



MEETING MINUTES

**Senior Citizens Advisory Board
May 16, 2023**

1. **Call to Order/Roll Call:** Chair Epperson called the meeting of the Senior Citizens 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.