



**SENIOR CITIZENS ADVISORY BOARD
AGENDA**

Regular Meeting

Tuesday, November 15, 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: November 15, 2016

4. APPROVAL OF MINUTES: October 18, 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 – September 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 Volunteer Committee (Madonich)
- d. 25th Annual Holiday Boutique Update (Madonich)
- e. Review of 2016-17 Budget Goal Status (Madonich)
- f. Update on Senior Center Projects (Brewer)

8. UNFINISHED BUSINESS:

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. Facilities Subcommittee Report

13. ADJOURNMENT

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



MEETING MINUTES

**Senior Citizens Advisory Board
October 18, 2016**

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:06 a.m. Board Members Present: Chair Goff, Hayes, Kreisel, and Luzaich. Board Members Absent: Vice Chair Green, Carmichael, Donnelly, and Treasurer Hornung. Staff Present: Brewer, Madonich, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Luzaich/Hayes** to approve the agenda of the October 18, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Kreisel/Luzaich** to approve the minutes of the September 20, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – September 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 – Coordinator Madonich reported that sign-ins were at a 5 year record high. Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for September 2016.
 - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier reported that the Committee discussed two new classes to be held in 2017. The first being a viewing and discussion of "The West" and a six week Living Well Series for Chronic Conditions. **MSC Luzaich/Kreisel** to approve the two new classes for 2017.
 - d. Annual Piano Tuning Request for Funding – Supervisor Tessier asked the Board to approve \$160 for the annual tuning of the piano. **MSC Hayes/Kreisel** to use \$160 from the Senior Advisory Board Trust Fund for the annual tuning of the piano.
 - e. Formation of Senior Center Facility Subcommittee – Superintendent Brewer asked the Board for three volunteers for a Senior Center Facility Subcommittee that can meet with staff to discuss both small and big projects that need to be

done around the Senior Center. Board Members Kreisel and Hayes volunteered to be on the subcommittee. Chair Goff suggested Board Member Carmichael joining as well and said he would confirm with her within the week. Superintendent Brewer requested that the subcommittee meet with her and staff the following week to do the first walk through of the facility.

8. UNFINISHED BUSINESS:

- a. Senior Center Billiard Table Resurfacing Update – Supervisor Tessier reported that the company had finished the resurfacing and maintenance of the billiard tables. All the tables received new felt and new bumpers, one table received new pockets. The final cost was \$1,230 of which \$1,000 was paid through a private donation and \$230 from the Senior Advisory Board Trust Fund.
- b. Senior Center Deck and Bocce Ball Court Projects Update – Superintendent Brewer reported that the Engineering department had sent the Request for Proposals packets out and were waiting for companies to present bids. She also said that she had asked staff to check the safety of the Senior Center deck and they had found it stable.

9. EXCLUDED CONSENT: None.

10. ITEMS FROM STAFF:

- a. Community Forums – October 26 and November 30, 2016 – Superintendent Brewer reported that the Community Foundation and the City were holding two forums on October 26 and November 30, 2016 to speak with the community about what they would like in the new facilities they had requested be built with the PG&E settlement.

11. PUBLIC COMMENT:

- 12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Hayes asked about the Senior Center parking lot getting new LED lights like the ones the City had replaced on the streets. Superintendent Brewer replied that staff has requested that and were in the process of working with Public Works to get that complete. Board Member Kreisel asked staff to please look into removing the floor buffer awaiting repair in the Senior Center closet because it takes up too much room. Superintendent Brewer replied that she would contact the Facilities Supervisor to look into getting that removed.

- 13. ADJOURNMENT:** With no other business to be conducted, **Board Member Luzaich**, adjourned the meeting of the Senior Advisory Board at 9:30 a.m.

Respectfully Submitted,
Ludmer Aker
Executive Assistant
City of San Bruno

SENIOR ADVISORY BOARD TRUST FUND REPORT

OCTOBER 31, 2016

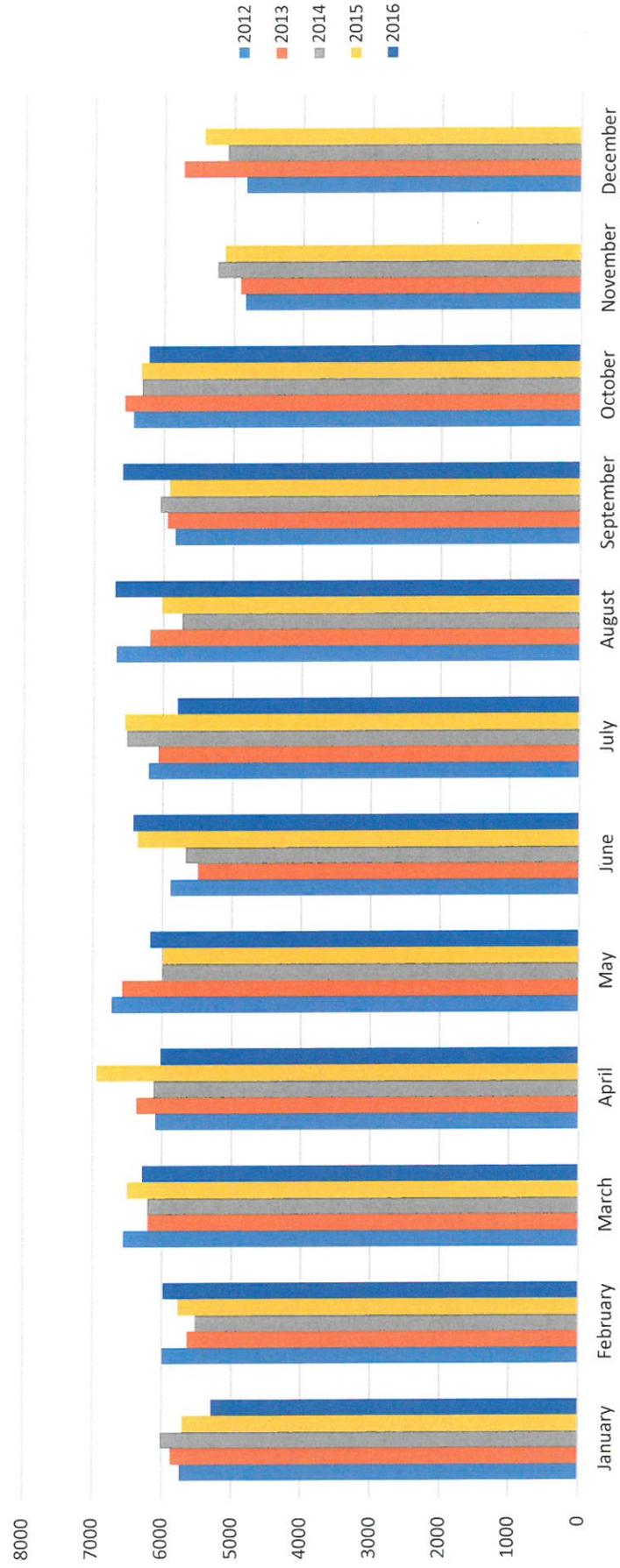
Checking Account Balance 9/30/2016	\$ 15,965.36	
Interest	\$ 0.69	
Deposit		
Checks	\$ (230.00)	
Fees		
	<hr/>	
Checking Account Balance 10/31/2016		\$ 15,736.05
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2016		\$ 43,410.40
Amount deposited to City since 7/1/2016	\$ 4,481.79	
Deposit made to City account October	\$ 190.38	
Deposit made to City account October	\$ 243.80	
Deposit made to City account October	\$ 204.32	
Deposit made to City account October	\$ 139.05	
Amount deposited to City this fiscal year		\$ 5,259.34
TOTAL NET WORTH OCTOBER 31, 2016		\$ 168,337.99

2016 October 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	3	95	91	14	105	5.50
Tues	4	75	74	9	83	5.50
Wed	5	120	119	10	129	
Thur	6	55	52	7	59	
Fri	7	80	80	15	95	5.50
Mon	10	120	119	12	131	16.50
Tues	11	65	64	15	79	5.50
Wed	12	120	119	10	129	5.50
Thur	13	65	63	4	67	
Fri	14	70	69	6	75	
Mon	17	77	76	11	87	5.50
Tues	18	50	48	15	63	5.50
Wed	19	100	98	15	113	
Thur	20	70	67	9	76	16.50
Fri	21	86	86	6	92	5.50
Mon	24	70	70	12	82	
Tues	25	57	57	12	69	5.50
Wed	26	125	124	15	139	11.00
Thur	27	65	65	11	76	11.00
Fri	28	80	80	11	91	0.00
Mon	31	215	214	0	214	0.00
Total		1860	1835	219	2054	104.5

	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	6418	5788	6689	6583	6208		

Historical Sign-In Data



VOLUNTEER COMMITTEE

October 17, 2016

Members in attendance were: Barbara Cox, Tammy Manini, Polly Moyer and Ruth Pallas. Staff in Attendance: Leah Madonich and Mary Tessier

1. Themes from the last thirteen parties were presented to the Committee.
2. **Volunteer Party:**

The Party will be on Saturday, February 18, 2017 from 11:30 am to 1:30 pm.
The Committee brainstormed themes for the party. Ideas included: Hawaiian, Pajama Party, International and "Hats Off". The Committee chose a Hawaiian theme for this year's party.

Entertainment:

Mary will check on Hula dancing and Hawaiian music with Desiree who has a dance studio in San Bruno. Other ideas included the Steel Drum Band and Ukulele music.

Food:

Ideas for the menu include teriyaki chicken, sweet and sour chicken, pulled pork, kabobs, cole slaw, pineapple, fruit salad, Hawaiian sweet rolls and pineapple upside down cake. Leah will check with California Catering to see what they can offer. Beverage ideas include punch, coronitas, pina coladas, juices, Torani sodas with tropical flavors plain or with champagne. We could set up a bar in the back similar to last year.

Decorations:

We will decorate the round tables with flowered or colorful tablecloths. Ideas for table and room decorations include leis, pineapples, straw hats, coconuts, palm trees, buckets, shells, nautical flags and sand with flip flops. Leah would like to have a Photo Op in the back corner with a beach scene, which could include a surfboard and other beach props.

Invitation:

Ruth will create a draft for the invitation.

Gift:

Ideas include sunscreen, leis, Hawaiian bags or margarita glasses with a goody inside such as chocolate covered macadamia nuts and nut necklaces.

The next Volunteer meeting will be on Monday, November 28th at 10:30 am.



DATE: November 15, 2016
TO: Senior Citizens Advisory Board
FROM: Leah Madonich, Recreation Coordinator
SUBJECT: 25th Annual Holiday Boutique Update

BACKGROUND:

Each year, the Community Services Department hosts the Annual Holiday Boutique at the San Bruno Senior Center. This year, it will take place on Saturday, November 26, 2016.

DISCUSSION:

Over 40 vendors will be selling handcrafted goods. The craft room is dedicated to senior crafters who will have the opportunity to sell their goods. Pastries and sandwiches will be for sale and Freddie's Café will be open for beverages. Custodial staff will do event set-up on Wednesday afternoon of November 23rd. Crafters donate items for an hourly raffle. Proceeds from the raffle will be donated to the Senior Nutrition program.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



DATE: November 15, 2016
TO: Senior Citizens Advisory Board
FROM: Leah Madonich, Recreation Coordinator
SUBJECT: Review of 2016-17 Budget Goal Status

BACKGROUND:

Staff has been working to complete the goals outlined in the 2016-2017 budget.

DISCUSSION:

1. **Offer monthly educational seminars.** In July 2016, staff offered an AARP Safe Driver Class. In August, staff scheduled a "Maintain Your Brain Health" session as well as a presentation done by a Jonestown survivor, Laura Johnston Kohl. In September, a free Legal Aid presentation was offered as well as the larger scale Senior Scam Stopper presentation sponsored by Assembly Member Kevin Mullin. Leah also hosted a "Brain Games" session to educate and provide participants with brain games to help sharpen their mental acuity and memory. In October, there was a presentation on hearing put on by Kaiser as well as an AARP Safe Driver Refresher Course. An Art Appreciation class was also offered, covering the Baroque period of the 1600s and 1700s.
2. **Offer one new menu item per month.** In August 2016, we offered a pork loin meal. In September 2016, we offered Beef Ravioli Bake and the Baked Mahi Mahi Filet. In October, Spinach Mushroom Macaroni and Cheese was served for the first time. Additionally, new vegetable dishes and sides have been added to increase variety during the lunchtime meal. This includes steamed veggies instead of green salad, and adding carrots, cucumbers and cherry tomatoes to the basic green salad option. Servers also carry butter at the request of patrons.
3. **Increasing exercise class offerings to include resistance bands and weights.** Since July 2016, six new senior exercise classes have been offered at the San Bruno Recreation Center. These include dance aerobics, qi gong-aerobic fusion, tai chi, Pilates and better balance classes, offered through the San Mateo Adult School.
4. **Provide quarterly volunteer training.** Two receptionist volunteer trainings have been scheduled in the 2016-2017 year so far. During these trainings, staff review policies and procedures, address volunteer concerns, and develop goals for the coming months.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



DATE: November 15, 2016
TO: Senior Citizens Advisory Board
FROM: Danielle Brewer, Community Services Superintendent
SUBJECT: Update on Senior Center Projects

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 they received proposals of the plan check drawings from the structural engineer. Staff has reviewed them and is scheduling a follow up call with the engineer to address some questions and comments in order to finalize the drawings. Construction is anticipated to commence in late 2016 so as not to inconvenience Senior Center patrons or rentals. Staff has provided the Public Services Department with the reserved dates of the Senior Center through the end of the year.

Community Services staff has taken back the lead on the Bocce Ball Court replacement. Staff sent the specifications of the project to qualified bidders. The project is not required to be publicly advertised and bid to the City's constructions standards and it is anticipated the project will receive a minimum of three bids from companies qualified to perform the work. Staff will brief the Senior Citizens Advisory Board once the bids are returned and evaluated.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.

Senior Center Project List

Short Term Projects	Description	Funding Source	Project Status
Repaint outside doors	Repaint outside doors to protect metal from the elements	Internal	Project In Progress
Pressure washing	Pressure wash the outside of the building and remove dirt and cobwebs	Internal	Project In Progress
Inspect wood trim around building	Check wood trim around the building for dry rot and any painting and touch up needs	Internal	Project In Progress
Paint raw edge of lattice work	Paint exposed edges of new lattice work near bocce ball court	Internal	Project In Progress
Sunday dance sign	Repaint the Sunday Dance sign	Internal	Project In Progress

Long Term Projects	Description	Funding Source	Project Status
Replace Bocce Ball Court	Replace bocce ball court with synthetic materials	Advisory board approved funding through the Senior Trust Fund	Bid requests to be sent to companies. Bids to be returned by beginning of December.
Replace Deck	Replace deck with composite material	2015/16 CIP	Public Services working with structural engineer to finalize plans
Painting inside of Senior Center	Paint all rooms, lobby and offices in the Senior Center	Request for the 2017/18 budget	
Sink Sensors	Install automatic sensors for the sinks in the men's and women's restrooms	Request for the 2017/18 budget	