



## “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 November 21, 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  *Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public.  **No public comment accepted via Zoom
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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. 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. APPROVAL OF THE AGENDA:**
- 4. APPROVAL OF MINUTES:** October 17, 2023
- 5. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:**  
*Individuals allowed three minutes. It is the Senior Advisory Board’s policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Senior Advisory Board from discussing or acting upon any matter not agendized pursuant to State Law.*
- 6. CONSENT CALENDAR:**
- 7. PUBLIC HEARING(S):**

**8. NEW BUSINESS:**

- a. Introduction of Food Services Coordinator, Sergio Navarrete
- b. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data from October 2023
- c. Accept Staff Recommendation to Cancel December 19, 2023, Senior Advisory Board Meeting
- d. Senior Advisory Board Election Update
- e. Senior Center Improvements Ad-Hoc Committee Appointment
- f. Senior Center Code of Conduct Discussion
- g. Senior Center Membership Ad-Hoc Committee Appointment

**9. UNFINISHED BUSINESS:**

**10. EXCLUDED CONSENT:**

**11. ITEMS FROM STAFF:**

- a. October 27 Halloween celebration recap
- b. Transportation Policy
- c. Discuss Card Table Options

**12. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA** (remaining items not heard during previous comment period)

**13. ITEMS FROM BOARD MEMBERS**

**14. ADJOURNMENT**

**The next regular Senior Advisory Board Meeting will be held on January 16, 2024 at 9:00 a.m. at the San Bruno Senior Center (Pending Cancellation of December 19, 2023 Meeting).**

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on November 17, 2023, by 6:00 p.m.



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Lupita Huerta, City Clerk



## “The City with a Heart”

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### MEETING MINUTES

#### Senior Advisory Board October 17, 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, Karlen, 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 September 19, 2023 meeting with a change.
  - Staff reviewed the recording of the September meeting and made the suggested change to remove the word “for” from Item 9 regarding the Police Chief presentation.
  - Staff reviewed the recording of the September meeting and confirmed that the minutes are correct for Item 10 regarding the purchase of the tables for the Senior Center. The company KI was referenced in the recording.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** City Council Member Marty Medina thanked the Board for their service.
7. **NEW BUSINESS:**
  - a. Introduction of Community Services Director, Travis M. Karlen – **Deputy Director Sandholm** introduced the new director. **Director Karlen** spoke about his career.
8. **UNFINISHED BUSINESS:**
  - a. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data from September 2023 – **Chair Epperson** asked about consistency of attendance. **Supervisor Handlos** stated that the instructors tracked their attendance and they had spoken to her about trends.
9. **ITEMS FROM BOARD MEMBERS:**

**Board Member Satow** asked about the changes to the upcoming Halloween party. **Deputy Director Sandholm** stated the changes were due to operational administrative staffing. **Board Member Martinez** asked for the Advisory Board to be included in these decisions.

**Director Karlen** stated that items from board members should be agendaized so they weren't in violation of the Brown Act. This part of the meeting should be used to report out and the response could be in a blind copy email or a report could be done at the next meeting. **Chair Epperson** asked what the process was for an item to be put on the agenda. **Director Karlen** stated agenda items should be given to staff so there could be a discussion on them in the meetings.

**Board Member Boscono** stated she received many complaints about how the Halloween party was handled and stated the changes should have been brought to the Board for input. **Director Karlen** asked for the complaints to be emailed to staff so staff could see if any adjustments could be made.

**Board Member Olcese** asked if meetings could be moved to 8:30 a.m. **Director Karlen** stated that the By-Laws would need to be reviewed.

**Board Member Boscono** asked about the status of highlighting seniors in the newsletter. **Director Karlen** stated staff would have a discussion and report back. She asked for an update on the transportation guidelines and code of ethics. **Deputy Director Sandholm** stated there weren't any updates yet due to staff capacity.

**Board Member Cox** asked for the status of deep cleaning the kitchen. **Deputy Director Sandholm** stated staff was working with the facilities team. A company had been identified, but the work hadn't been scheduled yet. She asked about the painting, recarpeting, modification to the opening of the women's bathroom, and scope of the work. He stated staff was in discussions about the overall scale of the projects.

**Board Member Froehling** asked about non-residents coming to just dance and the possibility of asking them for a donation. She thanked staff for the service for Marie Samora.

#### 10. ITEMS FROM STAFF:

- a. Lunch ticket sales – **Deputy Director Sandholm** stated sales are included in the senior fees section on the Nutrition Site Report. The number of ticket books were recorded on the daily deposit sheets. Request to add new columns to the report for each day: number of ticket books sold, amount of money donated for the ticket books, and the number of tickets received.
- b. Patio chairs update – **Deputy Director Sandholm** stated staff was still in the process of researching sturdy chairs. The Board requested to see options at the next meeting.
- c. Kitchen cleaning update – **Deputy Director Sandholm** spoke about this under Items from Board Members.
- d. Senior Center Table Update – **Deputy Director Sandholm** stated the purchase was approved by the County and the Grant would reimburse the City. He stated 47 tables were ordered and they were scheduled to arrive at the distributor on November 6<sup>th</sup>. No date had been scheduled for installation yet. **Board Member Cox** asked that card tables be agendized.

**Deputy Director Sandholm** stated the new food services coordinator was scheduled to start on November 1<sup>st</sup>. He stated catering would continue until at least the beginning of November. Two culinary assistant positions were still being hired.

#### 11. ADJOURNMENT: Meeting was adjourned at 9:40 a.m.

## Class Attendance October 2023 Totals

Mondays		
Class	2023	2022
Hiking	28	75
Ceramics	45	30
MahJong	41	49
Bocce	85	185
Tap	31	61
Billiards	32	39
BINGO	239	175
Computer Club	34	25
Pilates/Yoga	40	42
Yoga	61	46
Art Appreciation	canceled	12

Tuesdays		
Class	2023	2022
Spanish	52	42
Bocce	93	96
Zumba Gold	156	126
Sit & Workout	47	50
Beginner Line Dance (Kathy)	122	86
Ukulele	25	29
Billiards	39	36
Computer Club	17	16

Wednesdays		
Class	2023	2022
Hiking	46	56
Stained Glass	26	34
Beginner Line Review: Dolly	77	47
Billiards	30	33
American Line Dance (Allen)	36	42
BINGO	249	260
Current Events	31	38
Computer Club	27	26
Identity Theft & Scams	7	N/A

Thursdays		
Class	2023	2022
Softball	39	50
Fun & Fitness	19	57
Creative Writing	32	31
Yoga	67	53
Pedro	83	88
Music & Motion	71	51
American Line Dance (Allen)	29	39
Painting	20	22
Computer Club	14	23
Billiards	20	33
Book Club	6	N/A
Grief Support Group	8	N/A

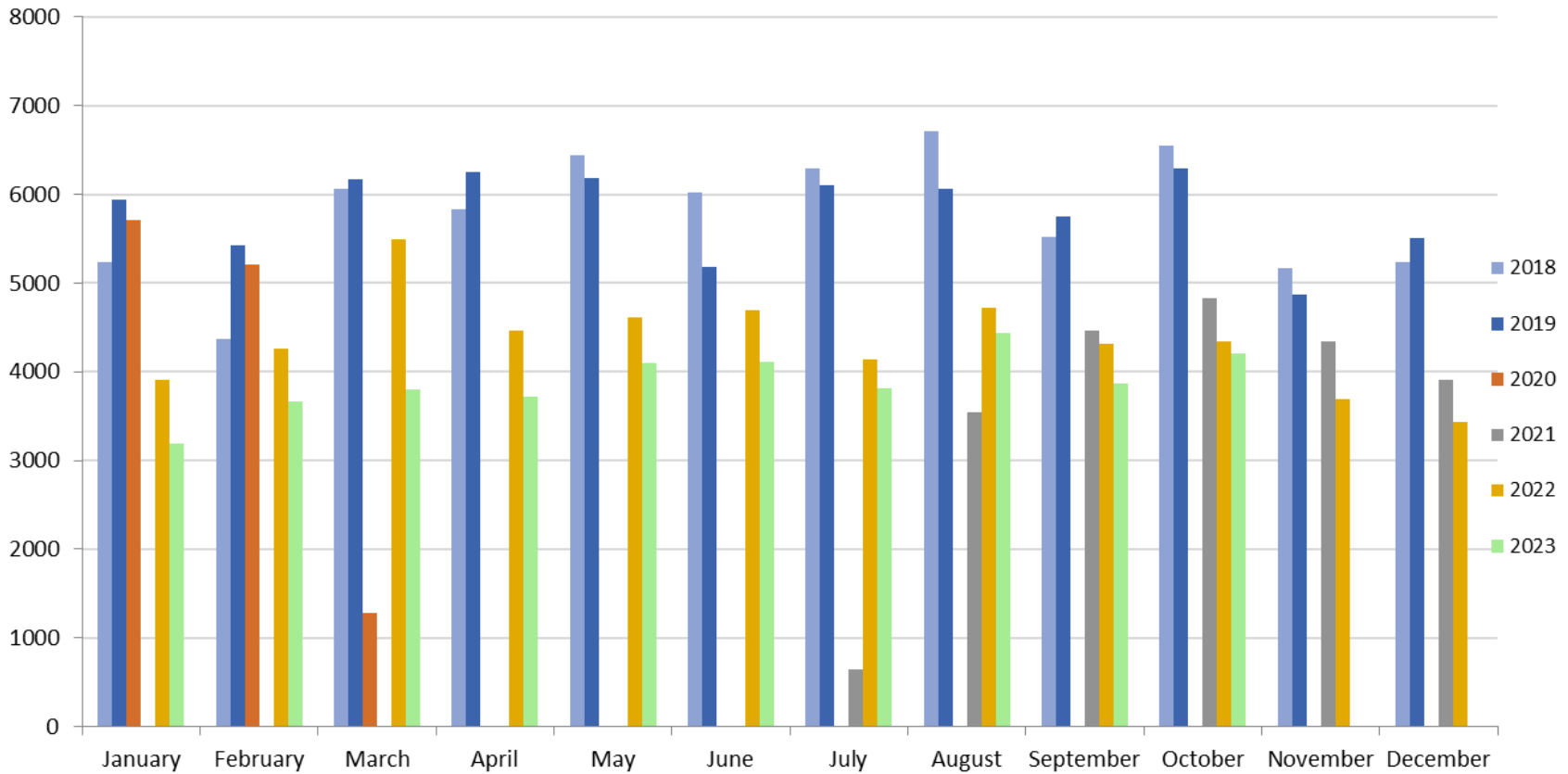
Fridays		
Class	2023	2022
Hiking	0	58
Knitting	8	24
Movie	10	7
Zumba Gold	131	121
BINGO	183	221
Ping Pong	27	56
Billiards	0	37
Bridge	12	16
Bocce	40	32
Seated Yoga	44	73

Sundays		
Class	2023	2022
Line Dance 10/01/2023	22	20
Social Line 10/08/2023	13	15
Dance 10/15/2023	canceled	40
Come Back BINGO 10/22/23	108	164
Dance 10/29/2023	48	49

### Nutrition Site Report - October 2023

Day	Date	Congregate Meals	Guests	Disabled Under 60	Total Meals	Guest Fees	Senior Fees	Tickets Redeemed	Booklets Distributed
Mon	2	116			116	0.00	221.25	26	
Tues	3	114			114	0.00	307.25	28	
Wed	4	102	3		105	16.50	267.48	26	4
Thur	5	74	3		77	16.50	103.50	18	
Fri	6	95	2		97	11.00	265.50	31	4
Mon	9	107	2		109	11.00	291.25	29	4
Tues	10	107		1	108	0.00	234.00	21	1
Wed	11	101	1		102	5.50	187.50	28	1
Thur	12	91	4		95	22.00	307.00	18	5
Fri	13	105	1		106	5.50	189.00	32	1
Mon	16	106			106	0.00	293.80	49	4
Tues	17	103			103	0.00	214.00	40	1
Wed	18	97			97	0.00	234.30	32	3
Thur	19	70			70	0.00	125.00	26	1
Fri	20	93			93	0.00	151.60	38	
Mon	23	95	1		96	5.50	303.50	25	5
Tues	24	113			113	0.00	209.00	31	
Wed	25	101	2		103	11.00	158.00	33	1
Thurs	26	90	1		91	5.50	63.75		1
Fri	27	129	2		131	11.00	380.00	63	1
Mon	30	104			104	0.00	268.67	30	3
Tues	31	103	1		104	5.50	281.25	23	3
<b>Total</b>		<b>2,216</b>	<b>23</b>	<b>1</b>	<b>2,240</b>	<b>126.50</b>	<b>5056.60</b>	<b>647</b>	<b>43</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	3867	4204		



CITY OF SAN BRUNO  
COMMUNITY SERVICES DEPARTMENT

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**DATE:** November 21, 2023  
**TO:** Senior Advisory Board  
**FROM:** Lynne Handlos, Community Services Supervisor  
**SUBJECT:** Accept Staff Recommendation to Cancel December 19, 2023, Senior Advisory Board Meeting

**BACKGROUND:**

Due to the December Advisory Board Meeting falling a few days before the holidays, staff recommends the Board cancel the regularly scheduled meeting. If there are any time sensitive items, Staff will recommend the Board hold the December meeting or schedule a special meeting to discuss pertinent business.

**DISCUSSION:**

At this time, it is not anticipated there will be time sensitive items brought to the Board in December. Any business that is brought forward will be discussed in January.

**RECOMMENDATION:**

Staff recommends that the Board cancel its December 19, 2023, meeting.

**ALTERNATIVES:**

Hold the Advisory Board Meeting on December 19, 2023 as scheduled.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.





**DATE:** November 21, 2023  
**TO:** Senior Advisory Board  
**FROM:** Lynne Handlos, Community Services Supervisor  
**SUBJECT:** Senior Advisory Board Election Update

**BACKGROUND:**

The Senior Advisory Board consists of six members and one appointed representative from the Nutrition Site Council. Member terms end in January and elected members are sworn in at the February meeting.

Bunny Epperson and Priscilla Martinez were elected in 2022 for a two-year term and will be required to submit an application and candidate statement if they intend to run for re-election.

**DISCUSSION:**

The process to run for the Senior Advisory Board begins with a call for candidates published in the December and January newsletters, announced during lunch time, and posted throughout the Senior Center. Adults 50 and over who reside in San Bruno and desire to run for a board position will fill out and return an application and a candidate statement describing why they are interested in serving on the board.

If more applications are received than vacant seats, a small candidate forum is arranged during lunch for the resident seniors to meet the candidates. An election is held on the first Wednesday of February and is presided over by the City Clerk or Deputy City Clerk. Voting is open to San Bruno residents who are 50 or older.

Applications for two Board positions will be accepted from December 18, 2023 through January 19, 2024. The position vacancies will be advertised in the December and January newsletters. Nominations from the floor at the January 16, 2024, Senior Advisory Board meeting will also be permitted.

If there are more than two applicants, an election will be held on Wednesday, February 7, 2024, from 9:00 am – 3:30 pm. Each senior that wishes to vote will receive a ballot after proof of age and San Bruno residency has been established.

If there are two applications or less, the qualified applicants will be automatically appointed to the Board.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Receive Report.

**ALTERNATIVES:**

None.

**ATTACHMENTS:**

None.



**DATE:** November 21, 2023  
**TO:** Senior Advisory Board  
**FROM:** Lynne Handlos, Community Services Supervisor  
**SUBJECT:** Senior Center Improvements Ad-Hoc Committee Appointment

**BACKGROUND:**

The San Bruno Senior Center was originally constructed in 1987. The Center is very well utilized daily for the congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, the center is used for official City events, City Council meetings, Senior Advisory Board meetings, Planning Commission meetings, non-profit, and private rentals.

As with all heavily used buildings, the facility has experienced wear and is in need of updates. In the Capital Improvement Budget for Fiscal Year 2023/2024, the City of San Bruno has allocated \$75,000 for improvements at the San Bruno Senior Center. The improvements identified include upgrade flooring, door hardware, and interior paint.

**DISCUSSION:**

Staff is recommending the formation of an ad-hoc subcommittee comprising of no more than three board members to work collaboratively with staff to return with paint and flooring options for the full board to consider. Staff will convene a meeting with the ad-hoc to discuss options and provide a recommendation to the Senior Advisory Board at their January Meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this staff report.

**RECOMMENDATION:**

Staff is recommending the formation of an ad-hoc subcommittee comprising of no more than three board members to work collaboratively with staff to return with paint and flooring options for the full board to consider.

**ALTERNATIVES:**

None

**ATTACHMENTS:**

None.



**DATE:** November 21, 2023  
**TO:** Senior Advisory Board  
**FROM:** Lynne Handlos, Community Services Supervisor  
**SUBJECT:** Senior Center Code of Conduct Discussion

**BACKGROUND:**

The San Bruno Senior Center is a place for seniors to convene daily for the congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to provide the senior population volunteer opportunities.

It was recommended that senior center staff draft a Code of Conduct for the participants at the Senior Center to help ensure everyone has a positive experience while visiting.

**DISCUSSION:**

Staff reviewed the Code of Conducts for the Cities of Belmont, Daly City, and Redwood City. Staff used the examples as a benchmark for the draft Code of Conduct. Staff also took into consideration the information received from participants at the senior center through a variety of interactions to create a draft of the San Bruno Senior Center Code of Conduct for review.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Adopt the Code of Conduct.

**ALTERNATIVES:**

Do not adopt the Code of Conduct and provide direction to staff on desired changes.

**ATTACHMENTS:**

Code of Conduct



# City of San Bruno, CA Community Services Department

## CODE OF CONDUCT

The Community Services programs and facilities are a place for people to come together and have fun, learn, and enjoy their time in a positive and safe environment. Support of one another is encouraged and welcomed, and valuing diversity is essential.

Guests of the City are expected to be independent or must otherwise be accompanied by a companion or guardian. Guests must not behave in such a way that causes a disturbance to other guests or activities. Additionally, guests are required to adhere to the Code of Conduct when they are present at City facilities and grounds. Failure to comply with the standards described in the Code of Conduct will be subject to intervention, which can and may include disciplinary action, suspension or expulsion.

The following are considered unacceptable behaviors towards the Facilities, Participants, Volunteers or Staff:

### **Verbal /Written**

- \*The use of language that is profane, vulgar, suggestive insinuations, or makes another person uncomfortable.
- \*Racial, religious, sexual, or any other form of verbal harassment; including but not limited to abusive, intimidating and threatening language such as yelling.
- \*Racial, religious, sexual, or any other written harassment; including but not limited to profane or vulgar signs, notes, clothing or emails.

### **Non-Verbal**

- \*Rude, obscene or otherwise objectionable hand or physical gestures.
- \*Physical intimidation or threats of violence.
- \*Barring participants, volunteers or staff from accessing Center facilities, programs or materials.
- \*Unwanted physical contact of any kind.
- \*Throwing of any objects.
- \*Sleeping.

### **Damage to Property**

- \*Damage or destruction of materials, equipment, furniture and grounds, or theft.
- \*Damage or destruction of other property belonging to participants, volunteers or staff, or theft.

### **Personal Hygiene & Dress**

- \*Littering inside the City facilities or on the grounds.
- \*Failure to maintain personal cleanliness and good hygiene such as strong body odor or soiled clothing.
- \*Lack of shoes, shirt, or proper coverage.
- \*Wearing of clothing or accessories which advertise the discrimination or denigration of any groups including but not limited to ethnicity, culture, religion, political or sexual orientation.

### **Safety**

- \*Contamination of foods or property through lack of personal hygiene or poor cleanliness practices.
- \*Be under the influence of alcohol or illegal drugs.
- \*Violation of the smoking ordinance either inside or outside the facilities.
- \*Bringing bicycles, shopping carts, running, skating or skateboarding inside the Facilities.

### **Solicitation or Religious Dissemination**

- \*Personal solicitation of goods or services of any nature not provided by the Center or partner agencies.
- \*Solicitation of donations to any non-profit agency not in partnership with the City.
- \*Sales of any goods or services not part of the Parks & Recreation programs.
- \*Promotion or dissemination of any religious material.
- \*Posting flyers of events not affiliated with Parks & Recreation Programs.



**DATE:** November 21, 2023  
**TO:** Senior Advisory Board  
**FROM:** Lynne Handlos, Community Services Supervisor  
**SUBJECT:** Senior Center Membership Ad-Hoc Committee Appointment

**BACKGROUND:**

The San Bruno Senior Center offers an annual membership to adults 50 and older as an additional opportunity to support San Bruno Senior Center programming. The current senior center membership fees are \$15 for residents and \$20 for non-residents with an optional Newsletter subscription for \$10. The current membership includes: Discount on various activities (ex. bocce, softball, billiards, and horseshoes), 1 ticket for coffee bar, and 1 lunch party ticket. The membership period for each member is one calendar year from their membership date.

**DISCUSSION:**

It was requested that staff contact local senior centers to understand which centers offer memberships and what is included in their membership. Staff contacted 22 senior centers throughout the Bay Area which are operated by a municipality and seven senior centers offer a membership to their center. The cost and benefits included in the membership varies amongst the agencies.

Here is a list of the findings of benefits that are included at other senior centers:

- Direct communications: ex. email, snail mail, etc.
- Discount on various classes, activities, drop-in fees, day trips
- Priority registration for classes, special events, day trips, etc.
- Members-only events, luncheon
- Annual parking pass
- Newsletter/Bulletin subscription
- Giveaways (ex. first 100 patrons to sign up as member receive Chef Fudge, free turkeys, etc.)

The Membership fee charged by the different agencies range between \$5 - \$35/year for Residents and \$10 - \$45/year for Non-residents.

Based on the findings, City staff is recommending the formation of an ad-hoc subcommittee comprising of no more than three board members to work collaboratively with staff for an evaluation of senior center membership benefits to be in line with City policy for the full board to consider. Staff will convene a meeting with the ad-hoc to discuss options and provide a recommendation to the Senior Advisory Board at their January Meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this staff report.

**RECOMMENDATION:**

Staff is recommending the formation of an ad-hoc subcommittee comprising of no more than three board members to work collaboratively with staff for an evaluation of senior center membership benefits to be in line with City policy.

**ALTERNATIVES:**

None.

**ATTACHMENTS:**

None.