



AGENDA

THIS AGENDA IS POSTED IN ACCORDANCE WITH GOVERNMENT CODE
SECTION 5490 ET. SEQ Date Posted: November 2nd, 2010 – by 5:00 p.m.

SENIOR ADVISORY COMMITTEE REGULAR MEETING

November 4th 2010- 6.30pm

CITY HALL – CONFERENCE ROOM 2C 2415 UNIVERSITY AVENUE
EAST PALO ALTO, CALIFORNIA

Chair: O. Augmon
Members: D. Lewis, R. Tatum, D. Tschang, L. Holmes, M. Francois, R. Cosey
Staff: Meda Okelo, Community Services Director

- 1) **Call to Order and Roll Call:**
- 2) **Introduction of Incoming Members**
 - a) Michael Francois
 - b) Ruth Cosey
- 3) **Introduction of existing members**
- 4) **Approval of Agenda:**
- 5) **Approval of Minutes**
 - a) May 5, 2010
- 6) **Community Forum and Communications**
 - a) Update on Oral History Project Brent Butler- Planning Division Director
 - b) Commission on Aging Agenda
- 7) **Staff and sub-committee reports**
 - (a) By Laws of the Senior Advisory Committee Review
 - (i) Proposed change of day and time of regular meeting
 - (ii) Elections
 - (b) Oldest Person Awards-May 21st event review-Ruth Cosey
 - (c) Senior Picnic in the park-June 25th 2010 event review-Ruth Cosey
- 8) **Old Business**
 - (a) Joint Meeting with PW and Transportation Committee to discuss:
 - (i) Safety for seniors on narrow streets in East Palo Alto
 - (ii) Relocation of a bus stop on University Av. closer to the Senior Ctr.
- 9) **New Business**
 - (a) Ways to work Program
 - (b) Senior Community Service Employment Program (SCSEP)
 - (c) Family Service Senior Peer Counseling
 - (d) Transit Services to seniors
- 10) **Adjournment**



CITY OF EAST PALO ALTO
Community Development Department— Planning Division
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Date: November 3, 2010
To: Honorable Chairperson and Members of the Senior Advisory Committee
From: Brent A. Butler, AICP, CFM, Planning Manager
Via: Meda Okelo, Community Services Director
Subject: Oral Histories for the General Plan Update

RECOMMENDATION

Approve the Planning Division request for the Senior Advisory Committee to participate in an Oral History Project for the 2015 to 2025 General Plan (*plan*), referred to as the 1st quarter century plan ("quarter century plan"). If approved, the Senior Advisory Committee would contribute to the development of the plan, and its optional elements through an intergenerational exchange with youth using written media (questionnaires, dialogue), and histories using digital media (camera, voice-recorder). Central themes related to intergenerational equity are sought for inclusion in the plan.

By approving this request, the Senior Advisory Committee will endorse the collection and sharing of histories and experiences to the wider community.

What is the General Plan? The General Plan is one of the principal planning documents that guides growth for ten to twenty years, and is implemented by the zoning ordinance, Capital Improvement Program (CIP) and budget. The state of California requires General Plans to contain a minimum of seven elements, including 1) Land Use, 2) Circulation, 3) Conservation, 4) Open Space, 5) Noise, 6) Safety, and 7) Housing. As a result of the adoption of the Housing Element on June 15, 2010, EPA must demonstrate how a minimum of four other elements will be updated or revised to meet state requirements. The Planning Division envisions that the update of the other elements would incorporate oral histories.

Optional elements - The City of East Palo Alto ("EPA") decided to add Economic Development as an option Element in the 1999 update. Findings of higher mortality and morbidity and public safety concerns as a result of flooding have encouraged other communities to include optional elements in direct response to these local issues. For example, the 2010 update of the City of Richmond's General Plan contains Energy and Climate Change and Community Health and Wellness Elements. The Town of Corte Madera's 2009 General Plan contains an optional Flooding and Flood Plain Management Element. The Planning Division wishes the Senior Advisory Committee to consider whether optional elements should be added, including but not limited to: 1) Public and School Facilities, 2) Health and Wellness, and 3) Flood Plain Management.

BACKGROUND

After a three year process, the City of East Palo Alto adopted the existing plan in 1999. Community Services, Housing, Planning, Public Works, Police and Fire implement the plan through zoning, capital projects, and the budget allocation of spending and staff. The Senior Advisory Committee's knowledge of the East Palo Alto community, its transition over the past few generations, and documenting this transformation for others who are considering drafting the plan is a focus of this project. By writing down or videotaping the history, memories and visions of the past, the Planning Division hopes to incorporate the 'lessons learned' and share this with other generations.

Previous Presentation - The Planning Division delivered a presentation to the Senior Advisory Committee about the oral history project and there was unanimous support to participate. Given this enthusiasm, the Planning Division has developed a plan, and recommends that the senior citizen advisory body review and amend it if necessary, to initiate the process to create the first quarter century plan. The plan includes two components, written and digital media, which are divided into two participation areas.

Participation Area 1 – Videotaped session

The planning division will video tape a few conversations with East Palo Alto residents, who can share particulars about place: public spaces such as libraries, schools, parks, post offices; and events such natural disasters, as earthquakes, and floods, and private places associated with family gatherings, such a socials, weddings, funerals; and travel behavior to play sport, swim go to work, and shop. Each month, one or two seniors will be taped for about 15 minutes. Your help in formulating the questions to inform the process is sought. Sample questions are below.

SAMPLE Oral History Questions

Questions - What successes and mistakes were there in the public projects you have witnessed developed since you have lived here? Are there turning points in how you remember the city? Did you always drive a car? Did you ever swim in the Bay, or horseback ride in EPA, go to work by horse, car, or streetcar?

Learning from the past, so that we can repeat success while at the same time avoid mistakes is an outcome that the City anticipates through the Oral History Project. Many of you can describe past practices, activities, and even share stories about the economic rhythm following migration, commerce, and development.

Participation Area 2 – Questionnaires,

The questionnaire would contribute to how important public health concerns such as obesity and diabetes, climate change impacts contributing to sea level rise, and shifts in socio-demographic patterns of migration because of affordability and other factors might be incorporated. The goal would be to determine if the new General Plan should have one or more of these optional components.

CONCLUSION:

After the presentation on the oral history project, the Planning Division will seek a vote to approve the oral history project and endorse the two participation areas discussed on the previous page. Furthermore, the Planning Division will lead a discussion on the General Plan, and then welcome ideas for incorporating your ideas in the update process.

SENIOR ADVISORY COMMITTEE BY LAWS

Adopted at the Committee's regular meeting on June 5, 2002

Last modified 9/3/03

Operating Procedures for Regular meetings

Section 1

All meetings must be open to the public.

Section 2

Regular meetings shall be held ~~at Conference Room 2C located on the second floor of the Municipal Services Building~~ in the community room located at 2415 University Avenue in East Palo Alto. They shall be held on the first ~~Wednesday~~-Monday of each month from ~~6.30pm-8.00pm~~ 12 Noon to 1.30pm.

Section 3

To facilitate the orderly conduct of the business of the Committee, an agenda shall be prepared for each regular meeting, containing the specific items of business to be transacted and the order thereof. Such agenda shall be posted for the public's benefit at least 72 hours before the meeting time and date.

Section 4

No agenda items may be introduced after ~~7.45pm~~ 1.15pm. The meeting shall continue only on the matter being discussed and the remaining items on the agenda shall be continued to a mutually acceptable later date.

Section 5

The order of the business agenda shall be as follows: (note, order of business may be changed by vote)

- i. Call to Order and Roll Call
- ii. Approval of Agenda
- iii. Approval of Minutes
- iv. Old Business
- v. Community Forum and Other Communications
- vi. Staff and Committee Reports
- vii. New Business
- viii. Next Meetings Agenda
- ix. Adjournment

Section 6

Whenever feasible, each agenda item should be transacted in the following order:

- i) Introduction of item by the chairperson
- ii) Staff report and recommendation
- iii) Committee member questions to staff
- iv) Committee discussion
- v) Public Comment
- vi) Resolution (by voting, continuance, referral etc)

Section 7

The minutes of the Committee are to be of the "action" type with discussion being omitted except under exceptional conditions. The name and address of anyone wishing to address the Committee must be clearly stated by that person and should be recorded in the minutes.

Section 8

Officers shall be elected annually in November at the committee's regular meeting.

Section 9

The officers of the committee shall consist of the following: A Chairperson, a Vice Chair person, a Secretary, and a Parliamentarian.

Section 10

The Chair person shall be the presiding officer at all meetings except when absent whereby the Vice chairperson or the Secretary would assume the duties of the presiding officer.

The powers and duties of the presiding officer are as follows:

- i) Conduct meetings
- ii) Appoint members to sub-committees (sub committees must meet immediately after the meeting at which they are appointed in order to set a time for their first meeting. A chairperson should be picked at the first meeting).
- iii) Represent the committee before the City Council and other bodies with prior consultation with the Committee and with the understanding that under emergency situations, the chair or any other designated representative of the Committee has the prerogative to speak on its behalf.
- iv) Set meeting agenda
- v) Call recesses when necessary and
- vi) Act as a regular Committee Member

Section 11

The Secretary shall:

- i. take minutes at each meeting and shall be the custodian of all the records of the committee

- ii. serve as presiding officer in the absence of the Chairperson and Vice Chairperson.

Section 12

The parliamentarian shall:

- i. Ensure that all meetings protocols as spelt out in the by-laws and in the Roberts Rules of Order are abided by.
- ii. Ensure that meetings are conducted in a timely and orderly fashion.

Section 13

The committee work shall be done primarily by sub-committee. The nature, powers and duties of the sub-committee and its members shall be as follows:

- i) shall comprise at least three members
- ii) Each Senior Advisory Committee member shall be a member of at least one sub-committee.
- iii) Shall deliberate on assigned topics/problems and report to the Committee at its regular meetings.
- iv) Unless specifically authorized by the Advisory Committee, the sub-committee or any of its individual members shall not represent the Senior Advisory Committee in a council or any other civic body meeting.
- v) Each sub-committee shall be vested with the authority to expand its membership to include non-Advisory Committee members. These non-members will serve as resource persons to the sub-committee.

Section 14

Meeting procedures:

- i) The Senior Advisory Committee can act only on a motion properly made and seconded.
- ii) There are four types of motions:
 - (1) PRIVILEGED MOTIONS: These have no direct relation to the main question but relate to the Committee and of an urgent nature (e.g. adjournment, recess, etc)
 - (2) INCIDENTAL MOTIONS: These arise incidentally out of consideration of other questions (e.g. points of order, withdrawal of a motion etc)
 - (3) SUBSIDIARY MOTIONS: These are used to modify or dispose of main motions (e.g. amend, table, vote immediately, limit debate, refer to committee, etc) and
 - (4) MAIN MOTIONS: These bring business before the Committee in a manner that opens it for discussion and action.

These types of motions have a recognized order of precedence that corresponds to the order in which they are listed, i.e. privileged motions must be acted upon before incidental motions).

- iii) Every Advisory Committee member desiring to speak shall first address and gain recognition from the chairperson and shall confine themselves to the question under debate, avoiding reference to character and "foul" language.
- iv) Every member desiring to question the staff shall, after recognition by the chairperson, address their question to the appropriate staff member; Questions shall be limited to inquiries relevant to the time.
- v) The chairperson shall determine all points of order subject to the right of any Committee member. Every member shall have the right to request full Committee ruling on any point and the question shall be: "Shall the decision of the chairperson be sustained?" A majority vote shall conclusively determine such questions of order.
- vi) A member who wishes to terminate discussion of a motion may call for the question. If the call is seconded, the chairperson shall ask for a vote. If the call carries, the Committee shall then vote on the motion without further discussion.
- vii) Any member shall have the right to have the reason for his/her dissent from or his/her protest against any action of the Committee entered in the minutes. Such dissent or protest to be entered into the minutes shall be made in substantially the following manner. "I would like the minutes to show that I am opposed to this action for the following reasons...."
 - i) If a member has two consecutive unexcused absences or three unexcused absences in a year, then the Committee can recommend to the City Council that this member be removed from the Committee.
 - ii) If the chairperson is unable to serve then the vice-chairperson will immediately become the chairperson. A new vice-chairperson should be elected as soon as possible.
 - iii) An alternate will have the same privileges as a regular member except for voting. The alternate should participate in all of the deliberations of the Committee. Of course, if a regular member finds that they cannot serve, then the alternate will immediately become a regular member of the Committee.
 - iv) All regular meetings of the Committee should start promptly at 6:30pm 12.00 Noon if there is no quorum (5 members) by 6:45PM 12.15PM then the meeting will be canceled and turned into a study session. If a member is not present when the meeting is supposed to begin, then the alternate should be seated as a regular member until the regular member comes to the meeting. The alternate will continue serving as a regular member until the item under discussion is resolved.

MAY 24TH 2010

What was likeable about the May 21 Older American Month Celebration of the oldest persons in EPA event

1. The gift bags. D Lewis. Gift bags,
2. Have the nominees all on stage. A. Augmon
3. Not changing anybody's seat. Have regulars in their usual seats.
4. The way the MC acknowledged everyone.
5. The crowd
6. The raffle,
7. The food, + Ms Phillips
8. The socialization
9. M.C. (volunteer)
10. The organization (Volunteer)
11. The table set up (volunteers)
12. The Music (volunteer)
13. Edible arrangements (volunteer)
14. The Speaker
15. Like the way nominees were represented on the stage. (Ms Bryant)
16. The Program
17. Did not forget everyone that was involved.
18. The MC even thanked Ms Grant.
19. Honoring the elders
20. Community togetherness
21. The inside track on longevity
22. The Guest Speaker
23. Great gifts--great food.
24. Liked the MC.
25. Like the engagement of the MC with the audience.
26. Liked the biography of the nominees
27. Like the attendance

What would you change?

1. More involvement of the committee. D. Lewis.
2. The food - Need to prepare it for seniors it was too salty. D. Lewis.
3. Printing the program in large letters because it was a senior affair.
4. More seniors (Eddie Washington)
5. More nominees (Ms Stewart)
6. Award everyone over seventy with a croixage.
7. More musical numbers, a live band.
8. Have a live band.
9. More food-volunteers did not get to eat.
10. Give everyone a name tag with name and a mention of their place of birth-Mrs. Phillips.
11. Tickets given out ahead of time. No attendance without a ticket.
12. Have nominees make some remarks.
13. Nominees should have received a certificate of recognition as well and possible a small gift from the city (Ms Thomas).
14. I would change nothing.
15. A better Public Address System-Could not hear in the back
16. Better sound system for Ken's music
17. Have kids come and to some entertainment. Involve multiple generations

What would you do differently?

- 1.
2. Involve the committee more. D. Lewis.
3. Large printing of the program O. Augmon
4. The serves should have been in uniform-black and white O. Augmon
5. City should have had its own servers O. Augmon.
6. Get an inspirational speaker.
7. A doctor, some people could recommend Dr. Hutcherson.
8. Better introduction of nominees-nominees should stand.
9. Should have acknowledged their dressing.
10. Have a fashion show.
11. More encouragement for seniors to come out.
12. I would not change a thing.
13. Playing games, dominoes, bid wixt
14. In the beginning have a family member bring them to the stage one by one. (Ms Bryant)
15. Get a full article of the event in the media.



COMMISSION ON AGING

Board of Supervisors: Mark Church • Rose Jacobs Gibson • Richard S. Gordon • Carole Groom • Adrienne Tisser

GENERAL MEETING
Agenda Monday, October 18, 2010
Room 100 9 – 11:00 a.m.

1. Call to Order

Pledge of Allegiance
Roll Call

Introduction of Guests

2. Correspondence

3. Oral Communications: Members of the public may address the Commission regarding aging issues and concerns. Speakers must complete the Request Form at the rear of the room and submit it to the Commission on Aging Chair.

4. Approval of Today's Agenda

5. Approval of September 13, 2010 Minutes

6. Presentation: "HICAP Ambassador Program" by Christina Kahn, Community Outreach coordinator, Self Help for the Elderly

7. Denis O'Sullivan, Chair Report:

8. Staff Report: Marsha Fong, Health Services Manager, Aging and Adult Services

9. Presentation: "Homecare Tutorial" by Vicki Paul and Patricia Firenze, Community-Based Continuum of Care Committee (CBCC)

10. Presentation of Slate of Officers for 2011 by the Nominating Committee

11. Discussion/Action Items:

- San Bruno Disaster Follow-up

12. Committee Reports:

- Community-Based Continuum of Care (**Area Plan Workgroup**) – **Georges**
- Legislative/Advocacy – **O'Sullivan** (Interim)
 - Health Care Bill - **DePuy**
- Procedural Rules - **Gilson**

- Membership Committee – Lang
- Adopt a Senior Center Committee - Tom

13. Liaison & Committee Reports Monthly Meetings:

- Adult Abuse Prevention Collaborative (Area Plan Workgroup) – Lew/Georges as alternate
- Commission on Disabilities (Liaison) – Cruz
- Cultural Competence Committee (Area Plan Workgroup) –
- Economic & Budget Committee (Area Plan Workgroup) – O’Sullivan
- Housing Initiative – Fripp
- In-Home Supportive Services Advisory Committee (Liaison) – Sadler
- Ombudsman (Liaison) – Pappas
- Para transit Coordinating Council (Liaison) – Nichols

Liaison Quarterly Meetings:

- Aging “20/20” Study (Liaison) – Lang/Tom
- Food/Shelter Committee – Denehy/Fripp
- Legal Aid Senior Advocate (Liaison) – Lang
- Legal Aid’s Health Consumer Center (Liaison) – Pappas
- Meals on Wheels/Site Manager’s (Liaison) –
- Triple-A Council of California (Liaison) – O’Sullivan/Nichols as alternate

14. Other:

- Health Plan Committee (meets semi-annual) - Pappas
- Housing & Community Dev. Committee – O’Sullivan
- New Beginning Coalition Steering (Area Plan Workgroup) – O’Sullivan
- Sunshine Update – Cruz

15. Announcements

Next Meeting

**Monday, November 8, 2010
9:00 a.m. – 11:00 a.m.
Room 100**

NO MEETING IN DECEMBER

Assistive listening devices are available at this meeting. In compliance with the Americans with Disabilities Act, Title II (ADA, Title II), the County will provide reasonable accommodations for persons with disabilities. If possible, please give three (3) days advanced notice of any accommodation needs by calling (650) 573-2580 (voice) or dial 711 to the California Relay Service for persons who are deaf, or hard of hearing or, speech disabled. For the comfort and safety of those who are sensitive to airborne chemicals, please refrain from wearing chemical-based products.

October 6, 2010

November 4, 2010

To: Senior Advisory Committee

From: Dorothy Lewis, Member

SUBJECT: By-Law change recommendations

Recommendations:

1. Section 2 of the bylaws be changed to read as follows:
"Regular meetings shall be held in the Community Room located at 2415 University Avenue in East Palo Alto. They shall be held on the first Monday of each month from 12 noon to 1.30pm
2. Section 4 of the bylaws shall be changed to read as follows: No agenda item shall be introduced after 1.15pm
3. Section 5 (vi) shall be changed to read Staff and Committee Reports
4. Section 14 (j) shall be changed to read as follows:
All regular meetings of the committee should start promptly at 12pm; if there is no quorum (5 members) by 12.15pm then the meeting will be canceled and turned into a study session.