



Commission on Aging
Margot Smith, Chair
Tanya Bustamante, Acting Commission Secretary

COMMISSION ON AGING MEETING AGENDA

Wednesday, September 20, 2023
North Berkeley Senior Center
1:30 p.m. – 3:30 p.m.

Preliminary Matters

1. Call to Order by Chair Smith
2. Roll Call by Secretary
3. Public Comments
The public may comment about any item not on the agenda. Public comments are limited to two minutes per speaker. Public comments regarding agenda items will be heard while the Commission is discussing the item.
4. Approval of minutes from July 19, 2023 (Attachment A)
5. Introduction of new North Berkeley Senior Center Director – Darlene Bronson

Discussion Items

The Commission may discuss any subject listed on the Agenda. Public comments regarding agenda items will be heard while the Commission is discussing the item. Public comments are limited to two minutes per speaker.

Presentation/Updates

1. Overview on Home Match Program – *Rachel Matthews, Manager, Home Match Alameda County*
2. Older adults & Berkeley Adult School – *Kathleen Davis*
3. Senior Center post-pandemic/re-opening status report – *Darlene Bronson, Tanya Bustamante*

Commissioner reports

1. Architect decisions by the planning board re: aged—Margot Smith

Action Items

1. Commission on Disabilities lawsuit with City of Berkeley over commissioner virtual attendance; letter to Council—Rani Cochran

Items for Following Months

1. Report from the Rent Board re: senior tenants and landlords.
2. Financial and digital literacy
3. Around town shuttle buses
4. Support for Senior Centers/ Age-Friendly Berkeley

Information Items

1. Council agenda report deadlines (Attachment B)
2. HHCS Community Health Assessment Process outline – handout from July meeting (Attachment C)
3. Staff report to Council: Affordable Housing Preference Policy for Rental Housing -- <https://berkeleyca.gov/sites/default/files/documents/2023-07-11%20Item%2032%20Referral%20Response%20Affordable.pdf>

Adjournment

COMMUNICATION ACCESS INFORMATION

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the **Disability Services Specialist at 981-6418 (V) or 981-6347 (TDD)** at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the commission secretary for further information.

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the North Berkeley Senior Center located at 1901 Hearst Avenue, during regular business hours. The Commission Agenda and Minutes may be viewed on the City of Berkeley website: <http://www.cityofberkeley.info/commissions>.

Secretary:

Tanya Bustamante
Health, Housing & Community Services Department
(510) 981-5178
E-mail: tbustamante@berkeleyca.gov

Mailing Address:

Commission on Aging/HHCS
Tanya Bustamante, DrPH, MPH
1901 Hearst Ave.
Berkeley, CA 94709



Health, Housing & Community
Services Department
Commission on Aging

**COMMISSION ON AGING
REGULAR MEETING
DRAFT MINUTES**

Wednesday, July 19, 2023
1:30 p.m.

1. Roll Call

Present: (7) Cochran; Collins; Lavault; Orrick; Porter; Smith; Yamaguchi

Absent: (0)

Excused Absent: (1) Chisholm

Staff Present: (1) Tanya Bustamante

Public: (9)

2. Public Comment (4)

Presentation

3. Overview of Citywide Community Health Assessment – Kellie Knox, Future of Public Health Coordinator, Public Health Officer Unit

4. Update on Aging Services Division – Tanya Bustamante, Manager

Action Items

5. Approval of the Minutes from June 21, 2023 Regular Meeting:

M/S: Orrick/ Porter

Ayes:, Cochran, Lavault, Orrick, Porter, Smith, Yamaguchi

Noes: None

Abstain: Collins

Absent: Chisholm

Motion passed.

Discussion Items

1. Discussion of Community Health Assessment process

Discussion; No action taken

2. Commissioner Reports; discussion on housing, outreach, and equity

Discussion; No action taken

Commissioners adjourned at 3:37 p.m.

Minutes Approved on:

Tanya Bustamante, Acting Commission
Secretary

CITY CLERK DEPARTMENT 2023 COUNCIL MEETING TIMELINE

| COUNCIL MEETING | THURSDAY 12:00 PM - Day 33 - DEPT. REPORTS DUE TO CLERK | MONDAY 5:00 PM - Day 22 - COUNCIL MEMBER REPORTS DUE TO CLERK | THURSDAY 12:00 PM - Day 19 - AGENDA COMMITTEE PACKET TO PRINT | MONDAY 2:30 PM - Day 15 - AGENDA COMMITTEE MEETING | WEDNESDAY 11:00 AM - Day 13 - FINAL AGENDA MEETING (PRINT AGENDA ON WED.) | THURSDAY By 5:00 PM - Day 12 - COUNCIL AGENDA DELIVERY |
|---|--|---|---|---|---|---|
| Winter Recess [December 14, 2022 through January 16, 2023] | | | | | | |
| Jan 17 | 12/15 | 12/27 (Tue) | 12/29 | 1/4 (Wed) | 1/4 | 1/5 |
| Jan 31 | 12/29 | 1/9 | 1/12 | 1/17 (Tue) | 1/18 | 1/19 |
| Feb 14 | 1/12 | 1/23 | 1/26 | 1/30 | 2/1 | 2/2 |
| Feb 28 | 1/26 | 2/6 | 2/9 | 2/13 | 2/15 | 2/16 |
| Mar 14 | 2/9 | 2/21 (Tue) | 2/23 | 2/27 | 3/1 | 3/2 |
| Mar 21 | 2/16 | 2/27 | 3/2 | 3/6 | 3/8 | 3/9 |
| Spring Recess [March 22 through April 10, 2023] | | | | | | |
| Apr 11 | 3/9 | 3/20 | 3/23 | 3/27 | 3/29 | 3/30 |
| Apr 25 | 3/23 | 4/3 | 4/6 | 4/10 | 4/12 | 4/13 |
| May 9 | 4/6 | 4/17 | 4/20 | 4/24 | 4/26 | 4/27 |
| May 23 | 4/20 | 5/1 | 5/4 | 5/8 | 5/10 | 5/11 |
| Jun 6 | 5/4 | 5/15 | 5/18 | 5/22 | 5/24 | 5/25 |
| Jun 13 | 5/11 | 5/22 | 5/25 | 5/30 (Tue) | 5/31 | 6/1 |
| Jun 27 | 5/25 | 6/5 | 6/8 | 6/12 | 6/14 | 6/15 |
| Jul 11 | 6/8 | 6/20 (Tue) | 6/22 | 6/26 | 6/28 | 6/29 |
| Jul 25 | 6/22 | 7/3 | 7/6 | 7/10 | 7/12 | 7/13 |
| Summer Recess [July 26 through September 11, 2023] | | | | | | |
| Sep 12 | 8/10 | 8/21 | 8/24 | 8/28 | 8/30 | 8/31 |
| Sep 19 | 8/17 | 8/28 | 8/31 | 9/5 (Tue) | 9/6 | 9/7 |
| Oct 3 | 8/31 | 9/11 | 9/14 | 9/18 | 9/20 | 9/21 |
| Oct 10 | 9/7 | 9/18 | 9/21 | 9/26 (Tue) | 9/27 | 9/28 |
| Nov 7 | 10/5 | 10/16 | 10/19 | 10/23 | 10/25 | 10/26 |
| Nov 14 | 10/12 | 10/23 | 10/26 | 10/30 | 11/1 | 11/2 |
| Nov 28 | 10/26 | 11/6 | 11/9 | 11/13 | 11/15 | 11/16 |
| Dec 5 | 11/2 | 11/13 | 11/16 | 11/20 | 11/22 | 11/22 (Wed) |
| Dec 12 | 11/9 | 11/20 | 11/22 (Wed) | 11/27 | 11/29 | 11/30 |
| Winter Recess [December 13, 2023 through January 15, 2024] | | | | | | |

| | | |
|--------------------|------------------------|---------------------------------|
| VTO Affected Dates | Holiday Affected Dates | Religious Holiday Affected Date |
|--------------------|------------------------|---------------------------------|

Reports not submitted by the deadlines listed will not be included on the agenda.

Updated 11/1/22

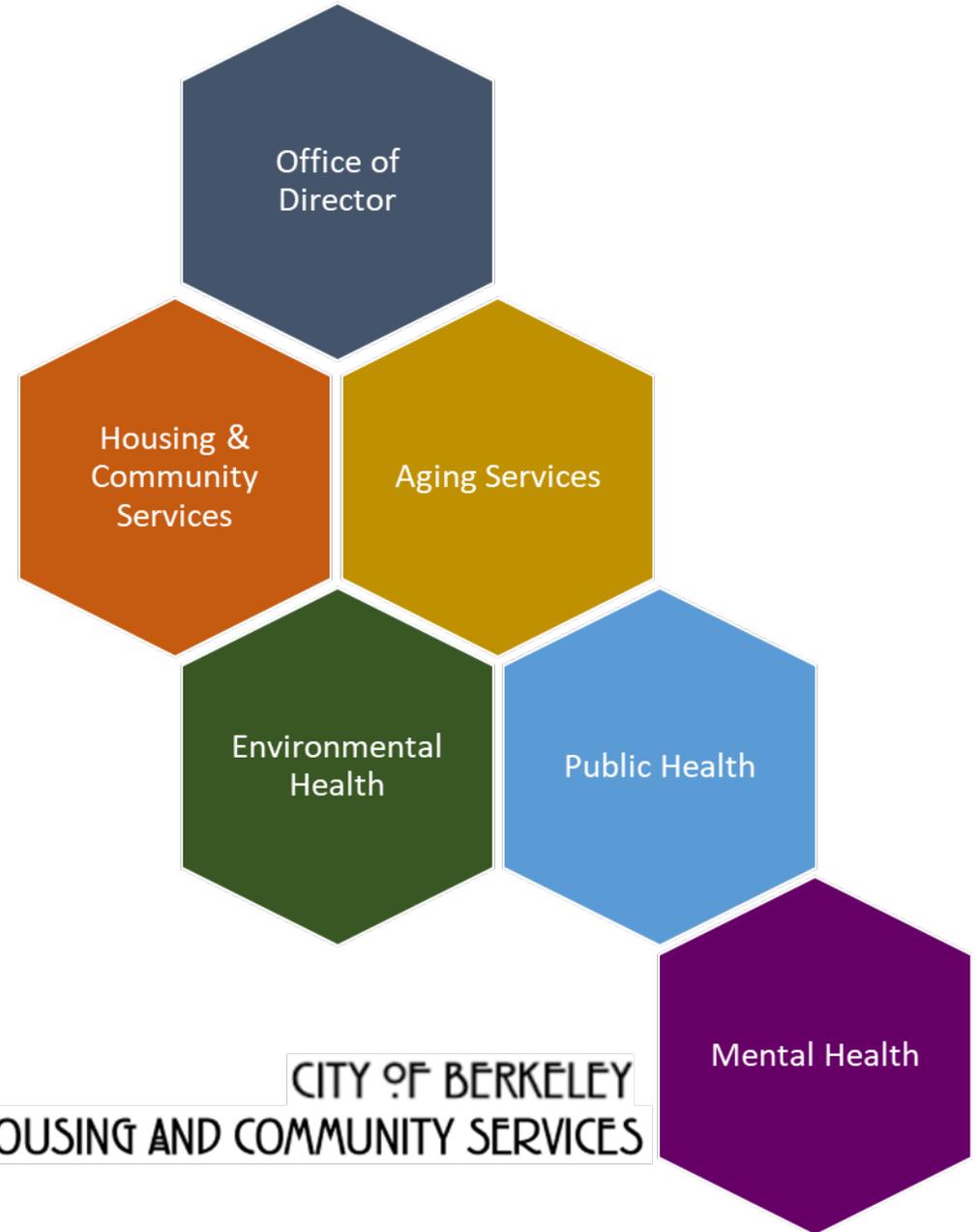
| Worksession | Thursday 12:00 PM | Thursday 5:00 PM |
|-------------|-------------------------------|----------------------------|
| | Day 26 | Day 5 |
| | Dept. Reports Due to Clerk | Council Agenda Delivery |
| Feb 21 | 1/26 | 2/16 |
| May 16 | 4/20 | 5/11 |
| Jun 20 | 5/25 | 6/15 |
| Jul 18 | 6/22 | 7/13 |



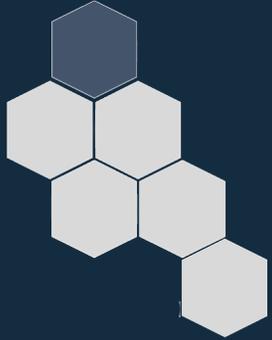
Department of
Health, Housing,
and Community
Services

**Community Health
Assessment
and
Improvement Plan**

Enhancing Community Life and
Supporting Health and Wellness
for All



CITY OF BERKELEY
HEALTH, HOUSING AND COMMUNITY SERVICES



Public Health Officer's Unit



Office of the Director

Kellie Knox, LMFT
Future of Public Health Coord

Commission on Aging
July 19, 2023



One Project, Many Products

- ❖ Community Health Assessment (CHA)
- ❖ Community Health Improvement Plan (CHIP)
- ❖ Platforms to Share Data with Community
- ❖ Health Innovation and Equity District
- ❖ Public Health Accreditation Board Accreditation (PHAB)

Community Health Assessment (CHA)



- Developed through a participatory, collaborative process with various sectors of the community.
- Purpose is to learn about and describe the health status of the population that the health department serves.
- Determines factors that contribute to health issues.
- Identify areas for health improvement and assets and resources that can be mobilized to address population health improvement.

Community Health Improvement Plan (CHIP)

- Purpose is to describe how the health department and the community will work together to improve the health of the residents of Berkeley.
- Defines roles and responsibilities of all stakeholders while identifying health priorities, strategies, measures, and benchmarks.
- Includes necessary policy changes needed to accomplish objectives and align with national and state priorities for public health.



Six Steps in CHA/CHIP

Community Health Assessment

1. Organizing and Engaging Partners
2. Visioning
3. Collecting and Analyzing Data



Community Health Improvement Plan

4. Identifying and Prioritizing Strategic Issues
5. Developing Goals, Strategies and an Action Plan
6. Taking and Sustaining Action

<https://www.naccho.org/programs/public-health-infrastructure/performance-improvement/community-health-assessment>

Public Health Accreditation Board (PHAB)

Prerequisites

As a prerequisite to health departments' applications for accreditation being approved, health departments must submit three documents with their application:

1. Community health assessment **(CHA)**
2. Community health improvement plan **(CHIP)**
3. Health department strategic plan

These documents lay the groundwork for health department programs, policies, and interventions, and the remainder of the review for accreditation.

These three documents must be dated within the past 5 years.

<https://www.phaboard.org/wp-content/uploads/Public-Health-Accreditation-Prerequisites-Information-July-2012.pdf>



Updated Timeline

| Task | Target Deadline | Responsible Party |
|---|------------------------|--|
| Identify a vendor to complete CHA/CHIP | April/May 2023 | Lead COB staff |
| Identify members of Core Support Team and Steering Committee | May/June 2023 | Consultant and lead COB staff |
| Design the planning process, develop workplan, and document guiding assumptions | June/July 2023 | Consultant lead, COB staff, Core Support Team, Steering Committee |
| Inform/Engage/Collaborate with community about CHA/CHIP process | July/August 2023 | Lead COB staff, Steering Committee |
| Collect and analyze primary and secondary data for CHA | August 2023-March 2024 | Consultant and/or lead COB staff |
| Publish and distribute completed CHA report/dashboard online and throughout community | April 2024 | Consultant, lead COB staff, Steering Committee |
| CHIP and Health Innovation and Equity District Implementation Plan | April 2024-March 2025 | Epidemiology Team/ Consultant or lead COB staff/ Core Support Team |

Questions ?



Kellie Knox
kknox@berkeleyca.gov

