



## MINUTES

### SENIOR CITIZENS ADVISORY BOARD

Tuesday, April 21, 2015 • 9:00 a.m.  
San Bruno Senior Center, 1555 Crystal Springs Road

**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).

1. **CALL TO ORDER:** Chair Flori Green called the meeting to order at 9:03am.
2. **ROLL CALL/ PLEDGE OF ALLEGIANCE:** Present: Vice-Chair Flori Green, Board Members Barbara Luzaich, Ellen Donnelly, Dorothy Carmichael, Ken Kreisel, and Karen Hornung. Absent: Elisa Galdi and Bill Goff. Staff: Director Kerry Burns, Superintendent Danielle Brewer, Supervisor Mary Tessier and Coordinator Leah Madonich.
3. **ANNOUNCEMENTS:** None
4. **PRESENTATIONS:** None
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** M/S Carmichael/Luzaich approved the minutes of the March 17, 2015 meeting. All passed, none opposed.
7. **PUBLIC COMMENT ON ITEMS NOT ON 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 rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
8. **CONDUCT OF BUSINESS:**
  - a. Treasurer's Report – Filed for audit.
  - b. Monthly Information and Referral, Class Attendance and Nutrition Site Reports – Monthly Information & Referral Report and the Nutrition Site Report were distributed and all reports were reviewed.
  - c. Review Volunteer, Special Events and Program Committees Meeting Minutes – **Treasurer Hornung** inquired about parties to establish whether they are all selling out and if that creates a problem the day of the event. **Staff** indicated that the events are well advertised and that patrons are encouraged to purchase their tickets ahead of time. The day of the event, there are typically drop-in options for patrons. Upcoming events include the Mother's Day party on May 8 and Step Out for Seniors on May 22. Cinco de Mayo will be celebrated with a festive lunch menu and a DJ.
  - d. Update of Pending Projects – **Superintendent Brewer** met with **Parks Supervisor Rene Walsh** to regarding two projects budgeted for the Senior Center this year. The back deck will be replaced with a composite material for durability and to increase the



lifespan of the deck. The existing joists are not long enough for the material and will also need to be replaced. The project is scheduled to be completed by the end of the summer. The second project is the automatic doors on both restrooms. This project is in progress and is scheduled to be completed by the end of May.

- e. Discussion Regarding Contract Classes – A committee of the Advisory Board could be formed to help guide the way that instructors are being interviewed and evaluated to ensure that the participation numbers warrant offering the classes, with the intent maximizing the use of the limited facility space. **Staff** will meet this week to discuss this plan further. **Superintendent Brewer** also highlighted the option to offer classes at the Recreation Center, which is mostly vacant during the early morning hours and would allow for more physical classes utilizing the gym space that is available. **Director Burns** added that if classes were offered at the Recreation Center for seniors that a shuttle could be made available allowing seniors to park in the familiar lot which can accommodate more participants than the Recreation Center parking lot. **Board Member Kreisel** inquired about the timeline of hiring the new bus driver. **Superintendent Brewer** confirmed that there is one candidate in the reference check phase of the hiring process. **Director Burns** added that she has spoken with Alyssa who indicated that she will be returning. **Superintendent Brewer** asked the Board if there were any current recommendations for future class offerings. **Vice Chair Green** inquired as to whether the goal was to find new instructors and classes or to evaluate existing classes. **Superintendent Brewer** confirmed that the goal is to do both, by expanding class offerings and evaluating the current programs that exist.

9. **CORRESPONDENCE:** None

10. **COMMENTS FROM BOARD MEMBERS:** **Board Member Kreisel** highlighted that the “Old Business” section is no longer listed on the Meeting Agenda. He inquired about the status of new chairs for the Senior Center. **Superintendent Brewer** noted that the request for new chairs has been made for the 2015-2016 budget. **Board Member Kreisel** also distributed alternate pricing options for the gate for the kitchen. **Director Burns** responds that she would like several items to be placed on the May agenda including the gate in the kitchen, the stage curtain, and stage flooring. The meeting topics would serve to clarify the purpose of the Senior Center Trust Fund and how the money is used through the Board, more specifically, when the Staff should approach the Board for funding. **Board Member Carmichael** added that the fund has existed but the board has not had a discussion explicitly. **Treasurer Hornung** will meet with **Director Burns** and **Superintendent Brewer** to assemble a staff report for the May meeting regarding the Senior Center Trust Fund. **Board Member Kreisel** inquired about the procedures for adding an item to the agenda. **Director Burns** clarifies that items requiring board action must be posted in advance, except in the case of making an emergency finding with the addition of a 4/5 vote. **Board Member Kreisel** noted his initial perception was that the reader board would be funded through the Senior Trust Fund and utilized for Senior-relevant marketing. Upon the discovery that it is for citywide programming, he would like for the Board to revisit the item. **Director Burns** confirms that it will be placed on the May agenda. **Board Member Carmichael** expressed her concern regarding the cleanliness of the backstage area. **Staff** responded that the custodial staff has planned to clean the area thoroughly. **Supervisor**



**Tessier** reports that the wheelchair lift back stage is functioning properly. **Superintendent Brewer** reports that the screen door project for the back kitchen door has been approved and will be completed in the current fiscal year. **Board Member Kreisel** inquired about the status of the custodian since Fred is retiring. **Director Burns** reports that a tentative plan is in place when Fred departs. A custodian currently on staff will fill Fred's vacated position and work the same hours at the Senior Center that Fred was working. **Board Member Donnelly** expressed concern over the level of cleaning in the ladies room. **Board Member Kreisel** inquired about the status of the new AED batteries and pads. **Staff** reports that new batteries and pads will be in place this week.

**11. AGENDA BUILDING:**

- a. Structure, purpose, and guidelines for the Senior Center Trust Fund including projects such as stage curtain and flooring
- b. Funding the reader board sign through the Senior Center Trust Fund
- c. Update on custodial staffing for the Senior Center

**12. ADJOURNMENT: Chair Green adjourned the meeting at 9:48am.**

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