



**SENIORS CITIZENS ADVISORY BOARD**

Minutes

Tuesday, November 17, 2015 \* 9:00 AM

San Bruno Senior Center, 1555 Crystal Springs Road

1. **CALL TO ORDER:** Chair Goff called the meeting to order at 9:04 AM
2. **ROLL CALL/PLEDGE OF ALLEGIANCE:** Present: Chair Bill Goff, Vice Chair Flori Green, Dorothy Carmichael, Ellen Donnelly, Karen Hornung, Ken Kreisel, and Barbara Luzaich. Absent: Elisa Geraldi. Staff Present: Danielle Brewer, Ludmer Aker, Leah Madonich, Mary Tessier.
3. **ANNOUNCEMENTS:** None.
4. **PRESENTATIONS:** None.
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** M/S Green/Carmichael approved the minutes of the October 20, 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** – October 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. Board Member Carmichael commented that the graphs provided under the Monthly Information did not provide the attendance information she had requested in the previous meeting. Coordinator Madonich she would provide the attendance information at the December Meeting. Board Member Donnelly asked for clarification on age restrictions for the Thanksgiving Luncheon. Superintendent Brewer explained that there are no age restrictions but that the price will be raised for those under 60 years old who want to purchase tickets to the luncheons and future parties.

- c. **Review Meeting Minutes of the Special Events Committee** – Minutes were reviewed.
- d. **Discuss and Select Volunteer Recognition Party Date** – Board chose date of Saturday, February 6, 2016 and Coordinator Madonich would organize a Party Planning Committee in the near future. She requested a representative from the Board for the Planning Committee and Board Member Green volunteered.
- e. **Senior Center Deck Replacement Site Visit** – Superintendent Brewer and Board Members to conduct a site visit in Brisbane immediately after the adjournment of meeting.

**9. CORRESPONDENCE:**

**10. COMMENTS FROM BOARD MEMBERS:**

Board Member Kreisel asked about heavy duty chairs for the Senior Center, Superintendent Brewer replied that she would look into ordering right away.

Board Member Kreisel also commented that the lattice in the back of the Senior Center needs to be replaced and Superintendent Brewer said she would inform Parks Supervisor, Dan Barros.

Chair Goff asked for new card tables and Superintendent Brewer replied that the tables were approved in the budget and she would order them.

Board Member Kreisel wanted to follow up on the keys they had requested for the custodian, Superintendent Brewer would follow up with Director Burns regarding the keys.

Board Member Kreisel noted that the donations they had requested from Pedro Players had steadily declined and wanted to once again request the Senior Center to start charging them for the room. Supervisor Tessier replied that they are legally unable to charge the Pedro group because of the nature of the activity.

Board Member Green asked about the custodian and facility attendants' positions that still needed to be filled. Superintendent Brewer replied that the part time positions had been filled and that the full time position is still completing the reference checks process.

Board Member Kreisel asked for maintenance on the rolling wall in the main hall.

Board Member Green had participated in "Seniors on the Move" and asked if San Bruno Senior Center would be represented in the future. Supervisor Tessier responded that it was not one of the activities where the center advertised in past years.

Board Member Kreisel asked staff to look into turf for the bocce ball court and Superintendent Brewer replied that they would look into it for next year's budget.

**11. AGENDA BUILDING:**

**12. ADJOURNMENT:** Chair Goff adjourned the meeting at 9:58 AM

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

