



AGENDA

Monday, March 26, 2018

Santa Clara Senior Center, Room 149

10:00 a.m. – 12:00 p.m., Regular Meeting

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of February 26, 2018, Meeting Minutes
4. Correspondence & Announcements
5. Old Business
 - A. Commission 2017 Work Plan & Goals
 - i. Support “Be Strong, Live Long” Health & Wellness Fair (Commissioner McCauley) - update
 - ii. Promote Elder Fraud Workshops (Commissioners Estrada/Garcia) - update
 - iii. Develop opportunities to promote Brain Health (Commissioners Orme/Buck) - update
 - iv. Champion Age-Friendly Initiative (All) - update
6. New Business
 - A. Senior Needs Assessment – report
 - B. Senior Nutrition Program
 - C. Formatting agenda
 - i. Commissioner Reports
7. Staff Reports
8. Commissioner Reports
9. Conference Attendance Reports
10. Public Presentation

Adjournment to next regular scheduled meeting: April 23, 2018, at 10:00 a.m.,
Room 149

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Public Notice

Public Presentations

- Members of the public are provided an opportunity to directly address the Board, Commissions or Committee on items of public interest that are within the jurisdiction of the Board, Commissions or Committee, and any item listed on the agenda.
- For meetings held in the Council Chambers, please note the speaker timing lights located on the podium. A green light indicates the beginning of the time period, a yellow light will appear when 30 seconds remain, and a red light will appear and a buzzer will sound at the end of the time period.
- Groups are encouraged to appoint a single spokesperson, but all speakers should avoid repetitive comments.
- You may be requested to fill out a speaker card and/or give your name when you speak, but are not required to do either to address the Board, Commissions or Committee.
- Please note that the Board, Commissions or Committee cannot take action on an item of business not appearing on the agenda. The only exceptions are if the Board, Commissions or Committee determines that one of the following emergency situations exist:
 - Work stoppage or other activity which severely impairs public health, safety or both, as determined by a majority of the members of the Board, Commissions or Committee; Crippling disaster which severely impairs public health, safety, or both, as determined by the majority of the Board, Commissions or Committee; or Upon a determination by a two-thirds vote of the Board, Commissions or Committee, or, if less than two thirds of the members are present, that the need to take action arose after the agenda was posted; or the item was posted for a prior meeting of the Board, Commissions or Committee occurring not more than five (5) calendar days prior to the date action is taken.
- In the event of a public presentation, the Board, Commissions or Committee or its staff may briefly respond to statements made or questions asked, or may proceed to the next item of business or adjourn. The communication not acted on shall be accepted by the Board, Commissions or Committee for placement on the agenda for the following Board, Commissions or Committee meeting, if requested by the citizen.
- Electronic presentations should be submitted to the liaison department to enable screening for compatibility and viruses. Contact the liaison department to ascertain when the material should be submitted.
- Written materials should be submitted to the liaison department to allow the City to copy such materials. Contact the liaison department to ascertain when the material should be submitted. Any written materials submitted during the meeting should include sufficient copies for the Board, Commissions or Committee and the public.
- ***Americans with Disabilities Act (ADA)***
 - In accordance with the Americans with Disabilities Act of 1990, the City of Santa Clara will ensure that all existing facilities will be made accessible to the disabled. Modifications in policies, procedures and/or practices will be made as necessary to ensure access for all individuals with a disability.
 - Individuals with disabilities are encouraged to contact the City's ADA Office at (408) 615-3000 to discuss meeting accessibility.
 - In order to allow participation by individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, please do not wear scented products to meetings at City facilities.
 - For meetings held in the Council Chambers, individuals with a hearing impairment should note that the Council Chamber is equipped with a headset system which allows one to hear more clearly from any seat in the room. Please ask a City staff member present at the meeting for details.
 - Upon request by a person with a disability, meeting agendas and writings distributed during the meeting that are public records will be made available in an appropriate alternative format. Please contact the City Clerk's Office at (408) 615-2220 with your request.
- ***Appeal of Council/Board/Commission/Committee Action***

Pursuant to Government Code section 65009, any challenge of Public Hearing matters in court may be limited to only those issues raised at the Public Hearing, or in writing submitted before or at the Public Hearing. Any challenge to a Public Hearing matter must be filed in accordance with the provisions of Civil Code section 1094.6, including applicable time limitations.



Commissioners Present:	Commissioner Wanda Buck Commissioner Bobbi Estrada Commissioner Alma Garcia Commissioner Grant McCauley Commissioner Sam Orme Commissioner Carolyn Seeger Commissioner Nancy Toledo
Excused:	None
Councilmember(s)	Lisa M. Gillmor, Mayor
Staff:	Kimberly Castro, Recreation Manager Jennifer Herb, Recreation Supervisor
Guests:	Frank Kadlecek, Sourcewise Representative

Matters for Council Action: None

1. Call to Order/Roll Call

The meeting was called to order by Chair Bobbi Estrada at 10:04 a.m.

2. Approval of the Agenda

On a motion by Commissioner Buck, and seconded by Commissioner Seeger, the agenda was approved (6-1). The Commission opened a discussion regarding the order of the agenda. Commissioner Orme would like Commissioner Reports to appear earlier in the agenda. Chair Estrada asked that it be added to the March Agenda.

3. Approval of January 22 meeting minutes

On a motion by Commissioner McCauley, and a second by Commissioner Toledo, the Commission approved (5-0-2) the minutes for the regular meeting.

4. Correspondence/Communications –

- A. Recreation Supervisor Herb informed the Commission about the File of Life Program. Forms are available online or can be obtained at any Santa Clara Fire Department fire station.
- B. Mayor Gillmor informed the Commission that there will be a large 35 acre park at the new City Center site in North Santa Clara and the Mayor urged the Commission to stay engaged as the project develops.

5. Old Business

- A. Senior Needs Assessment – Key Findings Report
 - i. Recreation Manager Castro shared with the Commission that the Community Partner Key Findings meeting was very successful. Applied Survey Research shared key

findings from the Senior Needs survey that took place during 2017 spring and summer. Partners were asked to draw upon their experience and to reflect on the most pressing needs and gaps in services affecting the older adult population, to share model practices, and to provide priority policy and program strategies for the City of Santa Clara to address the unmet needs of older adults. Commission Garcia commented that a more sophisticated data analysis is needed, and suggested that looking for breakdown of ethnicity by percentage might be helpful.

B. Commission Fiscal Year 2017-18 Work Plan & Goals

- i. Support Health and Wellness Fair (Commissioner McCauley) – Commissioner McCauley informed the Commission that 24 exhibitors have RSVP'd thus far to have a resource table at the fair. He asked that the Commission provide the following assistance:

- Man a Senior Advisory Commission booth
- Pass out event evaluations and meal tickets to exhibitors
- Act as Greeters at the beginning of the event
- Assist patrons with their lunch

A couple of Commissioners asked about the possibility of a shuttle, as a way to help with parking. Supervisor Herb informed the Commission that she'd look into it.

- ii. Promote Elder Fraud Workshops Quarterly (Commissioners Estrada/Garcia) – Supervisor Herb informed the Commission that she's working with the IT Department to offer an internet safety workshop at the end of March.
- iii. Develop opportunities to promote Brain Health for seniors (Commissioners Orme/Buck) – Commissioner Orme and Buck met with Health & Wellness Coordinator von Kugelgen to discuss ways to partner with the Health & Wellness team and promote Brain Health. There is an upcoming opportunity to sponsor an upcoming Senior Center Cinema, showing "Walk with Me," a Journey into Mindfulness.
- iv. Champion Age-Friendly Initiative (All) – Recreation Manager Castro informed the Commission that the Senior Needs Assessment will be utilized to continue the Age-Friendly Initiative.

6. New Business - none

7. Staff Reports

- A. Recreation Supervisor Herb informed the Commission that staff from the Parks and Recreation Department took part in the Community Point of Distribution (CPOD) Training, where they learned how to set-up and manage a CPOD in case of a disaster. Commissioner McCauley inquired about CPOD training being offered at the Senior Center, and Recreation Manager Castro asked that the Senior Center host a disaster preparedness training workshop to start with.
- B. Recreation Supervisor Herb reminded the Commission about the upcoming Showtime performances on March 9, 10, and 11.
- C. Recreation Manager Castro shared information about upcoming Community Meetings regarding a smoking ordinance update that will include cannabis usage.
- D. Recreation Manager Castro updated the Commission on the Community Recreation and Aquatic Center Project. Staff has been tasked to determine the right size of the project as well as explore the idea of a tax measure for the November ballot. Currently the men's shower facility at the ISC is out of service and portable trailers have been brought in to provide showers until the facility can be repaired
- E. Recreation Manager Castro informed the Commission that the Homeridge Park

schematic design will be considered by the Park and Recreation Commission.

F. Recreation Manager Castro informed the Commission that the Parks and Recreation Department will be using a tool called the Kitchell Report as a way to identify deficiencies in parks, park buildings, and park facilities, and provide a roadmap to prioritizing such deficiencies.

G. Recreation Manager Castro informed the Commission that beginning in April, there will be a new format for Commission meetings. The format will include Action Minutes and audio recording of the meetings.

8. Commissioner Reports

A. Commissioner Orme informed the Commission that he will be attending a seminar on Mindfulness and Stress Reduction. Commissioner Orme also inquired about the Senior Nutrition Program and asked that someone come and speak about the program at the next Senior Advisory Commission meeting in March.

B. Commissioner Toledo shared that the Library has a new Bookmobile that will be present at the Health & Wellness Fair on May 18.

C. Commissioner Buck inquired about the possibility of an activity involving both the Youth Commission and the Senior Advisory Commission. Recreation Supervisor Herb informed the Commission that she's working the Youth Commission Staff Liaison, Jon Kawada, to schedule a joint dinner with the two Commissions.

D. Commissioner Estrada informed the Commission that she's sitting on the Ad-hoc Advisory Districting Committee regarding splitting the city into two voting districts. The Ad-hoc committee will hold four public hearings; consider input from the public; review recommendations from the demographer; and, based on public input and professional recommendations, provide a recommendation to the City Council on one draft map providing two districts of equal population. The Committee will also consider input on the sequencing.

9. Conference and Attendance Reports

A. Recreation Supervisor Herb informed the Commission that she and other Senior Center staff will be attending a Senior Bullying training on March 15.

10. Public Presentation

A. Sourcewise representative Frank Kadlecsek shared with the Commission that the 2017/2018 Area Plan on Aging is available online at www.mysourcewise.com. Frank who is also a volunteer with AARP in the Tax Assistance Program at the Senior Center, informed the Commission that they have processed 300 returns to date, and are on track to meet last year's number of 1,200.

11. Adjournment

On a motion by Commissioner Garcia and seconded by Commissioner Toledo, the Commission (7-0) adjourned the meeting at 12:10 p.m.

Prepared by: _____
Jennifer Herb
Recreation Supervisor

Reviewed by: _____
Grant McCauley
Commission Secretary

Submitted by: _____
James Teixeira
Director of Parks and Recreation