



“The City with a Heart”

Bunny Epperson, Chair
Priscilla Martinez, Vice Chair
Linda Boscono
Barbara Cox
Yasmin Froehling
Ralph Olcese
Joyce Satow

AGENDA SENIOR ADVISORY BOARD June 20, 2023 9:00 AM

IN PERSON* MEETING LOCATION San Bruno Senior Center 1555 Crystal Springs Road, Library San Bruno, CA 94066 *Please turn off all electronic devices before the start of the meeting to prevent disruptions*	Zoom Link: https://sanbruno-ca-gov.zoom.us/j/81809218045 Phone Line: 1-669-444-9171 Webinar ID: 818 0921 8045 Webinar Password: 049403
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PUBLIC COMMENT: In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it into Damian Sandholm. Virtual attendees can comment by using the “Raise Hand” feature in Zoom to request to speak. For dial-in comments press *9 to “Raise Hand” and *6 to unmute. Public comment may also be emailed to dsandholm@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Damian Sandholm 48 hours prior to the meeting at (650) 616-7180 or via email at dsandholm@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Senior Advisory Board less than 72 hours prior to that meeting are available for public inspection at the City Clerk’s Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City’s Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

- 1. CALL TO ORDER/ROLL CALL:** Chair Bunny Epperson, Vice Chair Priscilla Martinez, Linda Boscono, Barbara Cox, Yasmin Froehling, Ralph Olcese, Joyce Satow
- 2. PLEDGE OF ALLEGIANCE:**
- 3. REVIEW OF AGENDA:**
- 4. ACCEPTANCE OF MINUTES:** May 16, 2023
- 5. CONSENT CALENDAR:**
- 6. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the “Brown Act”, prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.

7. UNFINISHED BUSINESS:

- a. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data from May 2023
- b. Tables and Refrigerator Purchase Update (Oral)
- c. Facility Improvement Update (Oral)

8. NEW BUSINESS:

- a. Review and Discuss Congregate Nutrition Suggested Donation and Under 60 Fee

9. ITEMS FROM BOARD MEMBERS:

10. ITEMS FROM STAFF:

11. ADJOURNMENT

The next regular Senior Advisory Board Meeting will be held on July 18, 2023 at 9:00 a.m. at the San Bruno Senior Center



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MEETING MINUTES

Senior Advisory Board May 16, 2023

1. **Call to Order/Roll Call:** Chair Epperson called the meeting of the Senior Advisory Board to order at 9:02 a.m. Board Members Present: Chair Bunny Epperson, Vice Chair Priscilla Martinez, Linda Boscono, Barbara Cox, Yasmin Froehling, Ralph Olcese, and Joyce Satow. Staff Present: Handlos and Sandholm.
2. **PLEDGE OF ALLEGIANCE:** Chair Epperson led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** The Board accepted the minutes of the April 18, 2023 meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** None.
7. **UNFINISHED BUSINESS:**
 - a. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data from April 2023 – **Board Member Cox** asked about meal totals and the accuracy. **Supervisor Handlos** explained the sign in concerns. **Acting Director Sandholm** stated that procedures for the volunteer positions were being developed. Discussion about sign in process.
 - b. Tables and Refrigerator Purchase Update – **Acting Director Sandholm** stated that purchases were being made this week and should arrive in about four weeks. **Board Member Olcese** asked about a storage shed.
8. **NEW BUSINESS:**
 - a. Approval for Purchase of Mobile Heated Cabinet for Congregate Nutrition Program – **Acting Director Sandholm** presented the staff report. Motion was to purchase from Chefs' Toys, but if not in stock, confirm costs of other two options and hold a special meeting for approval. **MSC Cox/Froehling**. Unanimous.
9. **ITEMS FROM BOARD MEMBERS:**

Board Member Satow asked for Acting Director Sandholm's current position and his role with the Senior Center. She spoke about the number of lunches. **Acting Director Sandholm** stated that the numbers were originally decreased due to staffing capacity after a discussion between past Director Mottola and past Food Services Coordinator Cruz. He stated staff was working on getting defined meal totals. Board Members asked for a breakdown of residency. **City Council Member Marty Medina** applauded the conversation about properly providing the meals that were needed in the community.

Board Member Satow asked about the new action minutes. **Acting Director Sandholm** explained the direction was received from the City Clerk to move to action only minutes for all City Commissions and Boards. Staff would reach out to the City Clerk's office and ask about hybrid minutes.

Board Member Satow asked about a participant wanting to make a donation to provide lunches for a day. The Board discussed. **Acting Director Sandholm** stated that he would reach out to the County.

Board Member Froehling asked about the items in the suggestion box. **Supervisor Handlos** stated that she kept track and followed up.

Board Member Olcese thanked Board Member Cox for the new pastry table rules. **Supervisor Handlos** read the new rules.

Board Member Boscono asked for the timeline to replace the food services coordinator position and asked if more volunteers were needed in the kitchen. **Acting Director Sandholm** stated that the recruitment for the position had been opened. Qualified candidates would be invited back for interviews. A part time culinary assistant would be starting soon. **Chair Epperson** stated a volunteer was needed in the kitchen starting at 12:30pm for cleanup.

Board Member Boscono requested a handout about the lunch process. **Acting Director Sandholm** stated that it could be possible.

Board Member Boscono asked about raising the lunch price. **Acting Director Sandholm** explained that it was a suggested donation. He stated that staff could report back next month about the prices at other agencies.

Board Member Boscono asked about tracking money for bingo ticket sales. **Board Member Cox** explained how ticket sales were controlled by the Nutrition Site Council.

Vice Chair Martinez asked for a monthly volunteer meeting. **Acting Director Sandholm** stated that staff was working on formalizing the volunteer process.

Board Member Cox asked about the facility improvement list that was created with past Director Mottola. **Acting Director Sandholm** stated he would report back and include as a standing item in unfinished business.

10. ITEMS FROM STAFF:

Supervisor Handlos stated she was collecting and reviewing code of conducts from other Senior Centers. She stated that she also contacted other Senior Centers about paid memberships. Discussion about membership and its priority. Staff stated they would provide an update at the July meeting. A summer date for the Police Chief to talk about home security and safety was being scheduled.

Acting Director Sandholm spoke about the staffing at the Senior Center.

11. ADJOURNMENT: Meeting was adjourned at 11:04 a.m.

Class Attendance May 2023 Totals

Mondays	
Class	Attendance
Hiking	38
Ceramics	5
MahJong	34
Bocce	18
Tap	38
Billiards	46
BINGO	216
Computer Club	27
Pilates/Yoga	26
Yoga	25
Art Appreciation	4

Tuesdays	
Class	Attendance
Spanish	42
Bocce	24
Zumba Gold	182
Sit & Workout	60
Beginner Line Dance (Kathy)	116
Ukulele	41
Billiards	55
Computer Club	17

Wednesdays	
Class	Attendance
Hiking	56
Stained Glass	35
Beginner Line Review: Dolly	25
Billiards	46
American Line Dance (Allen)	46
BINGO	310
Current Events	37
Computer Club	38
Functional Strength YMCA	46
Dance Fitness YMCA	9
AARP Smart Driver	21
Should I Stay or Should I Go?	10

Thursdays	
Class	Attendance
Softball	43
Fun & Fitness	46
Creative Writing	28
Yoga	68
Pedro	82
Music & Motion	49
American Line Dance (Allen)	20
Painting	8
Computer Club	15
Billiards	33
Cornhole	0
Book Club	6
AARP Smart Driver	21
Sleeping & Aging Seminar	14

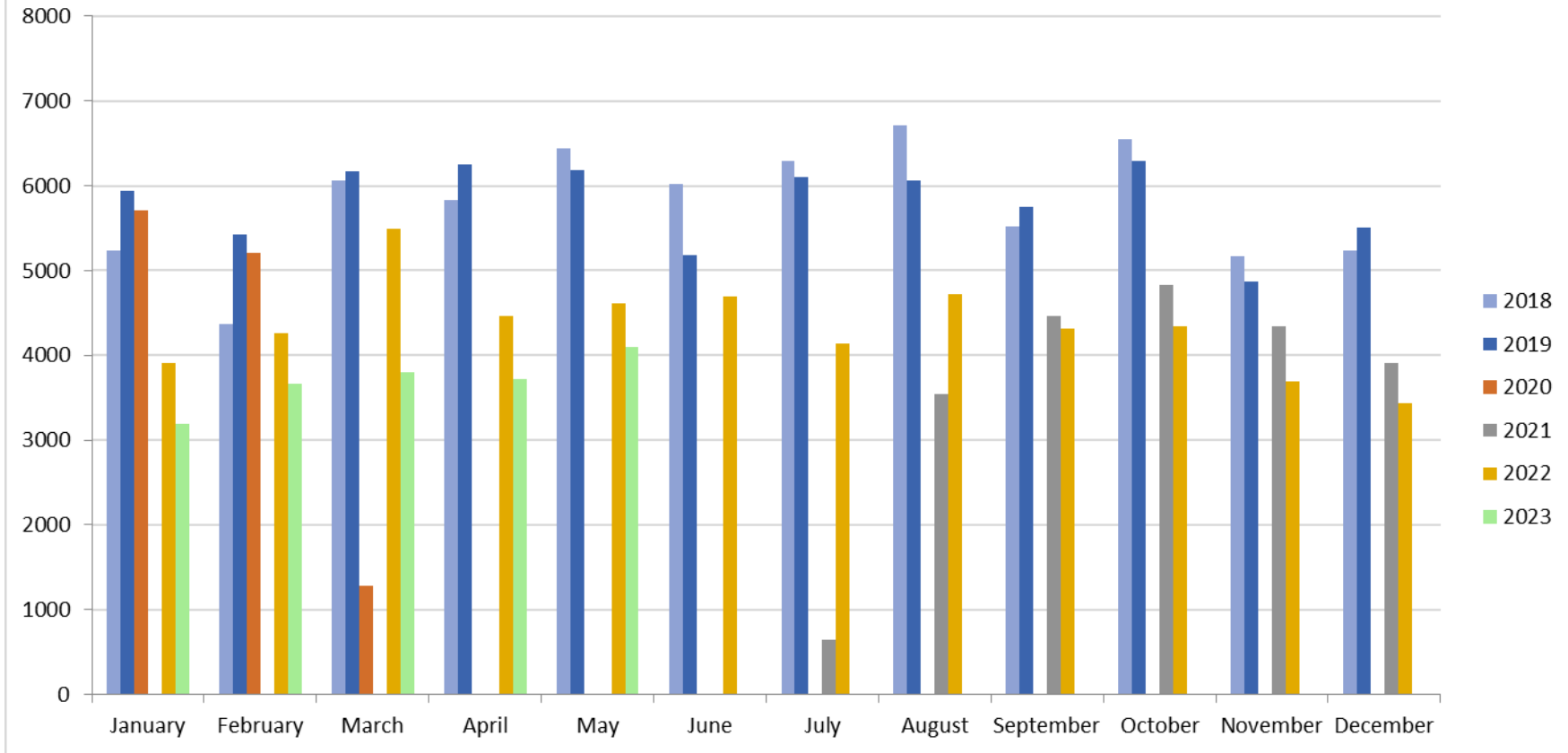
Fridays	
Class	Attendance
Hiking	0
Knitting	28
Movie	10
Zumba Gold	115
BINGO	213
Ping Pong	22
Billiards	39
Bridge	16
Bocce	32
Seated Yoga	32
Party	145

Sunday Dances	
Class	Attendance
Line Dance 05/07/23	14
Social Line 05/14/23	8
Dance 5/21/23	39
Dance 05/28/23	34

Nutrition Site Report - May 2023

Day	Date	Congregate Meals	Guests	Disabled Under 60	Total Meals	Guest Fees	Senior Fees	Raffle Donation
Mon	1	119	0	0	119	0.00	356.00	
Tues	2	90	0	0	90	0.00	191.50	
Wed	3	129	1	0	130	0.00	409.75	
Thur	4	62	0	0	62	5.50	119.50	
Fri	5	101	1	0	102	5.50	351.50	
Mon	8	112	0	0	112	0.00	274.50	
Tues	9	101	0	0	101	0.00	269.00	
Wed	10	104	0	0	104	0.00	247.55	
Thur	11	65	0	0	65	0.00	141.50	
Fri	12	102	0	0	102	0.00	257.00	
Mon	15	120	0	0	120	0.00	470.00	
Tues	16	102	0	0	102	0.00	274.00	
Wed	17	83	4	0	87	22.00	187.25	
Thur	18	66	1	0	67	5.50	129.00	
Fri	19	103	0	0	103	0.00	247.00	
Mon	22	109	0	0	109	0.00	265.00	
Tues	23	107	2	0	109	11.00	227.00	
Wed	24	83	0	0	83	0.00	206.76	
Thurs	25	55	0	0	55	0.00	184.50	
Fri	26	142	3	0	145	16.50	1,053.50	67
Mon	29							
Tues	30	97	2	0	99	11.00	314.00	
Wed	31	106	0	0	106	0.00	260.72	
Total		2,158	14	0	2,172	77.00	6,436.53	67.00

Historical Sign-In Data



	January	February	March	April	May	June	July	August	September	October	November	December
2018	5241	4364	6055	5832	6436	6019	6292	6706	5519	6548	5168	5231
2019	5936	5424	6176	6249	6177	5179	6098	6066	5748	6293	4869	5503
2020	5709	5206	1284	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	642	3540	4460	4834	4345	3914
2022	3902	4260	5499	4461	4609	4695	4137	4721	4314	4347	3692	3429
2023	3195	3663	3805	3718	4098							



DATE: June 20, 2023
TO: Senior Advisory Board
FROM: Damian Sandholm, Acting Community Services Director
SUBJECT: Review and Discuss Congregate Nutrition Suggested Donation and Under 60 Fee

BACKGROUND:

At the May Senior Citizens Advisory Board meeting, the Board members asked that staff bring back information regarding the suggested donation and guest fee for the congregate lunch program.

The daily Congregate Nutrition Lunch program is federally funded by the Older Adults Act Grant and managed through the County of San Mateo. Due to the funding source, the City is allowed to accept donations from seniors 60 and over. The grant also requires that a fee is charged to participants under 60 years of age. In addition, when there are special parties attached to the lunch program, the City can charge a higher fee to cover the extra cost of the party. Any senior over 60 can still pay a donation they are comfortable with, but the guest under 60 must pay the full fee.

DISCUSSION:

According to the Older Adults Act Grant, the fee and the suggested donation may be set by the organization.

The current fee and requested donation are as follows:

Suggested Donation: \$3.00
Under 60 Guest Fee: \$5.50
Party Fee: \$7.00

Staff has contacted surrounding lunch programs to survey the cost for similar lunch programs.

Congregate Lunch Price Survey

City	Suggested Donation	59 & Under Fee
San Bruno	\$3.00	\$5.50
Fair Oaks (Redwood City)	\$3.50	\$7.10
Pacifica	\$3.00	\$5.00
Daly City	\$3.00	\$7.00
Coastside (Half Moon Bay)	\$4.00	\$10.00
San Mateo	\$5.00	\$5.00
Belmont	\$6.00	\$10.00
South San Francisco	\$0.00	\$6.00
Average	\$3.44	\$6.95

The programs indicated in the chart above are the only programs that participate in the Older Adults Act Grant. This does not include those Cities that have their own unique lunch program.

Below is financial information regarding the lunch program. Several years of expense to revenue are provided below so you can see the overall cost of the program. The timeframe below includes a period when only grab and go and home delivered meals were being offered due to COVID.

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
EXPENSE				
Staffing	247,510	274,008	353,109	276,284
Non-Perishable and Food	158,917	135,087	132,983	162,247
Other Expense (Nutrition Education)	100	100	100	100
TOTAL EXPENSE	406,527	409,195	486,192	438,631
REVENUE				
Participant Revenue	\$77,711	\$70,154	60,025	64,120
Annual Grant Amount	107,263	121,706	*403,849	134,931
** Nutrition Site Council	91,000	91,000	0	0
TOTAL REVENUE	276,974	282,860	463,874	199,051
NET COST	129,553	126,335	22,318	239,580
COST RECOVERY	68.1%	69.1%	100%	45.3%

* Includes onetime funding through the CARES Act to support the Grab and Go and Home Delivery program during COVID-19. The City did not spend the full amount granted therefore \$22,318 was returned to the County.

**Please note – Nutrition Site Council Annual Funding for Lunch Program is uncommitted for this fiscal year.

With the exception of the year where the City received CARES Act funding, the cost recovery for this program has averaged 60.8%. For programs of this nature – those that promote a balanced individual and community benefit – the City has a target cost recovery range of 40% to 79%. The chart above demonstrates the program is recovering the City’s target.

The Guest Fee charged to patrons under 60 years old typically impacts caregivers. That is, if not for their taking care of a family member or care client, they would not be attending the Lunch Program. The percentage of guests who are caregivers is 85%. The remaining guests are often family members of our seniors who visit every once in a while, with the senior patron.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.