



“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 August 15, 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:** July 18, 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 July 2023
- b. Explanation on Senior Center Check Processing (Oral)
- c. Congregate Meal Program: Residency Frequency Update (Oral)

8. NEW BUSINESS:

9. ITEMS FROM BOARD MEMBERS:

10. ITEMS FROM STAFF:

- a. Catering Contract Update
- b. Table Order Update

11. ADJOURNMENT

**The next regular Senior Advisory Board Meeting will be held
on September 19, 2023 at 9:00 a.m. at the San Bruno Senior Center**



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MEETING MINUTES

Senior Advisory Board July 18, 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, and Joyce Satow. Excused Absence: Ralph Olcese. 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 June 20, 2023 meeting with changes.
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 June 2023 - **Board Member Cox** asked what happened with extra food on slower days and asked if unpopular meals were being tracked. **Chair Epperson** explained that seconds were offered and leftovers were then given to volunteers and staff. **Acting Director Sandholm** stated staff would be evaluating the averages and lows to look at trends for long term meal planning.
 - b. Senior Center Revenue Account Information – **Acting Director Sandholm** explained that the minutes from the August 16, 2022 meeting included a staff report that discussed funding sources. He reviewed the staff report. Discussion about how checks were processed. He stated he would follow up next month about how items were coded to the correct accounts and who to write checks to.
 - c. Congregate Meal Program: Residency Update – **Acting Director Sandholm** reviewed the number of residents vs non-residents. Staff was still working on frequency of visits.
 - d. Transportation Policy Update – **Acting Director Sandholm** stated the policy was still being evaluated.
 - e. Membership Overview – **Acting Director Sandholm** reviewed the resident and non-resident membership numbers. The membership program was being evaluated by staff.
8. **NEW BUSINESS:** None.

9. ITEMS FROM BOARD MEMBERS:

Board Member Martinez thanked staff for conducting a volunteer meeting. She asked about the possibility of bringing back volunteer parking spaces. **Acting Director Sandholm** stated he would look into it, but stated it would be hard to enforce. Discussion about different possibilities.

Board Member Satow stated that there were continual offensive odors lingering in the women's restroom and suggested it was caused by inadequate ventilation. She stated that the floor was always wet. **Acting Director Sandholm** stated staff was working with the facilities department on the issues.

Board Member Satow asked about the required lunch fee for participants under 60 years of age. **Supervisor Handlos** stated it was a County requirement for under 60 to pay for lunch.

Chair Epperson asked about table quotes. **Acting Director Sandholm** stated staff was still worked on getting the quotes.

10. ITEMS FROM STAFF:

a. Food Services Coordinator Update – **Acting Director Sandholm** stated that the recruitment was unsuccessful. Staff was evaluating catering for September and October. Discussion about expanding advertising for the position.

Supervisor Handlos stated that new no smoking signs had been posted. She stated that crochet was added to the knitting club on the newsletter. **Acting Director Sandholm** explained that staff was evaluating the location of the ashtray.

Acting Director Sandholm stated the facilities department was working on scheduling the carpet replacements and painting. The goal for completion would be August and September. Board Members asked for a deep cleaning of the kitchen floor.

11. ADJOURNMENT: Meeting was adjourned at 10:12 a.m.

Class Attendance July 2023 Totals

Mondays	
Class	Attendance
Hiking	69
Ceramics	30
MahJong	42
Bocce	
Tap	44
Billiards	51
BINGO	260
Computer Club	40
Pilates/Yoga	19
Yoga	29
Art Appreciation	0

Tuesdays	
Class	Attendance
Spanish	27
Bocce	
Zumba Gold	107
Sit & Workout	34
Beginner Line Dance (Kathy)	59
Ukulele	17
Billiards	37
Computer Club	12

Wednesdays	
Class	Attendance
Hiking	51
Stained Glass	26
Beginner Line Review: Dolly	27
Billiards	33
American Line Dance (Allen)	28
BINGO	247
Current Events	18
Computer Club	30
Functional Strength YMCA	postponed
Dance Fitness YMCA	postponed
AARP Smart Driver Course	12
Should I stay or Should I go?	5
CPR & AED Class	16

Thursdays	
Class	Attendance
Softball	23
Fun & Fitness	40
Creative Writing	26
Yoga	36
Pedro	84
Music & Motion	18
American Line Dance (Allen)	9
Painting	16
Computer Club	8
Billiards	49
Cornhole	0
Book Club	5
Villages of San Mateo	8
Longevity Kitchen Presentation	11

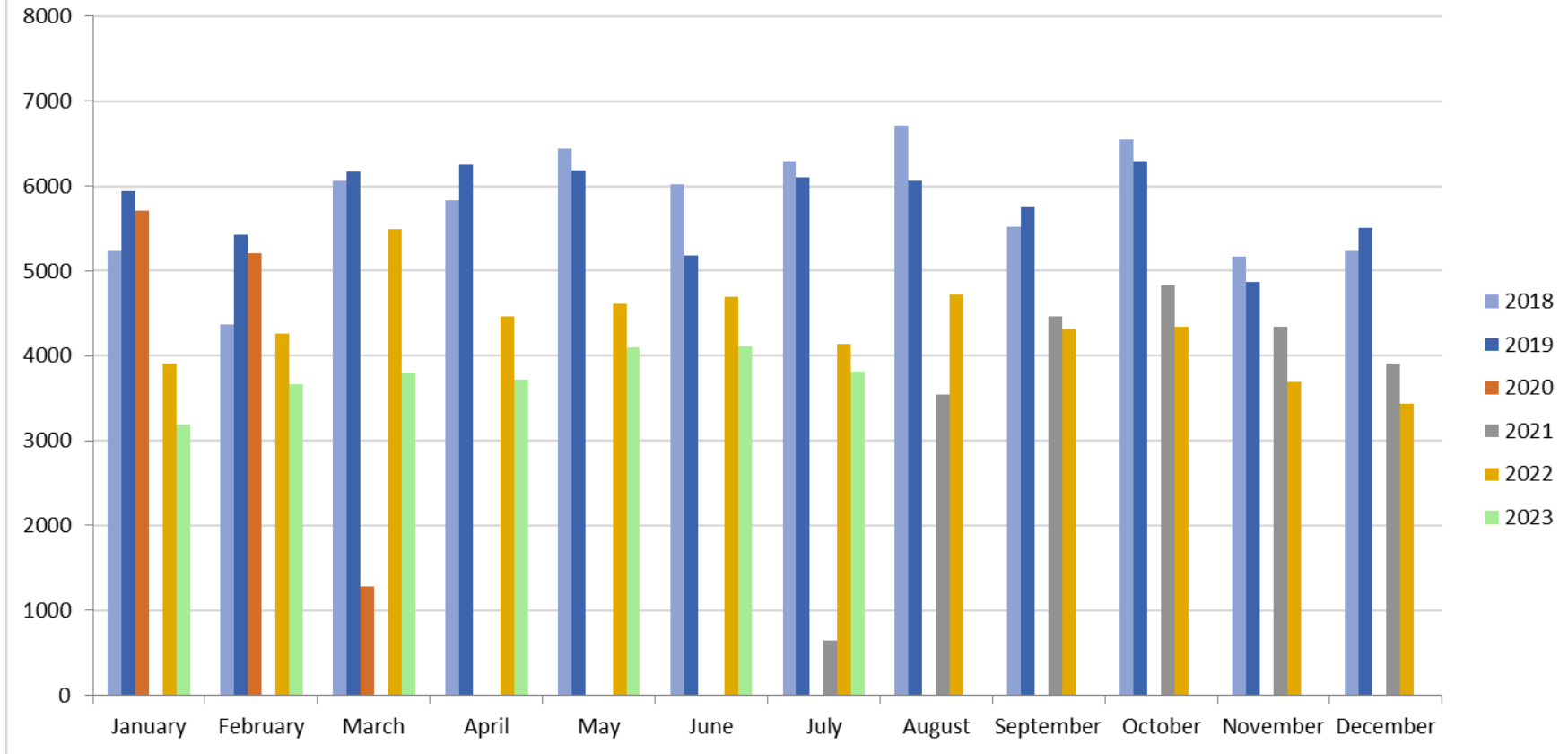
Fridays	
Class	Attendance
Hiking	0
Knitting	58
Movie	10
Zumba Gold	109
BINGO	202
Ping Pong	6
Billiards	38
Bridge	8
Bocce	
Seated Yoga	49

Sunday Dances	
Class	Attendance
Line Dance 07/02/23	12
Social Line 07/09/23	10
Dance 07/16/23	No Dance
Come Back Bingo 07/16/23	125
Dance 07/23/23	35
Dance 07/30/23	36

Nutrition Site Report - July 2023

Day	Date	Congregate Meals	Guests	Disabled Under 60	Total Meals	Guest Fees	Senior Fees	Raffle Donation
Mon	3	120	0	0	120	0	279.13	
Tue	4							
Wed	5	111	2	0	113	11	397.5	
Thur	6	60	2	0	62	11	155.8	
Fri	7	147	1	0	148	5.50	637.75	281.75
Mon	10	117	0	0	117	0.00	395.50	
Tues	11	105	4	0	109	22.00	324.00	
Wed	12	83	0	0	83	0.00	177.25	
Thur	13	111	1	0	112	5.50	254.50	
Fri	14	89	3	0	92	16.50	257.00	
Mon	17	121	0	0	121	0.00	214.50	
Tues	18	114	0	0	114	0.00	303.00	
Wed	19	82	0	0	82	0.00	130.50	
Thur	20	74	0	0	74	0.00	272.00	
Fri	21	94	0	0	94	0.00	224.00	
Mon	24	113	0	0	113	0.00	284.00	
Tues	25	116	1	0	117	5.50	256.50	
Wed	26	100	2	0	102	11.00	245.25	
Thurs	27	60	0	0	60	0.00	168.00	
Fri	28	99	1	0	100	5.50	251.50	
Mon	31	115	0	0	115	0.00	461.00	
Total		2,031	17	0	2,048	\$93.50	\$5,688.68	\$281.75

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	3813					