



AGENDA

SENIOR CITIZENS ADVISORY BOARD

Tuesday, June 21, 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: May 17, 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 – May 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 Events Committee (Tessier)
 - d. Update on Stage Curtain Installation (Madonich Oral Report)
 - e. Update on Senior Center Deck Replacement (Brewer)
 - f. Senior Advisory Board Annual Report Draft
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
13. ADJOURNMENT

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

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MEETING MINUTES

**Senior Citizens Advisory Board
May 17, 2016**

1. **Call to Order/Roll Call:** Vice-Chair Green called the meeting of the Senior Citizens Advisory Board to order at 9:04 a.m. Board Members Present: Chair Goff, Carmichael, Green, Hayes, Kreisel, and Luzaich. Board Members Absent: Donnelly and Treasurer, Hornung. Staff Present: Brewer, Tessier, Madonich, Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice-Chair Green led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Kreisel/Green** to approve the agenda of the March 15, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Kreisel/Carmichael** to approve the minutes of the March 15, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – March and April 2016 Treasurer's Report 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 for both March and April 2016.
 - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier reported that the committees had been combined and were now called the Events Committee. There are six people on the committee and they will meet once a month.
 - d. Discuss and Develop Senior Center Wish List – Superintendent Brewer asked for input from the Advisory Board on developing a wish list of things they are interested in purchasing in the upcoming fiscal year. Board Member Kreisel asked if there was a minimum or maximum amount they were discussing for the request. Superintendent Brewer responded that this was a list for large expenditures but no specific amount was given. Board Member Hayes commented that he is part of the Senior Center Computer Club and is interested in getting an Apple laptop for instruction in class. Supervisor Tessier responded that the Computer Club purchases their own items, and Superintendent Brewer

added that they could put a proposal together and request the Advisory Board for funding but that it could not be added to the wish list.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** Superintendent Brewer announced that the next Community Day in the Park would be held after the Posy Parade on Sunday, June 5. There would be music, rides, food, and a car show and she also informed them that due to the set up there would be street closures starting on Saturday, June 4.

11. **PUBLIC COMMENT:**

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Discuss Items Appropriate for Free Table - Board Member Kreisel expressed concern with the items being left on the free table in the Senior Center, including some E-waste. He would like staff to limit the items that are available for donation. Superintendent Brewer suggested putting a sign up with items not permitted on the free table. The Board agreed and listed some items they would like listed on the sign such as, E-waste, coupons, no socks or undergarments, and no expired food.
- b. Discussion of Staff Custodial and Set Up/Breakdown Tasks – Board Member Kreisel expressed concern over the quality of work at the Senior Center by the custodial staff. Superintendent Brewer replied that she would report his concern to the Facilities Supervisor and that interviews began on Monday, May 16 to fill the custodian position. Chair Goff asked staff to create a set up and breakdown checklist so volunteers and facility attendants know what to do. Supervisor Madonich replied that it was something she was currently working on.

Board Member Carmichael asked when the bocce ball court would be completed, and Superintendent Brewer replied that installation is planned for fall 2016. Chair Goff asked when the deck would be replaced and Superintendent Brewer said she was meeting with Public Works engineers to discuss that and she would update the Board during the following meeting. Board Member Kreisel thanked staff for the new lattice and fixing the wall in the multi – purpose room.

13. **ADJOURNMENT:** With no other business to be conducted, **Vice-Chair Green** adjourned the meeting at 9:44 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno

SENIOR ADVISORY BOARD TRUST FUND REPORT

MAY 31, 2016

Checking Account Balance 4/30/2016	\$ 17,372.52
Interest	\$ 0.73
Deposit	\$ 320.00
Checks	\$ (320.00)
Fees	\$ (28.00)
Reversal of fee	\$ 28.00
Checking Account Balance 5/31/2016	\$ 17,373.25
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	\$ 9,845.39
Deposit made to City account May	\$ 207.00
Deposit made to City account May	\$ 140.00
Deposit made to City account May	\$ 178.45
Deposit made to City account May	\$ 155.40
Deposit made to City account May	\$ 152.05
Amount deposited to City this fiscal year	\$ 10,678.29
TOTAL NET WORTH MAY 31, 2016	\$ 163,654.40

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						1	2					
Shopping/Food	2	8	3	5	2	1	3					
Aging and Adult												
Info & Referral	6	13	11	9	4	9	10					
Wellfare 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

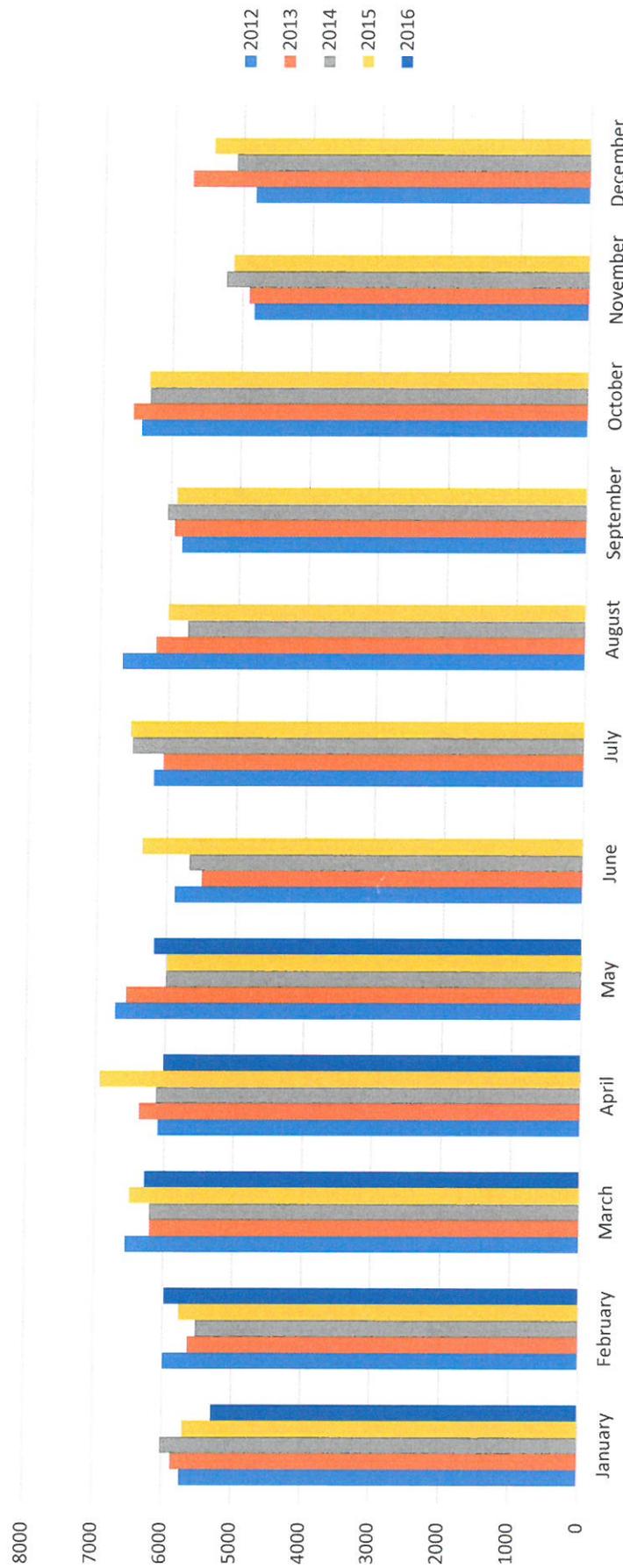
Housing												
Shopping								1	7	2	4	
Transportation								3	2	1	2	
Assisted Living								4	5	6	5	
Legal								2	3	3	5	
Insurance								3	9	6	2	
Welfare Check								8	3	0	0	
Health									2	2	3	
Counseling									3	2	16	
Clean/Repair									1	1	1	
General								6	2	5	4	
Monthly Total	56	94	80	72	38	44	50	36	45	33	48	0

Nutrition Site Report - May 2016

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon	2	105	88	16	104	22.00
Tues	3	75	57	15	72	
Wed	4	145	124	17	141	22.00
Thur	5	90	80	7	87	
Fri	6	210	208		208	
Mon	9	120	108	9	117	22.00
Tues	10	70	67	3	70	
Wed	11	125	114	8	122	16.50
Thur	12	85	74	9	83	
Fri	13	80	69	11	80	5.50
Mon	16	110	97	13	110	5.50
Tues	17	60	45	15	60	5.50
Wed	18	120	106	13	119	5.50
Thur	19	70	58	8	66	
Fri	20	180	177		177	
Mon	23	95	79	13	92	22.00
Tues	24	60	56	4	60	
Wed	25	115	102	13	115	
Thur	26	65	52	9	61	
Fri	27	70	62	5	67	
Mon	30				0	
Tues	31	55	43	12	55	
Total		2105	1866	200	2066	126.5

	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	6169							

Historical Sign-In Data



EVENTS COMMITTEE

June 13, 2016

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

Minutes for the May meeting were approved as written.

1. The July **Movie** will be held on the second Friday and will be "Brooklyn". Other movie ideas: "Hello, My Name is Doris", "Bridge of Spies" and "Joy".
2. **Classes & Programs:**

The Book Club is going well. There is a speaker who may be available to present on her book about her experience in Jonestown. The Committee thought we should pursue this presentation.

The first Art Appreciation class with Linda Dever is scheduled for June 25th at 1:00 pm. The Karaoke class will start later on this day.
3. **Presentations:**

There were 19 people at the Laughter Yoga workshop on June 10th. The facilitator was very good and the group seemed to enjoy the session. We will reschedule another session in the future.

Mary is trying to schedule another Peace Corps talk and a presentation on Medicare A and B rights and options.
4. **Trips:**

The Casino trips have been averaging 37-40 people. We are trying to rotate the trip escorts to take some burden off of Marilyn. The "Mary Poppins" trip in July has 30 people signed up. Mary scheduled a Santa Cruz Follies trip on September 16th and Dorothy is planning a Horse Race trip in November. Bill Goff is still planning extended trips and Marilyn plans cruises. June Wydler plans Reno overnights in the Summer and at the beginning of December.
5. **Parties:**

The Father's Day Party will be on June 17th and will feature a New Orleans style band. 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. The tickets will be available soon. August 26th will be a Western Party with the California Cowboys and September 23rd will be another Variety Show. Mary will check with Kathy & Joe about scheduling the Halloween Party on October 31st. The Committee discussed entertainment options for some of the Holiday Parties. They decided on the "Ron Borelli Trio" for Thanksgiving, "Swing Shift" for Christmas and the "Paul Fontes Trio" for New Year's. Mary will schedule these bands.
6. ***The next Committee meeting will be on July 11th at 1:00 pm.***



DATE: June 21, 2016
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Update on Senior center Deck Replacement

BACKGROUND:

In January, Chair Goff and Board Members Carmichael and Kreisel visited Sierra Point Lumber to view the composite deck material. The contractor we met with was able to supply samples of the deck and fastening material as well as literature regarding the durability and fire ratings. The Board Members in attendance were pleased with the material and agreed with the selection of composite material for the new deck.

DISCUSSION:

Staff has met with the Public Services Department regarding the management of the project. Public Services staff has reported that the Structural Engineer from ZFA Structural Engineers has completed his site visit to the Senior Center. He should have his complete analysis and drawings to Public Services by the middle of June. Based on initial review, no delays are expected and it is anticipated that the current concrete support beams should be sufficient support for the new material.

Public Services staff has spoken with Senior Center staff to coordinate when the deck can be replaced without interfering with any party reservations. If the Engineering report comes back with no issues a bid package can be finalized in the next couple of weeks. This would make the deck replacement in early Fall. The construction is estimated to take 2-4 weeks.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



DATE: June 21, 2016
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Senior Advisory Board Annual Report Draft

BACKGROUND:

Each year, the Senior Advisory Board presents their annual report to the San Bruno City Council. This report includes the accomplishments for the past year and goals for the following year.

DISCUSSION:

This year, the Senior Advisory Board will make the annual presentation at the August 23 City Council meeting. Staff requests a discussion amongst the Board to develop goals for the 2016-17 Fiscal Year. As part of the presentation to the City Council, the Advisory Board will present the goals for the year.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.