



MEETING MINUTES

**Senior Citizens Advisory Board
February 16, 2016**

City Clerk, Carol Bonner, installed into office Board Members Donnelly, Green, and Hayes.

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:01 a.m. Board Members Present: Chair Goff, Vice – Chair Green, Carmichael, Donnelly, Hayes, and Kreisel. Treasurer: Hornung. Board Members Absent: Luzaich. Staff Present: Brewer, Madonich, Tessier, Aker.
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF AGENDA:**
4. **APPROVAL OF MINUTES:** **MSC Carmichael/Kreisel** to approve the minutes of the January 20, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – January 2016 filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed.
 - c. Review and Approve Policy Regarding Saving Seats at Parties and Special Events – Board Member Kreisel said in reading the report he agreed with staff's recommendation that tickets be limited to attendees. **MSC Kreisel/Hayes** to limit attendees to 5 tickets for parties and special events. Passed with 4 ayes, Donnelly, Goff, Hayes, and Kreisel, and 2 no's, Carmichael and Green.
8. **UNFINISHED BUSINESS:** None.
9. **EXCLUDED CONSENT:** None.
10. **ITEMS FROM STAFF:** None.

11. **PUBLIC COMMENT:** None.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Kreisel requested an update on the hiring of a new Custodian and Bus Driver. Superintendent Brewer replied that they were still in the background check process for the applicant who was offered the position of Custodian and Supervisor Tessier confirmed that the applicant for Bus Driver was in the final stages of hiring. Board Member Kreisel asked if staff had ordered a gate for the Senior Center as well as carry out a check of the wall in the multi-purpose room the Board had requested. Superintendent Brewer confirmed with staff that a gate was on order and would follow up with Facilities Supervisor, Rene Walsh, on the wall.

13. **ADJOURNMENT:** With no other business to be conducted, **Board Member Donnelly** adjourned the meeting at 9:29 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno