



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

GOVERNOR'S EXECUTIVE ORDER N-29-20****
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 14, 2020

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Parks and Recreation Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at sbcs@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Parks and Recreation Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Parks and Recreation Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Amy Bohlen, Executive Assistant, 48 hours prior to the meeting at (650) 616-7180 or by email at sbcs@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA
SENIOR CITIZENS ADVISORY BOARD

Tuesday, January 18, 2022 • 9:00 a.m.

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

Zoom Meeting Details:

Join Zoom Meeting

<https://us06web.zoom.us/j/85638310528?pwd=cGFpRmtaWHU1c1BGUU5xMzJTZWl2UT09>

Meeting ID: 856 3831 0528

Passcode: 653662

One tap mobile 1-720-707-2699 US

1. **CALL TO ORDER/ROLL CALL:** Chair Dorothy Carmichael, Herb Chu, Bunny Epperson, Priscilla Martinez
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF MINUTES:** November 16, 2021
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
8. **NEW BUSINESS:**
 - a. Senior Citizens Advisory Board Election
 - b. Update on Recent Bequest Fund Donations
9. **ITEMS FROM BOARD MEMBERS:**
10. **ITEMS FROM STAFF:**
 - a. Update on Parking Lot and Trash Enclosure – Verbal Report

11. **ADJOURNMENT**

The next regular Senior Citizens Advisory Board Meeting will be held on February 15, 2022 at 9:00 a.m. via Zoom.

**** POSTED PURSUANT TO LAW ****



**MEETING MINUTES
Senior Citizens Advisory Board
November 16, 2021**

1. **Call to Order/Roll Call:** Chair Carmichael called the meeting of the Senior Citizens Advisory Board to order at 9:16 a.m. Board Members Present: Chair Carmichael, Chu, Epperson, and Martinez. Board Members Excused: Goff. Staff Present: Brewer and Tessier.
2. **PLEDGE OF ALLEGIANCE:** Chair Carmichael led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** The Board accepted the minutes of the October 19, 2021 meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**

DRAFT

 - a. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data – **Superintendent Brewer** presented. No one has been showing up for bridge. Fabiola Cruz had surgery. Recovery will take 4 to 6 months. There will be a lot of catering while she is out. Lidia's Catering will follow the menu. Historical numbers seem low because there is no Thursday night bingo right now. If bingo was excluded, then numbers are pretty steady.
8. **NEW BUSINESS:**
 - a. Senior Advisory Board Election Update – **Superintendent Brewer** presented an overview of what is going to happen. There was no election last year due to Covid. All five at-large seats will be up. Two will be two-year terms and three will be one-year terms. Elections will be advertised in the December newsletter. The Nutrition Site Council is still working on getting someone for the committee. At the January meeting nominations can be taken from the floor if someone didn't turn in paperwork and wants to run. If there are more than five people that want to run, then there will be an election and a candidate's forum. Election will be first Wednesday in February, if needed.
9. **ITEMS FROM BOARD MEMBERS:**

Board Member Chu extended Thanksgiving wishes to everybody.
10. **ITEMS FROM STAFF:**
 - a. Update on Parking Lot and Trash Enclosure – **Superintendent Brewer** stated that she talked to Public Works last week. They are in negotiations right now. A contractor has been chosen. They are working on the contracts which usually take about a month. Work will take place the first couple of months of 2022. Once information is received from the contractor, we will know the timeline.

Superintendent Tessier stated that Vice Chair Goff is in the hospital. He has had a series of issues over the last couple of months. He is doing a little better. Keep him in your thoughts and prayers.

Chair Carmichael thanked Superintendent Brewer for putting out the placemats from Recology. She learned a few things. **Superintendent Brewer** stated that part time staff has been training everyone on which bin to use for recycling. There was a suggestion to put out these placemats again to remind people.

11. **ADJOURNMENT:** Meeting was adjourned at 9:35 a.m.

DRAFT

Class Attendance Month of November 2021

Mondays	
Class	Attendance
Hiking	68
Ceramics	28
Mahjong	72
Bocce	164
Tap	47
Billiards	56
Computer Club	29
Bingo	276
Pilates/Yoga	41
Yoga	46
Art Appreciation	5

Tuesdays	
Class	Attendance
Spanish	62
Bocce	98
Zumba Gold	138
Sit & Be Fit	61
Beginner Line Dance	126
Ukulele	25
Billiards	59
Computer Club	13

Wednesdays	
Class	Attendance
Hiking	51
Stained Glass	35
Advanced Line Dance	20
Beginner Line Dance Review: Dolly	55
Billiards	40
Horseshoes	28
American Line Dance	27
Bingo	276
Current Events	41
Computer Club	21
Presentation	3

Thursdays	
Class	Attendance
Softball	18
Fun & Fitness	15
Creative Writing	21
Yoga	27
Pedro	48
Music & Motion	20
American Line Dancing	13
Painting	14
Cornhole	0
Billiards	18
Computer Club	4

Fridays	
Class	Attendance
Hiking	44
Crocheting	12
Knitting	10
Movie	9
Zumba Gold	66
Bingo	147
Ping Pong	21
Billiards	31
Bridge	0

Sundays	
Class	Attendance
Line Dance 11/7	32
American Line Dance 11/14	25
Ballroom Dance 11/21	41
Ballroom Dance 11/28	46
	144

Class Attendance Month of December 2021

Mondays	
Class	Attendance
Hiking	30
Ceramics	24
Mahjong	52
Bocce	20
Tap	21
Billiards	46
Computer Club	15
Bingo	188
Pilates/Yoga	11
Yoga	12
Art Appreciation	5

Tuesdays	
Class	Attendance
Spanish	18
Bocce	72
Zumba Gold	99
Sit & Be Fit	35
Beginner Line Dance	99
Ukulele	29
Billiards	46
Computer Club	7

Wednesdays	
Class	Attendance
Hiking	49
Stained Glass	22
Advanced Line Dance	22
Beginner Line Dance Review: Dolly	111
Billiards	59
Horseshoes	40
American Line Dance	36
Bingo	334
Current Events	18
Computer Club	19

Thursdays	
Class	Attendance
Softball	43
Fun & Fitness	13
Creative Writing	41
Yoga	27
Pedro	98
Music & Motion	37
American Line Dancing	25
Painting	13
Cornhole	0
Billiards	33
Computer Club	12

Fridays	
Class	Attendance
Hiking	46
Crocheting	8
Knitting	12
Movie	10
Zumba Gold	47
Bingo	121
Ping Pong	24
Billiards	27
Bridge	0
Party	160

Sundays	
Class	Attendance
Line Dance 12/5	33
American Line Dance 12/12	29
Ballroom Dance 12/19	42
Ballroom Dance 12/26	38
	142

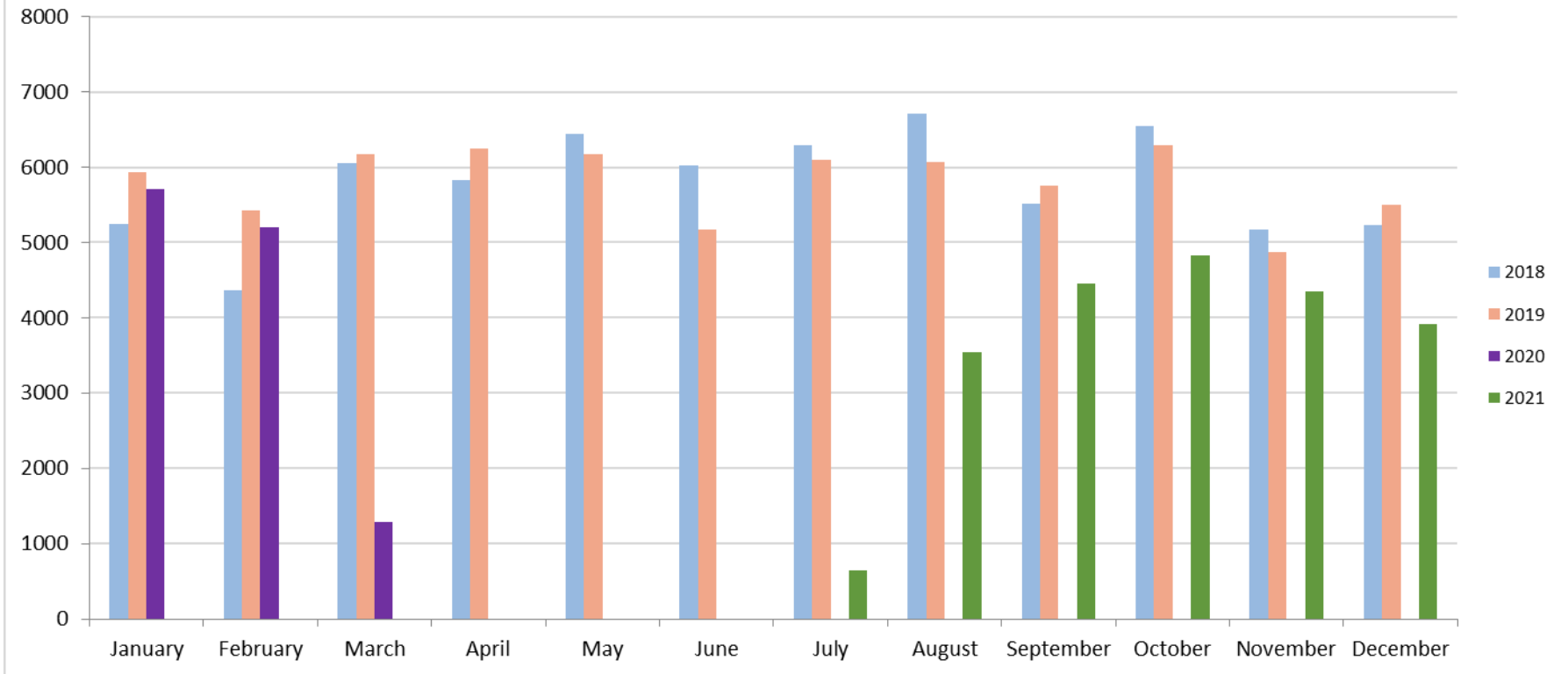
Nutrition Site Report - November 2021

Day	Date	Congragate Meals	Guests	Total Meals	Guest Fees
Mon	1	105	1	106	5.50
Tues	2	134	1	135	5.50
Wed	3	108	2	110	11.00
Thur	4	84	1	85	5.50
Fri	5	108	2	110	11.00
Mon	8	116	2	118	11.00
Tues	9	123	2	125	11.00
Wed	10	119	3	122	16.50
Thur	11				
Fri	12	142	2	144	11.00
Mon	15	113	1	114	5.50
Tues	16	112	1	113	5.50
Wed	17	108	1	109	5.50
Thur	18	67	1	68	5.50
Fri	19	147	0	147	0.00
Mon	22	115	2	117	11.00
Tues	23	97	1	98	5.50
Wed	24	141	0	141	0.00
Thur	25				
Fri	26				
Mon	29	109	1	110	5.50
Tues	30	121	2	123	11.00
Total		2,169	26	2,195	143.00

Nutrition Site Report - December 2021

Day	Date	Congragate Meals	Guests	Total Meals	Guest Fees
Wed	1	121	2	123	11.00
Thur	2	68	3	71	16.50
Fri	3	92	2	94	11.00
Mon	6	102	1	103	5.50
Tues	7	120	3	123	16.50
Wed	8	106	6	112	33.00
Thur	9	77	1	78	5.50
Fri	10	93	2	95	11.00
Mon	13	93	1	94	5.50
Tues	14	104	2	106	11.00
Wed	15	87	3	90	16.50
Thur	16	112	2	114	11.00
Fri	17	128	0	128	0.00
Mon	20	97	3	100	16.50
Tues	21	108	5	113	27.50
Wed	22	107	4	111	22.00
Thur	23			0	
Fri	24			0	
Mon	27	115	3	118	16.50
Tues	28	111	2	113	11.00
Wed	29	90	2	92	11.00
Thurs	30	77	1	78	5.50
Fri	31				
Total		2,008	48	2,056	264.00

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



DATE: January 18, 2022
TO: Senior Citizens Advisory Board
FROM: Mary Tessier, Community Services Supervisor
SUBJECT: Senior Citizens Advisory Board Election

BACKGROUND:

Due to COVID-19, the Senior Advisory Board members continued their term through 2021 and the election was postponed. All five Advisory Board positions are open for election in 2022.

DISCUSSION

Applications for the five Board positions are being accepted from December 20, 2021 through January 21, 2022. Nominations from the floor at the January 18 Board meeting will also be accepted. As of January 14, there are five applicants for the Board.

If more than five applications are received by January 21, an election will be necessary. If it is determined an election will be held, written candidate statements will be distributed at the Senior Center to the seniors who reside in San Bruno. In addition, candidates will be given the opportunity to make a brief statement at 12:00 noon on Wednesday, January 26.

The election will be held on Wednesday, February 2, 2022 from 9:00 am - 3:30 pm. Each senior, wishing to vote, will receive a ballot. To qualify to vote, each person must provide a proof of age 50 years or older and their San Bruno residency. Ballots will be accepted and tallied by the City Clerk's Office or their designee at 3:45 pm on that same day. Candidates running for election can be present at the ballot counting. Candidates elected to the board will be notified by phone on February 3, 2022. Elected members will be sworn in by the City Clerk prior to the February 15 Board meeting.

If only five applications are received, all applicants will be appointed to the board and sworn in prior to the February 15 Board meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

None



DATE: January 18, 2022
TO: Senior Citizens Advisory Board
FROM: Mary Tessier, Community Services Supervisor
SUBJECT: Update on Recent Bequest Fund Donations

BACKGROUND:

A special account was established in 2017 for charitable bequests made to the City of San Bruno on behalf of the Senior Center.

DISCUSSION

Generous donations recently have been received in memory of members of the Senior Center.

- A donation was received in December 2021 from the estate of Mr. Geoffrey A. Mann.
- A donation was received in December 2021 in memory of Mrs. Mary DiCicco.
- Several donations have recently been received in honor of Mr. Bill Goff and continue to come in regularly.

The Senior Center has a perpetual plaque in where significant donors are honored. A plate was recently added in memory of Geoffrey Mann and new ones will be added in memory of both Mary and Bill.

FISCAL IMPACT:

Engraving for the plaque is \$20.00 per plate for a total of \$60.00.

ATTACHMENTS:

None