



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, October 19, 2023

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

Absent Excused: Eversole

Also present: City staff Naranjo

2. APPROVAL OF AGENDA OF OCTOBER 19, 2023

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

3. APPROVAL OF MINUTES OF SEPTEMBER 21, 2023

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

3.A. [23-495](#)

Draft Minutes of the Senior Services Commission Meeting of September 21, 2023

Attachments: [2023.09.21 DRAFT Senior Commission Minutes](#)

4. PUBLIC COMMENTS

Vice Mayor Brian Azevedo was present and introduced himself.

Naranjo reported that no public comment was received via eComment; the Commission was informed by email on October 18, 2023.

5. CORRESPONDENCE

None

6. PRESENTATIONS

None

7. ORAL REPORT OF SECRETARY

Regarding senior programming, an additional table tennis day (Friday) was added to the weekly schedule given space availability and program request. Also, the Strictly Ballroom Dance program that is currently offered at the Marina Community Center will be moved to the Senior Community Center (SCC) starting Wednesday, October 25th to better meet program needs.

Regarding SCC operations, a request was made at the last Commission meeting to provide an update regarding the maintenance of the computer lab. The Information Technology Department (ITD) is responsible for maintaining the computer lab. The SCC computer lab will be evaluated for needs and potential replacement early next calendar year. Until then, patrons should notify SCC staff regarding any computer or printer problems. SCC staff will contact the ITD to resolve any computer or printer issues. Also, staff have received concerns regarding the planters that are at the front of the SCC. The Parks Division is responsible for maintaining the planters. The planters are on an irrigation system and are looked at once per week. Staff is also working to address a plant theft issue.

During the September Commission meeting, a request was made to provide an update regarding the process for getting on the Rules Committee Meeting agenda. Typically, other boards and commissions don't present at the Rules Committee meetings. It will be helpful to know more about what this Commission would like to take to the Rules Committee to determine how best to approach.

Also during the September Senior Commission meeting, there was a concern raised about the handicap parking at the SCC. There are parking availability implications given the EV Charging Station Study for the SCC. A survey was administered during the summer to solicit input. There was also tabling at the SCC and the survey was sent electronically. There is still time to provide Ava Community Energy (formerly known as East Bay Community Energy) input on the design. Naranjo recommended that the Commission add this topic to the November agenda.

Human Service Department staff completed two surveys to inform decisions regarding broader efforts for older people. One was the Senior Services Coalition survey. The survey included questions about the organization, the people served, and what issues are important. The answers gave the Coalition key data and information to inform their strategic planning discussion at their October 12th Annual Member Meeting. The other survey was the Annual Age-Friendly Community Leaders Survey. The insights shared will serve as an essential contribution towards the continued development and improvement of the resources, shared learning opportunities, and webinar topics provided to network members. The Commission requested a copy of the questions and responses. Naranjo committed to look into the availability of both.

Lastly, Naranjo shared that Commissioner Eversole submitted her resignation

on October 17th. The City Clerk has informed Vice Mayor Azevedo and next steps are underway to fill the vacancy.

This concludes the staff report.

8. UNFINISHED BUSINESS

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

The contract with the consultant selected via the RFP process is at the final stages. Staff expects that the contract will have a start date of November 1st. The name of the contracted consultant will be released once the contract has been executed. The consultant will be invited to attend the November Commission meeting.

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

No updates regarding the Alameda County Age-Friendly Council meetings were available given the status of those meetings. The Commission inquired about the composition of the Age-Friendly Council. The Commission agreed to keep this item on the future Commission agenda.

8.C. Review Statistics from Age-Friendly Survey

The Commission discussed the results of the survey and expressed concern that the participation is not representative of the City. There was consensus to table this item until after the Commission meets with the Age-Friendly Assessment and Action Plan consultant. There also was consensus to review the survey and be prepared for a discussion regarding which survey questions or results to discuss at a future meeting.

8.D. Discussion Regarding Senior Commission Board Duties

The Commission discussed the Commission's roles and responsibilities and shared thoughts about previous involvement and future needs. Commissioner Dillon agreed to play a more active role with legislative matter and will share updates with the Commission. Chair Woycheshin volunteered to listen to the Recreation and Human Services Commission meetings and report back regarding relevant topics. The Commission also agreed to add a presentation about the senior services budget to the March 2024 agenda.

9. NEW BUSINESS

9.A. December 2023 Senior Commission Meeting

The Commission voted to cancel the December 21, 2023 meeting.

Approved--MSC (McHenry, Nacario-Lopez) (8 Ayes, 0 Nays, 0 Abstentions)

9.B. Volunteers Assisting Seniors Transportation Program

Commissioner Comelo provided an update. There was interest shared and a request to keep this item on the agenda for November Commission meeting.

10. ORAL REPORT OF CHAIR

Chair Woycheshin reported on items of interest. One of the items was the Senior Front Yard Assistance Program sponsored by the Keep Hayward Clean and Green Task Force. She agreed to follow-up with City staff to explore the possibility of having the program in San Leandro. She also shared that the volunteer development program topic will be added to the November meeting agenda.

11. COMMISSION COMMENTS

The Commissioners reported on items of interest. No actions were taken. Commissioner Aparicio asked if a discussion about the Commission's needs and priorities can be added to the next meeting agenda.

12. ADJOURNMENT

Approved--MSC to adjourn the meeting (McHenry, Comelo) (8 Ayes, 0 Nays, 0 Abstentions)

Adjournment: 12:11 p.m.