

Mayor's Commission on Aging
City of Oakland Human Services Department
Lionel J. Wilson Building
150 Frank H. Ogawa Plaza, Suite 4340
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City of Oakland Mayor's Commission on Aging

December 4, 2019 at 10:00 a.m.

City Hall, Hearing Room One

One Frank H. Ogawa Plaza

Oakland, CA 94612

Minutes

1. Call to order at 10:00 a.m. by Chairperson Bryan Ricks
2. *Quorum Met* (See Exhibit A)
3. **Approval of minutes**

Motion to approve minutes by Commissioner Michael Coleman, second by Commissioner Jennifer Seibert

4. **Agenda Modification and Approval:** *None*

Motion to approve the Agenda Modification by Vice Chairperson Martha (Mattie) Scott, second by Commissioner Shannon McDonnell

5. **Public Comments (Limit 3 minutes). Please fill out a speaker card**

- *None*

6. **Introduction of North Oakland Senior Center Director Kayla Brown**

- Kayla is an Oakland resident and earned her Bachelor of Arts in Psychology from Loyola Marymount. Since earning this degree, her work has focused on supporting a variety of communities. She has worked in a group home with foster youth in San Leandro, a deafblind preschool in Boston and a 4th grade special education classroom in Alameda. She worked for 4 years as a Life Enrichment Director in an Assisted Living and Memory Care community providing engaging programming to the residents. After 4 years, she returned to the opposite end of the lifespan, working with children 0-5 years and their caregivers through a grant-based program in West Oakland. Kayla is now back with the population she enjoys working with most, as the new Center Director at North Oakland Senior Center.

- **Kayla Brown, Director - North Oakland Senior Center**
I am looking forward to getting to know the unique needs of our Oakland residents and work with all of you.

7. Approval of Senior Center Bylaws

Scott Means, HSD/Aging and Adult Services Division, Manager

- **There was a change on page 8 section 11-6 as follows:**
 - *The Nominating Committee shall consist of the Advisory Council Chairperson, a representative of the Center’s Membership Committee, the Center Director, and a member of the Mayor’s Commission on Aging or their designated alternate.*
 - *Commissioner Toni Gomez had question regarding the nomination committees charge.*
 - *Vice Chairperson Martha (Mattie) Scott pointed out that the information is in another section.*

ARTICLE XII: ELECTION AND APPOINTMENT PROCESS

- 12-1 The Nominating Committee shall meet no later than November to ensure that the applicants for the Council vacancies meet the requirements of Article V and to prepare a ballot to be presented to the Center membership in December.
- 12-2 A ballot and vote will not be required if the number of nominees is less than the number of vacancies.
- 12-3 In the event that nominees are not forthcoming, current members’ terms may be extended for one year.
- 12-4 In cooperation with the Center Director and the Advisory Council Chairperson, the Nominating Committee shall oversee the general election in December.
- 12-5 A printed ballot of nominees shall be distributed to the membership by the end of November. Balloting will take place in the first ten working days of December. Ballots shall be counted by the Nominating Committee. The results of the election will be announced in December. The new Council members will be sworn in at the January Council meeting.
- *Commissioner Jennifer Seibert asked when the Bylaws have been adopted, what is the process, if the Commission decides that there needs to be an amendment and/or clarification to the Bylaws.*
- *Scott Means, HSD/Aging and Adult Services Division, Manager stated that it would take a Commission action. If it is not something major, the Commission hold it until next Nominating Committee Election and Appointment Process.*

- *Clerk Terry McIntosh proposed using the complete title, Aging and Adult Services Division in the Human Services Department opposed to Aging and Adult Services/Manager.*
- *Scott Means, HSD/Aging and Adult Services Division, Manager stated that the title is too long and suggested that we use Aging and Adult services which is his title and/or use an acronym to shorten the title.*
- *Vice Chairperson Martha (Mattie) Scott proposed that we use the complete title in the initial wording in the Bylaws and thereafter use Aging and Adult Services as Scott Means suggested.*
- *Clerk Terry McIntosh wanted clarification on Article: Membership*
 - ✚ 5-4 The authorized number of advisory council members shall be a of maximum fifteen (15). The advisory council shall maintain a minimum of nine (9) members at all times. A quorum shall be 50% of current advisory council members plus one.
- *Chairperson Bryan Ricks stated that it is looking at the total number of minimum and maximum members, then a quorum would be fifty percent plus one (+1) of that number for example, if we have a minimum of nine (9) members present a quorum would be five (5) members, and a maximum of fifteen (15) members present, a quorum would be eight (8) members present.*
- *Commissioner Asha Beene-Clarke addressed Article III: Mission*

Would like to add outreach to the development of programs

 - ✚ The Mission of The Council is to assist City staff in the development of programs, services, planning, and to conduct fund-raising, advocacy, networking, lobbying and to benefit the senior population of the city of Oakland. Council members are expected to take an interest and leadership role in Center operations.
- *Chairperson Bryan Ricks agreed and stated the value of adding **Outreach** to the development of the program.*
- *Commissioner Asha Beene-Clarke wanted clarification regarding Article VI: Associate Members the second sentence*
 - ✚ Associate members may be appointed to the Council by the Council. Associate members organization benefits seniors. They will act as a liaison between The Council and the organization. Associate members' qualifications are as follows: **They shall have no voting privileges.**

- a. They must be nominated by their organization with the approval of the Advisory Council.
 - b. They will have no minimum meeting requirements.
 - c. They cannot hold officer positions on the Advisory Council or Committees.
- *Scott Means, Aging and Adult Manager submitted clarification, “Associate members **represents** an organization that benefits seniors”.*
 - *Commissioner Asha Beene-Clarke wanted clarification on the roles of the Director or Treasurer and staff in handling monies and giving receipts.*



Article VII: 7-5 The Treasurer shall be responsible for keeping an accurate accounting of all Trust funds received by the Senior Center. The Director or Treasurer shall receive and give receipts for monies, and dues payable to and for the Senior Center and Council from any source and deposit all monies in the name of the Council of the Senior Center in the Trust Fund.

The Treasurer has the following responsibilities:

- a. The Treasurer will chair the Finance Committee.
 - b. The Treasurer and staff will verify all receipts of Trust funds and audit Trust Fund expenditures.
 - c. The Treasurer, in cooperation with the Center Director, shall submit monthly financial reports to The Council.
- *Chairperson Bryan asked Scott for clarity.*
 - *Scott Means, Aging and Adult Manager explained that The Trust Funds do not belong to the City. The Trust Fund is managed by the senior centers. The Director and Treasure have complete authority to deposit monies in the name of the Council into the Senior Center Trust Fund.*
- Chairperson Bryan Ricks asked for a motion to approve the Bylaws
 - Commissioner Toni Gomez made a motion to approve the Bylaws as amended
 - Commissioner Michael Coleman second the motion
 - It was moved and second to approve the Bylaws as amended

- Chairperson Bryan Ricks
 - All in favor:
 - Ayes - All
 - Any oppose:
 - Noes

The nomination was carried by consensus.

8. Commission Subcommittees

- *Chairperson Bryan Ricks*

Age Friendly Cities/Livable Oakland

- Looking into year 2020 the Commission can add value and a great leadership in the Subcommittees. Chairperson Bryan Ricks asked if any of the Commissioners had a heart for working on a planning commission as a liaison to the commission.
- Chairperson Bryan Ricks was invited and attended the Senior Health Policy Forum to speak on the progress the commission have made in the City of Oakland. In relations to the other Age Friendly Committees, we are a new organization. The difference in the way the Oaklands, Mayor's Commission on Aging functions, is our efforts are a more volunteer driven effort. Looking at some of the other Age Friendly Committees initiatives they are led by people who work within the City Departments which means their focus is more on changing the process. Going into the year 2020 the commission must continue to wok on things that give us momentum, by setting out and accomplishing goals based off the listening sessions and the feedback we got back from seniors in our communities.
- It is also important to start focusing on the commissions real **Action Plan**. What is it we plan to do to help change the process in the City of Oakland. The we need to align our priorities with Human Services Department/Aging and Adult Services Division, Scott Means, Manager so that we are really focused on things that are sustainable efforts.

- *Commissioner Dianna Garrett*

Communication-Age Friendly Cities/Livable Oakland

Volunteer Subcommittee's: Chairperson Bryan Ricks, Commissioners Cheryl Moore, Jenifer Seibert

- The Voluntary Subcommittee had a telephone conference call with the consultant Meredith Fenton who is doing a needs assessment about communication about the City of Oakland. It was a zoom call, with the focus around how the City is going to communicate. The commissions focus is communication with seniors. The commission has learned from all the listening sessions every district brought up the communication, via the website did not work, did not know where to get information if they are not connected with the senior centers. There is a need to have a Subcommittee for communication. Alameda County is working on the same thing with Berkeley, who is trying to get an information and referral system for Berkeley. Need to let Oakland seniors have access to resources for city, county, state and federal and nonprofits and organizations who can benefit our seniors. The county is talking about expanding Eden I & R through transportation and other services possibly using pdf files.
- *Chairperson Bryan Ricks asked for interested commissioners to become apart of this very important Subcommittee.*
- *Commissioner Jennifer Seibert wanted an idea of the number of options the commissioners have to choose from for before making a decision.*
- *Chairperson Bryan Ricks responded that we have prioritized four (4) areas to focus on:*
 1. Communication
 2. Health and Wellness
 3. Housing
 4. Open Spaces

The commission needs to know what talents and capabilities each commissioner has to offer and put together committees, based on what that subcommittee will do. Each subcommittee will have a process as far as meetings, attendance, and input for each session.

- Livable Oakland Subcommittee, is an example, they have a bi-monthly schedule. Communication has been added with a specific goal to work with the consultant, Meredith Fenton to establish the commissions priorities to help guide us in supporting the seniors.
 - The commission has met with the Downtown Oakland Specific Plan (DOSP), who has invited the commission to meet with them for input on how their plan can be more effective in the senior community.
- *Commissioner Dianna Garrett*
Stated that the Downtown Oakland Specific Plan invited a commissioner to sit on the committee who will figure out if the developers are paying impact fees and how it is affecting the affordable housing fund to make sure that seniors are represented in the decision.
 - *Chairperson Ryan Ricks*
Asked the Downtown Oakland Specific Plan representative, if the impact fees are being received and what is happening with the drive for affordable housing for seniors. There was no real clear answer. Also, who on the committee is representing the seniors in the DOSP Plan. There was not a clear answer. It just goes to show how the commission can be affective in working with the different initiatives.
Vice Chairperson Martha (Mattie) Scott - Wanted Scott to speak on Open Spaces
 - *Scott Means, Aging and Adult Services Division Manager* is representing the commission for Open Spaces with Parks and Recreation – Mosswood. They are negotiating how it is going to be redeveloped. The director of Parks and Recreations is aligned with HSD/Aging and Adult Services Division. Instead of separating the spaces for youth and seniors, Human Services did not agree. It would be better to have a flexible schedule so that the space can be utilized by everyone based on the needs of the youth and seniors. Until there is a special project, there is no need to create a Subcommittee.
 - *Commissioner Michael Coleman* referred to Commissioner Diana Garretts question regarding communications. The Human Services Department at 150 Frank H. Ogawa Plaza, fourth (4th) floor, has setup a Resource Room for Seniors and others with questions or needing assistance with housing, computers, jobs and other referrals.
 - *Scott Means, Aging and Adult Services Division Manager* the Resource Rooms new location is at Human Services Department, 150 Frank H. Ogawa Plaza, 4th floor,

- Suite 4353, Oakland, CA 94612, Tel: 510-238-6394 Fax: 510-238-7724. There are two (2) rooms, a meeting room and a resource room with available staff for assistance. There is an Informational Referral Assistance who people can call or email. If someone wants job assistance the resource has a computer lab for job search. Hayde Mazariego, of the ASSETS Program is available accepting applications for employment for seniors fifty-five years (55) and older.
- *Commissioner Shannon McDonnell* asked if there has been talks with seniors/senior groups and how they would choose their communication or Is that something that is in the works to do?
- *Commissioner Diana Garrett* stated that the committee has not been established.
- *Vice Chairperson Martha (Mattie) Scott* stated that communication has been raised at all the listening sessions with nonspecific ideas floating around. There are community shopping centers that have resource rooms where you can get different information, they just need to be sited so that seniors can go and get the information.
- *Chairperson Bryan Ricks* asked for volunteers for the Communications Subcommittee for 2020.
 - Commissioners Michael Coleman, Cheryl Moore, Dianna Garrett, Jennifer Seibert volunteered to be on the committee.
- *Commissioner Jennifer Seibert* asked Commissioner Dianna Garrett about the committee that is allocating money for housing.
 - **Commissioner Dianna Garrett** was referring to the Livable Oakland Subcommittee which is full.
 - **Scott Means, HSD/Aging and Adult Services Manager** stated that there will be some Request for Proposals (RFP'S) the first of the year for housing (shared housing), and food programs. When that happens those programs proposals will have to be reviewed, that would be an Ad hoc Committee that will form once we receive those proposals.
 - **Commissioner Dianna Garrett** suggested that we could have a Housing Subcommittee to do because of the Downtown Oakland Specific Plan Development and the planning of how the funds are going to be spent on housing as far as development and Shared Housing.

- **Chairperson Bryan Ricks** also added that homeowner's need repair, there is Rebuilding Together which use to be Christmas in July, contacted Bryan. People are looking for a good resource. Bryan needs the find out how they operate. If Rebuilding Together provides free services, if they have an income qualifier for services, or if clients need to pay for services. It will be valuable to establish a connection.
- **Vice Chairperson Martha (Mattie) Scott** added that the North Oakland Village provides handy man services and would probably be interested in working with Rebuilding Together.
- **Chairperson Bryan Ricks** suggested that the Housing Subcommittee along with the Planning Committee, Shared Housing be added to Januarys Agenda after getting more clarity on what needs to be done.

9. Community Center Liaison Assignments

- *Chairperson Bryan Ricks* asked for volunteers based on what those numbers look like. There are the four (4) main Senior Centers, there are 4 more centers that need to be considered. The Fruitvale Senior Center, Family Bridges and two (2) Vietnamese Senior Centers. In the past the commission did a monthly connection, checking to see what the commission could do to help with what's going on. Chairperson Bryan Ricks wants to change that model and become more formalized. The commission should bring specific value to the meetings. For example, using the 2020 Census as a point of interest.
- *Commissioner Toni Gomez* suggested that it would be more powerful for four (4) Commissioners to attend a quarterly fund raiser to give support to the senior centers. Because of Toni's work schedule, it is not be possible to meet on a monthly basis. It would be good to think figure out how the Commission can have the most impact in working with the senior centers and developing a relationship with the centers, based on the needs of the centers.
- *Chairperson Bryan Ricks* agreed with Commissioner Toni Gomez. It would be helpful to give the senior centers active support. We do need to develop a format that we agree with.
- *Commissioner Dianna Garrett* suggested that Scott Means, HSD/Aging and Adult Services Manager or Tracy Jensen, HSD/Aging and Adult Services Program Analyst II,

meet with the directors of each senior center to see what their needs are and how they could use the support of the Commission and use that as a model.

- *Commissioner Shannon McDonnell* would like to see more quantifiable data on how we could be more supportive of our seniors as far as loneliness, isolation, and memory issues. Stagebridge had a specialist create surveys to teach them how well they were doing.
- *Chairperson Bryan Ricks* suggested that the commission first get a general idea from each director of the senior centers and enhance it with Commissioner Shannon McDonnell's idea of items the commission can share to enrich the centers.
- *Commissioner Cheryl Moore* stated that Sojourner Truth has established a good relationship with the North Oakland Senior Center.
- *Commissioner Toni Gomez* asked about the survey that was done and if there is a report.
- *Vice Chairperson Martha (Mattie) Scott* stated that it was Livable Oakland, the AARP template. It was not very beneficial. It was too long and repetitive. It was not specific enough. There was consensus from the commission that it was not very useful. Scott Means said that it would be useful do something better.
- *Commissioner Dianna Garrett/Chairperson Bryan Ricks* said that AARP will redo the survey along tabulations of the data.
- *Chairperson Bryan Ricks*, going back to the four (4) senior center, are there volunteers who would like to work with a specific senior center.
 - **Downtown Oakland Senior Center**
 1. Commissioner Michael Coleman
 2. Commissioner Jacqueline Phillips
 - **East Oakland Senior Center**
 1. Commissioner Jennifer Seibert
 2. Commissioner Toni Gomez
 - **North Oakland Senior Center**
 1. Vice Chairperson Mattie Scott
 2. Commissioner Cheryl Moore
 - **West Oakland Senior Center**
 1. Commissioner Shannon McDonnell
- *Chairperson Bryan Ricks* suggested doing six (6) months.

- *Commissioner Michael* stated that six months is a good time if not longer from his experience. Talk to the directors to see what they want.
- *Chairperson Bryan* mentioned the commission might even do teams, having duals to go in an interact.
- *Vice Chairperson Martha (Mattie) Scott* suggested a year would be good in case someone needs to cover for another person.
- *Commissioner Jennifer Seibert* asked Kayla Brown, North Oakland Senior Director how when/often do the directors meet. If so, can the commissioners meet with you to be effective.
- *Kayla Brown, NOSC Director*, stated that she is knew in the position although they will be meeting soon, but it would be an efficient way to handle the situation.
- *Commissioner Jennifer Seibert* I also asked could the commission ask for a meeting with the directors.
- *Scott Means, Aging and Adult Services Manager* said there are different ways to do it. The commission could invite each director to a monthly meeting, could also do it through the liaison to meet with the director.
- *Chairperson Bryan Ricks* will put this on the January agenda so that the commission can create a relationship of value with the senior centers. With approval it seems that a year long commitment would be good.
- *Commissioner Tomye Neal-Madison* asked Kayla about the specific date of the directors meeting.
- *Scott Means, Aging and Adult Services Manager* stated that the meeting in January would not be an appropriate one. This is a lunch/meeting Scott will have with the directors.
- *Commissioner Toni Gomez* suggested that the meeting should be put on the January agenda.

10. Agenda 2020

Scott Means, Aging and Adult Services Manager pointed that the next meeting is on January 1, 2020, which means it needs to be rescheduled to the second (2nd) Wednesday, January 8, 2020.

- *Chairperson Bryan Ricks* asked for a motion to change the date.
 - Commissioner Dianna Garrett made a motion to change the meeting to January 8, 2020.
 - Commissioner _____ second the motion
 - It was moved and second that the Mayor’s Commission on Aging be changed from Wednesday, January 1st to January 8, 2020
- Chairperson Bryan Ricks
 - All in favor:
 - Ayes - All
 - Any oppose:
 - Noes

The nomination was carried by consensus.

- *Chairperson Bryan Ricks* would like input on the meetings, as the commission began to line up our guests, what kind of groups would you like to invite to the meeting. Because it is a public meeting it gives our seniors information and resources on what they need.
- **Suggestions:**
 - Planning Subcommittee, communication
 - AC Transit
 - East Oakland Collective, organized encampments, St. Mary’s for homeless special needs
 - Community Housing with Human Services Department
 - Rebuilding Together Oakland
 - Laurie Sanchez - Digital Literacy, grants and digital training
 - Senior Center Directors
 - County Ombudsman Program
 - Emergency Prepared Emergency, ties into communication

11. Announcements and updates from Human Services Department

Scott Means, Aging and Adult Services Manager/HSD

- The Retreat will be Wednesday, February 4, 2020, 10:00 a.m. – 2:00 p.m. with lunch, at the North Oakland Senior.
- **Facilitator** – A facilitator is someone who engages in facilitation—any activity that makes a social process easy or easier. A facilitator often helps a group of people to understand

their common objectives and assists them to plan how to achieve these objectives; in doing so, the facilitator remains "neutral", meaning he/she does not take a particular position in the discussion. Some facilitator tools will try to assist the group in achieving a consensus on any disagreements that preexist or emerge in the meeting so that it has a strong basis for future action.

- **Suggestions: Scott will follow-up**
 - St. Mary's Sharon ED
 - Teresa
- **The Pop-Up Care Village includes free food, clothing, showers, haircuts, acupuncture, art & music, animal care, mental health services, social services, medical services, legal aid, and harm reduction services.**
 - **Pop Up Care Village at Oakland's Frank H. Ogawa Plaza on Wed. Dec. 4, 2019**
 - **by Lynda Carson ([tenantsrule \[at\] yahoo.com](mailto:tenantsrule@yahoo.com))**
- *Denise Vaughness*, Information and Assistance for HSD/Aging and Adult Services provides services through the Resource Room provides information for adult day care, alcoholism and drug abuse, Alzheimer's services, care for homebound seniors, disabled adult services, elder abuse, MSSP, medical, housing assistance, financial assistance, hospices, legal services, dental care, transportation, paratransit information.
- *Commissioner Tomye Neal-Madison* asked if there is a list of winter shelters
- *Scott Means* replied yes.
- **Utilities Commission** - Computer Technology Grant to increase technology for seniors. Laurie Sanchez will start the classes January at the West and East Oakland Senior Centers. This is not for employment, this is about quality of life. Buying android tablets.
- **2020 Census Applications**, Tuesday, December 17, 2019 will be at the North Oakland Senior Center from 10:00 a.m. to noon doing an employment recruitment focusing on seniors. Once you are employed by the federal government you are considered a fulltime government employee for future employment. The person running the program is a senior and one of his staff is eighty-three (83) years old and has worked for the census since he was twenty-three (23) years old.
- **City AFN – Access Functional Needs Annex** provide emergency services in the event of a disaster. There is a list of senior facilities that were contacted during the power outages and when it was necessary the fire department were sent to those facilities. If there is

ever a need for shelters the AFN has a plan. Human Services Department received a grant for \$53,000 to buy equipment to assist staff to assist people who are fragile. An example of some equipment, manual hydraulic lifts, transfer boards, changing tables, privacy screens, cots that can be raised or lowered, a lot of rechargeable generators with lithium batteries that can be operated indoors. Which is necessary to operate breathing devices, wheelchairs.

- *Commissioner Jennifer Steibert asked how the people who need the services find out about them before they need the services?*
- *Chairperson Bryan Ricks acknowledged that there was no access to people in the hills. Some had access to generators, but not all. How do you coordinate a list of vulnerable people during emergencies.*
- *Scott Means noted that the list gives people a false sense of security, with large number if gets beyond the capacity to go house to house. Still working on it.*
- *Chairperson Bryan Ricks received an invitation to an EOC meeting on the 16th to speak about dealing with vulnerable people.*
- *Scott Means, Aging and Adult Services Manager advised that it would be good for the commission to collaborate with the EOC.*

12. Report/Announcements/Commissioners

- *Commissioner Michael Coleman made a correction on the RENEW Anniversary Invitation, the correct dates are Thursday, December 5, 2019 and Tuesday, December 10, 2020.*
- *Commissioner Michael Coleman, there will be a symposium, at the Marin Buck Center, in MApril 23, 2020 on aging and planning with more information to come in January. They are looking for input.*
- *Commissioner Jennifer Seibert asked if there is a list of save the dates.*
- *Scott Means, Aging and Adult Services Manager, announced Older American Month, Wednesday, May 6, 2020.*
- *Commission Cheryl Moore asked if the commission is doing anything to encourage people to take part in the 2020 census.*
- *Chairperson Bryan Ricks said yes, we do have a role and will come back in January for more discussion.*

13. Meeting Adjourned

Exhibit A – Mayors Commission on Aging Meeting – December 4, 2019

Roll Call

Quorum Established Yes X Members Present 11	Present	Excused Late	Arrived Late	Leave Early	Absent	Excused	NonVoting Status
Chairperson Bryan Ricks	X						
Vice Chairperson Martha (Mattie) Scott	X						

COMMISSONERS

Asha Beene-Clarke	X						
Michael Coleman	X						
Dianna Garrett	X						
Toni Gomez	X						
Shannon McDonnell	X						
Cheryl Moore	X						
Tomye Neal-Madison	X						
Jacqueline N. Phillips							X
Jennifer Seibert	X						

