



Staff Liaison

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**REGULAR MEETING OF THE
COMMITTEE ON AGING**

WEDNESDAY, MAY 15, 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 Dr. Pansy Kwong, Vice Chair Katherine Cesa, 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 ANNOUNCEMENT 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. TRANSPORTATION PRESENTATION**
Haleh Hakimi, Engineering Project Manager with Caltrans and Jarrett Mullen, Sustainable Transportation Program Manager for the City of El Cerrito will share information on general topics that concern Caltrans' role in the City's transportation network. This is an informational presentation only; no action will be taken on items presented.
- 6. APPROVAL OF THE MINUTES**
Pass a motion to adopt the minutes from the Committee on Aging meeting on April 17, 2024.
- 7. COMMITTEE ON AGING LIAISON REPORTS**
Liaisons for the Advisory Council on Aging, West County Senior Coalition, Christ Lutheran and St. John's One-Day Per Week Senior Centers, 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. CONSIDER SENDING A LETTER OF SUPPORT TO CITY COUNCIL FOR**

NOMINATING JANET ABELSON TO THE CITY OF EL CERRITO WALL OF FAME

Discuss and consider passing a motion to submit a letter supporting Buddy Akacic' City of El Cerrito Wall of Fame nomination of former Mayor and Councilmember Janet Abelson to City Council..

9. ANNUAL COMMITTEE ON AGING MEETING CALENDAR UPDATE

Discuss and consider passing a motion to reduce the regular meeting schedule of the Committee on Aging to meeting either quarterly or bi-monthly based on the new minimum requirement to meet quarterly as adopted by City Council on March 19, 2024.

10. WORKPLAN DISCUSSION

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

11. FUTURE AGENDA ITEMS

- Next Meeting: July 17, 2024, at 3:00p.m. in the Council Chambers
- Work Plan Accomplishments & Goal Setting (July)
- Discuss and consider passing a motion to approve for publication the COA Outreach Newsletter for August, September, October (July)

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, MAY 15, 2024, at 3:00p.m.

AGENDA ITEM 6 – APPROVAL OF MINUTES

1. Draft Meeting Minutes – April 17, 2024

AGENDA ITEM 8 – CONSIDER SENDING A LETTER OF SUPPORT TO CITY COUNCIL FOR NOMINATING JANET ABELSON TO THE CITY OF EL CERRITO WALL OF FAME

2. Draft letter supporting Buddy Akacic' Wall of Fame nomination of former Mayor and Councilmember Janet Abelson.

AGENDA ITEM 9 – ANNUAL COMMITTEE ON AGING MEETING CALENDAR UPDATE

3. Update on regulation changes ordinance Number 2024-01

AGENDA ITEM 9 – WORKPLAN DISCUSSION

4. Biennial Workplan template 2024/2025-2025/2026
5. Adopted Workplan Goals for 2023/2024



Recreation Department

Staff Liaison

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MINUTES COMMITTEE ON AGING - DRAFT

Wednesday, April 17, 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 3:01 p.m.

1. ROLL CALL

Present: Chair Cesa, Vice Chair Dr. Pansy Kwong; Members: Buddy Akacic, Carol Kehoe, Steve Lipson, Bruce Yow

Absent: Linda Cain, Pamela Wagner

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

Members from the Public: Sandy Liao

2. ORAL COMMUNICATIONS FROM THE PUBLIC

Sandy Liao introduced herself as a Member of the San Pablo Historical Society and a resident of Albany interested in learning more about the Committee on Aging.

3. COMMITTEE MEMBER ANNOUNCEMENTS

Member Lipson reported that Elder Tech will have High School students volunteering in the summer to assist older adults with technology.

Member Lipson reported on the Imagination Project and interest in working with the Richmond Commission on Aging and the City of El Cerrito Arts and Culture Commission.

Member Lipson announced the Introduction to AI class at the El Cerrito Community Center on Wednesday, June 5, 2024.

Member Kehoe announced the City of Richmond Senior Information and Health Faire at the Richmond Auditorium on Wednesday, May 22, 2024.

Member Kehoe announced a Zoom meeting of the Older Adult Education Forever group on Saturday, May 11, 2024, from 10am-12pm.

Member Akacic announced that the Human Relations Commission is participating in the City of Richmond Juneteenth Celebration.

Member Akacic encouraged committee members to read an article titled "Think on Your Feet."

Member Akacic announced an upcoming East Bay Senior Stroll on Friday, April 19, 2024.

Member Akacic requested committee member support in submitting a letter of support to nominate Janet Abelson to the City of El Cerrito Wall of Fame. Member Akacic agreed to

bring a letter of support to the May Committee on Aging meeting for possible motion to approve the letter of support.

4. COUNCIL/STAFF LIAISONS ANNOUNCEMENT AND REPORTS

Staff Liaison Cooney announced the Hawaiian Tropical themed Line Dance on Saturday, April 20, 2024.

Staff Liaison Cooney announced Older American's Month activities will be held on Wednesdays in May. Activities will be offered in conjunction with Café Costa Senior Lunch Program.

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

Councilmember Fadelli reported that a speaker from Cal Trans will present at the May 15, 2024, Committee on Aging meeting.

Councilmember Fadelli reported that WCCTAC has one-time funds to improve bus bench shelters in El Cerrito.

Councilmember Fadelli reported that the Exchange Zone at the Recycling Center is closed for improvements. It is expected to re-open in July 2024.

Councilmember Fadelli reported on subcommittee work to change the Crime Prevention Committee to a Public Safety Committee.

5. COMMITTEE MEMBER RE-APPOINTMENT

The City Council re-appointed Katherine Cesa and Steve Lipson to the committee at the City Council meeting on April 2, 2024.

6. APPROVAL OF THE MINUTES

Moved/Second: *Member Dr. Kwong Moved/Member Kehoe Second*

Action: *Adopted the minutes with edits from the Committee on Aging meeting held on March 20, 2024.*

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

Nos: *None*

Abstention: *None*

7. COMMITTEE ON AGING LIAISON REPORTS

West County Senior Coalition – No report.

City Housing Facilities in El Cerrito – No report.

Member Kehoe reported that the Advisory Council on Aging (ACOA) met and discussed budget.

Member Kehoe reported on a presentation by Trio Catering at the ACOA meeting.

Member Kehoe reported a Board of Supervisors meeting on April 17, 2024, to discuss Measure X funding allocations.

Member Lipson provided an update on the Technology working group of the ACOA.

8. UPDATE ON REGULATION CHANGES

Staff Liaison Cooney provided an update on regulation changes to meeting requirements and Biennial Workplan template for Advisory Bodies, Committees and Commissions. At the May 15, 2024, COA meeting, members will consider passing a motion to reduce the regular meeting schedule based on the new minimum requirement to meet quarterly.

9. WORKPLAN DISCUSSION

Committee members reviewed the new Biennial Workplan template and requested to continue discussion and goal setting for 2024/2025-2025/2026 at the May 15, 2024, meeting.

10. REORGANIZATION OF THE COMMITTEE ON AGING ADVISORY BODY

Action: Motion to nominate Dr. Kwong to serve as the Chair of the Committee on Aging.

Moved/Second: Member Kehoe **Moved/Member Cesa Second**

Ayes: Member Akacic, Member Cesa, Member Kehoe, Member Dr. Kwong, Member Lipson, Member Yow.

Nos: None

Abstention: None

Action: Motion to nominate Member Cesa to serve as the Vice Chair of the Committee on Aging.

Moved/Second: Member Lipson **Moved/Member Cesa Second**

Ayes: Member Akacic, Member Cesa, Member Kehoe, Member Dr. Kwong, Member Lipson, Member Yow

Nos: None

Abstention: None

11. FUTURE AGENDA ITEMS

- Next Meeting: Wednesday, May 15, 2024, at 3:00 p.m. in the Council Chambers
- Cal Trans Informational Presentation (May 2024)
- COA Work Plan Accomplishments & Goal Setting (May)
- Letter of support in nominating Janet Abelson to the Wall of Fame (May)
- Committee on Aging Interest in Participating at the City's July 4th & worldOne Festival (May)

12. ADJOURNMENT

Chair Dr. Pansy Kwong adjourned the meeting at 4:15 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 April 17, 2024, as approved by the Committee on Aging.

Dr. Pansy Kwong, Vice Chair

Bridget Cooney, Staff Liaison

This letter of endorsement for Janet Abelson's inclusion to the City of El Cerrito Wall of Fame - is submitted for due consideration by the City of El Cerrito - Committee on Aging - Our experience and our perception is that Janet's life commitment to serving the public welfare in and around El Cerrito for some 30 years is absolute evidence and embodiment of inspiration to us all - We can think of no one more important to us as an icon dedicated to creating an El Cerrito that improves our lives - Janet's active involvement in local community affairs and always with an intense passion toward the betterment of local conditions for the people who live here inspires us to nominate her - Our belief is that she has in fact **earned her place on our City of El Cerrito Wall of Fame**

Buddy Akacic

To Mayor Rudnick and esteemed City Councilmembers,

The El Cerrito Committee on Aging is writing this letter in support of Janet Abelson's nomination to the City of El Cerrito Wall of Fame. Janet served the El Cerrito Community tirelessly for more than 30 years and was a huge advocate for seniors and disabled members of our community. Her efforts advocating for seniors and accessible transportation in our community were instrumental and she deserves to be awarded and recognized for her efforts.

Sincerely,

Dr. Pansy Kwong
Chair, El Cerrito Committee on Aging

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

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Tessa Rudnick, Mayor

DocuSigned by:

HCharlety

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Holly M. Charlety, City Clerk



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

COMMITTEE ON AGING

Staff Liaison

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

Chair **Dr. Pansy Kwong**; Vice-Chair **Katherine Cesa**; Members **Buddy Akacic, Linda Cain, Carol Kehoe, Steve Lipson, 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 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
Educate and share information about transportation, health care, and other resources available to older and/or disabled adults living in El Cerrito by co-hosting an annual Senior Resource Fair at the Community Center. Strategic Plan Goal: Livability and Belonging Communittee Safety Environmental Sustainability	Invite organizations that offer free or low-cost services for seniors to participate as vendors or event sponsors. Distribute marketing materials and invite seniors in the community to attend the Resource Fair. Volunteer at the Resource Fair.	Marketing Materials/flyers Swag/take home item for attendees Refreshments for volunteers and attendees	
COA Newsletter (Quarterly) Strategic Plan Goal: Livability and Belonging	Gather articles and items of interest for newsletter (citing all sources). Layout newsletter articles/snippets. Committee review and edit document and approve for publication. Print and distribute newsletter.	Newsletter layout Printing Paper	Approximately 2-3 hours per month

Centenarian Recognition (Quarterly) Strategic Plan Goal: Livability and Belonging	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.		
Accessibility/ADA Strategic Plan Goal: Community Safety, Livability and Belonging	Identify and report accessibility issues preventing seniors and/or disabled residents from safely accessing programs, services, parks and buildings in El Cerrito.		

PRIOR FISCAL YEAR ACCOMPLISHMENTS

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

Goal/Objective	Activites Supporting Goal	Status

FISCAL YEAR 2023-2024 WORK PLAN

Priority Ranking	Goal/Objective	Proposed Activities	Work Group Assignment	Timeline For Completion
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	Wagner, Dr. Kwong, Kehoe, Cesa	June 30, 2024

		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, Advisory Council on Aging, and 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 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. 2. Staff liaison will give names to the City Clerk responsible for maintaining an active list of Centenarians living in El Cerrito.	Marlia Kehoe

		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