



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Minutes

Senior Commission

Chair Janice Woycheshin, District 3

Vice Chair Bella Comelo, District 6

Victor Aparicio, At Large (5)

Marci Dillon, At Large (1)

Debra Lopez-Nacario, District 1

Claudia McHenry, District 5

Adrienne Miller, District 4

Rosemary Picado, District 2

Vacancy, At Large

Thursday, May 16, 2024

10:00 AM

Senior Community Center 13909 E. 14th St.

1. ROLL CALL

The meeting was called to order at 10:03 a.m.

Present 6: Woycheshin, Comelo, Lopez-Nacario, McHenry, Miller, and Picado

Excused Absences 2: Dillon and Aparicio

Also present were Mike King and Lea Robinson with Pear Street Consulting and Senior Commission Secretary Pedro Naranjo.

2. APPROVAL OF AGENDA OF MAY 16, 2024

Approved-MSA (McHenry, Lopez Nacario) (6 Ayes, 0 Nays, 0 Abstentions)

3. APPROVAL OF MINUTES OF APRIL 18, 2024

Approved-MSA (McHenry, Lopez Nacario) (6 Ayes, 0 Nays, 0 Abstentions)

[24-211](#)

Draft Minutes of Senior Commission Meeting of April 18, 2024

Attachments: [2024.4.18 DRAFT Senior Commission Minutes](#)

4. APPROVAL OF MINUTES OF APRIL 24, 2024 SPECIAL MEETING

Approved-MSA (McHenry, Lopez Nacario) (6 Ayes, 0 Nays, 0 Abstentions)

[24-213](#)

Draft Minutes of the Senior Commission Special Meeting of April 24, 2024

Attachments: [2024.4.24 DRAFT Special Senior Commission Minutes](#)

5. PUBLIC COMMENTS

One member of the public was introduced. Naranjo reported that no public comment was received via eComment; the Commission was informed by email on May 15, 2024.

6. CORRESPONDENCE

None

7. PRESENTATIONS

None

8. ORAL REPORT OF SECRETARY

Regarding operations, the HVAC system at the Senior Community Center has been replaced. Staff received complaints from providers and patrons that the building was too cold. As a result of the low temperature, one program was cancelled, and one program was moved to the Marina Community Center. The City plans to have this issue resolved by the end of the week, so there are no other negative implications expected to senior programs and services.

Regarding the standardizing of City Commissions meeting structure, it is part of a larger process by the City Clerk's Office to update the Administrative Code, which includes policies and regulations by which the City is operated. Once finalized, the revised Administrative Code will be taken to the City Council for review and approval. Regarding meeting start and end time, the administrative code, which can be found on the City's website, states a 10:00 a.m. start time for the Senior Commission meeting but no end time. It has been the practice of this Commission to end at or before 12:00 p.m. and that is fine. The end time is at the discretion of the Commission. Regarding the idea of having public comment cards, like at City Council meetings, this Commission can also adopt this practice, but just like at City Council meetings, members of the public are only encouraged to complete the comment cards. Furthermore, they are not required to state any personal information. Regarding the public comment time limit, it can be consistent with the City Council, which is two minutes. More updates will be provided in the future as the City Clerk's Office finalizes the revision to the Administrative Code.

Regarding the at-large vacancy, an update was requested from the City Clerk's Office regarding the nomination and/or appointment. An update will be provided as soon as an update is available.

Regarding the upcoming Senior Resource Fair, the Commission is confirmed to have a booth onsite and is confirmed to help judge the table decoration contest. Naranjo circulated the sign-up sheet again.

This concludes the staff report.

9. UNFINISHED BUSINESS

9.A. Age-Friendly Assessment and Action Plan--Update on Progress and Next Steps

Mike King and Lea Robinson with Pear Street Consulting shared the draft of the Age-Friendly Action Plan. The Commission discussed the strengths of the document along with edits to ensure that the document meets the expectations and standards of the Commission. Also, the goal is to have the draft of the Action Plan ready for public comment on May 20th for a duration of three weeks, and to prepare it for the joint session with City Council on June 10th.

The Commission also provided input regarding the Action Plan's Senior Commission Welcome Letter. Regarding the Senior Commission picture for the Action Plan, the date originally proposed did not work for two commissioners. A new date and time that works for everyone will be identified.

Regarding the June 10th joint City Council and Senior Commission Meeting, this presents a good opportunity for both bodies to interface. Jessica, Mike, Lea (from Pear Street Consulting) and Pedro will present. There will be opportunity for the Senior Commission to provide input and share more about their participation in the process. The meeting will be at the San Leandro Community Library at 3:00 p.m. in the Karp Room.

A member of the public shared comments regarding this item.

Commissioner Comelo made a motion to accept the Age-friendly draft with the corrections discussed.

Approved-MS (Comelo, McHenry) (6 Ayes, 0 Nays, 0 Abstentions)

[24-212](#)

City of San Leandro Age-Friendly Action Plan Draft

Attachments: [DRAFT San Leandro Age-Friendly Action Plan](#)

9.B. Discussion of Senior Commission Participation in 2024 Cherry Festival

Naranjo confirmed that the FLEX Shuttle will be available for the parade. In addition, the Human Services Commission confirmed that they will join the Senior Commission in the FLEX Shuttle. Naranjo and the Commission discussed logistics for the parade and the resource fair.

9.C. Commission Priorities

Commissioner McHenry made a motion that the Commission table all further discussion from items 9c through 9k until the September Senior Commission meeting so that the Commission can concentrate all its efforts on the Age-Friendly Action Plan.

Approved-MS (McHenry, Lopez Nacario) (6 Ayes, 0 Nays, 0 Abstentions)

9.D. Institute of Aging/Volunteers Assisting Seniors Update and Discussion

Item was tabled

9.E. Volunteer Program Development

Item was tabled

9.F. EV Charging and Parking Study

Item was tabled

9.G. Discussion Regarding Crime

Item was tabled

9.H. Discussion Regarding FLEX RIDES Shuttle Service Ride Along

Item was tabled

9.I. Discussion Regarding Senior Commission Lunch with Seniors

Item was tabled

9.J. Human Services and Recreation Commission Update

Item was tabled

9.K. Legislative Update

Item was tabled

9. NEW BUSINESS

None

10. ORAL REPORT OF CHAIR

Chair Woycheshin shared topics of interest, including the Commission revisiting the Commission priorities and the Unfinished Business items in September, especially given the expected changes to the structure of the Commission meetings. The Commission will also need to discuss the nomination of the Commission chair and vice chair. No action taken.

11. COMMISSION COMMENTS

All other Commissioners shared topics of interest, including Chair Comelo who suggested that the Commission invite Recreation and Parks Director, Vicente Zuniga, to a future meeting to discuss the Parks General Plan. No Action was taken.

12. ADJOURNMENT

Approved-MS (McHenry, Lopez Nacario) (6 Ayes, 0 Nays, 0 Abstentions)

Adjournment: 12:01 p.m.