



## AGENDA

THIS AGENDA IS POSTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 5490 ET. SEQ Date Posted: September 2, 2011 – by 5:00 p.m.

SENIOR ADVISORY COMMITTEE REGULAR MEETING

September 7, 2011- 6PM

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

<b>Chair:</b>	Ruth Cossey	<b>Secretary:</b>	Michael Francois
<b>Vice Chair:</b>	Lorraine Holmes	<b>Parliamentarian:</b>	Vacant
<b>Members:</b>	D. Lewis, R. Tatum, D. Tschang, M. Francois, R. Harris, O. Augmon		
<b>Vacancy:</b>	1		
<b>Staff:</b>	Community Development Department-Planning Division.		

- 1) **Call to Order and Roll Call:**
- 2) **Approval of Agenda**
- 3) **Community Forum and Communications**
- 4) **Staff and sub-committee reports**
  - (a) General Plan Survey Project Update.
- 5) **Old Business**
- 6) **New Business**
  - (a) Senior Advisory Committee Goals and Objectives Fiscal Year 2011-12 (FY 11-12).
  - (b) Senior Advisory Committee Roster
- 7) **Adjournment**



**CITY OF EAST PALO ALTO**  
**Planning Division**  
1960 Tate Street, East Palo Alto, CA 94303  
Tel. No. 650.853.3185, Fax. No. 650.853.3179

**DATE:** September 7, 2011  
**TO:** Senior Advisory Committee  
**FROM:** Guido F. Persicone, Associate Planner, AICP  
**SUBJECT:** Senior Advisory Committee-Roles and Responsibilities  
Comparative Analysis

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### **Mission Statement**

In August of 2011, the Planning Division was designated with providing staff support to the Senior Advisory Committee. In order to serve the committee, it is important to establish the mission statement for the committee. Once the mission statement for the committee is established, goals and objectives will flow from this objective. The establishment of the mission statement and corresponding goals and objectives are important because they provide direction and focus in evaluating the effectiveness and involvement of the body. Currently, the EPA Senior Committee's mission, as identified on the City website is:

*The purpose of the Senior Advisory Committee is to encourage, foster, facilitate, establish and purpose programs and services which enhance the social, economic, recreational, cultural, and personal well being of the City's senior population. The City Council has asked the Senior Advisory Committee to (a) recommend the establishment of programs which stimulate and encourage the development and maintenance of senior programs and services in the City and to review such programs as are established; (b) review and make recommendations regarding the funding of senior programs and services that operate within the City for the benefit of the City's senior population; (c) review and make recommendations regarding seniors' special housing needs; and (d) advise the Council and other boards and committees of the City regarding matters that affect the City's senior populations.<sup>1</sup>*

As a comparative analysis, Table 1 below provides the mission statements of other senior advisory committees in the greater Bay Area:

<b>Table 1 (Senior Committee Mission Statement Comparative Analysis)</b>	
<i>City</i>	<i>Mission Statement</i>
Mountain View	Act in an advisory capacity to the City Council in matters pertaining to the broader senior issues and operation of the Mountain View Senior Center
Redwood City	The general objectives of the Senior Affairs Commission shall be to encourage, foster, facilitate, establish and maintain programs for the enhancement of all matters relating to the social, economic, and personal well being of the City's senior population.

<sup>1</sup> City of East Palo Alto Boards and Commissions, <http://www.ci.east-palo-alto.ca.us/citycouncil/bandc.html>

San Jose	The Senior Citizens Commission studies, reviews, evaluates and makes recommendations to the City Council on any matters affecting elderly people in the City, including health, education, employment, housing, transportation and recreation.
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**Duties and Responsibilities**

In addition to reviewing the mission statement, it is also helpful to provide a comparative analysis of the duties of neighboring senior advisory committees from other jurisdictions (see Table 2 below):

<b>Table 2 (Senior Committee Tasks and Goals Comparative Analysis)</b>	
<i>City</i>	<i>Committee Tasks</i>
Mountain View	<ul style="list-style-type: none"> <li>-Act in an advisory capacity to the City Council in matters pertaining to the broader senior issues and operation of the Mountain View Senior Center.</li> <li>-Consider provisions of the annual budget for SAC and for Senior Center operations as recommended by the City Manager during the normal budget process and make recommendations with respect thereto to the City Council.</li> <li>-Perform such duties as Council may direct</li> </ul>
Redwood City	<ul style="list-style-type: none"> <li>-To recommend to the Council or Manager the establishment of programs, stimulating and encouraging the development and maintenance of senior programs and services in the City, and to review periodically such programs as are so established.</li> <li>-To review and make recommendations to the Council and Manager regarding the funding of senior programs and services that operate within the City for the benefit of the City's senior population.</li> <li>-Upon request therefore, to advise the Council and other boards and commissions of the City regarding any matter affecting the City's senior citizen population.</li> </ul>
San Jose	<ul style="list-style-type: none"> <li>-Advise the Council on senior programs and services</li> <li>-Perform such duties as Council may direct.</li> </ul>

**Conclusion**

Please review the mission statement and senior advisory committee tasks and provide direction to staff on the issues of significance the committee would like to work on during FY 11-12.

June 1, 2011

[SENIOR ADVISORY COMMITTEE MEMBERSHIP AS OF MAY 2011]

SEAT #	TERM	NAME AND ADDRESS	TELEPHONE	DATE APPOINTED	APPOINTMENT EXPIRATION
1	3yr	Ola Augmon, P.O. Box 50203 EPA, CA 94303	650-327-3590 650-324-7677	09/19/2006 05/31/2009	05/31/2009 05/31/2012
2	3yr	Ruth Cossey, 2179 Poplar Avenue EPA, CA 94303	650-325-0180 <b>Alternate #</b> <b>650 906-8272</b>	05/31/2010	05/31//2013
3	3yr	Lorraine Holmes, 432 Larkspur Drive EPA, CA 94303	650-323-6965	2008	05/31/2011
4	3yr	Richard Tatum, 2348 Glen Wy EPA, CA 94303	650-321-6827 650-960-2501	05/31/2004	05/31/2010
5	2yr	Michael Francois 224 Gardenia Wy EPA, CA 94303	650-322-1502		05/31/2012
6	2yr	Renee Harris, 1217 Saratoga Avenue, EPA , CA 94303	650-200-6773	05/31/2010	05/31/2012
7	2yr	David Tschang, 2253 University Ave. EPA, CA 94303	650-325-8420	09/19/2006 05/31/2010	05/31/2010 05/31/2012
8	1yr	Dorothy Lewis, 147 Abella Way, EPA, CA 94303	650-322-8276	05/31/2007 05/31/2010	05/31/2010 05/31/2011
9		VACANT (Alternate Street)			