

CITY COUNCIL COMMITTEE

REVISED

Special Meeting

**RECREATION, CULTURAL AFFAIRS &
COMMUNITY SERVICES**

Edi Birsan, Chair

Tim Grayson, Committee Member

5:30 p.m., Monday, February 24, 2014

**Building A, City Manager Conference Room
1950 Parkside Drive, Concord**

- A G E N D A -

ROLL CALL

STAFF PRESENT

1. **CONFIRMATION** – of the fourth Thursday of the month at 5:30 p.m. as the regular meeting day and time for the Recreation, Cultural Affairs & Community Services Council Committee.
2. **INTERVIEWS** – with applicants for the Commission on Aging.
3. **ADJOURNMENT**

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Distribution: City Council
Valerie Barone, City Manager
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Avis Connolly, Program Manager, Senior Center
Administrative Services

**REPORT TO COUNCIL COMMITTEE ON RECREATION,
CULTURAL AFFAIRS & COMMUNITY SERVICES****TO HONORABLE COMMITTEEMEMBERS:**

DATE: February 24, 2014

SUBJECT: INTERVIEWS FOR THE COMMISSION ON AGING**Report in Brief**

Interviews to fill openings on Concord's Commission on Aging are scheduled to begin at 5:30 p.m. or as soon thereafter as possible, on Monday, February 24, 2014.

Background

The recruitment stated there were two openings on the Commission on Aging for terms ending June 30, 2015 due to the resignation of Suzanne Davis-Lucey and Don Rollins. The staff liaison has since indicated that membership could be increased by appointing 4-6 applicants for this recruitment. We will not be announcing another recruitment to fill expiring terms until March 2015. The term of Charles E. Roger is due to expire on June 30, 2015. The terms of remaining members Ben Hornstein, Melvin Lee, Delores Leon, and Diana Pascual will expire on June 30, 2017. Applications were received from Linda Bailey, Lela Elloway, John Fleming and Patricia Lechuga.

The announcement to fill unscheduled vacancies on the Commission on Aging was made at the City Council meeting held December 10, 2013, setting Friday, February 14, 2014 as the deadline for receipt of applications.

In accordance with the Municipal Code, the membership in this commission is **up** to eleven members. If we do not have an adequate pool of applicants, the Council Committee could appoint a lesser number of members and still be compliant.

The Commission on Aging typically meets on the third Wednesday of each month at 1:30 p.m. at the Concord Senior Center. Members must be residents of Concord holding no other municipal office in the City of Concord. At least 51% of the members shall be over the age of 60.

Appointments are to be made at a future Council meeting.

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City Clerk/Admin Services Coordinator

Attachment: Commission on Aging Applicant Summary

Commission on Aging Applicants

Members: Up to 11
Openings: 6
Term: Four Years
Membership Requirements: Residents of Concord holding no other office in City. At least 51% shall be over age of 60 years.

Name	Occupation Employer
1. Linda Bailey	Retired San Ramon Regional Medical Center
2. Lela Elloway	Home Health Physical Therapist John Muir Health
3. John Fleming	Retired Real Estate Broker / Veteran's Administration
4. Patricia Lechuga	Licensed Psychiatric Technician Alta Bates Sutter Hospital

Council Committee on
RECREATION, CULTURAL AFFAIRS AND COMMUNITY SERVICES

Edi Birsan, Chair
Tim Grayson, Committeemember

**Commission on Aging (COA)
Interview Schedule**

City Manager Conference Room

5:30 p.m.

Monday, February 24, 2014

Time	Applicant	Comments
5:30 PM	John Fleming	
5:45 PM	Patricia Lechuga	
5:50 PM	Lela Elloway	
6:00 PM	Linda Bailey	

COMMISSION ON AGING

Composition: 11 Members

Term: Four Years

Membership Requirements: Resident of Concord holding no other municipal office in the City of Concord. At least 51% of the members shall be over the age of 60.

Example of Duties: Attend and participate in the Contra Costa Advisory Council on Aging subcommittees to identify the unmet needs of older persons and evaluate the effectiveness of existing programs and laws; act as a resource to all City boards and commissions; develop an annual work program, including short and long term goals.

Meeting Times and Places: 3rd Wednesday of each month at 1:30 p.m. at the Concord Senior Center, Classroom B, 2727 Parkside Circle.

CONCORD MUNICIPAL CODE, ARTICLE II, CHAPTER 4 (Pertaining to Commission on Aging)
City Boards, Commissions and Committees

DIVISION 3. COMMISSION ON AGING

Sec. 2-321. Established; membership; compensation of members.

There is hereby created a Commission on Aging which shall consist of not more than 11 voting members to be appointed by the City Council. Members of the Commission on Aging shall be residents of the city. At least 51 percent of the membership shall be over the age of 60 years. The basis and the amount of any compensation which may be paid to the members of the Commission on Aging shall be determined by resolution of the City Council.

(Code 1965, § 2453; Ord. No. 91-1; Ord. No. 92-19)

Sec. 2-322. Purpose and intent.

(a) The city desires to act as a line of communication between its senior citizen population, public and private organizations, and other advisory bodies to assure that government action is responsive to the needs of older persons.

(Code 1965, § 2454; Ord. No. 91-1)

(b) There is a need to establish a visible and officially responsible body within the city to:

(Code 1965, § 2454; Ord. No. 91-1)

(1) Encourage county and state agencies to identify unmet needs of older persons and available resources by providing a means for citywide planning in coordination of individuals and groups interested in improving and developing services and opportunities for senior citizens.

(Code 1965, § 2454; Ord. No. 91-1)

(2) Plan, promote, and recommend changes to the existing programs and laws that have a direct bearing on the dignity, freedom, and security of older persons to independently manage their own lives.

(Code 1965, § 2454; Ord. No. 91-1)

- (3) Enlist the participation of community groups and individuals in implementing actions which improve resources.

(Code 1965, § 2454; Ord. No. 91-1)

Sec. 2-323. Terms of members; absence from meetings.

Members shall serve at the pleasure of the City Council for staggered terms of four years. The City Council reserves the right to make appointments for an adjusted term period to maintain a staggered term structure. Any member who absents himself from three consecutive meetings of the Commission on Aging without being excused will be deemed to have resigned from the Commission on Aging and the City Council may appoint a new member to serve in place of the resigned member.

(Code 1965, § 2455; Ord. No. 91-1; Ord. No. 10-2)

Sec. 2-324. Rules of procedure; designation of committees and task forces.

The Commission on Aging shall adopt rules of procedure on the conduct of its business and may designate ad hoc committees and ad hoc task forces composed of its membership.

(Code 1965, § 2456; Ord. No. 91-1)

Sec. 2-325. Vacancies.

All vacancies occurring on the Commission on Aging shall be filled according to the method of their original selection and the new member shall serve at the pleasure of the City Council for the unexpired term of their respective predecessors.

(Code 1965, § 2457; Ord. No. 91-1)

Sec. 2-326. Powers and responsibilities.

The Commission on Aging shall have the responsibility of carrying out the following functions:

(Code 1965, § 2458; Ord. No. 91-1)

- (1) Attend and participate in the county Advisory Council on Aging subcommittees to identify the unmet needs of older persons and evaluate the effectiveness of existing programs and laws.

(Code 1965, § 2458; Ord. No. 91-1)

- (2) Act as a resource to all city boards and commissions. The Commission on Aging members will attend the meetings of those boards and commissions as needed.

(Code 1965, § 2458; Ord. No. 91-1)

- (3) Develop an annual work program establishing short- and long-term goals in order of priority which will be effective upon approval of the City Council.

(Code 1965, § 2458; Ord. No. 91-1)

- (4) Such other functions that the City Council may, from time to time, designate.

(Code 1965, § 2458; Ord. No. 91-1)

Secs. 2-327--2-350. Reserved.