



SENIOR CITIZENS ADVISORY BOARD AGENDA

Tuesday, June 17, 2014 • 9:00 A.M. • San Bruno Senior Center

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).

A. APPROVAL OF MINUTES: March 2014 Minutes. No April or May Minutes - Meetings cancelled due to lack of quorum.

B. TREASURER'S REPORT: March, April & May Reports

C. SUGGESTION BOX:

1. Several notes to hire DJ Johnny Midnight again - Verbal

D. UNFINISHED BUSINESS:

1. Discuss options for recognizing donations

E. COMMUNICATIONS:

1. Thank you letter to AARP for \$20 donation in memory of Larry Levene - Verbal

F. STAFF REPORTS:

1. **Mary E. Tessier** – March, April & May Recreation Reports
2. **Susan Mrsny** – March, April & May Outreach Reports
3. **Gloria Deeter** – March, April & May Nutrition Reports
4. **Mary E. Tessier** – March, April & May Class Participation Reports
5. **John Alita** – Assistant Director's Report

G. COMMITTEE REPORTS:

1. Special Events Committee
 - a. Minutes of the May 5, 2014 Meeting
2. Program Committee
 - a. Minutes of the April 14, 2014 Meeting
 - b. Minutes of the June 9, 2014 Meeting

H. NEW BUSINESS: None

I. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Individuals allowed three minutes, groups in attendance, five minutes. Please state your name and address; if you are representing an organization, please state the name of the organization. It is the Board's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agenzized pursuant to State Law.

J. ADJOURNMENT:

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

**SAN BRUNO SENIOR CENTER
FINANCIAL REPORT
March 2014**

Checking Account Balance 2/28/2014	\$ 27,656.61	
Income checking account	\$ 0.22	
Checks	\$ (1,602.10)	
Fees	<u>\$ (6.00)</u>	
Checking Account Balance 3/31/2014		\$ 26,048.73
Amount held at City of San Bruno prior 7/1/2013		\$103,932.20
Amount deposited to City since 7/1/2013	\$ 9,294.10	
Deposit made to City account March	\$ 521.05	
Deposit made to City account March	\$ 845.00	
Amount deposited to City this fiscal year		\$ 10,660.15
TOTAL NET WORTH MARCH 31, 2014		\$140,641.08

**SAN BRUNO SENIOR CENTER
FINANCIAL REPORT
April 2014**

Checking Account Balance 3/31/2014	\$ 26,048.73
Income checking account	\$ 0.21
Checks ADJUSTMENT TO CHECK 4539	\$ (0.20)
Fees	<u>\$ (59.90)</u>
Checking Account Balance 4/30/2014	\$ 25,988.84
Amount held at City of San Bruno prior 7/1/2013	\$103,932.20
Amount deposited to City since 7/1/2013	\$ 10,660.15
Deposit made to City account April	\$ 526.40
Deposit made to City account April	\$ 7,338.55
Amount deposited to City this fiscal year	\$ 18,525.10
TOTAL NET WORTH APRIL 30, 2014	\$148,446.14

**SAN BRUNO SENIOR CENTER
FINANCIAL REPORT
May 2014**

Checking Account Balance 4/30/2014	\$ 25,988.84
Income checking account	\$ 0.21
Checks	\$ (210.00)
Fees	<u>\$ (6.00)</u>
Checking Account Balance 5/31/2014	\$ 25,773.05
Amount held at City of San Bruno prior 7/1/2013	\$103,932.20
Amount deposited to City since 7/1/2013	\$ 18,525.10
Deposit made to City account May	\$ 3,525.45
Amount deposited to City this fiscal year	\$ 22,050.55
TOTAL NET WORTH MAY 31, 2014	\$151,755.80

SENIOR CENTER DONATION POLICY

The subcommittee met and came up with some possible criteria for putting names on the Donation Plaque. One of the existing Endowment Fund plaques can easily be changed to a Senior Center Donation plaque.

Individuals who donate a total of \$1,000 in money or merchandise within a five-year span would be eligible for the plaque. Mary would track donations as they come in.

An individual could only have their name on the plaque once.

Donations could be made in Memory of someone if requested.

Donations made to the Senior Center or the non-profit Nutrition Site Council would both be eligible for the plaque.

The subcommittee would also like to be able to include a few significant donations in the past year for the plaque; i.e. flat screen television, donation in memory of Juanita Estuesta.

The plaque title would be "San Bruno Senior Center Donors"

DATE: June 13, 2014
TO: Senior Advisory Board
FROM: Senior Center, Mary E. Tessier
SUBJECT: Recreation Items

March

3/4/14: Mardis Gras Party: Kathy & Joe entertained the crowd of 150 people on “Fat Tuesday”. A chicken jambalaya lunch was served at Noon.

3/7/14: Volunteer Appreciation Party: 120 volunteers were acknowledged for their hard work and support throughout the year with an elegant cocktail party. Steve Swan entertained the crowd with Frank Sinatra tunes.

3/7/14: Computer Classes: The Computer Club offered free presentations every Friday in March. 51 seniors took advantage of these sessions on Windows 8 and the Internet.

3/16/14: San Francisco Symphony Trip: 35 Senior Center participants enjoyed a trip to Symphony Hall in San Francisco to see a concert by the Youth Symphony. The San Francisco Symphony League sponsored this trip, which made it possible for those attending to pay an extremely reasonable fee for the concert, bus ride and a bag lunch.

3/17/14: St. Patrick’s Day Party: 210 people enjoyed a catered Corned Beef and Cabbage Lunch and music and dancing with the “Swing Shift” Band.

3/17/14: Bocce Leagues: The Spring Bocce Leagues began this week. There are 167 players in the three leagues.

3/28/14: Blood Pressure Program: 24 seniors met with the nurse to have their blood pressure read followed by body mass index measurements. 18 people attended the presentation on “Weight and Blood Pressure”.

DATE: May 1, 2014
TO: San Bruno Senior Citizens Advisory Board
FROM: Mary E. Tessier
SUBJECT: Recreation Report

April

4/3/14: "Legally Blonde" Play: 20 seniors attended an excellent production put on by Mercy High School students. After the show the group went to Stones town for lunch. The Senior Center bus provided transportation to and from San Francisco.

4/4, 4/11 & 4/18/14: Computer Club Presentations: 40 seniors attended free sessions on Windows 8 led by Bob Elliot.

4/8/14: Tax Preparation: This program was extremely busy this year with adults of all ages. 371 seniors and low-income adults received free tax assistance from the AARP tax counselors.

4/14/14: Musical Theatre Class: Jan Downing is now offering a weekly class for our drama enthusiasts. 10 students attended the first class.

4/16/14: Spring/Easter Party: 185 people enjoyed a catered Ham Lunch, music and dancing to the "Bob Gutierrez Extended" Band and a visit from the Easter Bunny.

4/24/14: Safe Driver Class: 15 people completed this four hour refresher class sponsored by AARP.

DATE: June 3, 2014
TO: San Bruno Senior Citizens Advisory Board
FROM: Mary E. Tessier
SUBJECT: Recreation Report

May

5/8/14: DeYoung Museum Trip: 12 seniors enjoyed a viewing of the Georgia O’Keeffe exhibit followed by lunch in the Museum Cafe. The Senior Center van provided transportation to and from San Francisco.

5/10/14: Mother’s Day Party: 200 people enjoyed dancing to the music of the “Ron Borelli Trio” and a Chicken Cacciatore Lunch. Everyone received a rose in honor of Mother’s Day courtesy of the Lion’s Club.

5/15/14: Crystal Springs Writers Annual Reading: 35 people attended this special presentation of original works and readings from our senior writers. The event included refreshments.

5/15 & 29/14: Computer Club Presentations: 15 people attended the session on Picassa and 10 people attended the session on Apple IPAD.

5/16/14: “Step Out” Walk & Sock Hop Party: 145 people attended this event. The Step Out Event was very successful with 57 seniors walking at Sawyer Camp or the City Park. The event included Health Information Booths, a 50’s work out class with Kathy Schmidt, Music and Dancing with “Have A Party Pros”, a Baked Chicken Lunch and Raffle. All the walkers received “Goody Bags” and T-Shirts, which were generously donated by Westborough Royale.

DATE: April 3, 2014

TO: San Bruno Senior Citizens Advisory Board

FROM: Susan Mrsny

SUBJECT: Monthly Outreach Report

Information/Referral: During the month of March Forty-Four (44) individuals were assisted with a variety of information and referral needs.

Housing: Three people were referred to Human Investment Project. (HIP) Referrals were Made for Assisted Living and Retirement Centers.

Health: Four individuals had questions pertaining to Home Health Agencies on How To Hire a caregiver for a loved one, as well as questions on Dementia and Alzheimer's.

Referrals to Social Worker:

Two people were referred to San Mateo County Social Worker with questions and concerns.

Legal: Three referrals were made to Legal Aid Society of San Mateo.

Community Outreach:

Four people were assisted on an individual basis through residential outreach. The assistance involved work with Lifeline, conferring with Home Health Agencies, Meals on Wheels.

Shopping/Food:

Four individuals with frailties were assisted with shopping needs through a program called S.A.S.H. (Shopping Assistance for Senior's who are Homebound), as well as referrals to Second Harvest Food Bank. This program provides a supplemental bag of groceries for low-income seniors.

Insurance:

Four people were assisted with questions and concerns regarding medical insurance and Medicare, as well as Long Term Care Insurance.

Information/Referral/Assistance:

Twenty people requested assistance with a variety of questions and concerns. One Hundred Sixty individuals were assisted through the Tax Assistance Program provided by AARP.

DATE: May 2, 2014

TO: San Bruno Senior Citizens Advisory Board

FROM: Susan Mrsny

SUBJECT: Monthly Outreach Report

Information/Referral: During the month of April Fifty-Six (56) individuals were assisted with a variety of information and referral needs.

Housing: Six people were referred to Human Investment Project. (HIP) Referrals were Made for Assisted Living and Retirement Centers.

Health: Seven individuals had questions pertaining to Home Health Agencies on How To Hire a caregiver for a loved one, as well as questions on Dementia and Alzheimer's.

Referrals to Social Worker:

Six people were referred to San Mateo County Social Worker with questions and concerns.

Legal: Two referrals were made to Legal Aid Society of San Mateo.

Community Outreach:

Five people were assisted on an individual basis through residential outreach. The assistance involved work with Lifeline, conferring with Home Health Agencies, Meals on Wheels.

Shopping/Food:

Three individuals with frailties were assisted with shopping needs through a program called S.A.S.H. (Shopping Assistance for Senior's who are Homebound), as well as referrals to Second Harvest Food Bank. This program provides a supplemental bag of groceries for low-income seniors.

Insurance:

Two people were assisted with questions and concerns regarding medical insurance and Medicare, as well as Long Term Care Insurance.

Information/Referral/Assistance:

Twenty-Five people requested assistance with a variety of questions and concerns.

DATE: June 4, 2014
TO: San Bruno Senior Citizens Advisory Board
FROM: Susan Mrsny
SUBJECT: Monthly Outreach Report

Information/Referral: During the month of June Fifty (50) individuals were assisted with a variety of information and referral needs.

Housing: Eight people were referred to Human Investment Project. (HIP) Referrals were Made for Assisted Living and Retirement Centers.

Health: Five individuals had questions pertaining to Home Health Agencies on How To Hire a caregiver for a loved one, as well as questions on Dementia and Alzheimer's.

Referrals to Social Worker:
Three people were referred to San Mateo County Social Worker with questions and concerns.

Legal: Four referrals were made to Legal Aid Society of San Mateo.

Community Outreach:
Five people were assisted on an individual basis through residential outreach. The assistance involved work with Lifeline, conferring with Home Health Agencies, Meals on Wheels.

Shopping/Food:
Three individuals with frailties were assisted with shopping needs through a program called S.A.S.H. (Shopping Assistance for Senior's who are Homebound), as well as referrals to Second Harvest Food Bank. This program provides a supplemental bag of groceries for low-income seniors.

Insurance:
Two people were assisted with questions and concerns regarding medical insurance and Medicare, as well as Long Term Care Insurance.

Information/Referral/Assistance:
Twenty people requested assistance with a variety of questions and concerns.

April 3, 2014

City of San Bruno
San Bruno Senior Center
March 2014
Advisory Report
Nutrition Program

The nutrition site had 81 volunteers to run the nutrition program. We received a total of 1760 volunteer hours for the month of March. The lunch program served a total of 21 days in March. In March, the program served a total of 1947 hot meals and salads from the salad bar.

Food donations from the Nutrition Site Outreach program, they were to the St. Vincent de Paul, Fire House, A.C.R.C., San Mateo County Teachers Assoc., San Bruno Park Dept., Primrose House, San Bruno Garbage Company, San Mateo County Kaiser Nurse Org, Saint Bruno Church.

To prepare for the Nutrition Programs daily lunches, there are many tasks to perform. These tasks include planning a nutritional menu, to be approved by the San Mateo County Dietician, shop for all items necessary for the lunch program (food and supplies), prepare, cook and serve on site daily and input the transportation and lunch clients into the Aging and Adult Service computer system.

Events in March

March 17, 2014 St. Patrick's Day Party – 210 people came to celebrate this fun event.

Gloria Deeter and the Nutrition Site volunteers created most of the meals in March

Upcoming Events in April

Wednesday April 16, 2014 Spring Party

Gloria Deeter and the Nutrition Site volunteers will create most of the meals in April

Gloria Deeter,
Community Service Supervisor

May 06, 2014

City of San Bruno
San Bruno Senior Center
April 2014
Advisory Report
Nutrition Program

The nutrition site had 83 volunteers to run the nutrition program. We received a total of 1740 volunteer hours for the month of April. The lunch program served a total of 23 days in April. In April, the program served a total of 2024 hot meals and salads from the salad bar.

Food donations from the Nutrition Site Outreach program, they were to the St. Vincent de Paul, Fire House, A.C.R.C., San Mateo County Teachers Assoc., San Bruno Park Dept., Primrose House, San Bruno Garbage Company, San Mateo County Kaiser Nurse Org, Saint Bruno Church.

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Events in April

April 16, 2014 Spring Party – 157 people came to dance with the Easter Bunny and enjoy a nice hot Ham Lunch

Gloria Deeter and the Nutrition Site volunteers created most of the meals in April

Upcoming Events in May

May 9, 2014 Mother's Day

May 16, 2014 Sock Hop

Gloria Deeter and the Nutrition Site volunteers will create most of the meals in May

Gloria Deeter,
Community Service Supervisor

June 3, 2014

City of San Bruno
San Bruno Senior Center
May 2014
Advisory Report
Nutrition Program

The nutrition site had 81 volunteers to run the nutrition program. We received a total of 1605 volunteer hours for the month of May. The lunch program served a total of 21 days in May. In May, the program served a total of 1967 hot meals and salads from the salad bar.

Food donations from the Nutrition Site Outreach program, they were to the St. Vincent de Paul, Fire House, A.C.R.C., San Mateo County Teachers Assoc., San Bruno Park Dept., Primrose House, San Bruno Garbage Company, San Mateo County Kaiser Nurse Org, Saint Bruno Church.

To prepare for the Nutrition programs daily lunches, there are many tasks to be performed. These tasks include planning a nutritional menu, to be approved by the San Mateo County Dietician; shop for all items necessary for the lunch program (food and supplies), prepare, cook and serve on site daily and input the transportation and lunch clients into the Aging and Adult Service computer system.

Upcoming Events in May

May 9, 2014 Mother's Day – Mother's Day was a great success with 160 people who came to this special occasion for all the Mothers

May 16, 2014 Sock Hop – 167 people came to dance and laugh and eat for the Step Out/Sock Hop Party.

Gloria Deeter and the Nutrition Site volunteers created most of the meals in May

June 13, 2014 Father's Day

Gloria Deeter and the Nutrition Site volunteers will create most of the meals in June

Gloria Deeter,
Community Service Supervisor

	April-14							Total	
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
AARP				12			98	0	
Aerobic Exercise	21 20 29 34 26	0 26 28 28		17 16 17 13	18 17 21 12			0	
Ballroom Dance/Line	20 24 24 23 26			6 6 5 5		40	51 72	163	
Bingo	58 60 54 57		58 74 74 57 66	165 136 135 137	70 64 58 81			1404	
Birthday Club/Theatre	10 8 9	55						82	
Bocce	48 45 47 45	48 48 47 45			48 46			467	
Bridge/Board Games		4 4 4 4			4 4			20	
Ceramics	18 17 16 14							14	
Computers	12 13 7 6	7 4 3 4 5	8 12 13 10 6	7 5 3 3	18 13 9 11			147	
Current Events			10 10 10 10					40	
Driver Safety				15				15	
Gardening		8 8 11			2 3 3			35	
Health/Eyeglass/Spkr						31		31	
HICAP		2 3 3	*					8	
Hiking/Walking	18 16 15 15		14 17 19 20 17		8 18 19 8			204	
Horseshoes			24 24 24 24		7 6 7 6			96	
Knitting								26	
Stained Glass			12 13 10 14 15					64	
Movie/Singing/Karaoke	12 10				26	8		56	
Oil Painting				21 21 21				63	
Pedro				52 56 56 48				212	
Pilates	16 20 17 57							110	
Pool	14 14 16 17	12 18 18 14 15	14 14 18 14 15	18 18 16 18	16 15 14 12			340	
Softball/Ping Pong				16 17 16 15	6 6 5 4			85	
Spanish		21 23 10 22 14						90	
Special Event			185					185	
Famous Faces & Places	11 11 10 12		6 6 4 6 6					44	
Tai Chi								28	
Tap Dance	7 7 12 7							33	
Taxes		42 40						82	
Trips		40		20				105	
Ukulele		15 16 14 13						58	
Western Line		23	38 38 32 36 30					272	
Writing/Poetry				9 23 12 9				53	
Yoga/Qi Gong	14 12 11 14		11 10 11 12	20 16 20				151	
Total	249 255 242 287	191 178 181 245 188	150 219 399 202 201	310 318 297 349	171 194 183 176	0 98 0 0	40 0 0 0	51 72	5446

DRAFT

SPECIAL EVENTS COMMITTEE

May 5, 2014

Members in attendance were Dorothy Carmichael, Raoul Epling, Marie Samora and Elisa Gerald. Mary Tessier took the minutes.

1. Minutes from the March meeting were accepted as written.
2. **Sunday Programs:** The First Sunday Line Dance in April had 40 people. 51 people attended the Third Sunday Dance. There were 72 people at the Last Sunday Dance.
3. **Trips:** 40 people attended the Graton trip in April. June will take care of the casino trips in May and June. Mary talked to Marilyn about taking over the casino trips after that and she said she might be able to do outings on Mondays. Mary will check with Golden West to see if this is a possibility. Dorothy's trip to Treasure Island with Craig Smith went very well and profited \$350 for the Center. "Du Berry was a Lady" has 21 people signed up, so they will combine with another center. There are 43 people signed up for the overnight to Reno in July, which will include fireworks and a train ride. In August there will be a trip to the Chabot Space and Science Museum and John Muir House and in September the group will go to the Monterey Bay Aquarium. In October there will be a trip to Gilroy Gardens, November will be the Horse Races and December will be Beach Blanket Babylon. There will also be a small group going on an overnight trip to Portland. Dorothy has been getting new people for her trips. The sign-ups for June's trip to Tahoe in September have been slow.
4. **Birthday Club:** There were 55 people at the Birthday Club Dinner in April for a profit of \$96. 53 people are signed up for May.
5. **Upcoming Parties:** The Easter/Spring Party with the "Bob Gutierrez Extended Band" went well. There were approximately 185 people in attendance. Dolly did a great job as the Easter Bunny. Committee members asked why there was no Cinco de Mayo Party this year and Mary explained that there were already two parties scheduled. Gloria forgot to plan a Mexican meal for that day. Next year we will try to remember to have a Mexican dish and Bob Gutierrez can play some Latin music. The Mother's Day Party will be on Friday, May 9th and we will use the "Ron Borelli Trio" again. The "Nob Hill Sounds" Band is not available to perform, so Mary booked "Swing Shift" for the Father's Day Party. The Independence Day Party will be on Thursday July 3rd with Kathy & Joe providing the entertainment. We will cancel Pedro and classes that day. We will also have another Manny Dance Party on Saturday July 26th. The "California Cowboys" are booked for August 15th. The "Home Helpers" may do a Cocktail Party for us in November.
6. **Variety Show:** We are only having one Variety Show this year, since there were fewer acts at the last 2013 show. The show will be on September 12th this year with Raoul as our wonderful host.
7. **The next Special Events Meeting will be on Monday July 7, 2014 at 1:00pm**

Draft
PROGRAM COMMITTEE

April 14, 2014

Members in attendance were Carmen Attard and Tammy Manini. Mary Tessier took the minutes.

1. Minutes for the February meeting were approved as written.

The movie group enjoyed "The Butler" and "Last Vegas". The **Movies** for the next two months will be "Nebraska" and "Philomena".

2. **Programs:** The planning for the "Step Out" event on May 16th is moving along. Westborough Royale is the new sponsor for the t-shirts. Tammy is helping with some raffle prizes and Carmen will help register the City Park walkers. The AARP Tax Assistance program was extremely busy this year. The Wise and Well program is running smoothly now. The nurse is able to see most of the seniors for the blood pressure screening. The Nutrition and Health Heart classes have been well attended. The Health Screening will be in June this year and will be by invitation only. Rudy retired from teaching the Thursday Ballroom Line Dance, but Yoshi would like to continue teaching the class. The committee reviewed some information about Harmonica Instruction and decided that it was over-priced for our seniors and there would probably not be enough interest to support the class. The committee is interested in a class entitled "20th Century American History & Music: 1900-1960 led by Frank Damon, a College of San Mateo professor and historian. The class would be held once per week for two months in the summer. Mr. Damon would teach the class for free, but we could charge a small fee to go to the Center.
3. **Presentations:** The "Living Well with Chronic Conditions" program will be offered on Wednesday mornings from June 4 – July 9, 2014 if enough people pre-register for the class. Other health classes that the Committee is interested in offering again include: Hearing Loss and Hearing Devices, Living with Diabetes and a Fall Prevention class. Mary will schedule these presentations during the rest of the year.
4. ***The next Program Committee meeting will be Monday JUNE 9, 2014 at 10:30 a.m.***

Draft
PROGRAM COMMITTEE
June 9, 2014

Members in attendance were Carmen Attard, Geri Williams, Barbara Luzaich and Tammy Manini. Mary Tessier took the minutes.

1. Minutes for the April meeting were approved as written.

The movie group enjoyed “Nebraska” and there was a huge crowd for “Philomena”. The **Movies** for the next two months will be “American Hustle” and “Captain Phillips”.

2. **Programs:** The “Step Out” event and Sock Hop went very well. There were 55 walkers and another 90 people for the party. The Health Screening will be in June this year and will be by invitation only. Rudy decided that he would like to continue teaching the Thursday Ballroom Line Dance class. The class entitled “20th Century American History & Music: 1900-1960 led by Frank Damon will begin on June 20th.

The group briefly discussed Class Criteria. Mary handed out copies of an “Agreement for Special Services”, which is a contract for instructors to sign. The committee thought the contract was good and that new instructors could sign it when they started. Existing instructors could also sign it annually. There was also discussion about how classes were chosen. The committee looks at information provided by interested instructors and decides if it is a class that they would recommend. The class can be offered as a workshop to see if there is enough participation and there can also be pre-registration to see if there is enough interest to hold the class. Mary and the committee also try to identify if there are any gaps in programming and then pursue an instructor for that area. The group also briefly discussed class attendance criteria, which is a more complicated topic. Ideally, exercise type groups would strive to have a minimum of 10 participants after 5 months.

3. **Presentations:** The “Living Well with Chronic Conditions” program started on June 4th and filled up with 16 people. The Living with Diabetes class will be held in July. The Hearing and Fall Prevention classes will be in the Fall.

4. ***The next Program Committee meeting will be Monday AUGUST 11, 2014 at 10:30 a.m.***