



**MEETING MINUTES**

**Senior Citizens Advisory Board  
February 15, 2022**

1. **Call to Order/Roll Call:** **Bunny Epperson** called the meeting of the Senior Citizens Advisory Board to order at 9:01 a.m. Board Members Present: Herb Chu, Barbara Cox, Bunny Epperson, Linda Holman, Priscilla Martinez, Ralph Olcese, Joyce Satow. Staff Present: Danielle Brewer, Ann Mottola, Mary Tessier.
2. **PLEDGE OF ALLEGIANCE:** **Board Member Epperson** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** The Board accepted the minutes of the January 18, 2022 meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**
  - a. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data – **Superintendent Brewer** presented. She explained that the person at the front desk takes a tally for class attendance and Supervisor Tessier compiles the data at the end of the month. As part of the nutrition grant, the Senior Center can't accept fees for people 60 and over. Instead there is a suggested donation. The fees in the report are from people who are under 60. The historical data is compiled by Barbara Cox from the front desk sign in.
8. **NEW BUSINESS:**
  - a. Senior Citizens Advisory Board Members Introduction and Election  
**Board Member Holman** nominated Bunny Epperson for chair.  
**M/S Holman/Cox.** Passed unanimously.  
**Board Member Olcese** nominated Priscilla Martinez for vice chair.  
**M/S Olcese/Epperson.** Passed unanimously.
  - b. Update Receive Report on Senior Advisory Board Trust Fund and Bequest Fund Balances – **Superintendent Brewer** presented. She explained that the Senior Center is funded in a few different ways. One is by the Senior Advisory Board Trust Fund. This fund is used specifically for Senior Center items. The current balance is \$175,771. A second funding source is the Bequest Fund. The fund comes from when people leave large sums of money from their estate to the Senior Center. This fund is used only for Senior Center projects. The parking lot and the trash enclosure will be funded from here.

**Board Member Cox** asked if there are detailed accounting spreadsheets broken down to where the funds come from. **Supervisor Tessier** explained that when she does a deposit, the money is categorized by activity. **Superintendent Brewer** stated that this information can be compiled annually. **Director Mottola** asked what would be helpful for what she is interested in. **Board Member Cox** would like the breakdown source of the revenues and expenditures. Staff will work on a report. Discussion about how things are accounted for and discrepancies. **Board Member Epperson** thought that the money for the parking lot and the trash enclosure had already been taken. **Superintendent Brewer** stated that none of the money has been taken yet. Discussion and review of the parking lot and the trash enclosure projects. Pre-construction meetings will be happening soon.

9. **ITEMS FROM BOARD MEMBERS:**

**Board Member Chu** thanked outgoing chair Dorothy Carmichael for her service.

**Board Member Olcese** asked about the possibility of a couple of new replacement chairs. He also asked if the soda machine is being monitored on weekends when there are parties since it always seems to be empty on Mondays. **Superintendent Brewer** said they could talk about the chairs and staff will figure out some way to secure the soda machine.

10. **ITEMS FROM STAFF:**

- a. Update on Parking Lot and Trash Enclosure – **Superintendent Brewer** stated that they will have a better idea of the schedule once the pre-construction meeting takes place.

**Director Mottola** stated that she would like to have one-on-ones with each board member to get to know them and to find out what their visions are. Her executive assistant will reach out.

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