



AGENDA

SENIOR CITIZENS ADVISORY BOARD

Tuesday, May 17, 2016 • 9:00 a.m.

San Bruno Senior Center – 1550 Crystal Springs Road, San Bruno

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/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES:** March 15, 2016
5. **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.
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:**
 - a. Treasurer's Report – March 2016 & April 2016
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data (Madonich)
 - c. Receive and File Minutes of Program Committee and Events Committee
 - d. Discuss and Develop Senior Center Wish List
8. **UNFINISHED BUSINESS:** None
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
11. **PUBLIC COMMENTS ON MATTERS NOT ON THE 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.
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS**
 - a. Discuss Items Appropriate for Free Table (Kreisel)
 - b. Discussion of Staff Custodial and Set Up/Breakdown Tasks (Kreisel)
13. **ADJOURNMENT**



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

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



MEETING MINUTES

Senior Citizens Advisory Board March 15, 2016

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:07 a.m. Board Members Present: Chair Goff, Carmichael, Hayes, Kreisel, and Luzaich. Treasurer: Hornung. Board Members Absent: Donnelly and Green. Staff Present: Brewer, Tessier, Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Carmichael/Luzaich** to approve the agenda of the March 15, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Carmichael/Luzaich** to approve the minutes of the February 16, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** **Claire Matthews**, Outreach Coordinator from Mills – Peninsula for RSVP of San Mateo County, introduced herself to speak about the program and how it helps people transition after retirement and connect them with volunteering within their community.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – Treasurer Hornung brought to the attention of the Board that the wrong information was provided for the report in January so she provided an updated report. Hornung asked the Board permission to move the checking account to another bank because fees were raised for their current bank. The Board requested she look into various banks before making a decision, Hornung replied that she would follow up with more information in the April meeting. February 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. Receive and File Minutes of Program Committee, Special Events Committee, and Volunteer Committee – Supervisor Tessier reported that the "Stepping On" program ran successfully, therefore a second one has been scheduled for the summer. Staff presented to the Board the idea of holding both the Volunteer

Committee and Special Events Committee meetings together to make up for dwindling attendance. The Board agreed to the combination of both Committee meetings.

- d. Review of Volunteer Recognition Luncheon – Board Member Hayes commented that the luncheon was the first party he attended and he thought it was very well done.
 - e. Review and Recommend Quotes for Synthetic Bocce Ball Courts – Superintendent Brewer reported that through the recommendation of the City of Pacifica, she and Board Member Kreisel contacted Southwest Greens for quotes on the installation of a synthetic Bocce Ball Court. The company provided three quotes ranging from \$12,544 to \$15,085. Staff recommends the Senior Advisory Board to choose the third option of \$15,085 because it provides the best quality of materials as well as the highest quality installation. It will also require the least amount of regular maintenance, with either an annual or bi-annual service fee ranging from \$300-900 per year. Staff also received quotes from the company to provide the removal of the material for \$790. Staff also received a quote from Recology for the disposal of the existing court material for \$1,000. Board Member Hayes recommended staff to make sure the Bocce Ball Court would have proper drainage and to look into bagging the sand that would be removed from the existing court to give to the City for storm use. Board Member Kreisel suggested using volunteers for the removal of the existing Bocce Ball Court instead of hiring Southwest Greens. **MSC Kreisel/Carmichael** for the Senior Advisory Board to recommend the project to City Council with funding from the Senior Advisory Trust Fund for an amount of up to \$18,000. Approved unanimously.
8. **UNFINISHED BUSINESS:** None.
 9. **EXCLUDED CONSENT:** None.
 10. **ITEMS FROM STAFF:** None.
 11. **PUBLIC COMMENT:** **Claire Matthews** recommended to the Board that they reach out to local Scout troops for the removal of the existing Bocce Ball Court.
 12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Carmichael asked if the Senior Center would be receiving a new mailbox to replace the one that was damaged. Superintendent Brewer responded that they had reported it to the Post Office on several occasions and were hoping for a replacement soon. Board Member Kreisel said that Facilities Supervisor, Rene Walsh, looked at the wall in the multi-purpose room but could not move forward with the repair because they were waiting on the company to follow up. Board Member Goff asked Superintendent Brewer about progress on the replacement of the deck at the Senior Center and she responded that she was waiting on the Engineering department to follow up with her on the project after they inspected it.
 13. **ADJOURNMENT:** With no other business to be conducted, **Board Member Luzaich** adjourned the meeting at 9:51 a.m.

SENIOR ADVISORY BOARD TRUST FUND REPORT

MARCH 31, 2016

Checking Account Balance 2/29/2016	\$ 17,240.43
Interest	
Deposit	\$ 160.00
Checks	\$ -
Fees	<u>\$ (28.00)</u>
Checking Account Balance 3/31/2016	\$ 17,372.43
Amount held at City of San Bruno prior 7/1/2013	\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2015	\$ 31,670.66
Amount deposited to City since 7/1/2015	\$ 8,062.96
Deposit made to City account March	\$ 218.05
Deposit made to City account March	\$ 270.25
Deposit made to City account March	\$ 336.56
Amount deposited to City this fiscal year	\$ 8,887.82
TOTAL NET WORTH MARCH 31, 2016	\$ 161,863.11

SENIOR ADVISORY BOARD TRUST FUND REPORT

APRIL 30, 2016

Checking Account Balance 3/31/2016	\$ 17,372.43
Interest	\$ 0.09
Deposit	\$ -
Checks	\$ -
Fees	\$ (28.00)
Reversal of fee	\$ 28.00
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Checking Account Balance 4/30/2016	\$ 17,372.52
Amount held at City of San Bruno prior 7/1/2013	\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2015	\$ 31,670.66
Amount deposited to City since 7/1/2015	\$ 8,887.82
Deposit made to City account April	\$ 148.01
Deposit made to City account April	\$ 382.51
Deposit made to City account April	\$ 215.50
Deposit made to City account April	\$ 211.55
Amount deposited to City this fiscal year	\$ 9,845.39
TOTAL NET WORTH APRIL 30, 2016	\$ 162,820.77

2015-16 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	8	11	7	9	2	2	1					
Health		5	1			1						
Social Worker Referrals		1										
Legal	1	1		1			1					
Community Outreach												
Shopping/Food	2	8	3	5	2	1	2					
Aging and Adult												
Info & Referral	6	13	11	9	4	9	10					
Welfare Check	1	2	1				1					
Insurance	3	4	4	8	5	1	2					
General	7	2	13	4	6	7	5					
Monthly Total	28	47	40	36	19	22	25	0	0	0	0	0

Housing												
Shopping								1	7	2		
Transportation								3	2	1		
Assisted Living								4	5	6		
Legal								2	3	3		
Insurance								3	9	6		
Welfare Check								8	3	0		
Health									2	2		
Counseling									3	2		
Clean/Repair									1	1		
General								6	2	5		
Monthly Total	56	94	80	72	38	44	50	36	45	33	0	0

Nutrition Site Report - 2016 March

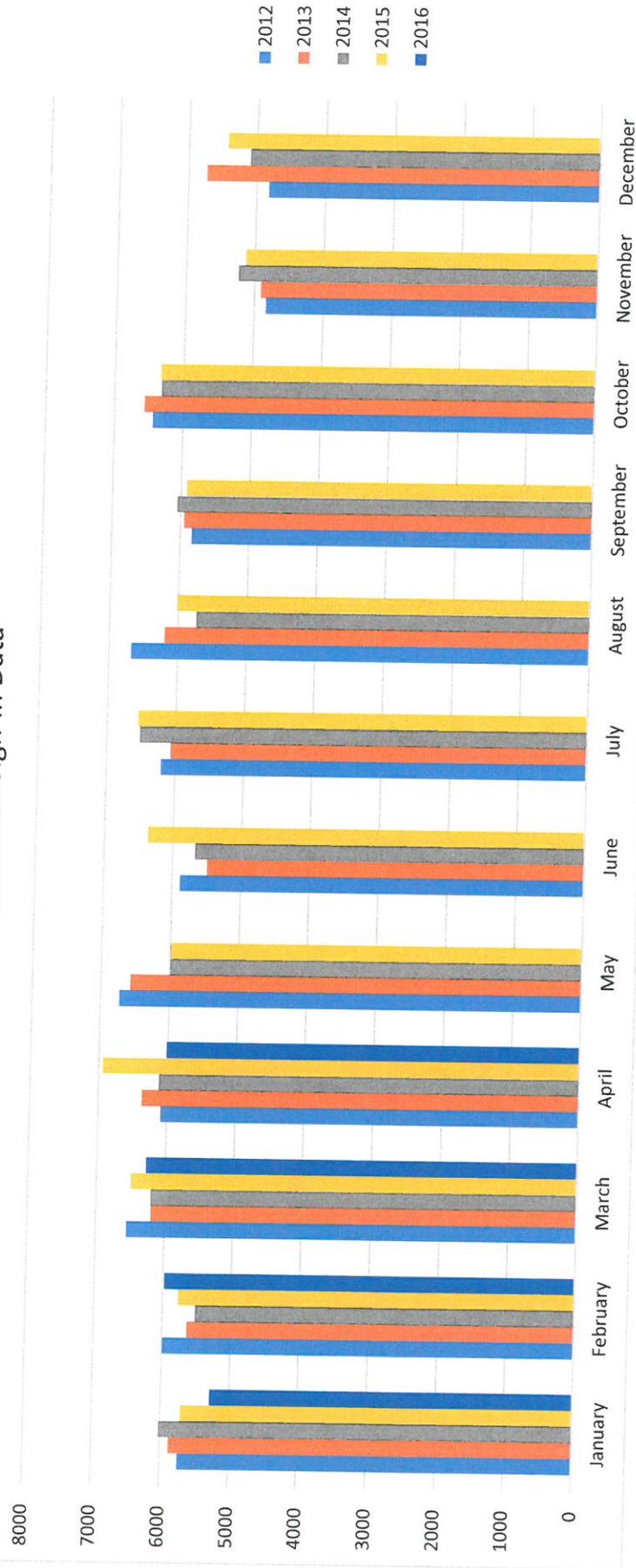
Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon					0	
Tues	1	70	57	12	69	
Wed	2	140	130	10	140	5.50
Thur	3	65	53	8	61	5.50
Fri	4	90	82	5	87	
Mon	7	100	92	8	100	
Tues	8	75	63	11	74	5.50
Wed	9	145	129	15	144	
Thur	10	70	63	6	69	16.50
Fri	11	85	79	6	85	
Mon	14	100	89	11	100	11.00
Tues	15	90	75	15	90	
Wed	16	205	205		205	
Thur	17	80	71	5	76	11.00
Fri	18	85	75	8	83	16.50
Mon	21	95	81	12	93	
Tues	22	80	68	9	77	11.00
Wed	23	120	107	13	120	5.50
Thur	24	80	68	8	76	11.00
Fri	25	90	78	8	86	5.50
Mon	28	120	111	6	117	11.00
Tues	29	80	63	16	79	11.00
Wed	30	135	113	19	132	16.50
Thur	31	65	60	4	64	
Total		2265	2012	215	2227	143

April Nutrition Site Report

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon						
Tues						
Wed						
Thur						
Fri	1	95	85	7	92	11.00
Mon	4	120	101	16	117	22.00
Tues	5	90	77	9	86	22.00
Wed	6	160	143	14	157	
Thur	7	80	68	12	80	11.00
Fri	8	110	96	14	110	11.00
Mon	11	130	114	13	127	16.50
Tues	12	75	63	8	71	5.50
Wed	13	120	99	17	116	11.00
Thur	14	70	65	4	69	
Fri	15	230	228		228	
Mon	18	115	94	19	113	11.00
Tues	19	85	69	13	82	11.00
Wed	20	120	108	12	120	5.50
Thur	21	75	65	7	72	
Fri	22	85	76	7	83	
Mon	25	105	91	12	103	
Tues	26	70	57	12	69	5.50
Wed	27	120	106	13	119	5.50
Thur	28	60	51	5	56	
Fri	29	110	83	27	110	
Total		2225	1939	241	2180	148.5

	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977	6278	6017								

Historical Sign-In Data



PROGRAM COMMITTEE

April 7, 2016

Members in attendance were Tammy Manini and Bill Goff. Mary Tessier was in attendance.

Minutes for the February meeting were approved as written.

1. People enjoyed "Far From the Madding Crowd". The May **Movie** will be held on the second Friday and will be "The Intern". The June movie will be "A Walk in the Woods".
 2. **Programs:** The Mills Peninsula Senior Focus Annual Health Screening went well with 82 people receiving service.
The AARP Tax Assistance has been very busy this year. There appointments are booked up for the remaining sessions.
The butterfly magnet craft project led by Don Cervelli will be held this Friday. Seven people are signed up.
The Book Club is going well. The Club is on their second book.
Linda Dever, a former instructor at the Senior Center would like to offer a free monthly Art Appreciation class in the summer with lectures and films. The Committee recommends that we offer a monthly Art Appreciation class.
 3. **Presentations:** The seven week "Stepping On" Fall Prevention Program filled up with 14 people went very well. Another series has been scheduled for July to accommodate some of the people on the wait list. Both the Elder Financial Fraud and Decluttering presentations were interesting and well attended.
Mary presented information about a Laughter Yoga workshop that a Health Educator from "Care Indeed" is willing to lead. ***The Committee recommended that we offer a Laughter Yoga workshop.***
Ugyen Dolma from Tibet would like to lead a Mindful Meditation session with Singing. ***The Committee recommends that we try out a session of Mindful Meditation.***
- Currently the Special Events and Program Committee have been alternating meeting every other month. In the past year there have been fewer members participating in these meetings. Staff has also taken on much of the trip planning, which members of the Special Events Committee used to do. There was discussion about combining the committees and recruiting some new members. ***The Committee recommends that we combine the Special Events and Program Committees and meet on a monthly basis.***
4. ***The next Committee meeting date will be determined.***

EVENTS COMMITTEE

May 9, 2016

Members in attendance were Raoul Epling, Kathy Gregory and Tammy Manini. Mary Tessier was in attendance.

Minutes for the April meeting were approved as written.

Members discussed how to combine the Special Events and Program Committees. They decided on "Events Committee" and will discuss classes, presentations, trips, movies and parties. The Committee will meet on the second Monday at 1:00 pm every month. Other members on the committee include: Bill Goff, Carmen Attard and Barbara Luzaich.

1. The May **Movie** will be held on the second Friday and will be "The Intern". The June movie will be "A Walk in the Woods".
2. **Classes & Programs:**

The AARP Tax Assistance was extremely busy this year. The tax volunteers helped 444 people this year.

The butterfly magnet craft project led by Don Cervelli went well with seven seniors participating.

The Book Club is going well. The Club is on their third book and averages 12 people at the discussions.

The Art Appreciation class with Linda Dever will be held on the last Monday of the month starting in June. This is a free class and will include instruction and videos.
3. **Presentations:**

The Laughter Yoga workshop will be held on June 10th in the morning.

Mary needs to contact Ugyen Dolma to see if she is still interested in leading a Mindful Meditation session with Singing.
4. **Trips:**

Marilyn was the escort for the Hank Williams trip in April. The bus was full with 56 people and there were good reviews. Leah will be doing the paperwork for the Casino trips now, because Judy Steele was a little overwhelmed with the task. Mary & Sonja will be doing the paperwork for the other day trips. Marilyn Levene is the escort for most of these trips. There is a "Mary Poppins" trip planned in July. Bill Goff is still planning extended trips and Marilyn plans cruises.

5. Parties:

The Variety Show was a sell out once again. "The Paul Fontes Trio" played for the Mother's Day Party. The band was very good and played a variety of music. There were issues with the volume, which was too loud for the people sitting in the front, but the dancers in the back were happy. We will use a new band for Father's Day on June 17th, which will be New Orleans style music. The Independence Day Party will be on July 1st and we will use "The Hot Rods" Band. We will cancel Bingo for those parties. We will have an Elvis Show and Dance Party on Saturday night, July 16th. August 26th will be a Western Party with the California Cowboys, September 23rd will be another Variety Show and October 28th will be a Halloween Party with Kathy & Joe.

6. *The next Committee meeting will be on June 13th at 1:00 pm.*



DATE: April 19, 2016
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Discuss and Develop Senior Center Wish List

BACKGROUND:

Over the past few years, staff has approached the Senior Citizens Advisory Board for funding for various needed items such as the refrigerator and the ice machine.

DISCUSSION:

Staff is interested to know if the Senior Citizens Advisory Board has items for the Senior Center that they have in interest in purchasing in the upcoming Fiscal Year. Staff would like to develop a wish list that the Advisory Board and staff can work from for the upcoming years.

FISCAL IMPACT: None

ATTACHMENTS: None