



MEETING MINUTES

**Senior Citizens Advisory Board
June 21, 2016**

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:04 a.m. Board Members Present: Chair Goff, Carmichael, Donnelly, Hayes, Treasurer Hornung, Kreisel, and Luzaich. Board Members Absent: Green. Staff Present: Brewer, Tessier, Madonich, Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA: MSC Luzaich/Kreisel** to approve the agenda of the May 17, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES: MSC Kreisel/Carmichael** to approve the minutes of the May 17, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – Treasurer Hornung reported that the Senior Advisory Board's bank account was filed under the wrong type of account with their current bank and that they would be receiving refunds for checking account charges that were incorrectly made. They would still have a free checking account that would not charge them any fees, therefore the checking account did not need to be moved to a new bank. May 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 May 2016.
 - c. Receive and File Minutes of Events Committee – Supervisor Tessier reported that the first meeting of the new Events Committee took place in June. Events Committee minutes were received and filed for June 2016.
 - d. Update on Stage Curtain Installation – Coordinator Madonich reported that the fabric for the stage curtain was on back order and they would not be receiving it for a few months. Chair Goff asked if the new curtain would be electrical and Coordinator Madonich replied that it would be a hand pull curtain.

- e. Update on Senior Center Deck Replacement – Superintendent Brewer reported that the deck had been looked at by the structural engineer and that a report would be given to the city manager’s office by the end of the week. The bid will have specific materials needed for the deck replacement. Once the bid is complete, a request for proposals will go out. Once proposals are reviewed and a contractor is hired the project should take 2-3 weeks to be completed.
 - f. Senior Advisory Board Annual Report – Superintendent Brewer said that this year the annual report would be held on August 23. Staff will provide a draft of the report during the July meeting but is requesting the Board to provide staff with a few ideas for next year’s goals. Board Member Hayes volunteered to present the report.
8. **UNFINISHED BUSINESS:** None.
9. **EXCLUDED CONSENT:** None.
10. **ITEMS FROM STAFF:** Superintendent Brewer said that at the request of the Board, she met with the contractors for the new bocce ball court and that they would test the area to see if drainage was needed. If drainage was required to be built in, the cost is estimated at \$1,200. She will follow up with the Board once it is determined if drainage is needed or not, but they are still expecting the court to be completed by fall 2016.
11. **PUBLIC COMMENT:** **Clair Matthews**, Outreach coordinator for RSVP of San Mateo County, announced that the Senior Center had been partnered with RSVP for 35 years and she wanted to express her gratitude on behalf of her organization in supporting senior volunteers in the community.
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Kreisel asked for an update on the hiring of a new custodian by the City. Superintendent Brewer responded that the candidate selected was in the process of a background check and would update them during the Board’s July meeting. Board Member Kreisel also requested for new covers for the pool tables, Supervisor Tessier said she would look into the cost and report back to the Board during their next meeting. Board Member Carmichael requested butter be placed on the tables during parties, staff replied that they would provide that for future parties. Board Member Hayes asked if it would be possible to apply for a grant through the San Bruno Community Foundation, Superintendent Brewer and staff replied that they would look into it but requested that the Board specify what they would like the grant applied to.
13. **ADJOURNMENT:** With no other business to be conducted, **Chair Goff** adjourned the meeting at 9:49 a.m.