



**SENIOR CITIZENS ADVISORY BOARD**

Minutes

Tuesday, September 15, 2015, 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 Goff called the meeting to order at 9:03 A.M.
- 2. ROLL CALL/ PLEDGE OF ALLEGIANCE:** Present: Chair Bill Goff, Vice Chair Barbara Luzaich, Dorothy Carmichael, Ellen Donnelly, Elisa Gerald, Karen Hornung, and Ken Kreisel. Absent: Flori Green. Staff Present: Kerry Burns, Danielle Brewer, Ludmer Aker, Leah Madonich, and Mary Tessier.
- 3. ANNOUNCEMENTS:** None
- 4. PRESENTATIONS:** None
- 5. REVIEW OF AGENDA:** Board Member Kreisel requested information on the status of a kitchen gate, custodial hire, and Pedro coordination. Superintendent Brewer said this information would be provided under her report on Senior Center Projects Update.
- 6. APPROVAL OF MINUTES:** M/S Luzaich/Gerald approved the minutes of the July 15, 2015 meeting. Approved 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** – July 2015 filed for audit.
- b. **Review Monthly Information and Referral, Class Attendance and Nutrition Site Reports:** Monthly Information and Referral Report and Nutrition Site Report were distributed and all reports were reviewed. Supervisor Madonich commented that several phone calls had come in regarding assisted living and in home health care.
- c. **Review Meeting Minutes of the Volunteer, Special Events, and Program Committees:** The minutes were received by the Board.
- d. **Senior Center Volunteer Opportunity Description Presentation:** Board Member Donnelly complimented Supervisor Madonich on her report. Supervisor Madonich went over report and asked for feedback from the Board. She commented that she was trying to track volunteer hours more closely by having volunteers use sign in sheets. Supervisor Madonich stated that the main goal in putting the volunteer opportunities descriptions together was to have the information readily available when someone inquires about volunteering at the Senior Center. The volunteer program will be promoted during lunch, in the newsletter, and in the FOCUS. Treasurer Hornung suggested also promoting the opportunity on Cable Channel 1.
- e. **Senior Center Projects Update:** Supervisor Brewer informed the Board that staff was in the process of obtaining quotes for a gate now that funding had been approved. Installation would most likely occur by November. Supervisor Brewer also provided an update on the status of the replacement deck and advised the Board that the Engineering Division of the Public Services Department would probably need to lead the project if the materials used were composite deck material due to weight and structural evaluation considerations. Board Member Kreisel and Vice-Chair Luzaich expressed the Board's concern over using composition material to rebuild the deck. Director Burns stated the composition material would weather better and last longer than the redwood but that no decision would be made until the Board received information and prices on both materials. She also said staff would arrange for the Board to view a deck made with the composition material. Board Member Carmichael asked if there was a time line for completion of the deck. Director Burns replied that she expected the bidding process to be completed by the end of January which would then mean construction of the deck could begin in spring 2016. Supervisor Brewer informed the Board that deployment of custodial resources was currently under review and that the vacancy was in the process of being filled. Board Member Kreisel commented that he felt the Senior Center required a full-time custodian. Director Burns stated that it was her goal to have a custodial presence available all day at the Senior Center. Lastly, Superintendent Brewer apologized for having not moved forward on putting a handrail by the Bocce Ball court but assured the Board that she would have it looked at by the Building and Facilities Division as soon as possible.

## 9. CORRESPONDENCE: None

**10. COMMENTS FROM BOARD MEMBERS:** Board Member Kreisel asked if the City was trying to get rid of the Senior Advisory Board and trying to take over their job of representing the people at the Senior Center. Board Member Carmichael commented that she felt that the Senior Advisory Board was now more involved than in past years over decisions being made for the Senior Center. Chair Goff asked for comments from Director Burns. Director Burns stated that it was not in any way the intention of the City to reduce the role of the Board, and in fact, staff had been working to insure the the Board was more involved by bringing more significant topics and policy related issues to the Board for input. Treasurer Hornung and Vice–Chair Luzaich responded that the Board is adjusting to changes in staff. Chair Goff asked when the Senior Center’s speakers would be returned after having been borrowed for Movies in the Park. He also noted that the speakers had been purchased by funds for the Senior Center. Superintendent Brewer apologized that the speakers had not been returned and that she would ensure they were returned to the Senior Center and that in the future, they would not be used for non-Senior Center programs.

**11. AGENDA BUILDING:**

- Follow up meeting with Pedro Players
- Senior Center Project Updates

**12. ADJOURNMENT:** Chair Goff adjourned the meeting at 10:21 A.M.

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

Respectfully Submitted,  
Ludmer Aker  
Executive Assistant – Community Services Department