MONDAY, DECEMBER 3, 2012

4:30 P.M. – SENIOR COMMISSION MEETING
Hillview Community Center, Los Altos Senior Center Room 11
97 Hillview Avenue, Los Altos, California 94022

ROLL CALL

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

1. Commission Minutes
   Recommendation to approve the minutes of the regular meeting of November 5, 2012.

DISCUSSION ITEMS

2. Public Education Programs
   Review and discussion of co-sponsorship of educational programs including but not limited to emergency preparedness, falls prevention and aging in place design elements.

3. Senior Center Refurbishing Progress Update
   Receive staff report

4. Senior Commission 2012-2013 Work Plan Progress
   Review and discuss 2012-2013 Work Plan approved by City Council on March 27, 2012 and discussed at the Joint Meeting with Council on May 1, 2012.

5. Announcements and Items for Information
   a. Senior Commission Publicity
      Articles to be written and received pertinent to senior issues.

b. Santa Clara Council on Aging Advisory Board Report
Written report by Commissioner Tiemann.

COMMISSION REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Recreation Department 72 hours prior to the meeting at (650) 947-2894.

Agendas, Staff Reports and some associated documents for Senior Commission items may be viewed on the Internet at http://www.ci.los-altos.ca.us/committees-commissions/senior/meetings.html.

On occasion the Senior Commission may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Los Altos Senior Center Coordinator's Office, City of Los Altos, located at 97 Hillview Avenue, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the Senior Commission Liaison for the final document.

If you wish to provide written materials, please provide the Senior Commission Liaison with **10 copies** of any document that you would like to submit to the Senior Commission for the public record.

For other questions regarding the meeting proceedings, please contact the Senior Commission Liaison at 650-947-2894.

MINUTES OF A SPECIAL MEETING OF THE SENIOR COMMISSION OF THE CITY OF LOS ALTOS/ TOWN OF LOS ALTOS HILLS, HELD ON MONDAY, NOVEMBER 5, 2012 AT 4:30 P.M. AT HILLVIEW COMMUNITY CENTER, 97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA, 94022

ROLL CALL

PRESENT: Commission Members Jenney, Popell, Tiemann, Seddiqui, Palmer, Pelham, De Mare.

ABSENT: Smith.

PLEDGE OF ALLEGIANCE

Chair Jenney led the pledge of allegiance to the flag.

SPECIAL PRESENTATIONS

Naomi Pease, American Red Cross Silicon Valley Program Manager and Lois Adams, Board of Director discussed programs and challenges of emergency preparedness for seniors.

PUBLIC COMMENT

1. Commission Minutes

Motion by Tiemann seconded by De Mare to approve the minutes of the October 1, 2012 regular meeting as written. Motion passed unanimously.

DISCUSSION ITEMS

2. Council on Aging Silicon Valley Advisory Council appointment

City of Los Altos City Council appointed Nancy Dudley to the Council on Aging Silicon Valley Advisory Council at the meeting of October 23, 2012.

3. Senior Commission 2012-2013 Work Plan Progress

Reviewed and discussed 2012-2013 Work Plan.

4. Public Education Programs

Flyers will be distributed for the 2013 Medicare Updates and Changes program on Thursday, November 15, 2012 at 12:30 in Hillview Community Center, Room 12.

5. City of Los Altos Mission Statement addition of, "and Retire

Verbal update by Chair, Jenney

6. Meeting Schedule for 2013

First Monday of every month at 4:30pm with the exception of September 2, 2013. Meeting will be held Monday, September 9, 2013 due to the Labor Day Holiday.

7. Commission representatives to Council meetings

Tentatively assigned representatives to attend Council meetings.

8. Announcements and Items for Information

A) Senior Commission Publicity

Tiemann reported on articles to be written and received pertinent to senior issues.

B) Santa Clara Council on Aging Advisory Board Report

Written report by Commissioner Tiemann.

C) WHO Age-friendly Cities Website

The updated World Health Organization Age-Friendly Cities website may be found at **www.agefriendlyworld.org**.

D) Santa Clara County Seniors Agenda: Phase II

Board of Supervisors extension of the Senior Agenda project. Found online at http://www.sccgov.org/sites/ssa/Department%20of%20Aging%20-%20Adult%20Services/Pages/Department-of-Aging-and-Adult-Services.aspx

COMMITTEE REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Discuss the lapses in Senior Emergency Preparedness and how the Commission may fill those areas.

Pedestrian Master Plan Update.

ADJOURNMENT

Chair Jenney adjourned the meeting at 5:44 p.m.

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Candace Bates
Senior Center Recreation Coordinator
Liaison to the Senior Commission

TO: Senior Commission

FROM: Beverly Tucker, Recreation Director

SUBJECT: Senior Center Refurbishment Progress Update

RECOMMENDATION:

Receive staff report.

BACKGROUND

The Senior Commission work plan includes a goal to refresh and modernize the Senior Center. This requires a formal request to the City Council with a well-defined construction and furnishing cost estimate.

DISCUSSION

A local interior designer Pattie Woerner of New Leaf Designs gave a list of remodel suggestions and furnishing improvements for the Senior Center pro bono. The list included basic furnishing costs for the common social areas without construction estimates. This provided an excellent starting point for staff to gather design and construction estimates.

Staff has enlisted additional pro bono design and construction estimates from Office Sekkei. Office Sekkei will provide technical drawings that include suggested new social and staff area layouts based on detailed analysis of each Senior Center program function and support staff function. They will also detail furnishing costs and identify construction tasks to use for cost estimates.

Some of the preliminary suggestions from Office Sekkei include relocating the support staff work areas to create a larger social area for participants, providing an ADA accessible service counter for registration and opening an interior door between Rooms 11 and 12.

A report with construction and refurbishment costs will be presented to the Commission at the January meeting prior to sending to the City Council.

Los Altos Senior Commission – 2012-2013 Work Plan

2012-2013 Council Approved Goals and Projects

Goals		Projects
1	**GOAL 1. Transportation – Study issues involving bus transportation for seniors. - Completed** (Tanya DeMare and K. Gabrielle Tiemann)	
	a. Benches at Bus Stops (DeMare/Tiemann to follow up with staff)	By July 1, 2012: 1) DeMare and Tiemann to meet with Staff in mid July. - completed 2) Contact VTA re: 1) Most widely used routes (2) Feasibility of installing bench/benches - Tiemann contacted VTA and received information on widely used routes. - completed 3) Research the Feasibility/Cost/Process of installing benches and use of grant funds. 4) Validate the need for benches for seniors – Pelham created research binder; given to staff. 5) Identify the location of Los Altos/Los Altos Hills bus stops and which ones have (and don't have) benches – Tiemann contacted VTA and received a print out of bus stops and bench locations. (DeMare/Tiemann)
2	**GOAL 2. Provide resources for age-friendly home/condo construction.** (Tanya DeMare and K. Gabrielle Tiemann)	
	a. Compile a listing of resources identifying age-friendly design elements - Complete (DeMare/Tiemann)	By July 1, 2012: Discuss with staff to determine how and to whom to disseminate list of resources – 1) DeMare and Tiemann to meet with Staff in mid July. 2) A future informational brochure or handout will be created for Age-friendly residential design and construction (includes ADA compliance) to be distributed to architects and contractors in Los Altos Hills - Completed November, 2012 1) An Age-Friendly Design Element is available for public consumption on the City of Los Altos Senior Commission webpage and Town of Los Altos Hills website, or at the front counters. Information is also available through the Town of Los Altos Hills Planning and Building Dept and The City of Los Altos building Division. (DeMare/Tiemann)

3	**GOAL 3. Refresh/modernize Senior Center.** (Kathy Seddiqui)	
	a. Meet with staff to assess needs of Senior Center b. Contact local designers for possible donation of design plans for center c. Contact furniture stores for possible donations of new furniture and/or accessories (Seddiqui)	By June 2012: 1) Create a list of possible local designers to ask for design plans for the Senior Center 2) Contact designers for design plans for the Senior Center By December 2012: 1) Create a list of furniture stores that may donate furniture to implement design plans for the Senior Center 2) Contact furniture stores for the donations of furniture (Seddiqui)
4	**GOAL 4. Collaborate with the Senior Center on a variety of educational programs.** (Anabel Pelham and Catherine Popell)	
	a. Meet with Senior Center staff to assess the needs and scheduling for a senior lecture series **COMPLETE** b. Explore the no-cost Stanford University Falls Prevention Program (Pelham) **COMPLETE** c. Explore a Senior lecture series (Pelham/Popell) **COMPLETE**	By June 2012: **COMPLETE** Explore options for cost recovery venues for senior lecture series (Library, Town of Los Altos Hills, Main Street Café, State Street Bike Shop, etc.) - completed Invite a representative of the Stanford University Falls Prevention Program to make a presentation to the Commission in order to review its feasibility as an educational program for the Senior Center. Speaker for the Stanford Falls Prevention will present at the Senior Commission Meeting of September 10, 2012. (Pelham/Popell) By August 2012: **COMPLETE** Have begun to contact possible local speakers with topic expertise, about presenting a lecture in the series (Example: reverse mortgages, health issues, etc.). By November 2012 Co-Sponsor Age Well Drive Smart and a Medicare Changes and Updates Presentation. (Pelham/Popell/staff)

5	**GOAL 5. Determine if there are gaps in the Emergency Preparedness Programs as they relate to seniors; for example Red Cross, first responders, etc.** (Anabel Pelham and Catherine Popell)	
	a. Explore how LA/LAH presently encourage seniors to participate in Emergency Preparedness classes - **COMPLETE** b. Investigate the Intergenerational Emergency Preparedness Project developed by SFSU Gerontology Graduate students (Pelham/Popell)	By June 2012: **COMPLETE** Attended a Red Cross focus group on senior emergency preparedness. At her request given the name of facilitator to J. Logan. - Complete Mike Sanders and George Hurst, Emergency Services Coordinators, Santa Clara County Fire Department will present to the Senior Commission at the October 1, 2012 meeting. - Complete Contact the SFSU Gerontology Program Graduate Student team that developed the Intergenerational Emergency Preparedness Project for Los Altos and invite them for a presentation to the Senior Commission. – Complete Invite the American Red Cross to present to the Senior Commission at the November 5, 2012 meeting – Complete April 2013: Co-sponsor a joint fall-prevention, personal emergency preparedness presentation (Pelham/Popell/staff)
6	**GOAL 6. Continue to update Senior Resource Manual.** (Kathy Seddiqui)	
	a. Update senior resource manual annually or as needed b. Solicit feedback from users c. Update the Chamber of Commerce annual brochure (Seddiqui)	By December 2012: 1) Review and update all service provider information 2) Add or subtract service providers as necessary 3) Print any updates to the Senior Resource Manuals 4) Update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce) 5) Review and add or subtract Senior Resource Manual locations 6) Insert a feedback page in Senior Resource Manuals and City and Town websites

		7) Update City and Town websites to reflect updates (Seddiqui/staff)
7	**GOAL 7. Explore research and program development grants and contracts aimed at helping older individuals.** (Anabel Pelham)	
	a. Research grant opportunities (Pelham)	By August 2012: 1) Grant process categories and questions developed and will be submitted to City Finance staff in June or July to discuss. 2) Study the Foundation Center's offerings of potential grants and contracts that would serve older persons. Place the emphasis on the eight Age-Friendly Cities criteria 3) Share findings with the Commission and staff (Pelham/staff)
8	**GOAL 8. Share with appropriate city officials the results of our after-dark downtown grid lighting surveys.** (Karen Jenney and Anabel Pelham)	
	a. Walking Survey project (Jenney, Pelham)	By May 1, 2012 and November 1, 2012: Share with staff any after-dark lighting safety issues found during next walking surveys in the downtown grid December 5, 2011: Senior Commission meeting with Jim Gustafson and reported on the follow-up progress being made on the Walking Survey results Oct. 29, 2011: Walking Survey done and given to Jim Gustafson, Engineering Services Manager for the City of Los Altos
9	**GOAL 9. Identify and/or coordinate common senior initiatives with other agencies that involve senior initiatives (that come within the scope of duties or purposes of Senior Commission).** (Linda Smith)	
	a. Senior Commissioners will attend any meeting of organizations/commissions/committees as invited and/or appropriate and bring that	By June 1, 2012: Review Agendas and Minutes of those organizations that meet Goal 9. If a Senior issue is on the Agenda or Minutes, the assigned Commissioner(s) will attend relevant meetings and report back to the Commission Review organizations that support Seniors in the City of Los Altos/Town of Los Altos Hills and

	information back to the Senior Commission	assign Commissioners to other organizations that may have come up Annually review and assign or reassign commissioners to various groups as deemed necessary
10	**GOAL 10. Provide Senior Scholarships to encourage Senior Center involvement for those financially challenged.**	
	a. Have up to eight $200.00 scholarships per year in Los Altos utilized	By September 1, 2012 1) Simplify and modify application process 2) Present modified process to City Council 3) Reach out to previous applicants that could now qualify 4) Publicize the scholarship availability
11	**GOAL 11. Document Age-Friendly Community Events for future reporting.** (Linda Smith)	
	a. Maintain a hard and soft copy record of all Age-Friendly Community Events	By December, 2012 1) Organize and maintain a record of all Age-Friendly Community Events. (Smith)

Advisory Council Minutes
Santa Clara Senior Center
November 5, 2012

Call to Order

The meeting was called to order by Chairperson Wes Mukoyama at 12:30 PM. A quorum was present.

Approval of Agenda and Minutes

The minutes and agenda were approved. Also, the June minutes were approved, as they had been pending a quorum to be approved.

Legislative Committee

Bob Lindley noted the legislative bodies are currently in recess.

Health Committee

Douglas Palomo, current chair of the committee, noted the first meeting would be held after the general meeting.

Planning Committee

No report.

Transportation Committee

No report.

Program – Public Guardian Conservatorship

The scheduled program, CalFresh, was unable to attend. In its place, Linda Kincaid spoke on some of the issues surrounding conservatorship.

ABC News has been covering local conservatorship issues recently. When a petition to have someone conserved is filed, it is heard in probate court. In probate court, there is no jury, and anyone can petition the court to be named as the conservator (not necessarily a family member).

A number of instances of this power being used incorrectly is from the Santa Clara County's Public Guardian office. The Public Guardian has not been following probate procedure properly, and in some cases has both removed a senior from their home and taken out a reverse mortgage on the home, which is illegal.

Linda is trying to educate people about the rights of people in a care facility, and educate law enforcement about the right to visitors and other rights. It was recommended that Linda and others contact the Santa Clara County Senior Commission and the Police interior/ombudsman to review the situation.

CSL Legislative Session

12 CSL proposals have been enacted and signed into law, which is the most ever for CSL. One was Austin's petition to have dental care covered in Medicare, another is Bob's to give homeowners the opportunity to ask questions about foreclosures.

New Business
None.

Old Business
A discussion was held around the letter forwarded to the Board of Directors requesting a housing advocate. The group agreed that a formalized relationship to send suggestions to the board in the future would be a better procedure.

Ken Hengst announced his interest in the open CSL assembly position. A motion was seconded and approved to appoint Ken to the open seat.

Member's Report
Anita discussed her research on Asian Indian seniors. In 1990 there were about 20,000 Asian Indians in Santa Clara County. By 2010 that number has grown to over 125K. Asian Indian seniors typically do not mix with the mainstream. The usually immigrate to be with their children and grandchildren in the United States and often leave their social structures behind. These seniors are often highly educated and speak English, although accents can serve as point of alienation. Anita studied systemic issues, immigration and welfare, and the Older Americans Act laws that affect quality of life. Because these seniors immigrate, they often experience a lower quality of life due to a lack of social structures, worse transportation, and financial dependence on others. There have been lots of changes to the relationship between the US and India recently, due to the growth of the internet and technology.

Chair's Report
No report.

Advisory Council Liaison to the Board
Gabrielle attended the Board meeting. COASV is actively moving towards implementing an Aging Disability Resource Connection (ADRC) model, which provides a no-wrong-door service center for all. Wes has served on the state ADRC implementation board. The model has been piloted in a number of counties in California and is now being implemented in more.

Staff Report
Mike announced a new member training to be held November 26th at 3 pm.

Announcements
- Nancy announced that the CCS conference on November 10th has been postponed.
- Jolene Bradford from VTA announced a travel training session to be held on November 13th.