



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.