



## “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 July 18, 2023 9:00 AM

<b>IN PERSON* MEETING LOCATION</b>  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*	<b>Zoom Link:</b> <a href="https://sanbruno-ca-gov.zoom.us/j/81809218045">https://sanbruno-ca-gov.zoom.us/j/81809218045</a>  <b>Phone Line:</b> 1-669-444-9171 <b>Webinar ID:</b> 818 0921 8045 <b>Webinar Password:</b> 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](mailto: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](mailto: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:** June 20, 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 June 2023
- b. Senior Center Revenue Account Information (Oral)
- c. Congregate Meal Program: Residency Update (Oral)
- d. Transportation Policy Update (Oral)
- e. Membership Overview (Oral)

**8. NEW BUSINESS:**

**9. ITEMS FROM BOARD MEMBERS:**

**10. ITEMS FROM STAFF:**

- a. Food Services Coordinator Update

**11. ADJOURNMENT**

**The next regular Senior Advisory Board Meeting will be held  
on August 15, 2023 at 9:00 a.m. at the San Bruno Senior Center**



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### MEETING MINUTES

#### Senior Advisory Board June 20, 2023

1. **Call to Order/Roll Call: Chair Epperson** called the meeting of the Senior Advisory Board to order at 9:00 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 May 16, 2023 meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:**

**Marsha Glassner** asked if the knitting group could be changed to the knitting and crochet group. She asked for the return of the freebie table.

**Councilmember Marty Medina** asked for help promoting the Second Harvest Food Distribution Center at Belle Air on the fourth Wednesday of every month.
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 – **Board Member Cox** noted a correction needed for May 3<sup>rd</sup> and May 4<sup>th</sup> on the Nutrition Site Report.
  - b. Tables and Refrigerator Purchase Update (Oral) – **Acting Director Sandholm** stated the refrigerator had been installed. Staff was in the process of obtaining three quotes for the tables.
  - c. Facility Improvement Update (Oral) – **Acting Director Sandholm** stated the improvements were on the Buildings and Facilities Staff radar. Due to staffing constraints, steam cleaning assembly room floor and lobby tiles, repainting the interior, and replacing carpet in lobby and offices were moved to a summer timeline.
8. **NEW BUSINESS:**
  - a. Review and Discuss Congregate Nutrition Suggested Donation and Under 60 Fee – **Acting Director Sandholm** presented the staff report. The food service coordinator position was currently be recruited for. Discussion about catering and vegetarian options. **Board Member Cox** suggested tabling this discussion until there was a chef on board. **MSC Cox/Olcese**. Unanimous.

**9. ITEMS FROM BOARD MEMBERS:**

**Board Member Satow** asked for clarification on the transportation policy for non-residents. **Acting Director Sandholm** stated staff would research the policy and update the Board next month.

**Board Member Satow** asked about writing checks to the Senior Center. **Acting Director Sandholm** stated that all checks for the Senior Center should be written to The City of San Bruno and the money would be deposited into Senior Center revenue accounts. He stated that he would report back next month with more information. **Board Member Cox** stated that donations to the City from the Nutrition Site Council were deposited into a special revenue account for transportation, entertainment, and food. **Acting Director Sandholm** stated he would confirm this. **Supervisor Handlos** stated she contacted the County about individuals making private donations to cover lunches for a day. She explained that if someone wanted to pay for everyone's lunch for a day, they could, but other people could choose to donate or not as well.

**Board Member Froehling** stated people have complained to her about others smoking outside and leaving ashes on the ground. **Supervisor Handlos** stated smoking was authorized if it was 25 feet from the building. **Acting Director Sandholm** stated they would confirm the 25-foot policy and enforce it, and would work with the Facilities Team about moving the ashtray.

**Board Member Boscono** asked about the number of lunches served every day. She asked about reserving lunches by phone, preparing placemats ahead of time, and picking up placemats for other people. She thanked the volunteers for their work. **Acting Director Sandholm** stated meals were at 120 a day with the caterer. He stated that staff would report back with answers to her other questions.

**Board Member Boscono** asked about bingo guidelines. **Board Member Cox** stated bingo was a Nutrition Site Council program so rules and regulations were strictly the responsibility of the non-profit.

**Board Member Satow** asked about a date for the talent show and the desire to bring it back. **Supervisor Handlos** stated she hadn't heard anything, but encouraged those interested to speak with her.

**10. ITEMS FROM STAFF:**

**Acting Director Sandholm** stated that the residency breakdown for lunches was still being worked on.

**Supervisor Handlos** announced the volunteer meeting date would be on July 13<sup>th</sup>.

**11. ADJOURNMENT:** Meeting was adjourned at 10:19 a.m.

## Class Attendance June 2023 Totals

Mondays	
Class	Attendance
Hiking	43
Ceramics	12
MahJong	35
Bocce	74
Tap	40
Billiards	50
BINGO	220
Computer Club	24
Pilates/Yoga	20
Yoga	21
Art Appreciation	7

Thursdays	
Class	Attendance
Softball	42
Fun & Fitness	44
Creative Writing	36
Yoga	81
Pedro	98
Music & Motion	53
American Line Dance (Allen)	27
Painting	20
Computer Club	9
Billiards	52
Cornhole	0
Book Club	6
Fall Prevention Presentation	11

Tuesdays	
Class	Attendance
Spanish	31
Bocce	46
Zumba Gold	140
Sit & Workout	53
Beginner Line Dance (Kathy)	75
Ukulele	22
Billiards	43
Computer Club	12

Fridays	
Class	Attendance
Hiking	17
Knitting	33
Movie	6
Zumba Gold	176
BINGO	341
Ping Pong	20
Billiards	36
Bridge	19
Bocce	40
Seated Yoga	0

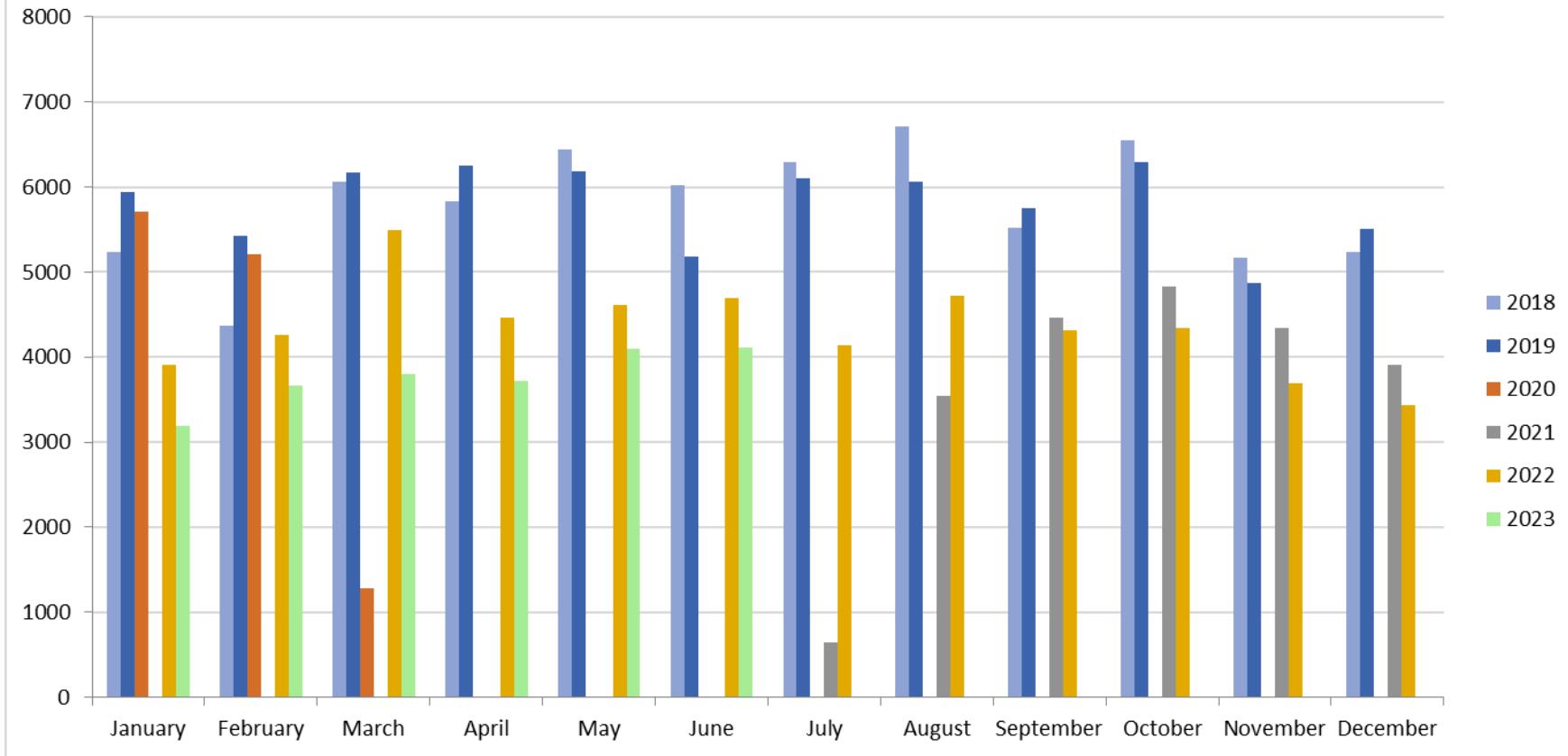
Wednesdays	
Class	Attendance
Hiking	44
Stained Glass	28
Beginner Line Review: Dolly	18
Billiards	37
American Line Dance (Allen)	31
BINGO	278
Current Events	15
Computer Club	23
Functional Strength YMCA	10
Dance Fitness YMCA	8
Protection from Scams & Identity Theft	7
Adult Protective & Aging Services	5

Sunday Dances	
Class	Attendance
Line Dance 06/04/23	8
Social Line 06/11/23	10
Dance 06/18/23	36
Dance 06/25/23	38

### Nutrition Site Report - June 2023

Day	Date	Congregate Meals	Guests	Disabled Under 60	Total Meals	Guest Fees	Senior Fees	Raffle Donation
Thur	1	65	0	0	65	0.00	103.00	
Fri	2	87	0	0	87	0.00	278.00	
Mon	5	120	2	0	122	11.00	247.00	
Tues	6	103	1	0	104	5.50	338.50	
Wed	7	114	1	0	115	5.50	286.90	
Thur	8	51	0	1	52	0.00	320.25	
Fri	9	102	0	0	102	0.00	193.00	
Mon	12	97	0	0	97	0.00	356.00	
Tues	13	100	2	0	102	11.00	264.50	
Wed	14	113	4	0	117	22.00	214.90	
Thur	15	80	0	0	80	0.00	179.50	
Fri	16	107	0	0	107	0.00	344.50	
Mon	19	121	0	0	121	0.00	316.00	
Tues	20	110	0	1	111	0.00	288.50	
Wed	21	82	1	0	83	5.50	239.30	
Thurs	22	78	1	0	79	5.50	209.50	
Fri	23	94	0	0	94	0.00	220.00	
Mon	26	118	0	0	118	0.00	253.00	
Tues	27	104	2	0	106	11.00	277.00	
Wed	28	99	0	0	99	0.00	330.08	
Thurs	29	60	0	0	60	0.00	90.00	
Fri	30	93	0	0	93	0.00	227.61	
<b>Total</b>		<b>2,098</b>	<b>14</b>	<b>2</b>	<b>2,114</b>	<b>\$77.00</b>	<b>\$ 5,577.04</b>	<b>0</b>

### 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	4107						