

# MINUTES

## SENIOR CITIZENS ADVISORY BOARD

Tuesday, June 15, 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 **Bill Goff** called the meeting to order at 9:01am.
2. **ROLL CALL/ PLEDGE OF ALLEGIANCE:** Present: Chair Bill Goff, Vice-Chair Flori Green, Board Members Barbara Luzaich, Elisa Gerald, Ellen Donnelly, Ken Kreisel, and Karen Hornung. Absent: Dorothy Carmichael. Staff: Director Kerry Burns, Supervisor Mary Tessier and Coordinator Leah Madonich.
3. **ANNOUNCEMENTS:** None
4. **PRESENTATIONS:** None
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** M/S Luzaich/Gerald approved the minutes of the May 19, 2015 meeting. Passed unanimously.
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 – Field 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 – New history class will be offered this month in place of Current Events. Board member Luzaich motions to offer the class and Board member Green seconds. No discussion, all in favor.
  - d. Update on the Proposed Fiscal Year 2015-2016 Operating Budget – **Director Burns** highlights the importance of the facility attendant position and informs the board that the custodial vacancy is expected to be filled by mid-August, with interviews scheduled for July 6<sup>th</sup>. **Chair Goff** inquires about the scope of the duties for the facility attendant. **Director Burns** outlines the facility attendant duties to include set-ups and breakdowns, with light custodial duties. Budget adoption was scheduled for the following week, so position will be filled quickly.
9. **CORRESPONDENCE:** None
10. **COMMENTS FROM BOARD MEMBERS:** Board member **Kreisel** inquires about the Pedro

card players and their table set-up: since they do not pay a fee to use the facility, should they be responsible for their own table set-up? **Director Burns** will gather information and meet with **Staff** regarding this issue. **Director Burns** also explains that once Ricardo returns, Jerry will return to the Senior Center half-time. **Board member Kreisel** inquires about the material they will be using for the new deck. **Director Burns** will follow up with that information but assures the board that proper maintenance will be in place. **Vice Chair Green** comments on the difficulty of parking and inquires whether the class instructors have been approached to encourage their students to park further away if they are able to walk and **Supervisor Tessier** confirms that instructors have been reminded to ask their students.

11. **AGENDA BUILDING:**

Volunteer program  
Contract class update  
Group photo will be taken next meeting.

12. **ADJOURNMENT: Boardmember Donnelly makes a motion to adjourn and Board member Luzaich seconds the motion at 9:35 am.**

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