



AGENDA

SENIOR CITIZENS ADVISORY BOARD

Tuesday, September 20, 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: August 16, 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 – August 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. Senior Center Billiard Table Resurfacing Estimates
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 ****



MEETING MINUTES

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

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:00 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, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Luzaich/Carmichael** to approve the agenda of the August 16, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Luzaich/Kreisel** to approve the minutes of the July 19, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – July 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 July 2016. Board Member Kreisel recommended giving those who sign in at the front table a ticket to be used at the pastry table to ensure the sign-ins are more accurate. Staff agreed and said they would start using a ticket or token for signing in to see if it helps with the sign-in procedure.
 - c. Receive and File Minutes of Program Committee and Events Committee – Coordinator Madonich reported that the Events Committee was recommending that the Senior Center schedule a session on "Holiday Blues and How to Beat Them" in December. **MSC Carmichael/Luzaich** to approve scheduling "Holiday Blues and How to Beat Them." Approved unanimously. The Events Committee was also recommending a session to be scheduled with the Legal Aid Society. **MSC Luzaich/Carmichael** to schedule a session with the Legal Aid Society at the Senior Center. Approved unanimously. Coordinator Madonich also reported that the casino trips were not meeting the minimum requirement for sign-ups every month. Staff will now offer casino trips every other month to see if that

improves enrollment.

- d. Senior Center Project Update – Superintendent Brewer said that the public bid for the Senior Center deck had gone out and Public Services was waiting for companies to turn the bids in with the correct materials they had listed in the requirements. Board Member Kreisel asked how much longer she thought the deck would take because he didn't feel it was safe enough in its current state. Superintendent Brewer replied that she thought it was still about two months out but that she would have the utilities crew come assess the safety of the deck. Superintendent Brewer also reported that the bocce ball court replacement would not need to go through the City Council or the public bid process so at this time she was sending out the specs to companies and waiting for quotes to come back.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:**

- a. 2017 Volunteer Recognition Party Selection of Event Date – Coordinator Madonich proposed the date of February 18, 2017 for the Volunteer Recognition Party because she wanted to make sure it was on the calendar to prevent overbooking of the Senior Center facility. She asked for the board's input on it because it was a three day weekend and the board replied that they didn't feel a long weekend would discourage people from coming as long as staff gave enough notice.
- b. Update on Additional Classes Due to Millbrae Community Center Fire – Superintendent Brewer stated that due to the fire many classes and instructors were displaced and looking for new facilities to be able to hold their classes. She said that we were able to accommodate most of the programs that had requested our facilities and that it would be about three years before the Millbrae Community Center would be rebuilt.

11. **PUBLIC COMMENT:**

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Kreisel thanked staff for the new screen door in the kitchen and requested that staff inform the Board of the scheduled time the janitor is supposed to be at the Senior Center. Board Member Carmichael requested that staff put out announcements about the Senior Board meetings and to use the suggestion box for items that could be discussed during the monthly Senior Advisory Board meetings. Board Member Hayes informed the Board that he had attended the Community Foundation grant meeting to get information regarding the application process. He informed the Board that the Community Foundation would fund up to \$25,000 per project and provided copies of the grant application. He suggested applying for a grant for the painting of the wood trim outside of the Senior Center building.

13. **ADJOURNMENT:** With no other business to be conducted, **Board Member Carmichael**, adjourned the meeting of the Senior Advisory Board at 9:44 a.m.

SENIOR ADVISORY BOARD TRUST FUND REPORT

AUGUST 31, 2016

Checking Account Balance 7/31/2016	\$	15,974.03	
Interest	\$	0.64	
Deposit			
Checks	\$	-	
Fees	\$	<u>(10.00)</u>	
Checking Account Balance 8/31/2016			\$ 15,964.67
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	\$	2,389.50	
Deposit made to City account August	\$	212.00	
Deposit made to City account August	\$	291.74	
Deposit made to City account August	\$	155.90	
Deposit made to City account August	\$	165.50	
Amount deposited to City this fiscal year			\$ 3,214.64
TOTAL NET WORTH AUGUST 31, 2016			\$ 166,521.91

2016-17 Information and Referral Statistics

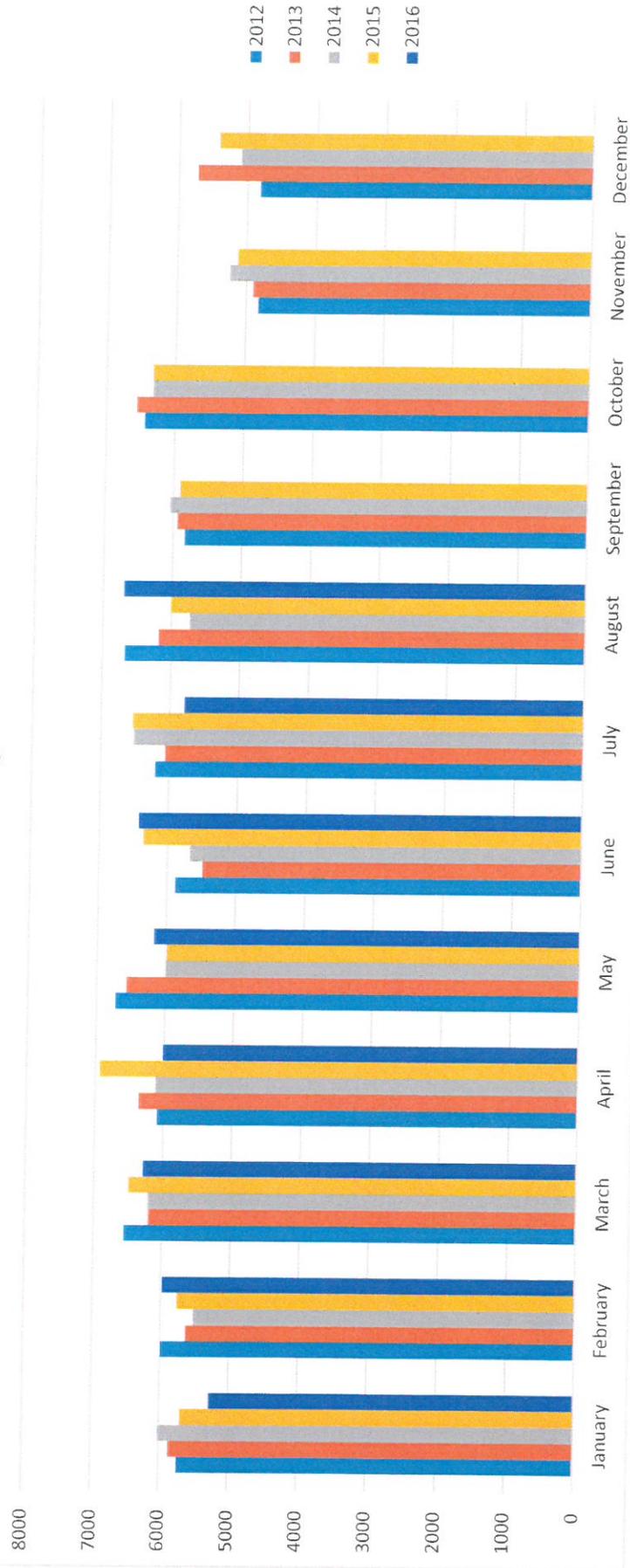
	July	August	September	October	November	December	January	February	March	April	May	June
Housing	3	4										
Shopping	8	3										
Transportation	7	3										
Assisted Living	9	2										
Legal	5	4										
Insurance	3	1										
Welfare Check	0	2										
Health	0	0										
Counseling	3	1										
Clean/Repair	7	7										
General	8	4										
Monthly Total	53	31	0	0	0	0	0	0	0	0	0	0

Nutrition Site Report 2016

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon	1	110	88	17	105	11.00
Tues	2	88	75	10	85	5.50
Wed	3	135	114	16	130	
Thur	4	55	48	7	55	5.50
Fri	5	95	79	15	94	5.50
Mon	8	125	103	20	123	5.50
Tues	9	85	66	15	81	16.50
Wed	10	140	125	12	137	27.50
Thur	11	70	65	5	70	
Fri	12	95	80	11	91	5.50
Mon	15	145	131	13	144	11.00
Tues	16	95	77	14	91	11.00
Wed	17	148	124	22	146	16.50
Thur	18	95	83	8	91	5.50
Fri	19	95	87	6	93	5.50
Mon	22	125	116	8	124	16.50
Tues	23	80	67	9	76	
Wed	24	145	126	16	142	11.00
Thur	25	65	51	12	63	5.50
Fri	26	200	197	0	197	
Mon	29	125	102	20	122	11.00
Tues	30	100	82	15	97	
Wed	31	155	136	17	153	5.50
Total		2571	2222	288	2510	\$ 181.50

	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	6689				

Historical Sign-In Data





DATE: September 20, 2016
TO: Senior Citizens Advisory Board
FROM: Mary Tessier, Recreation Supervisor
SUBJECT: Senior Center Billiard Table Resurfacing Estimates

BACKGROUND:

Staff has noticed a need to resurface the two Billiard Tables at the Senior Center. They are used daily by patrons of the center and have begun to deteriorate due to normal wear and tear due to regular use.

DISCUSSION:

Staff has researched and received a quote from The Pool Table Pros in the amount of \$2,500 to resurface both tables, replace pockets and replace a bumper. The work will be scheduled for late September or early October and will take approximately one day to complete. During that time, the tables will not be in use by the patrons. Staff will post signs to notify the patrons of the temporary closure.

FISCAL IMPACT:

A donation of \$1,000 has been given to the Senior Center specifically for the resurfacing of the pool tables. Staff requests the remaining \$1,500 from the Senior Advisory Board Trust Fund to pay for the resurfacing of the Billiard Tables.

ATTACHMENTS:

None.