



AGENDA

THIS AGENDA IS POSTED IN ACCORDANCE WITH GOVERNMENT CODE
SECTION 5490 ET. SEQ Date Posted: November 29th, 2010 – by 9:00 a.m.

SENIOR ADVISORY COMMITTEE REGULAR MEETING

December 1st 2010- 6.30pm

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

Chair: Ola Augmon
Members: Dorothy Lewis, Richard Tatum, Dave Tschang, Lorraine Holmes,
Michael Francois, Ruth Cosey, Renee Harris
Vacancy: I.
Staff: Community Services Department

- 1) **Call to Order and Roll Call:**
- 2) **Introductions**
- 3) **Approval of Agenda:**
- 4) **Approval of Minutes**
 - a) May 5, 2010
 - b) November 4th 2010
 - c) Minutes of Joint Meeting with Public Works and Transportation Committee.
- 5) **Community Forum and Communications**
- 6) **Staff and sub-committee reports**
 - (a) Oral History Project-Michael Francois-Jim Tschang
 - (b) By Laws of the Senior Advisory Committee Review
 - (i) Proposed change of day and time of regular meeting
 - (ii) Elections
 - (c) Oldest Person Awards-May 21st event review-Ruth Cosey
 - (d) Senior Picnic in the park-June 25th 2010 event review-Ruth Cosey
- 7) **Old Business**
- 8) **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
- 9) **Adjournment**

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Members: O. Augmon (Chair) D. Lewis, R. Tatum, D. Tschang, L. Holmes, M. Francois, R. Cosey,
R. Harris
Staff: Community Services Department.



MINUTES

SENIOR ADVISORY COMMITTEE MEETING

May 5th, 2010- 6.30pm

CITY HALL – COMMUNITY ROOM 2415 UNIVERSITY AVENUE
EAST PALO ALTO, CALIFORNIA

Chair: Ola Augmon
Members: Dorothy Lewis, Richard Tatum, David Tschang, Lorraine Holmes
Community Member: Ruth Cossey.
Staff: Meda Okelo, Community Services Director; Shaneika Thomas-Bus Driver

10) **Call to Order and Roll Call:** Meeting called to order by Acting Chair Lewis

Present: Lewis, Tschang, Holmes

Absent: Augmon (excused) Tatum

11) **Approval of Agenda:** Approved on a Holmes/Tschang motion with the elimination of items 6 and 7.

12) **Approval of Minutes**

a) Minutes of April 7th 2010 -Approved on a motion by Holmes/Tschang with the correction of the Older Americans Luncheon date is May 21st and not May 19th.

13) **Community Forum and Communications-None**

14) **Staff and sub-committee reports**

(a) **Oldest Person Awards:** Staff presented the four nominations:

| | Name | M.I. | F. Name | Address | City | Zip | DOB | EPA Years | Birthplace | Country |
|---|------------|------|---------|--------------|------|-------|-----------|-----------|------------|-------------|
| 1 | Scott | | Mary | 1174 Laurel | EPA | 94303 | 10/3/1901 | | Manita | Philippines |
| 2 | Meadows | | Juanita | 2161 Capitol | EPA | 94303 | 1913 | | Oklahoma | USA |
| 3 | Smith | | Ruby | 171 Wisleria | EPA | 94303 | 6/6/1917 | 47 | Dolson | USA |
| 4 | Richardson | M. | Essie | 128 Verbena | EPA | 94303 | 5/17/1921 | 48 | Reklaw | |

Staff noted that Ms Scott has since move to a Rest Home in Mountain View. The committee approved a motion by Holmes/Tschang that she be disqualified.

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Staff: Community Services Department.

Staff further noted that some nominations did not have all the information asked for, no birth certificates or any other proof of date of birth; no indication as to how long the person had lived in East Palo Alto. Committee on a motion by Holmes/Tschang agreed to have staff send a letter to all the nominees and nominators asking for any missing information

Shaneika Thomas was introduced to the Committee and she reported that with the assistance from the county nutritionist, she had compiled a list of foods that would be bought and compiled into gift baskets to be given to all seniors currently registered in the nutrition and transportation programs. She indicated that she had contacted Whole Foods Market and that they have a service whereby they would prepare and deliver the baskets on the day of the event. Shaneika Thomas was instructed to talk to Mi Puebla and see whether they can do gift baskets as well.

Committee agreed that the oldest person plus the nominees would get additional stuff included in their baskets. Committee further agreed to solicit donations from businesses.

Ruth Cossey- a beautician

Dorothy Lewis- a beautician

Meda Okelo-Kitty Cleaners

Meda Okelo-YMCA one month membership

Lorraine Holmes- beautician

Meda Okelo-Plaque/Resolution

(b) New Members-Minnie Warren City Clerk.

15) 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.~~

16) 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~~

17) Adjournment On a motion by Holmes/Tschang the meeting adjourned at 7.58pm

MINUTES

SENIOR ADVISORY COMMITTEE REGULAR MEETING

November 4th 2010- 6.30pm

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

18) **Call to Order and Roll Call:** Chair Augmon called the meeting to order @ 7.10pm.

- a) **Present:** R. Tatum, D. Tschang, L. Holmes, M. Francois, ,
- b) **Absent:** D. Lewis, (Excused) R. Cosey (excused) R. Harris
- c) **Staff:** Meda Okelo Community Services Director, Brent Butler, Planning Division Director.

19) Introduction of Incoming Members

- a) Michael Francois as the only new member present introduced himself. He noted that Chair Augmon had asked him to serve on the committee and that he was glad the council appointed him. This was his first meeting.
- b) Ruth Cossey and Renee Harris were both absent, however they had been introduced to the committee at previous meetings.

20) **Introduction of existing members:** All members present including staff introduced themselves.

21) **Approval of Agenda:** Approved on a Holmes/Tate motion (5-0)

22) Approval of Minutes

- a) May 5, 2010: Minutes were not included in the packet. Committee agreed to approve them at the next regular meeting.
- b) October 6th 2010- Meeting held as a study session on by-laws because there was no quorum.

23) Community Forum and Communications

- a) Update on Oral History Project Brent Butler- Planning Division Director. Brent presented a written (included in the committee's meeting package) and oral report as to the need for an Oral History Project. Reiterated the need of being very cognizant of one's past history in the planning of one's future. Noted that a General Plan is a city's

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Members: O. Augmon (Chair) D. Lewis, R. Tatum, D. Tschang, L. Holmes, M. Francois, R. Cosey, R. Harris

Staff: Community Services Department.

plan of its future with several state mandated elements and optional elements that individual communities can add. The seven required elements include:

- Land use
- Circulation
- Conservation
- Open Space
- Noise
- Safety
- Housing

Optional elements have included such areas as education, and economic development.

ACTIONS:

1. On a motion by Tatum/Holmes and a unanimous vote (5-0) the committee agreed to
 - a. endorse the Oral History Project and to participate in it with the purpose of facilitating the updating of the 2015-2025 General Plan
 - b. Be the lead committee in the city on the project.
 2. On a motion by Holmes/Francois and a unanimous vote the committee agreed to create a subcommittee to work specifically with staff on the Oral History Project.
 3. On a final motion by Tatum/Holmes and a unanimous vote, the committee appointed Lorraine Holmes, David Tschang, and Michael Francois to the Senior Advisory Committee on the Oral History Project.
- b) Commission on Aging Agenda

24) **Extension of meeting to 8.40pm.** On a motion by Tatum/Holmes and unanimously approved by the committee, the committee agreed to extend the meeting to 8.40pm noting that the by-laws prohibits a new item being introduced for discussion after 8.15pm.

25) 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

Staff reviewed the memo by Dorothy Lewis summarizing the October 3rd meeting and indicated that the members present at that meeting reviewed the committee's current by-laws and recommended the following changes:

- A) That the meeting day and time be changed from the first Wednesday at 6.30pm to the first Monday at 12.00pm.
- B) That Section 5(vi) be changed to read as follows: "Staff and Committee Reports"
- C) That all sections with a time reference be changed accordingly to reflect the new recommended times for the committee meeting.

(b) Oldest Person Awards-May 21st event review-Ruth Cosey

(c) Senior Picnic in the park-June 25th 2010 event review-Ruth Cosey

26) 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.

27) 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

28) **Adjournment:** There being no more time, the meeting was unanimously adjourned on a motion by Tatum/Francois at 8.39pm and that the following items be part of next month's agenda:

A. Staff and Committee Reports

(i) Oldest Person Awards-May 21st event review-Ruth Cosey

(ii) Senior Picnic in the park-June 25th 2010 event review-Ruth Cosey

B. Old Business

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Staff: Community Services Department.

- 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.

C. 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

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

§ **Members:** O. Augmon (**Chair**) D. Lewis, R. Talum, D. Tschang, L. Holmes, M. Francois, R. Cosey, R. Harris
Staff: Community Services Department.

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

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Staff: Community Services Department.

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)

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Staff: Community Services Department.

- (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

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Staff: Community Services Department.

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 C 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 possibly 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 crossing.
10. Have a fashion show.
11. More encouragement for seniors to come out.
12. I would not change a thing.
13. Playing games, dominoes, bld wixl
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.

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Members: O. Augmon (Chair) D. Lewis, R. Tatum, D. Tschang, L. Holmes, M. Francois, R. Cosey, R. Harris

Staff: Community Services Department.

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.

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Members: O. Augmon (Chair) D. Lewis, R. Fatum, D. Tschang, E. Holmes, M. Francois, R. Cosey, R. Harris

Staff: Community Services Department.