



## “The City with a Heart”

Bunny Epperson, Chair  
Priscilla Martinez, Vice Chair  
Linda Boscono  
Barbara Cox  
Yasmin Froehling  
Ralph Olcese  
Joyce Satow

### AGENDA SENIOR ADVISORY BOARD September 19, 2023 9:00 AM

<b>IN PERSON* MEETING LOCATION</b>  San Bruno Senior Center 1555 Crystal Springs Road, Library San Bruno, CA 94066  *Please turn off all electronic devices before the start of the meeting to prevent disruptions*	<b>Zoom Link:</b> <a href="https://sanbruno-ca-gov.zoom.us/j/81809218045">https://sanbruno-ca-gov.zoom.us/j/81809218045</a>  <b>Phone Line:</b> 1-669-444-9171 <b>Webinar ID:</b> 818 0921 8045 <b>Webinar Password:</b> 049403
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**PUBLIC COMMENT:** In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it into Damian Sandholm. Virtual attendees can comment by using the “Raise Hand” feature in Zoom to request to speak. For dial-in comments press \*9 to “Raise Hand” and \*6 to unmute. Public comment may also be emailed to [dsandholm@sanbruno.ca.gov](mailto:dsandholm@sanbruno.ca.gov). Comments received via email will not be read aloud during the meeting.

**ACCESSIBILITY:** In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Damian Sandholm 48 hours prior to the meeting at (650) 616-7180 or via email at [dsandholm@sanbruno.ca.gov](mailto:dsandholm@sanbruno.ca.gov).

\*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Senior Advisory Board less than 72 hours prior to that meeting are available for public inspection at the City Clerk’s Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City’s Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

- 1. CALL TO ORDER/ROLL CALL:** Chair Bunny Epperson, Vice Chair Priscilla Martinez, Linda Boscono, Barbara Cox, Yasmin Froehling, Ralph Olcese, Joyce Satow
- 2. PLEDGE OF ALLEGIANCE:**
- 3. REVIEW OF AGENDA:**
- 4. ACCEPTANCE OF MINUTES:** August 15, 2023
- 5. CONSENT CALENDAR:**
- 6. 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 raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.

**7. UNFINISHED BUSINESS:**

- a. Receive and File Monthly Class Attendance with Bocce totals from July 2023, and Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data from August 2023
- b. Congregate Meal Program: Residency Frequency Update

**8. NEW BUSINESS:**

- a. Presentation - Age Friendly Community Project Update, Roy Earnest, Center for Age Friendly Excellence (CAFÉ)

**9. ITEMS FROM BOARD MEMBERS:**

**10. ITEMS FROM STAFF:**

**11. ADJOURNMENT**

**The next regular Senior Advisory Board Meeting will be held on October 17, 2023 at 9:00 a.m. at the San Bruno Senior Center.**



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### MEETING MINUTES

#### Senior Advisory Board August 15, 2023

1. **Call to Order/Roll Call:** **Chair Epperson** called the meeting of the Senior Advisory Board to order at 9:00 a.m. Board Members Present: Chair Bunny Epperson, Vice Chair Priscilla Martinez, Linda Boscono, Barbara Cox, Yasmin Froehling, Ralph Olcese, and Joyce Satow. Staff Present: Handlos and Sandholm.
2. **PLEDGE OF ALLEGIANCE:** **Chair Epperson** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** The Board accepted the minutes of the July 18, 2023 meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** None.
7. **UNFINISHED BUSINESS:**
  - a. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data from July 2023 – Bocce numbers weren't available when agenda packet was published. **Board Member Cox** asked if the caterer could bring fewer meals on days with low attendance. **Acting Director Sandholm** stated that numbers could be adjusted and would discuss with Nutrition Site Council.
  - b. Explanation on Senior Center Check Processing – **Acting Director Sandholm** stated that when money was donated to the Senior Center, it was entered into the registration software and was assigned to the Senior Center donation account and could only be utilized for Senior Center specific items. He stated that checks should be written to The City of San Bruno, but checks made out to the San Bruno Senior Center were able to be processed.
  - c. Congregate Meal Program: Residency Frequency Update – **Acting Director Sandholm** explained that the County software was able to show unique visits for each individual. Staff would need to review intake forms to identify residents and non-residents. Project should be completed by next meeting.
8. **NEW BUSINESS:** None.
9. **ITEMS FROM BOARD MEMBERS:**

**Board Member Boscono** asked for an update about the food service coordinator position. **Acting Director Sandholm** stated recruitment was currently open. He reviewed marketing efforts.

**Board Member Boscono** asked for status on the guidelines for the transportation policy. **Acting Director Sandholm** stated staff was still working on this and the old policy was still in effect.

**Board Member Satow** stated the sliding door by the reception area wasn't closing. **Board Member Cox** stated that the door needed to be replaced. **Acting Director Sandholm** stated he would speak with the facilities staff.

**Board Member Satow** stated help was needed with kitchen cleaning. **Acting Director Sandholm** stated the next deep cleaning of the kitchen area was being scheduled and a request would be submitted for the cleaning of the ceiling lights.

**Board Member Satow** suggested a change to the lunch binder. Discussion about guests, intake forms, identification checks, and lunch sign in. **Recreation Supervisor Handlos** explained that intake forms needed to be submitted by anyone 60 and over. Anyone under 60 should not submit an intake form and needed to pay \$5.50 for lunch. **Acting Director Sandholm** suggested an in-process intake list and would work with staff.

**Board Member Froehling** asked about resident and non-resident numbers for the lunch program, safety because of problems with stealing, possibility of cameras and a security guard, and a memorial for Marie Samora. **Recreation Supervisor Handlos** stated that staff had the numbers. **Acting Director Sandholm** stated he could ask about cameras and that they needed to encourage people to be mindful of their belongings. He stated that staff and the police should be alerted about security incidents and stealing. **Recreation Supervisor Handlos** stated that the Police Chief was scheduled for a security talk at the Senior Center this month. **Recreation Supervisor Handlos** and **Board Member Froehling** decided to meet about recognition for Marie Samora.

**Chair Epperson** asked about the status of membership policies. **Acting Director Sandholm** stated it was still being evaluated. If going to an annual membership, the goal was to unveil in November, promote in December, and start in January.

**Chair Epperson** asked about carpet replacement and painting. **Acting Director Sandholm** stated there would be a meeting next week with the facilities staff to discuss scheduling.

#### 10. ITEMS FROM STAFF:

- a. Catering Contract Update – **Acting Director Sandholm** stated that staff would be requesting two more months of catering at next Tuesday's City Council meeting.
- b. Table Order Update – **Acting Director Sandholm** stated quotes were received and purchase orders were being finalized. Tables were expected in 4 – 6 weeks. **Board Member Satow** stated that she had another vendor that could be contacted. Discussion about the number of tables being purchased and the possibility of also purchasing card tables.

**Acting Director Sandholm** and **Recreation Supervisor Handlos** spoke about the Age Friendly Cities focus groups.

#### 11. ADJOURNMENT: Meeting was adjourned at 9:53 a.m.

## Class Attendance July 2023 Totals

<b>Mondays</b>	
<b>Class</b>	<b>Attendance</b>
Hiking	69
Ceramics	30
MahJong	42
Bocce	60
Tap	44
Billiards	51
BINGO	260
Computer Club	40
Pilates/Yoga	19
Yoga	29
Art Appreciation	0

<b>Tuesdays</b>	
<b>Class</b>	<b>Attendance</b>
Spanish	27
Bocce	16
Zumba Gold	107
Sit & Workout	34
Beginner Line Dance	59
Ukulele	17
Billiards	37
Computer Club	12

<b>Wednesdays</b>	
<b>Class</b>	<b>Attendance</b>
Hiking	51
Stained Glass	26
Beginner Line Review: Dolly	27
Billiards	33
American Line Dance	28
BINGO	247
Current Events	18
Computer Club	30
Functional Strength YMCA	postponed
Dance Fitness YMCA	postponed
AARP Smart Driver Course	12
Should I stay or Should I go?	5
CPR & AED Class	16

<b>Thursdays</b>	
<b>Class</b>	<b>Attendance</b>
Softball	23
Fun & Fitness	40
Creative Writing	26
Yoga	36
Pedro	84
Music & Motion	18
American Line Dance (Allen)	9
Painting	16
Computer Club	8
Billiards	49
Cornhole	0
Book Club	5
Villages of San Mateo	8
Longevity Kitchen	11

<b>Fridays</b>	
<b>Class</b>	<b>Attendance</b>
Hiking	0
Knitting	58
Movie	10
Zumba Gold	109
BINGO	202
Ping Pong	6
Billiards	38
Bridge	8
Bocce	26
Seated Yoga	49

<b>Sunday Dances</b>	
<b>Class</b>	<b>Attendance</b>
Line Dance 07/02/23	12
Social Line 07/09/23	10
Dance 07/16/23	No Dance
Come Back Bingo 07/16/23	125
Dance 07/23/23	35
Dance 07/30/23	36

## Class Attendance August 2023 Totals

<b>Mondays</b>	
<b>Class</b>	<b>Attendance</b>
Hiking	56
Ceramics	20
MahJong	37
Bocce	64
Tap	48
Billiards	31
BINGO	210
Computer Club	28
Pilates/Yoga	18
Yoga	25

<b>Tuesdays</b>	
<b>Class</b>	<b>Attendance</b>
Spanish	26
Bocce	48
Zumba Gold	143
Sit & Workout	68
Beginner Line Dance	121
Ukulele	31
Billiards	52
Computer Club	15

<b>Wednesdays</b>	
<b>Class</b>	<b>Attendance</b>
Hiking	66
Stained Glass	42
Beginner Line Review: Dolly	51
Billiards	34
American Line Dance	51
BINGO	238
Current Events	14
Computer Club	27
Functional Strength YMCA	Postponed
Dance Fitness YMCA	Postponed
Better Living for Solo	11

<b>Thursdays</b>	
<b>Class</b>	<b>Attendance</b>
Softball	48
Fun & Fitness	51
Creative Writing	47
Yoga	53
Pedro	74
Music & Motion	82
American Line Dance (Allen)	38
Painting	20
Computer Club	19
Billiards	54
Cornhole	0
Book Club	5
Q&A with Police Chief	13
Grief Support Group	6

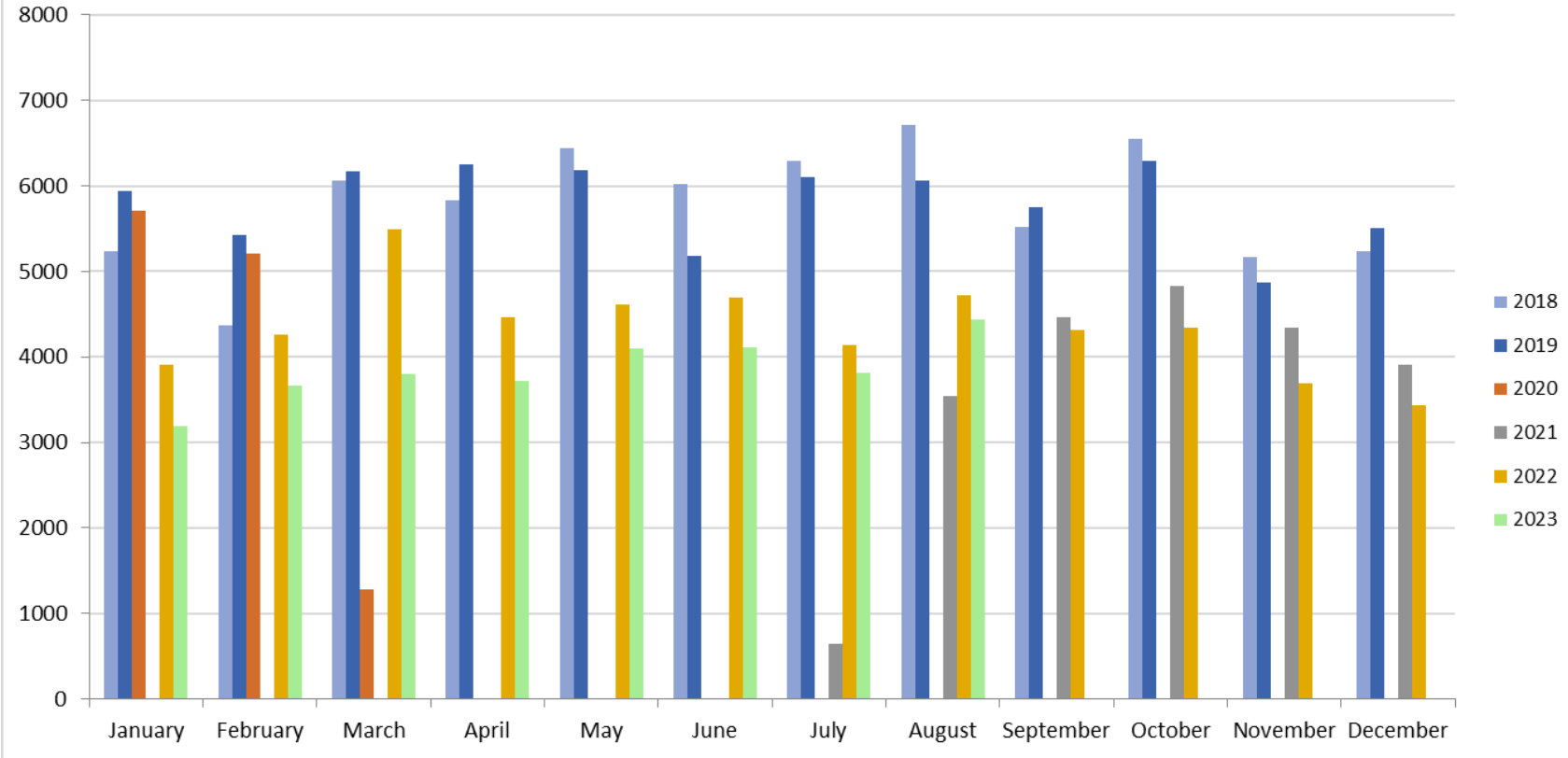
<b>Fridays</b>	
<b>Class</b>	<b>Attendance</b>
Hiking	13
Knitting	24
Movie	8
Zumba Gold	194
BINGO	339
Ping Pong	32
Billiards	27
Bridge	16
Bocce	40
Seated Yoga	72

<b>Sunday Dances</b>	
<b>Class</b>	<b>Attendance</b>
Line Dance 08/06/2023	19
Social Line 08/13/2023	8
Dance 08/20/2023	37
Dance 08/27/2023	46

**Nutrition Site Report - August 2023**

<b>Day</b>	<b>Date</b>	<b>Congragate Meals</b>	<b>Guests</b>	<b>Disabled Under 60</b>	<b>Total Meals</b>	<b>Guest Fees</b>	<b>Senior Fees</b>	<b>Raffle Donation</b>
Tues	1	108	3	0	111	16.50	221.50	
Wed	2	96	0	0	96	0.00	230.66	
Thur	3	91	2	0	93	11.00	287.50	
Fri	4	94	3	0	97	16.50	194.00	
Mon	7	110	1	0	111	5.50	267.00	
Tues	8	109	2	0	111	11.00	383.00	
Wed	9	96	3	0	99	16.50	211.23	
Thur	10	96	3	0	99	16.50	172.50	
Fri	11	95	0	0	95	0.00	177.00	
Mon	14	120	1	0	121	5.50	292.50	
Tues	15	110	2	0	112	11.00	174.00	
Wed	16	103	1	0	104	5.50	173.46	
Thur	17	78	2	0	80	11.00	132.00	
Fri	18	92	0	0	92	0.00	273.50	
Mon	21	103	0	0	103	0.00	429.00	
Tues	22	108	0	0	108	0.00	262.50	
Wed	23	111	0	0	111	0.00	240.05	
Thurs	24	68	1	0	69	5.50	107.50	
Fri	25	105	1	0	106	5.50	286.50	
Mon	28	121	0	0	121	0.00	324.00	
Tues	29	115	1	0	116	5.50	326.00	
Wed	30	100	0	0	100	0.00	272.05	
Thurs	31	86	1	0	87	5.50	180.50	
<b>Total</b>		<b>2,315</b>	<b>27</b>	<b>0</b>	<b>2,342</b>	<b>148.50</b>	<b>5617.95</b>	<b>0.00</b>

Historical Sign-In Data



	January	February	March	April	May	June	July	August	September	October	November	December
2018	5241	4364	6055	5832	6436	6019	6292	6706	5519	6548	5168	5231
2019	5936	5424	6176	6249	6177	5179	6098	6066	5748	6293	4869	5503
2020	5709	5206	1284	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	642	3540	4460	4834	4345	3914
2022	3902	4260	5499	4461	4609	4695	4137	4721	4314	4347	3692	3429
2023	3195	3663	3805	3718	4098	4107	3813	4434				