



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)

Lisa Eversole, District 2

Debra Lopez-Nacario, District 1

Shirley McElroy, At Large (3)

Claudia McHenry, District 5

Adrienne Miller, District 4

Thursday, September 21, 2023

10:00 AM

Senior Community Center 13909 E. 14th St.

1. ROLL CALL

The meeting was called to order at 10:02 a.m.

Present 8: Woycheshin, Comelo, Aparicio, Dillon, Lopez-Nacario, McElroy, McHenry, Miller

Absent Unexcused: Eversole

Also present: City staff Naranjo

2. APPROVAL OF AGENDA OF SEPTEMBER 21, 2023

Approved-MS (Comelo, McHenry) (8 Ayes, 0 Nays, 0 Abstentions)

3. APPROVAL OF MINUTES OF JULY 20, 2023

Approved-MS (McHenry, Comelo) (8 Ayes, 0 Nays, 0 Abstentions)

3.A. [23-448](#)

2023.07.20 DRAFT Senior Commission Minutes

Attachments: [2023.07.20 DRAFT Senior Commission Minutes](#)

4. PUBLIC COMMENTS

Four guests were present. Three made public comment.

Naranjo reported that no Public Comment was received via eComment; the Commission was informed by email on September 20th.

5. CORRESPONDENCE

None

6. PRESENTATIONS

None

7. ORAL REPORT OF SECRETARY

A recording malfunction occurred during the latter part of the oral report of the secretary, so additional detail (in more detail than usual because of the loss of recording) is provided in this section. The additional detail is an accurate description of what was presented and/or discussed.

Naranjo reminded the Commission that Susan Criswell retired at the end of August. He provided a high-level overview of the steps being put in place during this transition. The Department plans to post the position and initiate the recruitment process in Fall 2023. In the interim, Human Services Director Jessica Lobedan and Human Services Manager Pedro Naranjo have been working out of the Senior Community Center (SCC) for at least 8 hours/week each. In addition, Lobedan has taken over supervisory responsibilities of Human Services Department staff at the SCC. Lobedan is also the lead to work with the Public Works and Recreation Departments on the HVAC replacement. Naranjo will staff the Senior Commission and will continue to lead the Age-Friendly Assessment and Action Plan RFP process.

Naranjo shared the latest information regarding the SCC HVAC system. As previously shared, funding was approved to perform a repair to enhance the existing unit's performance. The SCC air condition repair was completed on 9/12/23. As a reminder, the complete replacement of the system is expected to occur in 2024.

The City is collaborating with Housing Consortium of the East Bay (HCEB) and Church of Christ to open a cooling center. The site is Church of Christ located at 601 MacArthur Blvd. in San Leandro. Operation hours are 11:00 a.m. to 5:30 p.m. on days when the temperature is forecasted to be 90 degrees or higher and/or 201 and above Air Quality Index (AQI). The daily capacity at the site is 25 people. Two meals will be served. Lunch on site and dinner to go. This will transition to planning for a warming center.

Naranjo also shared that the Human Services Department is looking for volunteers to support the Mercy Brown Bag program. Food distribution is conducted the second and fourth Monday of the month at the SCC and the second and fourth Tuesday at the Marina Community Center. The program needs volunteers given lower capacity due to the recent transitions of Susan Criswell and three Year-Up program interns. Anyone interested can contact Naranjo for more information.

8. UNFINISHED BUSINESS

8.A. Age-Friendly Action Plan - Update on Progress of Request for Proposals and Discussion of Next Steps

A recording malfunction occurred during the beginning part of this item, so additional detail (in more detail than usual because of the loss of recording) is provided in this section. The additional detail is an accurate description of

what was presented and/or discussed.

The contract with the consultant selected via the RFP process has been negotiated and is currently being processed. Department staff expect that the contract will be executed in the next few weeks with a targeted November start date. The name of the consultant will be released once the contract has been executed.

8.B. Suggestions for Possible Co-Recipients for Age-Friendly Proclamation Later This Year

Commissioners shared various organization to consider. Chair Woycheshin will provide the Commission's recommendations to Mayor Juan González III.

8.C.. Report from Representative to Alameda County Age-Friendly Council

No updates available

8.D. Report of Chair and Vice Chair Nomination Committee and Call for Nominations from the Floor

The Nominating Committee nominated Commissioner Woycheshin for the position of Chair and Commissioner Comelo for the position of Vice Chair, which they currently hold. The Nomination Committee called for nominations from the floor, and none were received. The Commission decided to vote during this meeting given that there were no other nominations. A vote ensued for Commissioner Woycheshin to hold the position of Chair for another year with the following result: 8 Ayes, 0 Nays, and 0 Abstentions.

A vote ensued for Commissioner Comelo to hold the position of Vice Chair for another year with the following result: 8 Ayes, 0 Nays, and 0 Abstentions.

Prior to the completion of the "Unfinished Business" Agenda Items, Chair Woycheshin shared that the "Review Statistics of the Age-Friendly Survey" was left off the agenda and requested that it be added to the next agenda.

9. NEW BUSINESS

9.A. Discussion Regarding Senior Commission Board Duties

Commissioner Dillon recommended that a presentation about the City's budget be added to a Commission meeting agenda in early 2024.

A request was made that the Commission Secretary provide an update at the next meeting regarding the process to be added to a future Rules Committee Meeting Agenda.

10. ORAL REPORT OF CHAIR

No action taken. The Chair reported on items of interest.

11. COMMISSION COMMENTS

The Commissioners reported on items of interest. Commissioner McHenry requested that updates and/or discussions be added to the next meeting agenda regarding the Ballroom Dance program, increase of handicap parking, update regarding the maintenance of the computer lab, and the status of the planters at the front of the building. Commissioner Comelo asked if the Commission can learn more about the Volunteers Assisting Senior Transportation Program.

Commissioner Dillon requested a discussion about a City Volunteer Development program at a future meeting during the upcoming winter or spring season.

12. ADJOURNMENT

Approved-MSA to adjourn the meeting (McHenry, Lopez-Nacario) (8 Ayes, 0 Nays, 0 Abstentions)

Adjournment: 11:49 a.m.