



**MEETING MINUTES**

**Senior Advisory Board  
June 20, 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 May 16, 2023 meeting.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:**

**Marsha Glassner** asked if the knitting group could be changed to the knitting and crochet group. She asked for the return of the freebie table.

**Councilmember Marty Medina** asked for help promoting the Second Harvest Food Distribution Center at Belle Air on the fourth Wednesday of every month.
7. **UNFINISHED BUSINESS:**
  - a. Receive and File Monthly Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data from May 2023 – **Board Member Cox** noted a correction needed for May 3<sup>rd</sup> and May 4<sup>th</sup> on the Nutrition Site Report.
  - b. Tables and Refrigerator Purchase Update (Oral) – **Acting Director Sandholm** stated the refrigerator had been installed. Staff was in the process of obtaining three quotes for the tables.
  - c. Facility Improvement Update (Oral) – **Acting Director Sandholm** stated the improvements were on the Buildings and Facilities Staff radar. Due to staffing constraints, steam cleaning assembly room floor and lobby tiles, repainting the interior, and replacing carpet in lobby and offices were moved to a summer timeline.
8. **NEW BUSINESS:**
  - a. Review and Discuss Congregate Nutrition Suggested Donation and Under 60 Fee – **Acting Director Sandholm** presented the staff report. He stated that staff was currently recruiting for the food service coordinator position. Discussion about catering and vegetarian options. **Board Member Cox** suggested tabling this discussion until there was a chef on board. **MSC Cox/Olcese**. Unanimous.

**9. ITEMS FROM BOARD MEMBERS:**

**Board Member Satow** asked for clarification on the transportation policy for non-residents. **Acting Director Sandholm** stated staff would research the policy and update the Board next month.

**Board Member Satow** asked about writing checks to the Senior Center. **Acting Director Sandholm** stated that all checks for the Senior Center should be written to The City of San Bruno and the money would be deposited into Senior Center revenue accounts. He stated that he would report back next month with more information. **Board Member Cox** stated that donations to the City from the Nutrition Site Council are deposited into a special revenue account for transportation, entertainment, and food. **Acting Director Sandholm** stated he would confirm this. **Supervisor Handlos** stated she contacted the County about individuals making private donations to cover lunches for a day. The County advised that it couldn't be advertised that lunches were paid for a specific day because all meals were available based on a suggested contribution.

**Board Member Froehling** stated people have complained to her about others smoking outside and leaving ashes on the floor. **Supervisor Handlos** stated smoking was authorized if it was 25 feet from the building. **Acting Director Sandholm** stated they would confirm the 25-foot policy and enforce it, and would work with the Facilities Team about moving the ashtray.

**Board Member Boscono** asked about the number of lunches served every day. She asked about reserving lunches by phone, preparing placemats ahead of time, and picking up placemats for other people. She thanked the volunteers for their work. **Acting Director Sandholm** stated meals were at 120 a day with the caterer. He stated that staff would report back with answers to her other questions.

**Board Member Boscono** asked about bingo guidelines. **Board Member Cox** stated bingo was a Nutrition Site Council program so rules and regulations were strictly the responsibility of the non-profit.

**Board Member Satow** asked about a date for the talent show and the desire to bring it back. **Supervisor Handlos** stated she hadn't heard anything, but encouraged those interested to speak with her.

**10. ITEMS FROM STAFF:**

**Acting Director Sandholm** stated that the residency breakdown for lunches was still being worked on.

**Supervisor Handlos** announced the volunteer meeting date would be on July 13<sup>th</sup>.

**11. ADJOURNMENT:** Meeting was adjourned at 10:19 a.m.