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Direct questions or concerns to the Commission Liaison at (310)618-2949, or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Commission on Aging is an advisory body to the City Council that meets on the second Tuesday of each month at 9:30 a.m. in the Bartlett Senior Center. All meetings are open to the public.

**TORRANCE COMMISSION ON AGING AGENDA
OCTOBER 12, 2021
REGULAR MEETING
9:30 A.M. BARTLETT SENIOR CENTER
1318 CRAVENS AVENUE**

**COMMISSION ON AGING MAY TAKE ACTION ON ANY ITEM LISTED
ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Davis, Grundhaus, Hileman, Mayfield, Pryor, Snyder, Chair Dojiri

2. FLAG SALUTE: Commissioner Grundhaus

3. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on THURSDAY October 7, 2021.

MOTION TO ACCEPT AND FILE REPORT ON THE POSTING OF THE AGENDA

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited to a 30 minute period)

This portion of the meeting is reserved for public comment on items on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. APPROVAL OF MINUTES: SEPTEMBER 14, 2021

7. ADMINISTRATIVE MATTERS

7A. Presentation – Jeremiah Hart, Torrance Police Chief

Updating the Commission on his new position

7B. Discussion on Commission on Aging Protocols

Recommendation of the Community Services Director that the Commission on Aging review and discuss current Commission protocols.

7C. Discussion and update on Torrance becoming an AARP Age-Friendly City

Recommendation of the Community Services Director that the Commission on Aging continue to discuss and make recommendations regarding the City of Torrance becoming a part of the AARP network of Age-Friendly States and Communities and the steps to make it happen.

7D. Oral Reports on Senior Citizen Concerns

Recommendation of the Community Services Director that the Commission on Aging assign or reassign senior concerns for reports on:

1. City Council Activities
2. Housing
3. Health
4. Transportation
5. Community Programs
6. Focal Point Programs
7. Elder Abuse/Fraud

8. ADJOURNMENT

8A. Adjournment of Commission on Aging Meeting to TUESDAY, November 9, 2021, at 9:30 a.m. Bartlett Senior Citizens Center, Hosler Conference Room

**MINUTES OF A REGULAR MEETING OF
THE TORRANCE COMMISSION ON AGING**

1. CALL TO ORDER

The meeting convened on Tuesday, September 14, 2021 at 9:35 a.m. in the Hosler Conference Room at the Bartlett Senior Citizens Center.

ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

Present: Commissioners Davis, Grundhaus, Mayfield, Pryor and Chairperson Dojiri

Absent: Commissioners Hileman and Snyder

Staff: Senior Recreation Supervisor Reed

MOTION: Commissioner Mayfield moved and Commissioner Davis seconded, to approve the excuses absences of Commissioners Hileman and Snyder. The motion passed by a unanimous voice vote. (Absent: Commissioners Hileman and Snyder)

2. FLAG SALUTE

Commissioner Davis led the Pledge of Allegiance and Chairperson Dojiri read the inspirations provided by Irene Griffith.

3. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA

Chairperson Dojiri reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's website on Thursday, September 9, 2021 by City Clerk Poirier.

MOTION: Commissioner Mayfield moved and Commissioner Davis seconded, to accept and file report on the posting of the agenda. The motion passed by a unanimous voice vote. (Absent: Commissioners Hileman and Snyder)

MOTION: Commissioner Mayfield moved and Commissioner Davis seconded, to waive further reading of resolutions and ordinances after number and title. The motion passed by a unanimous voice vote. (Absent: Commissioners Hileman and Snyder)

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

None

5. ORAL COMMUNICATIONS

None

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES – August 10, 2021

MOTION: Commissioner Mayfield moved and Commissioner Davis seconded, to approve the minutes of the Commission on Aging meeting of August 10, 2021, as submitted. The motion passed by a unanimous voice vote. (Absent: Commissioners Hileman and Snyder)

7. ADMINISTRATIVE MATTERS

7A. Discussion on Commission on Aging Protocols

Chairperson Dojiri explained that she had met with City Clerk Poirier for a discussion on the protocols, guidelines and responsibilities for the Chair and the Commission on Aging. She reviewed the following procedures from the City Council rules of order:

- Absence from a meeting: if a commissioner was not able to attend a Commission meeting, they needed to notify both Chairperson Dojiri and Senior Recreation Supervisor Reed in advance of the meeting, to ensure that there would be a quorum for the meeting.
- Communication outside of meeting: Commissioners must comply with the Brown Act by sending any communication to only the Chairperson and Staff liaison.
- Rules of order and decorum: raise your hand if you wish to speak and wait to be recognized by the Chair, one speaker at a time. Discussion should be focused on the item.

7B. Discuss and appoint an Interim Vice Chair

The Commission discussed appointing an interim Vice Chair during Commissioner Hileman's absence.

Commissioner Mayfield nominated herself.

MOTION: Commissioner Pryor moved and Commissioner Davis seconded, to appoint Commissioner Mayfield as Interim Vice Chair. The motion passed by a unanimous voice vote. (Absent: Commissioners Hileman and Snyder)

7C. Discussion on Changing the location and time for the Commission on Aging Meetings

Chairperson Dojiri stated that City Clerk Poirier had reported that there were two available dates to meet at the West Annex Commission room at 9:30 a.m. to 11:30 a.m., on either the first Tuesday or the fourth Tuesday of the month.

MOTION: Commissioner Grundhaus moved and Commissioner Pryor seconded, to request the West Annex Commission room for the first Tuesday of the month from 9:30 a.m. to 11:30 a.m. with the exception of the months of June and December. The motion passed by a unanimous voice vote. (Absent: Commissioners Hileman and Snyder)

Chairperson Dojiri stated that she would forward their decision to City Clerk Poirier and noted that the location would need to be approved by City Council.

7D. Discussion on Torrance becoming an AARP Age Friendly City

Commissioner Pryor discussed the City's past activity with the Milken Institute Center for the Future of Aging, Best Cities for Successful Aging and stated that she was unable to find any work that had been completed or any prior planning that might be used in planning for the AARP Age Friendly City.

There was a discussion on how the Commission and the City could begin the process for the AARP Age Friendly City. It was decided that Chairperson Dojiri would ask the City Manager's office to report on the City's past or current involvement in the Milken Institute Center for the Future of Aging and the AARP Age Friendly City and possibly provide a speaker to the Commission to speak on the topic.

7E. Oral Reports on Senior Citizens Concerns

1. City Council Activities

Chairperson Dojiri stated that she would check with Police Chief Hart's office to confirm the Chief's attendance at the October Commission meeting.

2. Housing

No report

3. Health

No report.

4. Transportation

No report

5. Community Programs

No report

6. Focal Point Program

Commissioner Snyder reported the following statistics for the month of:

August 2021

Total number of documented calls: 26	Web Inquiries: 123
Miscellaneous calls: 42	Total number of calls received: 68

Of the documented calls:

23% were for housing	23% were for in home services
12% were for transportation	

There had been a meeting with the Program of All-Inclusive Care for the Elderly (PACE).

7. Elder Abuse/Fraud

No report.

8. COMMISSION ORAL COMMUNICATIONS

None

9. **ADJOURNMENT**

9A. At 10:34 a.m., Commissioner Davis moved to adjourn the meeting to the regular meeting on Tuesday, October 12, 2021 at 9:30 a.m. in the West Hall at the Bartlett Senior Citizens Center. The motion was seconded by Commissioner Mayfield and a roll call vote reflected unanimous approval. (Absent: Commissioners Hileman and Snyder)

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Subject to Approval