



CITY OF OAKLAND

MAYOR'S COMMISSION ON AGING

Wednesday, March 4, 2026

10:00 a.m. – 12:00 p.m.

Oakland City Hall, Hearing Room 1 - One Frank H. Ogawa Plaza

IN-PERSON MEETING

Members of the public participating in the meeting must attend in-person.

PUBLIC WEBCASTING

The public may observe this meeting remotely.

To view the meeting live on KTOP or on the city website:

<https://www.oaklandca.gov/topics/ktop-tv-10>

To observe the meeting by video conference, join from PC, Mac, iPad, or Android:

<https://oaklandca.zoom.us/j/81499453147>

To listen to the meeting by phone, dial:

+1 669 444 9171 US ZOOM ID: 814 9945 3147

PUBLIC COMMENT

Join Us in Person, submit a separate speaker card for each item on the agenda to the commission clerk before the item is called.

Email Written Comments to MCOA@Oaklandca.gov. Written comments must be submitted at least 24 hours prior to the meeting time to be delivered to the commissioners.

Questions, please email the Mayor's Commission on Aging at: mcoa@oaklandca.gov

This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin, or Spanish interpreter, please email MCOA@oaklandca.gov or call TDD/TTY (510) 238-3254 at least five working days before the meeting.

Commissioners: Robert “Bob” Scott (Chair), Blake Spears (Vice-Chair), Suzi Kalmus, Jacqueline Johnson, Brandon Hemphill, Leslie Smith, Car-Lette Garrett, Sharawn Tipton, Kevin Beachem, Gwendolyn Thomas-Knight, Rhonda Ramirez

Human Services Department (HSD) Commission Staff: Ana Bagtas, Aging and Adult Services Manager; Marshay Boyd, Commission Clerk

MAYOR'S COMMISSION ON AGING

Wednesday, March 4, 2026

Oakland City Hall, Hearing Room 1 - One Frank H. Ogawa Plaza

AGENDA

1. Call To Order
2. Roll Call/Determination of Quorum
3. Adoption of Agenda
ACTION ITEM:
4. Approval of December 3, 2025, January 7, 2026, and February 4, 2026, Meeting Minutes
ACTION ITEM:
5. Public Comment (Specific Agenda Items, limit of two minutes)
6. Chair’s Announcements/Reports – *Robert Scott, MCOA Chairperson*
 - a. Suggested MCOA Member Assignments for Senior Center Advisory Councils
 - b. April/May MCOA Meeting Location
 - c. Launch of Age-Friendly 2.0 Strategic Plan Sub-Committees and Assignments
 - Health and Nutrition
 - Safety and Violence Prevention
 - Transportation
7. Human Services Department/Aging & Adult Services Report – *Ana Bagtas, Aging and Adult Services Manager, HSD*
 - Overview of Sub-Committee Structure, Charter, Logistics
 - Next Steps
 - Division/Department Updates

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8. Presentation: Embedding Race and Equity in Planning – *Department of Race and Equity*
 9. Advocacy Report - *Blake Spears, MCOA Vice-Chairperson*
 - Presentation: Advocacy and Legislative Updates – *Lenore Gunst, Senior Services Coalition Fellow*
 10. Open Forum (Limit of two minutes)
 11. Closing Remarks & Adjournment
- ACTION ITEM:

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Commissioners: Robert “Bob” Scott (Chair) — **ABSENT**; Blake Spears (Vice-Chair) — **PRESENT** (*presided*); Suzi Kalmus — **ABSENT**; Jacqueline Johnson — **PRESENT**; Lisa Malul — **ABSENT**; Brandon Hemphill — **EXCUSED LATE**; Lenore Gunst — **PRESENT**.

Human Services Department (HSD) Commission Staff: Ana Bagtas, Aging and Adult Services Manager; Marshay Boyd, Commission Clerk

MAYOR'S COMMISSION ON AGING

Wednesday, December 3, 2025

10:00 a.m. – 12:00 p.m.

Oakland City Hall, Hearing Room 1 - One Frank H. Ogawa Plaza

Meeting Minutes

1. Call To Order

Vice-Chair Blake Spears called the meeting to order at 10:08 a.m. in the absence of Chair Scott. Opening remarks covered meeting procedures, public comment rules, and use of speaker cards.

2. Roll Call/Determination of Quorum

Present at roll call: Vice-Chair Blake Spears, Jacqueline Johnson, Lenore Gunst.

Absent: Chair Bob Scott, Suzi Kalmus, Lisa Malul; Brandon Hemphill excused late.

Quorum: Not established at start; quorum established upon the arrival of Commissioner Hemphill.

3. Adoption of Agenda

ACTION ITEM: Lenore Gunst / Brandon Hemphill / Moved — Approved.

Discussion: Once quorum was established, the commission adopted the agenda and proceeded to the bylaws item earlier in the meeting to allow full discussion.

4. Approval of October 1, 2025, Meeting Minutes

Deferred to the next meeting. No action taken due to initial lack of quorum.

Discussion: The commission agreed to bring the prior minutes forward at the next regular meeting

5. Public Comment (Specific Agenda Items, limit of two minutes)

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One emailed public comment (attached): recommended withholding a vote on Item 7 due to concern about eliminating standing committees (e.g., Veterans Affairs), noting ad hoc status would reduce permanence. Summarized by the presiding officer.

Discussion: Commissioners asked about how advisory councils vetted committee structures; staff noted councils can add ad hoc committees by majority vote to reflect local needs and volunteer availability (e.g., Veterans, Travel, Newsletter).

6. Chair’s Announcements/Reports – Robert Scott, MCOA Chairperson

Presiding: Vice-Chair Blake Spears (Chair Scott absent).

- **MCOA Vacancy Nominations:**

Commissioners discussed current vacancies, interview dates in December, and the nomination process before referral to the Mayor’s Office and City Council.

- **Reminder:** January 7, 2026, MCOA meeting will be held at the North Oakland Senior Center (NOSC)

7. Adoption of the Revised Senior Center Advisory Council By-Laws

Kayla Brown summarized the Bylaws Review Committee process. Representation from all four centers; six virtual meetings; draft circulated Sept. 30; final draft & highlights sent Oct. 10; councils voted in October; majority approval. Discussion focused on using ad hoc committees to address site-specific needs and volunteer capacity, while allowing councils to add or consolidate committees by vote.

ACTION ITEM: Lenore Gunst / Jacqueline Johnson / Moved — Approved.

8. Advocacy Updates: Lenore Gunst, MCOA Commissioner

Preparations for City budget hearings beginning in January; coordination with Senior Services Coalition of Alameda County; outreach to Councilmember Carroll Fife’s office regarding West Oakland Senior Center progress and communications.

Discussion: Commissioners discussed keeping volunteers engaged beyond ad hoc efforts and exploring non-financial “perks” (e.g., resume value or recognition) to sustain participation.

9. 5-Year Strategic Plan Update: Discussion and Approval to Establish 3 MCOA Subcommittees to Implement the Plan in Year 1: (1) Health, Nutrition & Wellness; (2) Safety & Violence Prevention; and (3) Transportation – Robert Scott, MCOA Chairperson

The commission discussed establishing subcommittees for Health, Nutrition & Wellness, Safety & Violence Prevention, and Transportation to activate Year 1 of the plan. Commissioner Hemphill volunteered for Safety & Violence Prevention and expressed interest in Transportation; Chair Scott will also serve on Safety & Violence Prevention.

ACTION ITEM: Brandon Hemphill / Lenore Gunst / Moved — Approved.

To establish the three subcommittees.

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Related operations update: Staff reported on West Oakland Senior Center. Facility readiness, staffing needs, custodial capacity, added security after break-ins, limits on volunteer tasks due to liability. A member update is being drafted.

10. Open Forum (Limit of two minutes)

Speaker card on file: Philip Byrdsong (attached). Comments included interest in standing committees (Veterans, Travel, Newsletter) at Downtown Oakland Senior Center and an ADA-focused committee; staff reiterated councils can create ad hoc committees by vote to match local participation and needs.

11. Closing Remarks & Adjournment

Closing remarks were provided. Meeting adjourned at 11:00 a.m.

ACTION ITEM: No action taken.

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SENIOR CENTER ADVISORY COUNCIL BYLAWS

ARTICLE I: NAME

The name shall be the _____Oakland Senior Center Advisory Council, henceforth to be termed, "The Council". The _____Oakland Senior Center will be termed, "The Center".

ARTICLE II: ADDRESS

The principal office of The Council shall be The Center located at _____ in the City of Oakland, CA.

ARTICLE III: MISSION

The Mission of The Council is to assist City staff in the development of programs, services, and planning, and to conduct fund-raising, advocacy, networking, lobbying and outreach to benefit the senior population of the city of Oakland.

ARTICLE IV: RESPONSIBILITIES

This Council acts as an advisory body to the Center Director and to the Aging Services Division and oversees and approves the expenditures of the Trust Fund.

ARTICLE V: ADVISORY COUNCIL MEMBERSHIP

5-1 The Council shall be composed of Center members at least 55 years of age without regard to race, faith association, gender, ethnic origin, sexual orientation, disability, or citizenship. The Council members shall demonstrate leadership skills by guiding the Center development and be a role model by engaging in Center activities and supporting the function of the Center.

5-2 Membership on The Council is voluntary. Active volunteers and participants in center programs and services are eligible for membership on the Council. Council members shall maintain their paid membership at the Senior Center where they are a seated member of The Council. An individual can only serve on one Senior Center's Council at a time and may not be a City of Oakland Employee.

SENIOR CENTER ADVISORY COUNCIL BYLAWS

5-3 All Council members will agree to check their email twice a week and in-person mailboxes and respond once a week, after checking. In-person Center mailboxes are to be used for Council correspondence only.

5-4 All Council members shall perform a minimum of six (6) hours of volunteer service each month. The Council service hours shall include attending meetings. Volunteer service hours will be maintained by the individual Council Member.

5-5 The authorized number of Council members is nine (9). The Council shall maintain a minimum of nine (9) members at all times. A quorum shall be five (5) members.

5-6 Council members shall be elected to a two (2) year term of office, 48 consecutive months. After a one-year absence, a member, in good standing (see 5-1 and 5-2), is eligible to reapply for a Council seat.

5-7 If a vacancy occurs on the Council before September which would reduce the number of Council members to less than the minimum of nine (9), the executive committee will forward names of recommended candidates to the Council for review and appointment. Appointed candidates' terms expire at the end of the year of appointment, and they will be required to apply for membership on the Council as provided in Article XII.

5-8 If the number of Council members is less than nine (9) and no Center members volunteer to fill the vacancies by appointment, the Aging Services Manager may appoint an Interim Executive Committee. This committee could include the Center Director, Senior Services Supervisor, and two or more members of another Senior Center Council Executive committee. The Interim Executive Committee shall serve as the Officers to the Council as provided in Article VII until Committee members can be elected.

5-9 The Center Director shall be an ex-officio member to The Council and committees, except when appointed to the Interim Executive Committee as provided in this Article. The Director shall have voice but no vote at meetings. The Director is responsible for coordinating access to the facility and providing staff support to ensure accurate recordings by the Advisory Council and committees.

a. The Director may designate a substitute representation for extended absences of council members.

SENIOR CENTER ADVISORY COUNCIL BYLAWS

- b. The Director will provide the Council with a monthly report of information about the Center rental and trust fund activities. The Report will include the costs charged to the Center rental account, and the revenue generated by rental and trust fund activities. Reports will be supplied by fiscal management on a monthly basis.
- c. Committee chairs shall coordinate with the Director as to the time and place of the committee meetings.

5-10 Comply with the City of Oakland Standards for volunteer board members by avoiding conflicts of interest and disclosing information on the annual Form 700 Statement of Economic Interest.

5-11 If a member of the Center is also a representative of an organization that may stand to gain financially from activities at the Center that are paid for by general, rental, or trust funds they may not serve as a voting member but may be appointed as an Associate Member of the Council.

5-12 If a Council member(s) suggests an organization, or person they know or are associated with, to be a paid vendor for a Senior Center based event, that Council member(s) will be dismissed from the room during the vote. That member will not participate in the vote to approve the decision to hire that vendor.

ARTICLE VI: ASSOCIATE MEMBERS

Associate members may be appointed to the Council by the Council. Associate members represent an organization that benefits seniors. They will act as a liaison between The Council and the organization. Associate members' qualifications are as follows:

- a. They shall have no voting privileges.
- b. They must be nominated by their organization with the approval of the Council.
- c. They will have no minimum meeting requirements.
- d. They cannot hold officer positions on the Council or Committees.

SENIOR CENTER ADVISORY COUNCIL BYLAWS

ARTICLE VII: OFFICERS

The Officers of The Council shall consist of the following: Chairperson, Vice Chairperson, Recording Secretary, Correspondence Secretary, Treasurer, and Parliamentarian.

Officers shall be elected by a majority vote of the Council at the January meeting, except when an Interim Executive Committee is appointed as provided in Article V.

7-1 The **Chairperson** shall be the presiding officer of the Center Council. The Chairperson shall prepare agendas, supervise and direct all affairs of The Council in cooperation with the Center Director. The Chairperson shall coordinate with the committees to include their reports seven (7) calendar days before the Council monthly meeting and ensure the Council members are provided a copy of the agenda and minutes for approval three (3) calendar days in advance of the monthly meeting. The Chairperson shall appoint chairs of committees from Center members to fill vacancies and maintain Council activities, except as specified in Article V and Article XII.

7-2 The **Vice Chairperson** shall serve in the absence of the Chairperson and perform all duties of the Chairperson. The Vice Chairperson shall perform other duties from time to time that may be designated to him or her by the Chairperson of The Council. The Vice Chairperson is to remind and monitor monthly documentation of service hours. If a member does not document their volunteer hours, the Vice Chairperson will notify the Center Director.

7-3 The **Recording Secretary** shall ensure the minutes of each meeting of the Council and any other official meeting of members of the Council are accurately recorded and posted. The Recording Secretary shall provide printed or electronic copies of the minutes to each member and to the Center Director and Senior Services Supervisor, no later than seven (7) calendar days in advance of the monthly council meeting. The Director will support the Recording Secretary in recording, distributing and maintaining a file of the Council minutes.

7-4 The **Correspondence Secretary** shall be responsible for handling all correspondence coming to the Council, and for sending greeting cards

SENIOR CENTER ADVISORY COUNCIL BYLAWS

or letters of gratitude, support, or in the event of birthdays, illness or death, etc. The Correspondence Secretary performs duties of the Recording Secretary in the Recording Secretary's absence, and other assignments as designated by the Chairperson.

7-5 The **Treasurer** shall be responsible for keeping an accurate accounting of all Trust funds received by the Center. The Director 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 of the Trust Fund and Rental Account to The Council.

7-6 The **Parliamentarian** shall ensure that The Council meetings are conducted according to Robert's Rules of Order.

ARTICLE VIII: MEETINGS

8-1 Council members shall attend regularly scheduled meetings. Three unexcused absences within one (1) year shall be grounds for dismissal from The Council. The Council, by majority decision, will determine if the Council member shall be dismissed.

8-2 Meetings of the Council shall be held on a day and date as decided and communicated during the election process. The Council recess will be in December of each year. The Council may schedule meetings of the General Membership, in cooperation with the Center Director.

8-3 Meetings shall occur in a manner consistent with the Council Bylaws.

8-4 A quorum shall consist of five (5) voting Council members.

8-5 Special meetings may be called by the Chairperson. Center members shall be notified of such special meetings at least two working days in advance. Said notifications shall include an agenda of the special meeting. No other matters shall be brought before the body at said special meeting.

SENIOR CENTER ADVISORY COUNCIL BYLAWS

8-6 All actions that require the expenditure of the Trust Fund monies will be included in a written report that identifies the rationales for the spending, the approximate cost, and the funding source. This written report will be included in the monthly agenda packet Council members receive prior to the meeting.

8-7 Meetings shall be conducted in accordance with Robert’s Rules of Order.

8-8 No action of The Council shall become effective without receiving the affirmative vote of a majority of the members present. All actions of special meetings shall be reported to The Council in writing. The Council shall vote on recommendations proposed at a special meeting.

ARTICLE IX: ACCOUNTABILITY

As the role of The Council is advisory, no member may direct staff, interfere in staff function or responsibility, enter into a contract or pledge credit for the Council without prior Council approval. No Council or Center member may enter into a contract or pledge credit for the Center under any circumstances. The Director is responsible and accountable for all actions recommended by The Council and for the operation of the Center. All Council fiscal or operational recommendations are subject to the approval of the Aging Services Manager in the Department of Human Services, or their designee.

ARTICLE X: AMENDMENT TO BYLAWS

The Center Council reviews and approves any proposed amendment of the Bylaws for submission to the Mayor’s Commission on Aging. The Aging Services Manager reviews all proposed amendments and recommends implementation. An amendment may not be implemented until it is officially approved by the Mayor’s Commission on Aging and the Aging Services Manager.

ARTICLE XI: COMMITTEES

The Council shall establish committees to carry out necessary activities. The Chairperson of the Council shall appoint a chair of each committee.

SENIOR CENTER ADVISORY COUNCIL BYLAWS

Members of the Center who are not on The Council may serve on the committees and may serve as chairs of the committees.

The purpose of each committee is defined in the committee title. The Chairperson of each committee shall be responsible for reporting in writing to the full Council at each meeting through a written report. Written committee reports will be provided to the Center Director and Chairperson seven (7) calendar days before the Council meeting. Council members are required to read the written materials included in the Council meeting packet, before each meeting.

All standing committees meet monthly with the committee Chair and the center Director. If the committee Chair or Director is unable to attend a monthly meeting, they may designate an alternate. If a designated alternate is not available to attend, the monthly meeting will be cancelled and rescheduled.

Recommended committees are as follows, except that the Council may establish additional committees or consolidate committees upon a majority vote of The Council:

11-1 Special Events (standing)

This committee plans and coordinates special events for community participation. Special events are those events which may go beyond the scope of the Center, involving the public and other senior centers. The Special Events Committee has no authority to expend senior center funds. The Special Events committee may make revenue and expenditure recommendations and requests to the Council.

11-2 Policies and Procedures (Ad Hoc)

This committee is responsible for reviewing Center policies and procedures related to members. Any proposed changes will be created in collaboration with the Senior Services Supervisor and shall be presented by The Council to the Mayor's Commission on Aging and the Aging Services Manager for approval.

11-3 Finance (standing).

SENIOR CENTER ADVISORY COUNCIL BYLAWS

This committee is responsible for monitoring revenue and expenditures related to Center activities, except for those operational activities provided for in the City budget. The Treasurer will chair this committee. The Finance Committee has no authority to expend senior center funds.

11-4 Executive Committee (standing).

The Executive Committee shall be the duly elected officers of The Council: Chairperson; Vice Chairperson; Recording Secretary; Correspondence Secretary; Treasurer; and Parliamentarian. The function of the Executive Committee shall be to act on emergency business matters, relating to The Council, between regularly scheduled meetings of The Council. The Chairperson will be responsible for ensuring minutes are documented for these emergency meetings and provided in the next months Council meeting packet.

11-5 Program and Service Committee (standing).

The Program and Service committee works with the Center Director to develop programs and services in response to the needs of the community.

11-6 Nominating Committee (Ad Hoc).

The Nominating Committee shall consist of the Advisory Council Chairperson, a representative of the Center's Membership Committee, the Center Director, and the Senior Services Supervisor.

11-7 Membership Committee (standing).

The Membership Committee is responsible for recruiting and orienting new members, hosting prospective members.

ARTICLE XII: ELECTION AND APPOINTMENT PROCESS

12-1 Applications are released to the membership on the first business day of October. Applications will be collected at the Center office by the close of business on the third Thursday of October.

12-2 The Nominating Committee shall meet no later than the first business day of November to ensure that the applicants for the Council vacancies meet the requirements of Article V. The Nominating Committee will also review all eligible applications and determine nominees. Nominees will be notified by the Center Director and may be invited to a meeting which may be a panel with the membership or individualized meeting with the

SENIOR CENTER ADVISORY COUNCIL BYLAWS

Nominating Committee which will take place by the second Tuesday of November.

12-3 If an applicant does not meet the requirements or is not selected by the Nominating Committee, they will be notified by the Center Director by the second Tuesday of November.

12-4 The Nominating Committee will prepare a ballot of all nominees, in collaboration with Center staff which will be distributed to the membership on the second Thursday of November. Balloting will take place, during business hours, between the second Thursday of November and close of business on the fourth Thursday of November. Ballots shall be counted by the Nominating Committee. The results of the election will be announced by the Center Director in December.

12-5 A ballot and vote will not be required if the number of nominees is less than the number of vacancies.

12-6 In the event that no candidate has come forward or no viable nominee has been identified, current members' terms may be extended for one year.

12-7 The Center Director will notify the selected nominee(s) for the Council by the first Thursday in December and announce the selected nominee(s) by email and recorded call on the first Friday of December.

12-8 The new Council members will be sworn in at the January Council meeting.

ARTICLE XIII: PROCEDURES FOR REQUESTING FISCAL, OPERATIONAL OR FACILITY MANAGEMENT INFORMATION

Any member of the public may request information about senior center operations, programs or budgets. Members of the public who have concerns or questions about senior center policy or operations may submit requests in writing for information to the Senior Services Supervisor.

13-1 If the information requested is for documents or data that is not under the jurisdiction of the Human Services Department the Center Director, Senior Services Supervisor or Aging Service Manager will direct Council members to the appropriate entity.

SENIOR CENTER ADVISORY COUNCIL BYLAWS

ARTICLE XIV: GRIEVANCE PROCESS

The Council has the authority to adjudicate grievances filed by Center members. Center members are authorized to utilize the grievance process described herein for the following alleged violations: non-compliance with any of the policies and procedures of the Center, non-compliance with the Council Bylaws, and improper operation of the Center.

14-1 Procedures for filing and responding to grievances may be posted in the Center or in the newsletter or provided to new members in the membership package.

14-2 The initial grievance must be submitted in writing to the Center Director. The Center Director will respond within 7 calendar days.

14-3 If the grievance concerns non-compliance with Advisory Council Bylaws it shall be forwarded to the Advisory Council Executive Committee. The Council Executive Committee will meet within seven (7) calendar days to review and attempt to resolve the issue. For this type of grievance, the Center Director will respond in fifteen (15) calendar days.

14-4 If not resolved by the Executive Committee, the grievance will be referred directly to the Senior Center Director, who shall meet with concerned parties. The Center Director will respond within fifteen (15) calendar days.

14-5 If the grievance is not resolved, a member grievance committee will be established by the Aging Services Manager. The grievance committee may include the Senior Services Supervisor, a Center Director, the past or current Chairperson of any other Council and other Senior Center member(s) selected by the Aging Services Manager. The Grievance Committee will process a response within 30 calendar days.

14-6 The aggrieved is allowed two (2) witnesses and may use supporting documents at all stages of the grievance process.

14-7 If a grievance is submitted to the Council between October and December, or during the period of election of council members, the grievance committee will remain intact for the duration of the resolution and may take up to ninety (90) calendar days.

SENIOR CENTER ADVISORY COUNCIL BYLAWS

14-8 If the grievance concerns the performance of the Center Director, it shall be heard and reviewed by the Aging Services Manager and Senior Services Supervisor.

14-9 If the grievance concerns operation of the Center or Center programs then it shall be reviewed by the Center Director. The Center Director shall respond to the grievance within ten (10) calendar days.

ARTICLE XV: SUSPENSION AND TERMINATION OF MEMBERS

15-1 Any member of The Council or the Center who is not in compliance with applicable Council's Bylaws, violates the Oakland Senior Center Code of Conduct, or refuses to adhere to City of Oakland or other Government rules and regulations may be subject to suspension or termination. The member will be advised in writing of the term and length of the action.

ARTICLE XVI: SENIOR CENTER CODE OF CONDUCT

The City of Oakland Senior Center Code of Conduct was developed to create an environment that is welcoming to all. This Code of Conduct will assist in ensuring the safety and enjoyment of the Center. All members, visitors, volunteers, vendors and staff are to adhere to this Code of Conduct when in and around a City of Oakland Senior Center.

Follow Health and Safety Policies

- Follow all State, local, and City of Oakland guidelines, laws and policies.
- Dangerous or unauthorized items, such as weapons, controlled substances, and smoking are not allowed inside the Center.
- The Selling and consumption of alcohol may be permitted during special events with the approval of Senior Center staff and the requester filing appropriate licenses and permits.
- Many people have fragrance and odor sensitivity, please be mindful of the amount of scented products you use when coming to the Center. If staff receives complaints, Center staff will ask to have a private conversation with you.

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- In accordance with Americans with Disabilities Act (ADA), service animals are permitted in the Center. If you experience an allergy to a service animal please bring your concern to Center Staff, not to the service animal owner.

Respect Other Members, Staff, and Volunteers

- Treat other members, staff, volunteers, and visitors in a respectful manner in all forms of communication (body and verbal language, voice tone, facial expressions, word choice, etc.).
- Bullying of any member, staff, volunteers or visitor will not be tolerated. If you are experiencing bullying, please contact your Center Director.
- Our Centers are public spaces-All are welcome. Racial, religious, political, or sexual harassment of members, staff, and volunteers will not be tolerated and are grounds for exclusion from all 4 Centers.
- Please use headphones with personal electronic devices and be mindful of volume level during conversations. Do not use the speaker phone option or yell into your phone in community spaces.
- Fighting, physical abuse, challenging others to fight, destroying or damaging property and other disruptive, intimidating or harassing behaviors are prohibited.

Respect the Property of the Senior Center

- If you would like to borrow an item from the Center, please speak with the Director. Items should not be removed without approval from the Director.
- The Center is not responsible for lost items or items damaged by other members.
- Personal belongings should stay with the participant. Please do not store or leave personal items unattended at the Center. Excessive personal belongings as determined by the Center Director are not allowed in the facility.
- No solicitation or sales of goods or services by an individual, participant or group are allowed without the written permission from the Center Director. Under no circumstances may individual participants ask

SENIOR CENTER ADVISORY COUNCIL BYLAWS

staff or other participants for money. If a participant is experiencing financial hardship, please check with staff for social service assistance.

- All flyers or other informational materials must be approved by the Director. If you do not receive permission from the Director, the materials will be removed when found.
- To maintain the overall cleanliness of the facility, bathing, shaving, or washing clothes in the Center is not allowed.

Violating the Code of Conduct

Persons who violate any part of this Code of Conduct will be asked to leave for the day and will be required to meet with the Center Director and the Senior Services Supervisor before returning to any of the four City of Oakland Senior Centers. Violation of the Code of Conduct can result in termination of membership and exclusion from participation in Center activities.

Approved on the fifth day of November 2025 in Oakland California by the
Commission on Aging.



SENIOR CENTER ADVISORY COUNCIL BYLAWS

City of Oakland Senior Center's Advisory Council at a time and may not be a City of Oakland Employee.

5-3 All Advisory Council members will agree to check their email twice a week electronic and in-person mailboxes and respond once a week, after checking. In-person Center mailboxes are to be used for Advisory Council correspondence only.

5-4 All Advisory Council members shall perform a minimum of six (6)ten (10) hours of volunteer service each month. Advisory Council service hours shall include attending meetings. Volunteer service hours will be maintained by the individual Advisory Council Member.

5-5 The authorized number of Advisory Council members is nine (9). shall be a maximum fifteen. The Advisory Council shall maintain a minimum of nine-nine (9) members at all times. A quorum shall be 50% of current advisory council members plus one. Five (5) members.

5-6 Advisory Council members shall be elected to a two (2) year term of office. An Advisory Council member may serve a maximum of 57 months 48 consecutive months. After a one-year absence, a member, in good standing (see 5-1 and 5-2), is eligible to reapply for an Advisory Council seat.

5-7 If a vacancy occurs on the Advisory Council before September during a calendar year, which would reduce the number of Advisory Council members to less than nine (9), the minimum as provided in this Article or if more than two (2) advisory members leave the Advisory Council in the same calendar year, before September, the executive committee will forward names of recommended candidates to the Advisory Council for review and appointment. Appointed candidates' terms expire at the end of the year of appointment, and they will be required to apply for membership on the Advisory Council as provided in Article XII.

5-8 If the number of Advisory Council members is less than nine (9) the minimum as required by this Article and no Center members volunteer to fill the vacancies by appointment, the Senior Services Supervisor Aging and Adult Services Manager (henceforth referred to as Aging Services Manager) may appoint an Interim Executive Committee which could include the Center Director, Aging Services Manager, and two or more members of another Senior Center Advisory Council Executive committee. The Interim

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SENIOR CENTER ADVISORY COUNCIL BYLAWS

Executive Committee shall serve as the Officers to the Council as provided in Article VII until Committee members can be elected.

5-9 The Center Director shall be an ex-officio member to The Council and committees, except when appointed to the Interim Executive Committee as provided in this Article. The Director shall have voice but no vote at meetings. The Director is responsible for coordinating access to the facility and providing staff support to ensure accurate recordings by the Advisory Council and committees.

- a. The Director may designate a substitute representation for extended absences.
- b. ~~The Not less than quarterly, the~~ Director will provide the Council with a monthly rReport of information about the Center rental and trust fund activities. The Report will include the costs charged to the Center rental account, and the revenue generated by rental and trust fund activities. Reports will be supplied by fiscal management on a monthly basis.
- c. Committee chairs shall coordinate with the Director as to the time and place of the committee meetings.

5-10 Comply with the City of Oakland Standards for volunteer board members by avoiding conflicts of interest and disclosing information on the annual Form 700 Statement of Economic Interest.

5-11 If a member of the Senior Center is also a representative of an organization that may stand to gain financially from activities at the Center that are paid for by general, rental, or trust funds they may not serve as a voting member but may be appointed as an Associate Member of the Advisory Council.

5-12 If an Advisory Council member(s) suggests an organization or person they know or are associated with, to be paid vendor for a Senior Center based event, that Advisory member(s) will be dismissed from the room during the vote and therefore, will not participate in the vote to approve the decision to hire that vendor.

ARTICLE VI: ASSOCIATE MEMBERS

Associate members may be appointed to the Council by the Council. Associate members represent an organization that benefits seniors. They



SENIOR CENTER ADVISORY COUNCIL BYLAWS

will act as a liaison between The Council and the organization. Associate members' qualifications are as follows:

- a. They shall have no voting privileges.
- b. They must be nominated by their organization with the approval of the Advisory Council.
- c. They will have no minimum meeting requirements.
- d. They cannot hold officer positions on the Advisory Council or Committees.

ARTICLE VII: OFFICERS

The Officers of The Council shall consist of the following: Chairperson, Vice Chairperson, Recording Secretary, Correspondence Secretary, Treasurer, and Parliamentarian.

Officers shall be elected by a majority vote of the Advisory Council at the January meeting, except when an Interim Executive Committee is appointed as provided in Article V.

7-1 The Chairperson shall be the presiding officer of the City of Oakland Senior Center Advisory Council. The Chairperson shall prepare agendas, supervise and direct all affairs of The Council in cooperation with the Senior Center Director. The Chairperson shall coordinate with the committees to include their reports seven (7) calendar days before the Advisory Council monthly meeting and ~~ensure provide the the~~ Advisory Council members are provided a copy of the agenda and minutes for approval three (3) calendar days in advance of the monthly meeting. The Chairperson shall appoint chairs of committees from Center members to fill vacancies and maintain Council activities, except as specified in Article V and Article XII.

7-2 The Vice Chairperson shall serve in the absence of the Chairperson and perform all duties of the Chairperson. The Vice Chairperson shall perform other duties from time to time that may be designated ~~directed~~ to him or her by the Chairperson of The Council. The Vice Chairperson is ~~to~~ remind and monitor monthly documentation of service hours. If a member

SENIOR CENTER ADVISORY COUNCIL BYLAWS

does not document their volunteer hours, the Vice Chairperson will notify the Center Director.

7-3 The Recording Secretary shall ensure the minutes of each meeting of the Council and any other official meeting of members of the Council are accurately recorded and posted. The Recording Secretary shall provide printed or electronic copies of the minutes to each Advisory member and to the Senior Center Director and Senior Services Supervisor, no later than seven calendar days in advance of the monthly council meeting. ~~Aging Services Manager~~. The Director will support the Recording Secretary in recording, distributing and maintaining a file of the Council minutes.

7-4 The Correspondence Secretary shall be responsible for handling all correspondence coming to the Council, and for sending greeting cards or letters of gratitude, support, or in the event of birthdays, illness or death, etc. The Correspondence Secretary performs duties of the Recording Secretary in the Recording Secretary's absence, and other assignments as designated by the Chairperson.

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 of the Trust and Rental Account to The Council.

7-6 The Parliamentarian shall ensure that The Council meetings are conducted according to Robert's Rules of Order.

SENIOR CENTER ADVISORY COUNCIL BYLAWS

ARTICLE VIII: MEETINGS

8-1 Council members shall attend regularly scheduled meetings. Three unexcused absences within one year shall be grounds for dismissal from The Council. The Council, by majority decision, will determine if the Council member shall be dismissed.

8-2 Meetings of the Advisory Council shall be held on a day and date as ~~decided and communicated during the election process, approved by a two-thirds vote of The Council members.~~ The Advisory Council may schedule meetings of the General Membership, in cooperation with the Center Director.

8-3 Meetings shall occur in a manner consistent with Advisory Bylaws.

8-4 A quorum shall consist of ~~five (5) one half of the~~ voting Advisory Council members ~~plus one~~.

8-5 Special meetings may be called by the Chairperson. Center members shall be notified of such special meetings at least two working days in advance. Said notifications shall include an agenda of the special meeting. No other matters shall be brought before the body at said special meeting.

8-6 All actions that require the expenditure of Rental or Trust Fund monies will be included in a written report that identifies the rationales for the spending, the approximate cost, and the funding source (i.e. Trust Fund or Rental Account). This written report will be included in the monthly agenda packet Council members receive prior to the meeting.

8-7 Meetings shall be conducted in accordance with Robert's Rules of Order.

8-8 No action of The Council shall become effective without receiving the affirmative vote of a majority of the members present. All actions of special meetings shall be reported to The Council in writing. The Council shall vote on recommendations proposed at a special meeting.

ARTICLE IX: ACCOUNTABILITY

As the role of The Council is advisory, no member may direct staff, interfere in staff function or responsibility, enter into a contract or pledge credit for the Council without prior Council approval. No Advisory Council or Center member may enter into a contract or pledge credit for the Center under any circumstances. The Director is responsible and accountable for



SENIOR CENTER ADVISORY COUNCIL BYLAWS

all actions recommended by The Council and for the operation of the Center. All Advisory Council fiscal or operational recommendations are subject to the approval of the Aging Services Manager in the Department of Human Services, or their designee.

ARTICLE X: AMENDMENT TO BYLAWS

The Center Advisory Council reviews and approves any proposed amendment of the Bylaws for submission to the Community Support Committee of the Mayor's Commission on Aging. The Aging Services Manager reviews all proposed amendments and recommends implementation. An amendment may not be implemented until it is officially approved by the Mayor's Commission on Aging and the Aging Services Manager.

ARTICLE XI: COMMITTEES

The Council shall establish committees to carry out necessary activities. The Chairperson of the Advisory Council shall appoint a chair of each committee. Members of the Center who are not on The Council may serve on the committees and may serve as chairs of the committees.

The purpose of each committee is defined in the committee title. The Chairperson of each committee shall be responsible for reporting in writing to the full Council at each meeting. Written committee reports will be provided to the Center Director and Chairperson seven calendar days before the Advisory Council meeting. Advisory Council members are required to read the written materials included in the Advisory Council meeting packet before each meeting.

Recommended committees are as follows, except that the Council may establish additional committees or consolidate committees upon a majority vote of The Council:

11-1 Special Events (standing)

This committee plans and coordinates special events for their City of Oakland Senior Center membership and at their discretion, along with the

SENIOR CENTER ADVISORY COUNCIL BYLAWS

~~Director, may include the membership of other City of Oakland Senior Centers, community participation.~~ Special events are those events which go beyond the scope of the Center, involving the public and other senior centers. The Special Events Committee has no authority to expend senior center funds. The Special Events committee may make revenue and expenditure recommendations to the Advisory Council.

11-2 Policies and Procedures (Ad Hoc)

This committee is responsible for reviewing Center policies and procedures related to members. Any proposed changes shall be created in collaboration with the a Senior Center Director and Senior Services Supervisor and will be presented by The Council to the Mayor's Commission on Aging and the Aging Services Manager.

11-3 Finance (standing).

This committee is responsible for monitoring revenue and expenditures related to Center activities, except for those operational activities provided for in the City budget. The Treasurer will chair this committee. The Finance Committee has no authority to expend senior center funds.

11-4 Executive Committee (standing).

The Executive Committee shall be the duly elected officers of The Council: Chairperson; Vice Chairperson; Recording Secretary; Correspondence Secretary; Treasurer; and Parliamentarian. The function of the Executive Committee shall be to act on emergency business matters, relating to The Council, between regularly scheduled meetings of The Council.

11-5 Program and Service Committee (standing).

The Program and Service committee works with the Center Director to develop programs and services in response to the needs of the community.

11-6 Nominating Committee (Ad Hoc).

The Nominating Committee shall consist of the Advisory Council Chairperson, a representative of the Center's Membership Committee, the Center Director, and the Senior Services Supervisor, a member of the Commission on Aging or their designated alternate.

11-7 Membership Committee (standing).

The Membership Committee is responsible for recruiting and, orienting new members, and hosting prospective members, , maintaining and updating the list of volunteer hours to the Advisory Council. ~~The Committee will~~

SENIOR CENTER ADVISORY COUNCIL BYLAWS

~~document and record the members "active" participation in the Center as specified in the policies and procedures of the Center.~~

ARTICLE XII: ELECTION AND APPOINTMENT PROCESS

~~12-1 Applications are released to the membership the first business day of October. Applications will be collected at the Reception office of the Senior Center by close of business day of the third Thursday of October.~~

~~12-2 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.~~

~~12-3 The Nominating Committee will notify all applicants of the outcome of the Nominating Committee Review process, before the ballot is released.~~

~~12-4 2~~—A ballot and vote will not be required if the number of nominees is less than the number of vacancies.

~~12-53~~In the event that nominees are not forthcoming, current members' terms may be extended for one year.

~~12-64 In cooperation with the Center Director and the Advisory Council Chairperson, the Nominating Committee shall oversee the general election in December. 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.~~ —

~~12-7~~In cooperation with the Center Director and the Advisory Council Chairperson, the Nominating Committee shall oversee the general election in December.

~~12-85 The results of the election will be announced in December by the Director by email and recorded call. The new Council members will be sworn in at the January Council meeting.~~ — 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.



SENIOR CENTER ADVISORY COUNCIL BYLAWS

ARTICLE XIII: PROCEDURES FOR REQUESTING FISCAL, OPERATIONAL OR FACILITY MANAGEMENT INFORMATION

Any member of the public may request information about senior center operations, programs or budgets. Members of the public who have concerns or questions about senior center policy or operations may submit requests in writing for information to the Aging Services Manager.

13-1 If the information requested is for documents or data that is not under the jurisdiction of the Human Services Department —the Center Director or Aging Service Manager will direct Council members to the appropriate entity.

ARTICLE XIV: GRIEVANCE PROCESS

The Advisory Council has the authority to adjudicate grievances filed by Center members. Center members are authorized to utilize the grievance process described herein for the following alleged violations: non-compliance with any of the policies and procedures of the Center, non-compliance with the Advisory Council Bylaws, and improper operation of the Center.

14-1 -Procedures for filing and responding to grievances may be posted in the Center or in the newsletter or provided to new members in the membership package.

14-2 The initial grievance must be submitted in writing to the Center Director. The Center Director will respond within seven (7) calendar days.

14-3- If the grievance concerns non-compliance with Advisory Council Bylaws it shall be forwarded to the Advisory Council Executive Committee. The Advisory Council Executive Committee will meet within seven (7) working days to review and attempt to resolve the issue. For this type of grievance, the Center Director will respond within fifteen (15) calendar days.

14-4- If not resolved by the Executive Committee, the grievance will be referred directly to the Senior Center Director, who shall meet with

SENIOR CENTER ADVISORY COUNCIL BYLAWS

concerned parties. The Center Director will respond within fifteen (15) calendar days.

14-5 If the grievance is not resolved, ~~a three-member~~ grievance committee will be established by the Aging Services Manager. The grievance committee may include; the Senior Services Supervisor, a Senior Center Director, the Chair of the Commission on Aging, the past or current Chairperson of any other Senior Center Advisory Council and other Senior Center member(s) selected by the ~~Commission on Aging~~ Aging Services Manager. The Grievance Committee will process a response within 320 working days.

14-6 The aggrieved is allowed two (2) witnesses and may use supporting documents at all stages of the grievance process.

14-7- If a grievance is submitted to the Advisory Council in December, or during the period of election of council members, the grievance committee will remain intact for the duration of the resolution. the acting Chairperson will convene the Advisory Council Executive Committee according to section 14-8 This Committee will consist of the acting elected officers, and shall complete the review and resolution of the grievance notwithstanding the expiration of their terms.

14-~~89~~ If the grievance concerns the performance of the Center Director, it shall be heard and reviewed by the Aging Services Manager and Senior Services Supervisor.

14-~~910~~ If the grievance concerns operation of the Center or Center programs then it shall be reviewed by the Center Director. The Center Director shall respond to the grievance within ten calendar~~working~~ days.

ARTICLE XV: SUSPENSION AND TERMINATION OF MEMBERS

15-1 Any member of The Council or the Center who is not in compliance with applicable Advisory Council's Bylaws, violates the Oakland Senior Center Code of Conduct, or refuses to adhere to City of Oakland or other Government rules and regulations may be subject to suspension or termination. The member will be advised in writing of the term and length of the action.

ARTICLE XVI: SENIOR CENTER CODE OF CONDUCT

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SENIOR CENTER ADVISORY COUNCIL BYLAWS

The City of Oakland Senior Center Code of Conduct was developed to create an environment that is welcoming to all. This Code of Conduct will assist in ensuring the safety and enjoyment of the Center. All members, visitors, volunteers, vendors and staff are to adhere to this Code of Conduct when in and around a City of Oakland Senior Center.

Follow Health and Safety Policies

- Follow all State, local, and City of Oakland guidelines, laws and policies.
- Dangerous or unauthorized items, such as weapons, controlled substances, and smoking are not allowed inside the Center.
- The Selling and consumption of alcohol may be permitted during special events with the approval of Senior Center staff and the requester filing appropriate licenses and permits.
- Many people have fragrance and odor sensitivity, please be mindful of the amount of scented products you use when coming to the Center. If staff receives complaints, Center staff will ask to have a private conversation with you.
- In accordance with ADA (Americans with Disabilities Act), service animals are permitted in the Center. If you experience an allergy to a service animal please bring your concern to Center Staff, not to the service animal owner.

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Respect Other Members, Staff, and Volunteers

- Treat other members, staff, volunteers, and visitors in a respectful manner in all forms of communication (body and verbal language, voice tone, facial expressions, word choice, etc.).
- Bullying of any member, staff, volunteers or visitor will not be tolerated. If you are experiencing bullying, please contact your Center Director.
- Our Centers are public spaces-All are welcome. Racial, religious, political, or sexual harassment of members, staff, and volunteers will not be tolerated and are grounds for exclusion from all 4 Centers.
- Please use headphones with personal electronic devices and be mindful of volume level during conversations. Do not use the speaker phone option or yell into your phone in community spaces.
- Fighting, physical abuse, challenging others to fight, destroying or damaging property and other disruptive, intimidating or harassing behaviors are prohibited.

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SENIOR CENTER ADVISORY COUNCIL BYLAWS

Respect the Property of the Senior Center

- If you would like to borrow an item from the Center, please speak with the Director. Items should not be removed without approval from the Director.
- The Center is not responsible for lost items or items damaged by other members. Please be mindful of what you choose to bring or wear to the Center.
- Personal belongings should stay with the participant. Please do not store or leave personal items unattended at the Center. Excessive personal belongings as determined by the Center Director are not allowed in the facility.
- No solicitation or sales of goods or services by an individual, participant or group are allowed without the written permission from the Center Director. Under no circumstances may individual participants ask staff or other participants for money. If a participant is experiencing financial hardship, please check with staff for social service assistance.
- All flyers or other informational materials must be approved by the Director. If you do not receive permission from the Director, the materials will be removed when found.
- To maintain the overall cleanliness of the facility, bathing, shaving, or washing clothes in the Center is not allowed.

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Violating the Code of Conduct

Persons who violate any part of this Code of Conduct will be asked to leave for the day and will be required to meet with the Center Director and the Senior Services Supervisor ~~Aging and Adult Services Manager~~ before returning to any of the four City of Oakland Senior Centers. Violation of the Code of Conduct can result in termination of membership and exclusion from participation in Center activities.

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Approved on the first day of ~~December 2021~~ in Oakland California by the Commission on Aging.

Mayor's Commission on Aging (MCOA)

PUBLIC COMMENT CARD



PLEASE PRINT CLEARLY

Name (First/Middle/Last) Philip Byrdsong		Date of Meeting Dec 3 2025
Organization West Oakland Senior Center		
Address 1724 Adeline St		
Telephone		
Do you wish to speak? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/> Agenda Item Number (s): <u>Action Item 7</u> <input checked="" type="checkbox"/> Open Forum	<input type="checkbox"/> In Favor <input checked="" type="checkbox"/> Against <input type="checkbox"/> Neutral
Comments (if not speaking): I submit that for Oakland's senior centers, a Standing Veterans Committee ensures that veterans are consistently represented and supported—not just once a year, but every day. When the Advisory Council voted they were not aware that they were voting for an Ad Hoc committee. They were told that they could ADD the committee at a later date. (semantic add the committee as in AD HOC) The members of the by law committee, also had reservations. Veterans face complex systems to access benefits (VA, CalVet, county services). The standing committee can coordinate outreach events, benefit navigation, and partner with service providers to bring help directly to the centers. Committee members often include long-serving veterans who understand the history and evolving needs of Oakland's senior centers. Their involvement helps preserve best practices, advocacy networks, and legacy initiatives. Veterans—especially women veterans, veterans of color, and LGBTQ+ veterans—face health, housing, and equity gaps. A committee grounded in senior centers helps ensure inclusive veteran policies and outreach. A formal, continuous body is better positioned to represent Oakland veterans to city agencies, Alameda County, and state-level groups—ensuring Oakland's older veterans are not left behind in regional planning. Veterans Day is not the only time veterans need support—housing, healthcare, transportation, and social connections are ongoing needs. A standing committee can maintain momentum between observations and ensure veterans are visible year-round. For example the duration of the standing committee is that it is ongoing and permanent, while an Ad Hoc is temporary. The scope of the standing committee is broad and continuous and the Ad Hoc by its own definition is narrow and task specific. Standing committee meets regularly and ad hoc meets intermittently. That means the ad hoc committee disbands after the goal is reached and the standing committee is continuous and indefinite. Unfortunately the Ad Hoc committee has no long-term authority or continuity. Can lose momentum or fail to address ongoing needs. While a standing committee plans events, monitors services, and advocates year-round. The current by laws should have input from the members. I would strongly suggest to table this proposals until all the centers are clear about if this current proposals is really what they want.		

Please see notes on the reverse side.

Mayor's Commission on Aging (MCOA)

PUBLIC COMMENT CARD



PLEASE PRINT CLEARLY

Name (First/Middle/Last) Philip Byrdsong		Date of Meeting 12/3/25
Organization west oakland senior center		
Address 1724 Adeline st		
Telephone		
Do you wish to speak? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Agenda Item Number (s): <u>MOU for rental</u> <input checked="" type="checkbox"/> Open Forum	<input checked="" type="checkbox"/> In Favor <input type="checkbox"/> Against <input type="checkbox"/> Neutral
Comments (if not speaking): This time we going to let our seniors spell it out for you in their language. Now look here, babies... Oakland got these lovely senior centers — and Lord knows the seniors love 'em. They come in there every morning like it's their personal beauty shop, church basement, Vegas casino, and neighborhood watch meeting all rolled into one. But the way we handling these building rentals? Whew! Child-- it's too old-fashioned. The system cracks louder than my knees gettin' outta bed. Now listen: our seniors need these centers. They need the programs, the services, and the space to gather. But right now, rentals are run through an old system—cash up front, staff pulled away from serving seniors, paperwork lookin' like it came off a typewriter. It's time to modernize, baby. So what we're tellin' the MCOA is: "Sweethearts, help us help you." Recommend this title of MOU we want Parks & Rec to take over the rentals so Human Services can stop tryin' to do everything like they Superman, Wonder Woman, and the whole Justice League. Cause let me tell you somethin': Human Services staff already got 99 problems, and settin' up chairs for birthday parties ain't supposed to be one of 'em. Now let's talk about West Oakland Senior Center. That poor building is gettin' so many repairs right now, it's practically in rehab. New electricity, new HVAC — they givin' it a whole "Extreme Makeover: Senior Center Edition." When it reopens, it's gon' be lookin' so good the building next door gon' get jealous. And that's where this partnership starts. Now don't get nervous, sugar. We ain't takin' nothin' away. We just givin' the work to the people who know how to do it without sweatin' their cuts out. Parks & Rec got a whole system for rentals—schedulin', settin' up chairs, makin' sure folks got insurance, keepin' the money straight, all that. Meanwhile, Human Services staff already busy runnin' meal programs, social-service appointments, classes, support groups — honey, they got more on their plate than Thanksgiving dinner. Now baby, Parks & Rec knows how to run facilities. They got systems, staff, computers, calendars — they even know how to deal with folks who call at 7am askin' "Can I rent the whole building today for \$357?" They trained for that. Meanwhile Human Services staff out here runnin' programs, servin' meals, helpin' folks, de-escalatin' arguments about who stole whose bingo seat — they busy! They ain't got time to be counlin' rental cash like they workin' at the corner store. If we let Parks & Rec handle rentals, honey, the whole city gon' run smoother than a brand-new jar of Vaseline. Human Services still calls the shots about senior programs — don't nobody mess with that. They know what the elders need. They know when the building gotta be quiet — cause chair yoga is happening. So MCOA, bless your hearts, go on and approve this MOU. Put the rentals where the rental people are, and let the senior folks do what they were born to do: take care of seniors, run programs, and keep the lights on — hopefully with these new repairs. Do this, and Oakland's senior centers gon' thrive, the staff gon' breathe, and the buildings might even stop givin' us that "I'm tired" look. Parks & Rec knows facilities. Human Services knows seniors. Put 'em together and what do you get? A better run operation, more money comin' in, more community access, and staff who ain't run ragged like a one-legged man in a butt-kickin' contest. So MCOA, baby, give us this MOU. It's the smart move, the right move, and the move that's gonna keep Oakland's senior centers strong, safe, and open for business — with everybody doin' what they do best.		

Please see notes on the reverse side.

Commissioners: Robert “Bob” Scott (Chair) — **PRESENT**; Blake Spears (Vice-Chair) — **ABSENT**; Suzi Kalmus — **PRESENT**; Jacqueline Johnson — **PRESENT**; Brandon Hemphill — **PRESENT**

Human Services Department (HSD) Commission Staff: Ana Bagtas, Aging and Adult Services Manager; Marshay Boyd, Commission Clerk

MAYOR'S COMMISSION ON AGING

SPECIAL MEETING

Wednesday, January 7, 2026

10:00 a.m. – 12:00 p.m.

North Oakland Senior Center (NOSC) - 5714 Martin Luther King Jr Way, Oakland, CA 94609

Meeting Minutes

1. Call To Order

Chair Robert “Bob” Scott called the special meeting to order at 10:05 a.m. at the North Oakland Senior Center (NOSC). Opening remarks noted the meeting was recorded and outlined the sequence for each agenda item. Clarifying questions → public comment → commission discussion → action.

Discussion: The Chair emphasized short meeting logistics and multiple public comment opportunities, with a focus on MCOA’s role serving older adults and advancing the 5-Year Strategic Plan.

2. Roll Call/Determination of Quorum

Present at roll call: Chair Robert “Bob” Scott; Suzi Kalmus; Jacqueline Johnson; Brandon Hemphill.

Absent: Vice-Chair Blake Spears.

Quorum: Established, four commissioners present.

3. Adoption of Agenda

ACTION ITEM: Motion and second were made; names not clearly captured; no opposition recorded.

Discussion: Once quorum was established, the commission adopted the agenda and proceeded to the bylaws item earlier in the meeting to allow full discussion.

4. Approval of October 1, 2025, November 5, 2025, and December 3, 2025, Meeting Minutes

October 1, 2025 — ACTION ITEM: Brandon Hemphill / Jacqueline Johnson / Moved — Approved.

November 5, 2025 — Deferred to next meeting.

December 3, 2025 — Deferred to next meeting.

This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin, or Spanish interpreter, please email MCOA@oaklandca.gov or call TDD/TTY (510) 238-3254 at least five working days before the meeting.

Discussion: Commissioners confirmed receipt of the October minutes prior to the meeting; the Chair called the question, and the motion carried.

5. Public Comment (Specific Agenda Items, limit of two minutes)

Speaker: Lenore Gunst — Provided an advocacy update as a Fellow with the Senior Services Coalition of Alameda County; urged the commission to support the slate of new commissioners and continue regular engagement with Senior Center Advisory Councils to strengthen collective advocacy for seniors citywide.

Speaker: Philip — Raised concerns about West Oakland Senior Center reopen timeline shifting multiple times; requested clarity on why director staffing at other centers affects West Oakland's reopening.

Discussion: Commissioners acknowledged community frustration and noted that detailed operations/staffing updates would be covered under Item 8.

6. Chair's Announcements/Reports – Robert Scott, MCOA Chairperson

- **Information: Annual Presentation to City Council**

Chair Scott noted preparation will begin early; presentation will summarize where MCOA has been and where it is going, aligning to the 5-Year Strategic Plan and incorporating learnings from recent community engagement

- **Recruitment process recap:** Chair described the commissioner recruitment process. Flyer and outreach; information webinar on Nov. 24, 2025; standardized ad hoc nominations interviews Dec. 9 & 15, 2025.

7. MCOA Commissioner Nominations – Robert Scott, MCOA Chairperson

Informational overview of the nominee slate and process; no commission action required at this meeting. Chair stated the slate was already submitted to the Mayor's Office and will proceed to City Council.

Discussion: Chair summarized nominee backgrounds across public service, education, health, and advocacy; intent to bring the commission to full strength. Target February/March seating after onboarding steps.

8. Human Services Department/Aging & Adult Services Report – Ana Bagtas, Aging and Adult Services Manager, HSD

Introduction of Dr. Jason Lester, newly appointed Human Services Department Director; Lester shared remarks on prevention, measurable outcomes, and partnership with the community, committing HSD to deliver and to be accountable.

West Oakland Senior Center (WOSC) Reopening:

- Facility turnover: City regained access in Nov. 2025; theft of kitchen equipment occurred while under contractor control; Public Works and contractor/insurer are determining responsibility.

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- Current readiness: Deep cleaning/sealing floors underway; volunteers will assist only with appropriate tasks after facility prep; kitchen will open later pending replacement of appliances.
- Staffing: Two center directors currently cover multiple sites; final interviews for director vacancies this Friday; goal to onboard by early February; custodial capacity remains limited.
- Ribbon-cutting: Targeting March; next in-person MCOA meeting anticipated at WOSC in April.

USF Partnership & Subcommittee Support:

- USF School of Nursing & Health Professions agreement approved; Public Health students (and later Nursing students, pending Board approval) to support Safety & Violence Prevention and Health & Wellness subcommittees.

Transportation:

- Plan to establish a Transportation subcommittee and expand Oakland Paratransit front-desk services from Downtown to other centers (purchase taxi scrip, enrollment, info).

CalAIM (state initiative):

- City received partial funding; working with Senior Services Coalition and consultants to build infrastructure to bill health plans for case management services delivered via senior centers; goal to increase center hours as budget allows.

Public Q&A (selected):

- Susan Harmon: Asked about membership fee increase from \$12 to \$15 via the annual Master Fee Schedule and how much it would help; staff explained the increase is modest but supports basic operations (e.g., supplies).
- Additional questions covered student roles (internships, supervised by USF faculty), budget timeline/public access, and WOSC kitchen availability upon reopening.

9. Open Forum (Limit of two minutes)

Ramona Mass — Highlighted the importance of group trips and consistent programming at NOSC to combat loneliness, isolation, and depression; asked for improved advance communications to seniors (short notice on safety session).

Jacqueline Johnson (Commissioner) — Noted willingness to present safety content at centers and coordinate with presenters to ensure earlier scheduling/notice.

Marilyn Reynolds — Asked which districts new nominees would represent; suggested community liaisons to check in on isolated seniors (e.g., foreclosure/financial risk) to prevent crises.

Mr. Woods — Raised questions on budget allocations and funding sources; staff explained budget is set via Mayor's proposed budget and City Council approval, underscoring the role for community advocacy to restore support positions.

Phyllis Lynn Long — Commented on the value of community-building activities in senior centers; urged progress on rentals to generate revenue once staffing/insurance issues are resolved.

This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin, or Spanish interpreter, please email MCOA@oaklandca.gov or call TDD/TTY (510) 238-3254 at least five working days before the meeting.

10. Closing Remarks & Adjournment

Closing remarks summarized 2026 presentation scheduling (e.g., Housing Authority & community partners), reaffirmed focus on three subcommittees Wellness/Health & Nutrition; Safety & Violence Prevention; Transportation and noted intent to meet at WOSC in April pending ribbon-cutting.

ACTION ITEM: Brandon Hemphill / Jacqueline Johnson / Moved — Approved.

Meeting adjourned at 12:00 p.m.

DRAFT

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Commissioners: Robert “Bob” Scott (Chair) — **PRESENT**; Blake Spears (Vice-Chair) — **EXCUSED ABSENT**; Suzi Kalmus — **PRESENT**; Jacqueline Johnson — **PRESENT**; Brandon Hemphill — **EXCUSED LATE**

Human Services Department (HSD) Commission Staff: Ana Bagtas, Aging and Adult Services Manager; Marshay Boyd, Commission Clerk

MAYOR'S COMMISSION ON AGING

Wednesday, February 4, 2026

10:00 a.m. – 12:00 p.m.

Oakland City Hall, Hearing Room 1 - One Frank H. Ogawa Plaza

Meeting Minutes

1. Call To Order

Chair Robert “Bob” Scott called the meeting to order at 10:08 a.m., noted the meeting was being recorded, and reviewed public-comment protocols: speaker cards; public speaks first after each item/presentation; Open Forum at Item 10.

2. Roll Call/Determination of Quorum

Present at roll call: Chair Robert “Bob” Scott; Suzi Kalmus; Jacqueline Johnson.

Late Arrival: Brandon Hemphill

Absent: Vice-Chair Blake Spears.

Quorum: Established, three commissioners present at roll call. Four commissioners after 10:30am.

3. Adoption of Agenda

ACTION ITEM: Suzi Kalmus / Jacqueline Johnson / Moved — Approved. Agenda Adopted.

4. Approval of November 5, 2025, December 3, 2025, and January 7, 2026, Meeting Minutes

November 5, 2025 — ACTION ITEM: Jacqueline Johnson / Suzi Kalmus / Moved — Approved.

December 3, 2025 — Deferred to next meeting. January 7, 2025 — Deferred to next meeting.

Discussion: Clerk is completing backlog of minutes. Chair requested an appropriate level of detail balance for minutes, acknowledging public input while avoiding verbatim transcripts. Clerk noted new AI-assisted tooling to help complete backlog.

5. Public Comment (Specific Agenda Items, limit of two minutes)

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No speaker cards at this time.

6. Presentation: Advocacy Update – Federal, State, and Local – Wendy Peterson, Executive Director, Senior Services Coalition (SSC)

Main points:

- SSC mission & role: Strengthen the older-adult support network; align local & state policy; help health plans, government, and CBOs coordinate care.
- Federal overview: H.R. 1 (2025) cuts to Medicaid/ACA → states face cost shifts and tighter Medi-Cal access (paperwork, work requirements); CalFresh impacts and admin cost-shares rise.
- Budget note: Feb 3, 2026, deal maintains level funding for Older Americans Act, LIHEAP, CDBG, AmeriCorps Seniors (SSC cautioned level funding functions as a cut when costs/need rise).
- County (Measure W): Essential Services 5-year plan in development; SSC leading advocacy to increase aging-services funding. Offer to MCOA: align advocacy, training, letters, civic engagement, and support Senior Center Advisory Councils.

Discussion: Commissioners asked about statewide coalition coordination and expressed support for partnering with SSC within the 5-Year Plan.

7. Chair's Announcements/Reports – Robert Scott, MCOA Chairperson

- **New Commissioners Nominees**

Chair welcomed new commissioners (seated and remote attendees) and explained that oath of office and Form 700 must be completed by March 3 to be full voting on March 4. Clerk will send orientation materials (Board & Commission Handbook, bylaws, contacts at City Clerk's Office) and links to schedule Zoom or in-person oath appointments.

- **2026 Focus Areas – Safety and Violence Prevention, Transportation, Health & Nutrition**

Chair recorded commissioners' preference 1 / preference 2 to seed three subcommittees—Safety & Violence Prevention, Transportation, Health & Nutrition. Chair noted Vice-Chair Spears, Tipton, and Thomas-Knight will submit preferences

- **By Laws**

- **Discussion – New Structure and New Board Liaison for Advocacy**

Chair proposed a major overhaul of MCOA bylaws (last revised 2014) to reflect current practice and future needs; an ad hoc drafting approach will be used, followed by City Attorney review.

Discussion items included formally defining an Advocacy Liaison role within bylaws to maintain continuous engagement with City/County partners and SSC. Commissioners expressed support for embedding advocacy structurally.

- **Discussion – Alternate Commissioners**

Chair introduced exploring Alternate Commissioner positions to future-proof the Commission; Aging & Adult Services staff shared precedence for such structures in neighboring counties and suggested borrowing bylaw language where appropriate.

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8. Human Services Department/Aging & Adult Services Report – Ana Bagtas, Aging and Adult Services Manager, HSD

Main points:

- WOSC reopening: Target late Feb / early Mar; programs that moved to NOSC return to WOSC; kitchen closed initially due to equipment theft under contractor custody (replacement responsibility pending).
- Staffing: One director offer made; second near final to ensure each center has a director upon WOSC opening. Ribbon-cutting to be scheduled by Public Works; April 1 MCOA at WOSC suggested.
- Transportation / AAA funding: OPEB RFP due; group trips vendor PO step underway after citywide contract delays; city re-applied for Information & Assistance (OAA) and will pursue Senior Center Activities, Case Management, Transportation RFPs to secure steady funding.
- CalAIM (IGT): City received ~50% of requested one-time funds; non-federal local match needed; Council action targeted April; aim to evolve to health-plan reimbursement model.
- Subcommittee launch: With USF students/faculty, staff proposed a March “all-subcommittee launch” (charter, roles, deliverables).

Discussion: Chair requested a WOSC Day-1 services list for March. Days/hours, programs, staffing, kitchen status.

9. 5-Year Strategic Action Plan Update

Embedded across Items 7 & 8—focus areas validated by needs assessment. Safety, Transportation, Health & Nutrition; student support and backbone staffing to help subcommittees execute; launch coordination planned for March.

10. Open Forum (Limit of two minutes)

Philip (Public Member): Proposed a Memorandum of Understanding (MOU) for facility rentals: Human Services focuses on senior programming, while Oakland Parks & Recreation, with existing reservation systems/capital-project expertise and evening/weekend staffing, manages space rentals citywide. Aim: restore rental-based revenue at centers, including WOSC, and stabilize funding for programs.

Lenore Gunst (Former MCOA Chair): Emphasized partnerships between MCOA, SSC, and Senior Centers; urged building City Council relationships and leveraging Oakland’s scale to strengthen the countywide senior services ecosystem.

11. Closing Remarks & Adjournment

Chair thanked presenters and staff, reiterated March deliverables (bylaws ad hoc draft approach; subcommittee assignments; WOSC services list) and called for adjournment.

ACTION ITEM: Suzi Kalmus / Jacqueline Johnson / Moved — Approved.

Meeting adjourned at 12:08 p.m.

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The Policy Landscape and Impacts on Older Adults in Alameda County

A presentation to the
Oakland Mayor's Commission on Aging
February 4, 2026



What We Will Cover:

- About the Senior Services Coalition
- Federal Policy Changes , State Budget & Policy Reactions, and Local Impacts
- Alameda County Policy & Budget Developments
- The Role of SSC and Opportunities to Partner

Our Mission

SSC's Mission is to strengthen and improve the network of support for older people in Alameda County, especially those disproportionately impacted or at risk because of fragile health, disability, cognitive impairment, culture, language, race, financial status, age, sex or gender.





We do this by...

We do this by advancing local and state policy change through advocacy, and helping health plans, government and community-based organizations work better together to coordinate care for older adults.





What CBOs are seeing in their communities:

- More older adults who have serious health issues, functional limitations, cognitive impairment, and acute care needs
- Increasing economic insecurity
- High food insecurity and continuing high demand for brown bag, meals on wheels and congregate dining programs
- Growing numbers of precariously housed, displaced and newly homeless older adults
- Prop 1 cuts to mental health prevention programs will hit July 1, eliminating scores of programs for older adults, monolingual populations and others
- Federal cuts and policy changes are destabilizing families, communities and the systems designed to support them.



Federal Policy Changes, State Budget & Policy Reactions, and Local Impacts

- Healthcare
- Food Security
- Community -Based Services



HR1 will Limit Access to Health Care

- The Budget Reconciliation Act of 2025 (HR1) makes well over \$1 trillion in cuts to Medicaid and the Affordable Care Act
- It cuts federal funding and shifts costs to California, forcing the state to cut services, eligibility, and provider reimbursement
- Increases barriers to accessing Medicaid (Medi-Cal) coverage
 - Paperwork, retroactive coverage changes, work requirements, cost sharing
- In addition, HR1 limits Medicare eligibility for lawfully present immigrants starting January 2027



In California, Medi-Cal Changes = Local Impacts

- California implemented multiple HR1 changes to Medi-Cal in the state's 2025/26 budget that are already putting local hospitals at risk
- Changes impacting people with Unsatisfactory Immigration Status (UIS):
 - January 1, 2026 Enrollment freeze will impact over 51,000 people in Alameda County, including over 6,000 people age 60+
 - July 1 2026 Reduction of dental benefits will impact over 74,000 people in Alameda County, including over 16,000 people age 60+
 - July 1, 2027 Premiums will impact over 57,000 people in Alameda County,
- Medi-Cal Asset Test has been reinstated for people with disabilities and older adults age 65+ (Limit is \$130,000 in assets for an individual, \$195,000 for a couple)
- Cuts to federal funding will pressure California to cut optional benefits home and community-based services, dental, vision, hearing, etc



Medi-Cal Changes = Local Impacts, con't

- HR1 mandates that states implement work requirements on January 1, 2027 for all adults ages 19 -64 to be eligible for Medi-Cal's ACA Expansion coverage
 - 80 hours per month of work, education or community service
 - Requires proof of compliance for at least 1 month prior to enrolling, and prior to bi-annual eligibility redeterminations
 - Approximately 3 million of the 5 million Californians who make up the Adult Expansion population will be at risk of losing Medi-Cal



HR1 Threatens Food Security

- HR1 has already eliminated eligibility for SNAP (California's CalFresh program) for people granted refugee, asylum and other immigration statuses
- Eliminated SNAP -Ed and restricts the Thrifty Food Plan
- Requires states pay 75% of SNAP administrative costs instead of 50% (counties will pay 22.5% of total admin costs) starting October 2026, and between 5% and 15% of food benefits costs
- Expands work requirements for SNAP/CalFresh on June 1 to include adults with children 14+, older adults 55 -64, veterans, homeless, and young adults aging out of foster care – this will impact over 13,000 people in Alameda County



Federal & State Budgets Maintain Funding for Some Services

- The House/Senate budget deal that passed Feb. 3 2026 maintains level funding for almost all Older American's Act programs
- The deal also includes level funding for LIHEAP, Community Development Block Grants, and AmeriCorps Seniors
- California's current budget maintains funding for Home Safe & HDAP, and Department of Aging programs administered by Area Agencies on Aging
- The Governor's proposed budget continues level funding, but economic or federal changes could alter that path in the May Revise

Level funding is a cut when costs are rising and the population of people who need services is growing!

Alameda County Policy & Budget Developments

- Measure W Home Together Plan
- Measure W Essential Services Plan
- County Budget Process
- What Senior Services Coalition is doing
- The Role of Community



The Local Picture – Alameda County

- Alameda County’s budget and bandwidth are under pressure to mitigate the impact of federal and state budget & policy changes
 - Already invested \$16.5 million in food security amidst federal SNAP cuts
 - Creating a response plan for immigration enforcement activities
 - Reductions and cost/sharing from State are cutting into general funds
- Measure W plays a central role in County’s ability to maintain course
 - Home Together (80% of Measure W) – homelessness prevention, housing solutions and subsidies, housing navigation, shelters, etc. - Underway
 - Essential Services (20% of Measure W) – includes Food Security and Older Adult priority areas – Emergency Allocations Underway; 5 -year funding plan in development



The Local Picture - Aging Services in Alameda County

- SSC has been successful in preventing cuts to aging services contracts in the last 2 budget cycles.
- The current county budget uses Measure W funding to maintain funding levels and to augment funding for senior food and meal services through June 30 2026
 - AAA services include meals on wheels, congregate meals, senior center activities, case management, visiting, caregiver support, fall prevention, legal assistance, HICAP, information & assistance, LTC Ombudsman, and more
- The Board of Supervisors will consider the Measure W Essential Services 5-year Plan starting in March, and incorporate it into the County's 2026/27 budget in June

What Senior Services Coalition is doing

State Level Advocacy

- Leverage our power in Sacramento to take proactive role in protecting funding and programs and uplifting at -risk and marginalized populations.
- Assist in pursuing continued state funding for programs with one -time funding that is sunseting



What Senior Services Coalition is doing

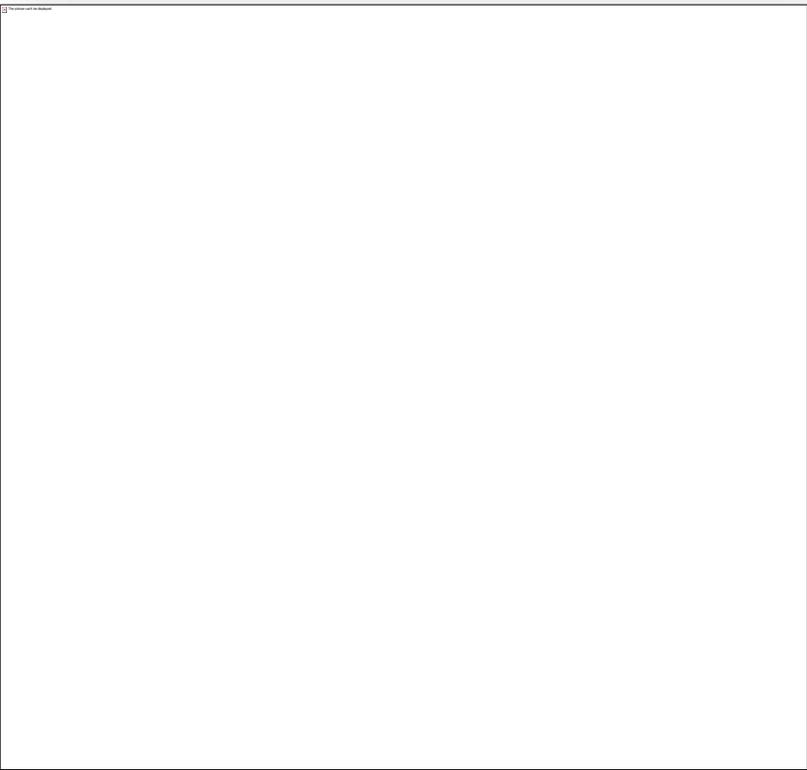


County Level Advocacy

- Lead effort to secure increased funding for aging services in the Measure W Essential Services Plan and the County 26/27 budget
- Ally with community -based organizations hit by Prop 1 cuts to Behavioral Health prevention programs
- Monitor Measure W Home Together initiatives to ensure elders needs are met



What the Senior Services Coalition is doing



Supporting Oakland Stakeholders

- Support stakeholders as they work to engage and educate Council and Mayor
- Focus on protecting funding and extending Senior Centers' hours to full days
- Advocate for CBOs facing contract delays who have not been able to invoice for the services they've been providing



How might we partner to support seniors?

- Ensure alignment with MCOA and coordination of advocacy efforts via Fellow
- Assist in advocacy training, letter-writing campaigns, civic engagement, etc.
- Support advocacy efforts of the Senior Center Advisory Councils...
What would that look like?



Resources

- Subscribe to Justice In Aging at <https://justiceinaging.org/sign-up/>
- California's HR1 Implementation Plan at <https://www.dhcs.ca.gov/federal-impacts/Documents/DHCS-HR1-Implementation-Plan.pdf>
- USAging at <https://www.usaging.org/currentissuesandresources>

Thank You!



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