



Staff Liaison

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AGENDA
REGULAR MEETING OF THE
COMMITTEE ON AGING

WEDNESDAY, SEPTEMBER 17, 2025, 3 p.m.

City of El Cerrito Council Chambers
10890 San Pablo Ave
El Cerrito, CA 94530

3 p.m. CONVENE REGULAR MEETING

- 1. ROLL CALL** – Chair Dr. Pansy Kwong; Vice-Chair Mark Watson; Members Buddy Akacic, Linda Cain, Katherine Cesa, Carol Kehoe, Steve Lipson, Lisa Martinengo, Pamela Wagner, Bruce Yow
- 2. ORAL COMMUNICATIONS FROM THE PUBLIC (5 min.)**
Remarks are typically limited to three minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first. Remarks on agenda items will be heard at the time the item is discussed.
- 3. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS (5 min.)**
Staff and/or Council Liaison Quinto may report on policies, priorities, and action taken by the City Council, and/or on matters of general interest to the Committee on Aging.
- 4. COMMITTEE ON AGING LIAISON REPORTS (15 min.)**
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.
- 5. APPROVAL OF THE MINUTES (5 min.)**
Consider a motion adopting the minutes of the SPECIAL COA meeting held on June 18, 2025.
- 6. COA MEMBER APPOINTMENT PROCESS (15 min.)**
Conduct informal interview and consider a possible action regarding recommendation to

the El Cerrito City Council the appointment of Elisa Montemayor to the Committee on Aging (COA).

- 7. WORK PLAN: AGE-FRIENDLY PARK ASSESSMENT DISCUSSION (20 min)**
Discussion and possible motion to prepare a letter with findings and recommendations for improvements to be shared with the Parks and Recreation Commission and City Council.

- 8. FUTURE AGENDA ITEMS (5 min.)**
The Chair announces future agenda items. Committee members may briefly comment, suggest items for consideration, or request an item be agendaized for a future meeting. No action will be taken at this time.

- *Invite City Staff to provide an update on the Richmond Street Complete Streets Improvement Project and the potential impacts of the project related to seniors living on Richmond Street (TBD)*
- *Discussion and possible motion to host a transportation presentation for seniors (TBD)*
- *COA Annual Meeting Calendar 2026 (October 2025)*

9. 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

COMMITTEE ON AGING MEETING WEDNESDAY, SEPTEMBER 17, 2025, at 3 p.m.

AGENDA ITEM 5 – APPROVAL OF MINUTES

Draft Meeting Minutes – June 18, 2025

AGENDA ITEM 6 – COMMITTEE ON AGING MEMBER APPOINTMENT PROCESS

Membership Application for consideration for Elisa Montemayor

AGENDA ITEM 7 – WORK PLAN DISCUSSION – AGE-FRIENDLY PARK ASSESSMENT FINDINGS

Committee member reports on park visits for discussion and possible motion to share recommendations with the Parks and Recreation Commission and the City Council.



DRAFT MINUTES

SPECIAL MEETING OF THE COMMITTEE ON AGING

Wednesday, June 18, 2025, at 3:00 p.m.

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

City Hall – Council Chambers
10890 San Pablo Ave, El Cerrito

This Meeting Place is Wheelchair Accessible

3:00 p.m. CONVENE REGULAR MEETING Chair Dr. Kwong called the meeting to order at 3 p.m.

- 1. ROLL CALL – Present:** Chair Dr. Pansy Kwong; Vice-Chair Mark Watson; Members Buddy Akacic, Linda Cain (3:04 p.m.), Katherine Cesa, Carol Kehoe, Steve Lipson (3:02 p.m.), Lisa Martinengo, Pamela Wagner, Bruce Yow

- 2. ORAL COMMUNICATIONS FROM THE PUBLIC**

Public comment was received prior to the meeting via email and distributed to all members in advance.

Ann Baugh introduced herself as an El Cerrito resident interested in learning more about the COA.

Susan Hampton introduced herself as an El Cerrito resident interested in learning more about the COA.

- 3. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS**

Staff and/or Council Liaison Quinto may report on policies, priorities, and action taken by the City Council, and/or matters of general interest to the Committee on Aging.

Staff Liaison Cooney reported on items discussed at the City Council meeting held on June 17, 2025.

Staff Liaison Cooney shared that Ruby Adachi and family attended the June 17, 2025, City Council meeting to receive her Centenarian Recognition certificate.

Staff Liaison Cooney announced the 4th of July & worldOne Festival on Friday, July 4, 2025.

Staff Liaison Cooney announced a Richmond Street Open House on Wednesday, June 25, 2025.

Liaison Cooney provided an update on upcoming Recreation Department programs and events of interest to the committee.

4. APPROVAL OF THE MINUTES – Motion Passed

Review, discuss, and consider a motion to adopt the minutes of the COA meeting held on May 21, 2025.

Moved/Second: Member Kehoe/ Member Cesa

Action: Adopted the minutes from May 21, 2025, Committee on Aging meeting as presented in the agenda materials.

Ayes: 10: Chair Dr. Kwong, Vice Chair Watson, Members: Akacic, Cain, Cesa, Kehoe, Lipson, Martinengo, Wagner, Yow

Nos: 0

Abstention: 0

Motion Passed

5. FY 2025-2026 & FY 2026-2027 BIENNIAL WORK PLAN

Discuss and consider a motion to adopt goals and activities for the COA Biennial Work Plan for FY 2025-2026 & FY 2026-2027.

Moved / Second: Vice Chair Watson / Member Wagner

Action: Adopted the FY 2025-2026 & FY 2026-2027 Committee on Aging Biennial Work Plan as discussed.

Ayes: 10: Chair Dr. Kwong, Vice Chair Watson, Members: Akacic, Cain, Cesa, Kehoe, Lipson, Martinengo, Wagner, Yow

Nos: 0

Abstention: 0

Motion Passed

6. FUTURE AGENDA ITEMS

The Chair announces future agenda items. Committee members may briefly comment, suggest items for consideration, or request an item be agendaized for a future meeting. No action will be taken at this time.

- *Next regular COA Meeting is Wednesday, September 17, 2025*
- *Age-Friendly Park Assessment reports and discussion (September 2025)*
- *Invite City Staff to provide an update on the Richmond Street Complete Streets Improvement Project and the potential impacts of the project on seniors living on Richmond Street. (September 2025)*
- *Informational Presentation from Senior Center Action Committee (October)*
- *Discussion regarding hosting a Transportation Fair for seniors (TBD)*
- *Invite representative from Homematch to provide an informational presentation about their services in Contra Costa County (TBD)*
- *Motion to adopt the 2026 COA Annual Meeting Calendar (October 2025)*

7. ADJOURNMENT The meeting adjourned at 4:25 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular Committee on Aging meeting of June 18, 2025, as approved by the Committee on Aging.

Chair, Dr. Pansy Kwong

Staff Liaison, Bridget Cooney

Bridget Cooney

From: [REDACTED]
Sent: Thursday, August 14, 2025 12:11 PM
To: [REDACTED]
Subject: Online Form Submittal: Application for Boards, Commissions, and Committees

This sender is trusted.

Application for Boards, Commissions, and Committees

PERSONAL INFORMATION

Please provide your name, residency and contact information.

First Name: Elisa

Last Name: Montemayor

Address: [REDACTED]

City: El Cerrito

State: CA

Zip: 94530

Phone Number: [REDACTED]

Email Address: [REDACTED]

Length of Residence

Years at above address: 11

Years in El Cerrito: 11

Years in Contra Costa
County: 11

Owner/Tenant: Own home

Youth Applicant (age 14-
18) No

Are you currently serving on an advisory body? No

CITY BOARDS, COMMISSIONS, AND COMMITTEES

[REDACTED]

Advisory Body Committee on Aging

Advisory Body I am only interested in the first choice

Reason(s) for applying: As a proud El Cerrito resident, I have long been passionate about advocating for and supporting our senior community. Drawing on my 20 years of Human Resources leadership experience and my recent licensure as a Residential Care Facility for the Elderly Administrator for the State of California, I bring a unique blend of skills in people management, program development, and community engagement.

EMPLOYMENT
Please provide current employer and occupation. Resumes are welcome but not required.
Name and address of current employer (or last, if retired):

[REDACTED]

Occupation: HR Manager

Resume

[REDACTED]

EDUCATION AND EXPERIENCE:
Share your education and experience, considering your activities in business, labor, professional, social, or other organizations; indicate relevant experience and abilities, including; and any prior experience with public agency

CPR training Red cross 2025
Residential care facility for the elderly administrator 2025
Master degree Universidad Metropolitana, Venezuela
BA Universidad Metropolitana, Venezuela

boards, commissions, committees, taskforces, etc. which would help qualify you for appointment.

Education and Training:

Experience and Abilities:	20 years in Human Resources in global tech and retail corporations Community experience: 17 years volunteer at Fundana, Caracas Venezuela Participated in Junior achievement programs, and rebuilding together Oakland
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Prior Experience with Advisory Bodies:	None but do have 15+ years reporting to executives at a corporate level
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Describe any relevant experience, activities or abilities that would help qualify you as an applicant for appointment:	I recently pursue a personal goal which was to become an RCFE (Residential Care Facility for the Elderly) Administrator for the State of California and I have my CPR training with the red cross. My HR skills include: problem solver, coaching, talent management I am also Bilingual English & Spanish
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REFERENCES
Please list two personal or professional references, including name, address, and contact information.

[Redacted]

Reference 1:

Reference 2:

[Redacted]

CONFLICTS OF INTEREST:
Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on the board,

Does not apply

commission or
committee applied for.

(Section Break)

Statements of Understanding and Acknowledgement

Please read and check the box to acknowledge you understand each statement below regarding requirements to serve.

I confirm that:	The information submitted in this application is true and correct to the best of my knowledge;
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I acknowledge that:	I do not hold any other public office or position in the City;
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I confirm that:	I am a resident of El Cerrito and understand I must remain a resident for the duration of my service (unless otherwise provided in the Municipal Code); and
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I am aware of:	the meeting schedule for advisory body I am applying for and feel I will be able to devote the time necessary to perform the duties.
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Within 30 days of appointment (unless otherwise indicated below), I understand that I am required to::	File an OATH OF OFFICE (prior to the first meeting as a member);
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I am required to complete:	two hours of Ethics Training;
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I am required to complete:	one hour of Sexual Harassment Prevention Training;
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I am required to complete:	Orientation/Handbook Training
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I am required to file:	a Statement of Economic Interests Form 700 if I am appointed to the ARTS AND CULTURE COMMISSION, DESIGN REVIEW BOARD, FINANCIAL ADVISORY BOARD or PLANNING COMMISSION; and
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I am required to:	Complete a criminal records background check prior to service on the COMMUNITY SAFETY COMMITTEE.
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By submitting my application I	This application is a PUBLIC RECORD and will be disclosed in full upon request; and
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Committee on Aging Age-Friendly Park Assessment Findings 2025

Park	Key Findings
Centennial Park	No drinking fountain or public restroom. Park is generally well-maintained.
Harding Park	Accessible entrances and pathways. Public restrooms locked—keys rented via Community Center. Adequate benches primarily used for tennis, baseball/softball and childcare. Tennis Courts and field available for rent.
Tassajara Park	Reports of drainage and drinking fountain issues. Restrooms locked. Pathways steep and vegetation overgrown, presenting challenges for seniors with mobility aids and families with strollers. Caution tape in playground area. Signage visibility concerns.
Canyon Trail Park	Two sections (upper and lower). Restrooms locked. Lack of railings on steep paths. Pathways slippery with pine needles and uneven with trip hazards. Overgrown vegetation and litter after rentals. Limited water fountains and signage for dogs.
Bruce King Dog Park	No Drinking fountains or restrooms available. General condition fair.
Arlington Park	Generally accessible. Restrooms locked. Only one drinking fountain observed. Benches lack armrests. Steep stairway behind clubhouse lacks railing. Protruding tree roots noted.
Cerrito Vista Park	Major accessibility issues for seniors. Handrails needed at multiple entrances, uneven and cracked pathways, leaky restrooms with worn flooring, puddles impede walker use. Limited bench placement. Steep pathway near park entrance.
Huber Park	Good overall condition. Steep paths not walker or wheelchair friendly. Restrooms locked. Limited benches.
Castro Park	Not documented

Recurring Issue

Locked Restrooms
Pathways & Handrails
Seating
Drinking Fountains
Signage & Safety

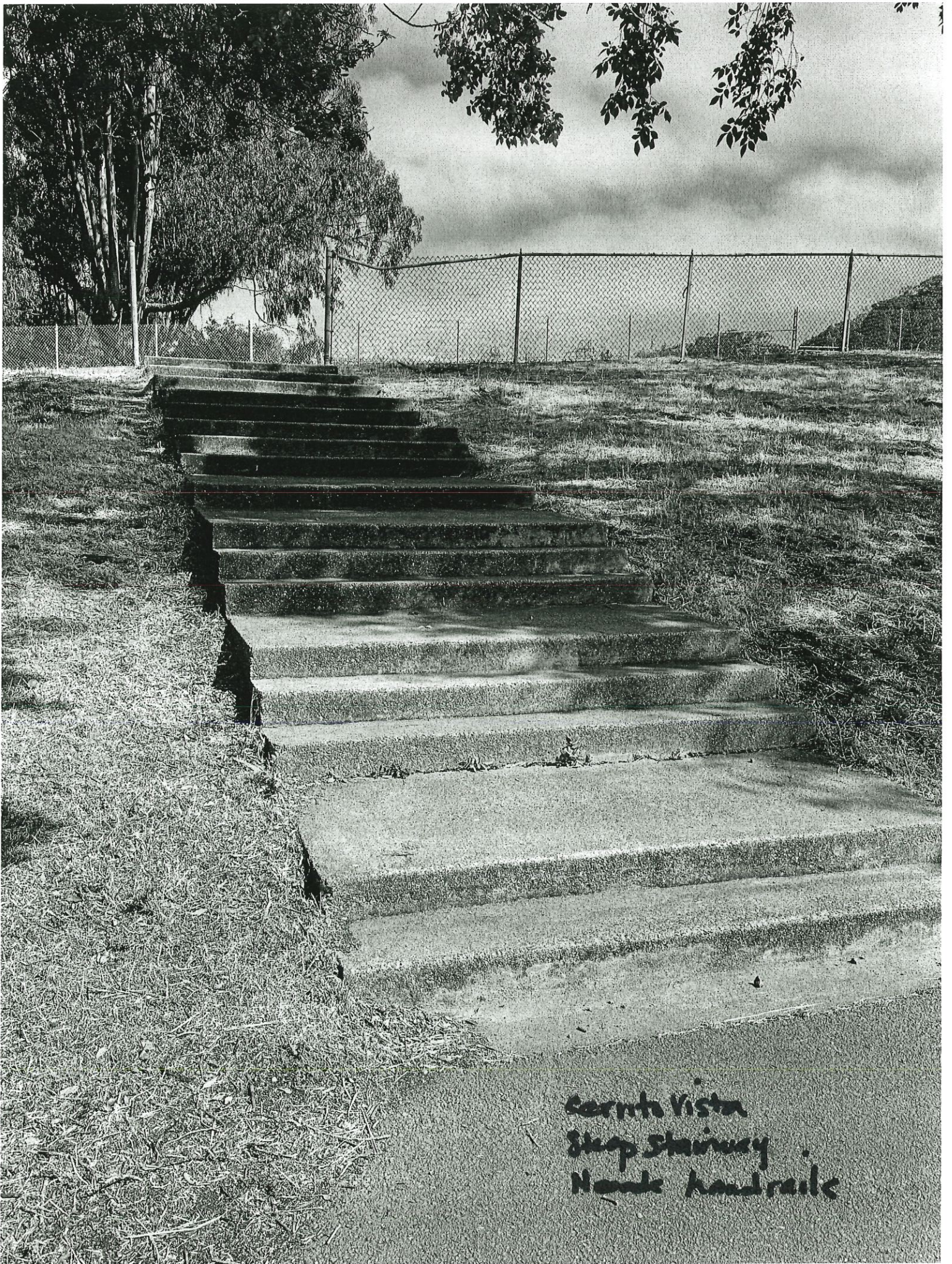
Summary of Findings

Restrooms consistently locked, requiring keys from the Community Center. Limits general accessibility.
Steep paths lack handrails; cracked/uneven pathways create hazards for seniors & strollers.
Benches are limited, poorly placed, and often lack armrests to assist seniors.
Some parks lack drinking fountains; others are non-functional or have poor drainage.
Dog leash signage inconsistent. Slippery surfaces and overgrown vegetation noted.



Cerrito
vista

Sleep
walkway

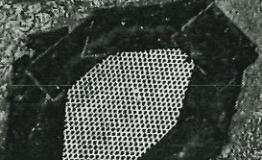
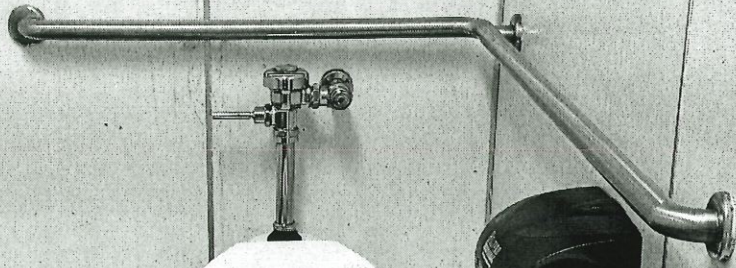
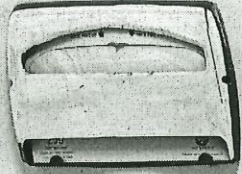


Corinto Vista
Step Stairway
Needs Handrail



Cerrito Vista
Perennial Puddle
obstacle for walker
+ wheelchair users

Cemito Vista
Bathroom floor needs
resurfacing
Drain needs replacing





Soap dispenser
drips onto
floor

Cerrito
Vista
Cracks
& Uneven
Surfaces
Walking
Path





