Carol Kehoe, Steve Lipson, 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 MEMBER RE-APPOINTMENT**
Announce the re-appointment of Katherine Cesa and Steve Lipson as members of the Committee on Aging by City Council at the April 2, 2024, Council Meeting.
- 6. APPROVAL OF THE MINUTES**
Pass a motion to adopt the minutes from the Committee on Aging meeting on March 20, 2024
- 7. 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.
- 8. UPDATE ON REGULATION CHANGES**
Discuss and consider passing a motion to reduce the regular meeting schedule based on the new minimum requirement to meet quarterly as adopted by City Council on March 19, 2024.

9. WORKPLAN DISCUSSION

Discuss changes to Workplan and review City Council approved Bi-annual Workplan Template and consider a motion to adopt Workplan accomplishments for 2023/2024 and goals for 2024/2025-2025/2026.

10. REORGANIZATION OF THE COMMITTEE ON AGING ADVISORY BODY

Per City ordinance, select Chair and Vice Chair of the Committee on Aging for 2024-2025.

11. FUTURE AGENDA ITEMS

- Next Meeting: May 15, 2024, at 3:00p.m. in the Council Chambers
- Work Plan FY2024/2025 – 2025/2026 continued (May)
- July 4th & worldOne Festival Committee Participation (May)
- Buddy Akacic – Committee review of Wall of Fame nomination application for editing (May)

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 MEETING WEDNESDAY, APRIL 17, 2024, at 3:00p.m.

AGENDA ITEM 6 – APPROVAL OF MINUTES

1. Draft Meeting Minutes – March 20, 2024

AGENDA ITEM 8 – UPDATE ON REGULATION CHANGES

1. Ordinance Number 2024-01

AGENDA ITEM 9 – WORKPLAN DISCUSSION

2. Bi-Annual Workplan template 2024/2025-2025/2026



Recreation Department

Staff Liaison

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MINUTES COMMITTEE ON AGING - **DRAFT**

Wednesday, March 20, 2024, 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

Vice Chair Dr. Kwong called the meeting to order at 3:04 p.m.

1. ROLL CALL

Present: Vice Chair Dr. Pansy Kwong; Members: Buddy Akacic, Linda Cain, Janet James, Carol Kehoe, Pamela Wagner, Bruce Yow

Absent: None

Also Present: Bridget Cooney, Marielle Cuisson, Associate Engineer for the City of El Cerrito and Jarrett Mullen, Transportation Program Manager for the City of El Cerrito.

Members from the Public: Mark Watson, Katherine Cesa, Steve Lipson

2. ORAL COMMUNICATIONS FROM THE PUBLIC

No public communications were received.

3. COMMITTEE MEMBER ANNOUNCEMENTS

Member Wagner announced that the February 23, 2024, Boomer Dance was a success and the feedback received was positive.

Member Kehoe announced that the City of Richmond is hosting a Senior Information Day at the Richmond Auditorium on Wednesday, May 22, 2024.

Member Akacic announced that he is working on an application to nominate Janet Abelson to the City of El Cerrito Wall of Fame. Member Akacic requested that the Committee on Aging review the draft application before he submits it to City Council for review.

Member James announced her resignation from the Committee on Aging effective April 2024. This will end 35 years of service with the Committee on Aging.

4. COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS

Staff Liaison Cooney announced the Crab Feed Fundraiser was a sold-out event.

Staff Liaison Cooney announced that the next Line Dance Special Event will be held on Saturday, April 20, 2024, and will have a Hawaiian Tropical theme.

Staff Liaison Cooney announced that the City's Earth Day work parties will be held on Saturday, April 20, 2024.

Staff Liaison Cooney announced that the City Council reviewed mid-year budget reports and is working on annual Master Fee Schedule.

Staff Liaison Cooney reported that the City Has a new Strategic Plan.

5. LOCAL ROAD SAFETY PLAN PRESENTATION

Marielle Cuisson, Associate Engineer and Jarrett Mullen, Transportation Program Manager with the City of El Cerrito shared an informational presentation on the City's Local Road Safety Plan.

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 February 21, 2024*

Ayes: *Vice Chair Dr. Kwong, Member Akacic, Member Cain, Member, Member James, Member Kehoe, Member Wagner, Member Yow*

Nos: *None*

Abstention: *None*

7. INTERVIEW COMMITTEE ON AGING APPLICANTS FOR RE-APPOINTMENT

Informal interviews and potential recommendations to the City Council for re-appointment as members of the Committee on Aging of Katheine Cesa and Steve Lipson.

Moved/Second: *Member Wagner Moved/Member Akacic Second*

Action: *Passed a motion to recommend to the City Council the re-appointment of Katherine Cesa and Steve Lipson to serve on the Committee on Aging.*

Ayes: *Vice Chair Dr. Kwong, Member Akacic, Member Cain, Member James, Member Kehoe, Member Wagner, Member Yow*

Nos: *None*

Abstention: *None*

8. COMMITTEE ON AGING LIAISON REPORTS

Member Kehoe reported that the Advisory Council on Aging (ACOA) reviewed the draft four-year plan for the Master Plan for Aging. Member Kehoe reported focus areas included in the four-year plan are 1-call-1-ride programs, affordable housing, and improved outreach.

Member Kehoe reported that the Area Agency on Aging program director is leaving and moving to the City of Oakland.

Member Kehoe reported that the Diablo Region Meals on Wheels Director is leaving and is going to become the Director of the Contra Costa and Solano County Food Bank.

Member Kehoe reported there was no West County Senior Coalition meeting held.

Member Kehoe reported a meeting in the evening on Wednesday, March 21, 2024, to make recommendations for Measure X funding allocations.

Member Akacic reported that St. John's Senior Center is getting a new heater installed.

Member Akacic reported there is a new West Contra Costa Adult Education Principal, Andrew Brooks.

9. WORK PLAN REPORTS

Members reviewed the draft April-June 2024 Committee on Aging Outreach Newsletter and made a motion to approve the newsletter for distribution.

Moved/Second: *Member Wagner Moved/Member Akacic Second*

Action: *Passed a motion to approve the April – June 2024 Committee on Aging Outreach Newsletter for publication and distribution with edits.*

Ayes: *Vice Chair Dr. Kwong, Member Akacic, Member Cain, Member James, Member Kehoe, Member Wagner, Member Yow*

Nos: *None*

Abstention: *None*

10. FUTURE AGENDA ITEMS

- Next Meeting: Wednesday, April 17, 2024, at 3:00 p.m. in the Council Chambers
- Reorganization: Committee on Aging (April)
- Work Plan Accomplishments (May/June)
- Review Application for Nomination of Janet Abelson to the Wall of Fame (April)
- Committee on Aging Participation at the City's July 4th & worldOne Festival (May 2024)

11. ADJOURNMENT

Chair Cesa adjourned the meeting at 4:24 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 March 20, 2024, as approved by the Committee on Aging.

Dr. Pansy Kwong, Vice Chair

Bridget Cooney, Staff Liaison

RESOLUTION 2024-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO TO RESCIND RESOLUTION 2021-55 AND ADOPT REGULATIONS REGARDING CITY BOARDS, COMMISSIONS AND COMMITTEES INCLUDING MEMBER REQUIREMENTS, YOUTH PARTICIPATION, AND COMMUNICATIONS TO CITY COUNCIL

WHEREAS, on October 19, 2021 Resolution 2021-55 was adopted modifying the Advisory Body application process to include a requirement to attend two of the last three meetings held by the Advisory Body applied for prior to submitting an application of interest to the City Clerk; and

WHEREAS, on March 21, 2023 the City Council formed an Ad-Hoc Committee comprised of Mayor Motoyama and Councilmember Fadelli to discuss and review areas pertaining to Advisory Bodies; and

WHEREAS, the City Council Ad-Hoc committee met several times between April and December 2023 and discussed several areas including youth participation, general member requirements, and communications with City Council; and

WHEREAS, the City Council held a study session on September 19, 2023 to discuss recommendations made by the Ad-Hoc committee; and

WHEREAS, following the study session, Advisory Body member feedback was solicited and reviewed by the Ad-Hoc committee; and

WHEREAS, on December 5, 2023 the City Council held a second study session to review revised recommendations from the Ad-Hoc committee; and

WHEREAS at the conclusion of the second study session, the City Council passed a motion to approve the following ad-hoc recommendations and directing staff to return with legislation to implement the changes.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that Resolution 2021-55 is hereby rescinded.

BE IT FURTHER RESOLVED, that the City Council implements the following additions and modifications to policy and procedures related to City Advisory Bodies:

Section 1: Application and Appointment

1. Applicants for City Advisory Bodies are strongly encouraged to attend meetings of the Advisory Body applied for prior to submitting an application to the City Clerk.
2. Applicants shall demonstrate knowledge of the current work of the Advisory Body applied for.

3. During the application and appointment process, priority shall be given to those who are not currently serving on another City Advisory Body and no individual shall be appointed to serve on more than two Advisory Bodies concurrently.
4. Applications shall be accepted on an on-going basis and will remain valid for a period of one year from the date received.

Section 2: Meeting Frequency

1. The minimum quarterly meeting frequency adopted by the El Cerrito Municipal Code shall be the default schedule for all advisory bodies.
 - a. Additional meetings can be held if staff is available, and membership supports the need.
2. The City Clerk shall provide an annual report of the total meetings held the prior calendar year for all Advisory Bodies.

Section 3: Workplan and Accomplishments. Advisory Bodies exempt from this section include the Citizens Streets Oversight Committee, Civil Service Commission, Design Review Board, and Planning Commission.

1. Advisory Bodies shall develop and adopt a two-year workplan no later than with Fiscal Year 2026.
 - a. Advisory Bodies with existing workplans are encouraged to update and submit their two-year workplan for Fiscal Year 2025.
 - b. The staff liaison shall assist and guide the members in developing the workplan to ensure that all areas of the workplan are within the scope of the Advisory Body's responsibility and the City's Strategic Plan.
2. All workplans shall be adopted by the Advisory Body and posted on the Advisory Body's page of the City's website no later than July 1st of applicable years.
 - a. The workplan shall include a section to provide annual accomplishments of the Advisory Body which shall be updated and posted annually by July 1st.
3. The staff liaison shall coordinate with the City Clerk to place the adopted workplan and/or accomplishments on the City Council consent calendar as a "receive and file" item.
 - a. The Chair, Vice-Chair, or designated member of the Advisory Body shall attend the meeting to address any questions that may arise from a member of the City Council.
4. The approved workplan template shall be used, attached hereto as Exhibit A. The City Clerk has authorization to make non-substantive changes without approval by the City Council.
5. If an Advisory Body wishes to present to the City Council their workplan and/or accomplishments, they may make a request through their staff liaison. Such requests will be reviewed and approved in the same manner as described in section M (7) of the City Council Rules of Order and Procedure.

Section 4: Recommendations to City Council.

1. Recommendations to City Council shall reference what workplan item(s) they are related to or reference a specific area of Advisory Body responsibility the recommendations are connected to.
 - a. The staff liaison shall coordinate with the City Clerk to place the recommendation on the City Council consent calendar as a “receive and file” item.
2. A recommendation made in connection with a request by City staff will be included in the Agenda Bill or related documentation presented to the City Council.
3. If recommendations are made outside of the area(s) of responsibility or workplan of the Advisory Body, they will be presented to City Council as general public comments.
 - a. If a member of the City Council wishes to further discuss any recommendation received by an Advisory Body, it may be requested as an agenda item at a future meeting.

Section 5: Youth Participation

1. Any City Advisory Body may take action to request the City to advertise interest for participation of one youth member.
2. Youth member applicants shall meet the following criteria:
 - a. Enrolled as a student at El Cerrito High School, or be a resident of El Cerrito between the ages of 14-18; and
 - b. Obtain written consent of a parent or guardian to participate.
3. Interested applicants shall submit an application to the City Clerk, which will then be directed to the staff liaison to facilitate an informal interview with the Advisory Body.
4. A youth member appointment made by an Advisory Body shall not require City Council action to confirm. Once an appointment has been made, the staff liaison shall provide applicable information to the City Clerk.
5. A youth member appointment shall be non-voting. Non-voting status does not restrict participation in discussion or casting a vote; however the vote will not be part of the official count to determine the outcome of the action.
6. A youth member shall not be counted for the purposes of determining a quorum
7. Youth members shall be exempt from general rules and requirements related to members of advisory bodies with the following exceptions:
 - a. Attendance rules; and
 - b. Orientation and handbook training and submission of an Orientation and Member Handbook Acknowledgement Form; and
 - c. One-hour of Sexual Harassment Prevention training.
7. Participants shall be encouraged to evaluate and provide a presentation at a City Council meeting to share their experience at the end of their service.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on March 19, 2024 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: Mayor Rudnick; Mayor Pro Tem Wysinger; Councilmembers Fadelli and Motoyama
NOES: None
ABSTAIN: None
ABSENT: Councilmember Quinto

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on 3/21/2024 DS

APPROVED:

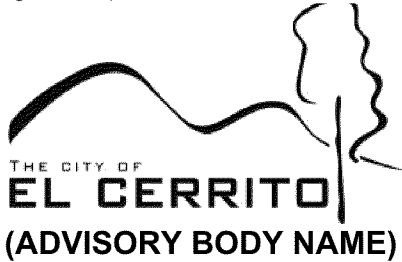
DocuSigned by:
Tessa Rudnick
Tessa Rudnick, Mayor



DocuSigned by:
HCharlety
F741D04CB417A15
Holly M. Charlety, City Clerk

BIENNIAL WORK PLAN
FISCAL YEAR YYYY/YYYY - YYYYY/YYYY

(ADVISORY BODY NAME)



Chair (First Last); Vice-Chair (First Last); Members (First Last), (First Last) - listed in Alpha order by last name

Staff Liaison
(First Last) | (liaison phone)
(Liaison email)
(Department Name)

MISSION STATEMENT: (State mission as identified in enabling legislation and include legislation citation)

HISTORICAL BACKGROUND: (Brief discussion regarding when the commission/committee was established and how it has changed over time)

FISCAL YEAR (YYYY/YYYY)
Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion

FISCAL YEAR (YYYY/YYYY)
Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion

ONGOING PROJECTS

Project	Activites	Funding and other Resources requested	Estimated Staff time needed

PRIOR FISCAL YEAR ACCOMPLISHMENTS

Updated annually by July 1 and provided to City Council on Consent

Goal/Objective	Activites Supporting Goal	Status



BIENNIAL WORK PLAN FISCAL YEAR 2024/2025-2025/2026

COMMITTEE ON AGING

Chair (First Last); Vice-Chair (First Last); Members (First Last), (First Last) - listed in Alpha order by last name

Staff Liaison

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

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 does not meet in August and December.

FISCAL YEAR 2024/2025*Items listed in priority order*

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion

FISCAL YEAR 2025/2026*Items listed in priority order*

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion

ONGOING PROJECTS

Project	Activites	Funding and other Resources requested	Estimated Staff time needed
COA Newsletter (Quarterly)	Prepare, edit, publish, and distribute Committee on Aging Outreach Newsletter Quarterly (Strategic Plan Goal: Livability and Belonging)		
Centenarian Recognition (Quarterly)	Recognize residents turning 100-years or older through the Mayoral Certificate of Recognition. Submit names, birth dates, and contact information to staff liaison. Confirm physical address and that individual(s) are still living in El Cerrito and report findings to staff liaison by due date. (Strategic Plan Goal: Livability and Belonging)		
Accessibility/ADA	Identify and report accessibility issues preventing seniors and/or disabled residents from safely accessing programs, services, parks and buildings in El Cerrito. (Strategic Plan Goal: Community Safety, Livability and Belonging)		

PRIOR FISCAL YEAR ACCOMPLISHMENTS

Updated annually by July 1 and provided to City Council on Consent

Goal/Objective	Activites Supporting Goal	Status