



## AGENDA

### SENIOR CITIZENS ADVISORY BOARD

Tuesday, August 16, 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:** July 19, 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 – July 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 (Madonich)
  - d. Senior Center Project Update
8. **UNFINISHED BUSINESS:** None
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
  - a. 2017 Volunteer Recognition Party Selection of Event Date
  - b. Update on Additional Classes Due to Millbrae Community Center Fire
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 July 19, 2016

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:02 a.m. Board Members Present: Chair Goff, Vice Chair Green, Carmichael, Hayes, Kreisel, Luzaich, and Treasure Hornung. Board Members Absent: Donnelly. Staff Present: Brewer, Madonich, Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA: MSC Carmichael/Green** to approve the agenda of the July 19, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES: MSC Luzaich/Kreisel** to approve the minutes of the June 21, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Treasurer's Report – June 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 June 2016.
  - c. Receive and File Minutes of Program Committee and Events Committee – Coordinator Madonich reported that the Committee selected a movie for August. She also reported that they would be having a new speaker present in August but that they would be charging a \$4 entrance fee to cover her speaker's fee. Chair Goff asked how much money the Elvis show made and Treasurer Hornung replied that the revenue for the show was \$838.70 and that the Senior Center received 25% of that revenue which totaled an amount of \$209.67.
  - d. Senior Advisory Board Annual Report Draft – Superintendent Brewer handed out a draft of the annual report and asked for the Board to provide some goals before their presentation to the City Council on August 23, 2016. The Board talked over a few ideas but decided to ask their constituents for input and would provide Superintendent Brewer with some goals over the next few weeks.

8. **UNFINISHED BUSINESS:** None.
9. **EXCLUDED CONSENT:** None.
10. **ITEMS FROM STAFF:** Superintendent Brewer updated the Board that the plans and specifics for the bocce ball turf were currently in the City Attorney's office and would then go to the City Council for final approval.
11. **PUBLIC COMMENT:**
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Kreisel requested a new screen door in the kitchen. He also asked staff to provide information on how much money was being collected from Pedro players and for some action to be taken in order for them to properly sign in at the front. Staff said they would put a sign on their sign-up sheet table to try to get them to sign in at the front. Board Member Kreisel also asked about the afternoon janitor's specific job duties and Superintendent Brewer replied that she would ask their Supervisor for that information. Board Member Carmichael asked for an update on the repairs of the Senior Center bus. Superintendent Brewer replied that staff had been contacting the repair company but that they were having a hard time finding the part that was needed to fix the problem.
13. **ADJOURNMENT:** With no other business to be conducted, **Board Member Carmichael**, adjourned the meeting of the Senior Advisory Board at 9:42 a.m.

# SENIOR ADVISORY BOARD TRUST FUND REPORT

## JULY 31, 2016

Checking Account Balance 6/30/2016	\$ 17,373.95
Interest	\$ 0.78
Deposit	
Checks	\$ (1,400.70)
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Checking Account Balance 7/31/2016	\$ 15,974.03
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 2016	\$ 43,410.40
Amount deposited to City since 7/1/2016	
Deposit made to City account July	\$ 240.15
Deposit made to City account July	\$ 85.70
Deposit made to City account July	\$ 1,800.10
Deposit made to City account July	\$ 263.55
Amount deposited to City this fiscal year	\$ 2,389.50
<b>TOTAL NET WORTH JULY 31, 2016</b>	<b>\$ 165,706.13</b>

2016-17 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	3											
Shopping	8											
Transportation	7											
Assisted Living	9											
Legal	5											
Insurance	3											
Welfare Check	0											
Health	0											
Counseling	3											
Clean/Repair	7											
General	8											
Monthly Total	53	0	0	0	0	0	0	0	0	0	0	0



SAN BRUNO SENIOR CENTER

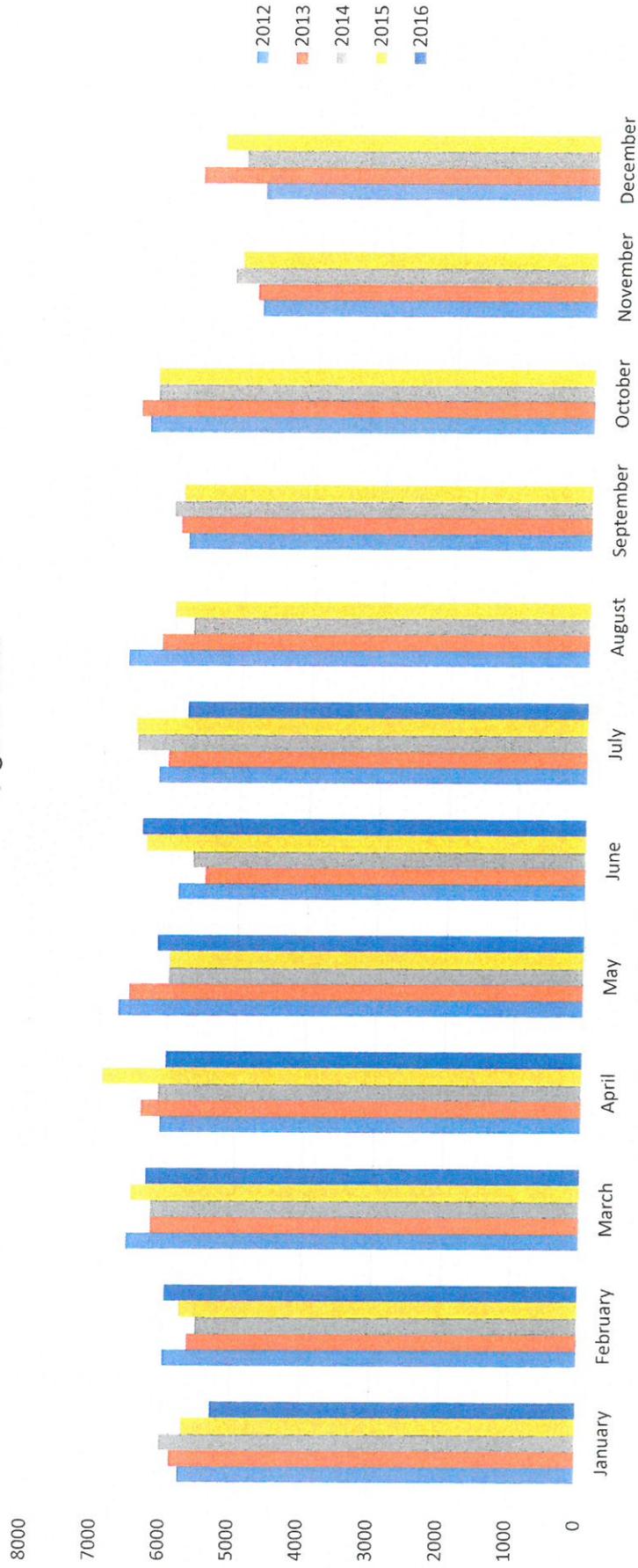
Nutrition Site Report

MONTH/YEAR July

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Fri	1	180	178		178	
Mon	4					
Tues	5	80	70	10	80	\$ 11.00
Wed	6	130	112	18	130	\$ 22.00
Thur	7	80	68	10	78	
Fri	8	85	70	14	84	
Mon	11	135	112	21	133	\$ 16.50
Tues	12	65	57	8	65	
Wed	13	130	112	16	128	\$ 16.50
Thur	14	75	70	5	75	\$ 5.50
Fri	15	85	74	8	82	\$ 11.00
Mon	18	105	90	15	105	\$ 5.50
Tues	19	80	67	9	76	\$ 5.50
Wed	20	115	98	17	115	\$ 11.00
Thur	21	85	72	12	84	\$ 22.00
Fri	22	115	100	12	112	\$ 5.50
Mon	25	120	99	17	116	\$ 27.50
Tues	26	80	66	14	80	\$ 11.00
Wed	27	150	131	17	148	\$ 27.50
Thur	28	65	49	12	61	\$ 11.00
Fri	29	95	86	7	93	\$ 11.00
<b>Total</b>		<b>2055</b>	<b>1781</b>	<b>242</b>	<b>2023</b>	<b>\$ 220.00</b>

	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	6418	5788					

Historical Sign-In Data



# EVENTS COMMITTEE

*August 8, 2016*

Members in attendance were Barbara Luzaich, Raoul Epling, Bill Goff and Tammy Manini. Mary Tessier was in attendance.

Minutes for the July meeting were approved as written.

1. The September **Movie** will be held on the first Friday and will be "Joy". 28 people attended the August movie and enjoyed it.

2. **Classes & Programs:**

The author of "Jonestown Survivor: An Insider's Look" is scheduled to share her experiences on August 15th.

The instructor for the Art Appreciation class would like to continue the class on every last Monday of the month.

The Adult School will be offering an additional Yoga class on Mondays at 2:15 pm.

Frank Damon would like to teach a class on "The Presidential Election". The committee thought the class had potential as long as there was not discussion about the candidates. Mary was concerned about the audiovisual needs, because the instructor was unable to run the equipment when he taught a History class a few years ago. Mary will check to see if he will be showing videos in the class.

3. **Presentations:**

There will be a presentation with Jessica Huckabay on "Maintain Your Brain Health" on August 18<sup>th</sup>. We will also schedule another Laughter Yoga session in October. ***The Committee recommends that we schedule a session on "Holiday Blues and How to Beat Them" in December.***

There will be a session on Hearing Loss and Hearing Aids in October.

The Legal Aid Society of San Mateo County would like to do a presentation on their services, especially those relevant to seniors. ***The Committee recommends that we schedule a session with the Legal Aid Society.***

4. **Trips:**

The Red Hawk casino trip was cancelled due to low enrollment. Next year we will only schedule six casino trips. Barbara recommended Graton, Cache Creek and Red Hawk in that order.

Everyone enjoyed the restaurant and "Mary Poppins" show in Livermore. We will schedule another show and lunch at the same location in January.

Other scheduled trips are the Santa Cruz Follies, Horse Races and "Holiday Sweets & Goodies".

June had to cancel her "Hot August Nights" trip, but hopefully the Holiday Reno overnight will attract people.

5. **Parties:** The Elvis Show and Dance Party on July 16<sup>th</sup> went well with approximately 180 people in attendance.

Tickets are on sale for the August 26<sup>th</sup> Western Party with the California Cowboys. The sign-up sheet for acts is now available for the Variety Show in September.

Mary scheduled Kathy & Joe for the Halloween Party on October 31<sup>st</sup>. Mary booked the "Ron Borelli Trio" for Thanksgiving, "The Hot Rods" for Christmas and the "Paul Fontes Trio" for New Year's.

The Committee briefly discussed the 30<sup>th</sup> Anniversary Party and liked the date of Friday, January 20<sup>th</sup>. Some ideas for the event included a good band, nice lunch, speakers and a photo collage.

The Committee also thought that February 18<sup>th</sup> was a good date for the Volunteer Party, even though that is a Holiday weekend.

6. ***The next Committee meeting will be on September 12<sup>th</sup> at 1:00 pm.***



**DATE:** August 16, 2016  
**TO:** Senior Citizens Advisory Board  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Senior Center Project Update

**BACKGROUND:**

The Senior Citizens Advisory Board voted on two projects to be completed at the Senior Center. The first project is the Senior Center deck which will be replaced with composite material. The second is the replacement of the Bocce Ball court with synthetic material.

**DISCUSSION:**

Staff has met with the Public Services Department regarding the management of the deck project. Public Services staff has reported that the Structural Engineer from ZFA Structural Engineers has completed his site visit to the Senior Center. The Structural Engineer is completing the final drawings and review of the railing system which will utilize the existing cable system complimented by a top rail make from the same composite material that will be used to construct the deck. The Public Services staff anticipate the formal Request for Proposal for the deck project to be available to the public beginning August 12. Construction is anticipated to commence in late 2016 so as not to inconvenience Senior Center patrons or rentals.

Public Services staff will also be taking the lead on the Bocce Ball Court replacement. Staff will be meeting with Public Services on Monday, August 15 to discuss the specifications of the project and begin the process for the Public Construction Project. The project is required to be publicly advertised and bid to the City's standards. Staff will brief the Senior Citizens Advisory Board as the process progresses.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.



**DATE:** August 16, 2016  
**TO:** Senior Citizens Advisory Board  
**FROM:** Danielle Brewer, Community Services Superintendent  
**SUBJECT:** Update on Additional Classes Due to Millbrae Community Center Fire

**BACKGROUND:**

On July 21, tragically, the Millbrae Recreation Center burned down due to arson. The loss of the facility left many instructors without a place to teach their classes and organizations without a regular meeting place. Immediately, staff received calls and emails from the instructors and organizations searching for a new home for their activities and classes.

**DISCUSSION:**

The staff at the San Bruno Community Services Department began to look for open locations to help house the displaced classes and were able to fulfill the majority of the requests. Classes and organizations that will be meeting at the Recreation Center include San Mateo County Adult School classes, Line Dancing, Church Meetings and Bible Study. These classes and programs are all open to the public and all residents of San Bruno are welcome to join.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.