



MONDAY, JUNE 4, 2012

4:30 P.M. –REGULAR 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.

DISCUSSION ITEMS

1. Commission Minutes
Recommendation to approve the minutes of the May 7, 2012 regular meeting.
2. Senior Commission 2012-2013 Work Plan Progress Review
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.
3. Senior Scholarship
Recommendation to:
 - 1) Approve the revised scholarship application and introductory letter
 - 2) Approve modifying the qualifying income level requirement from a combined household to a single applicant.
4. Senior Commissioner review of Council proceedings
Create a master calendar assigning each Senior Commissioner to review Council's Agenda and represent the Commission at City Council meetings where matters relating to seniors are discussed.
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 REGULAR MEETING OF THE SENIOR COMMISSION OF THE
CITY OF LOS ALTOS/ TOWN OF LOS ALTOS HILLS, HELD ON
MONDAY, MAY 7, 2012 AT 4:39 P.M. AT HILLVIEW COMMUNITY CENTER,
97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA, 94022**

ROLL CALL

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

ABSENT: None

PLEDGE OF ALLEGIANCE

Chair Jenney led the pledge of allegiance to the flag.

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT

None

DISCUSSION ITEMS

1. Committee Minutes
Motion by Tiemann seconded by De Mare to approve the minutes of the April 2, 2012 regular meeting as written. Motion passed unanimously.
2. Senior Commission Annual Report to City Council
 - a. Review, discussion and addition of the Senior Scholarship to the 2012-2013 Work Plan per the Los Altos City Council Joint Meeting on May 1, 2012.
 - b. Commissioners discussed 2012-2013 Work Plan.
3. Senior Scholarship
Review and discussion of recommendation to the Los Altos and Los Altos Hills City Council regarding the future of the Senior Scholarship program.
4. Announcements and Items for Information
 - a. Senior Commission Publicity
 - i. Articles to be written and received pertinent to senior issues.
 - ii. Brainstorm community outreach and education efforts via print and on-line media
 - b. Santa Clara Council on Aging Advisory Board Report
Written report by Commissioner Tiemann. Santa Clara Council on Aging is

now publishing an online resource directory at
<http://www.coasiliconvalley.com/site/ord>.

COMMITTEE REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

- a. City of Los Altos Annual Commission Training will be held on Tuesday, May 15th, 2012 at the City of Los Altos City Council Chambers. Check-in 5:30 pm, Training Commence 6:00 pm.
- b. Creation of assignment calendar for Senior Commissioners to review City Council Agenda's and represent the Commission at City Council meetings where matters relating to seniors are discussed.

ADJOURNMENT

Chair Jenney adjourned the meeting at 6:18 pm.

Candace Bates
Senior Center Recreation Coordinator
Liaison to the Senior Commission

DRAFT

**Los Altos Senior Commission – 2012-2013 Work Plan
2012-2013 Council Approved Goals and Projects**

Goals	Projects
<p>1</p> <p>GOAL 1. Transportation – Study issues involving bus transportation for seniors. (Tanya DeMare and K. Gabrielle Tiemann)</p> <p>a. Benches at Bus Stops (DeMare/Tiemann to follow up with staff)</p>	<p>By July 1, 2012:</p> <ol style="list-style-type: none"> 1) Contact VTA re: 1) Most widely used routes (2) Feasibility of installing bench/benches. 2) Research the Feasibility/Cost/Process of installing benches and use of grant funds. 3) Validate the need for benches for seniors – Pelham created research binder; given to staff. 4) 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. <p>(DeMare/Tiemann)</p>
<p>2</p> <p>GOAL 2. Provide resources for age-friendly home/condo construction. (Tanya DeMare and K. Gabrielle Tiemann)</p> <p>a. Compile a listing of resources identifying age-friendly design elements - Complete (DeMare/Tiemann)</p>	<p>By July 1, 2012:</p> <p>Discuss with staff to determine how and to whom to disseminate list of resources –</p> <ol style="list-style-type: none"> 1) 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. <p>(DeMare/Tiemann)</p>

3	<p>GOAL 3. Refresh/modernize Senior Center. (Dianne Brauch and Kathy Seddiqui)</p>	<p>a. Meet with staff to assess needs of Senior Center</p> <p>b. Contact local designers for possible donation of design plans for center</p> <p>c. Contact furniture stores for possible donations of new furniture and/or accessories (Brauch/Seddiqui)</p>	<p>By June 2012:</p> <ol style="list-style-type: none"> 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 <p>By December 2012:</p> <ol style="list-style-type: none"> 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 (Brauch/Seddiqui)
4	<p>GOAL 4. Collaborate with the Senior Center on a variety of educational programs. (Anabel Pelham and Catherine Popell)</p>	<p>a. Meet with Senior Center staff to assess the needs and scheduling for a senior lecture series</p> <p>b. Explore the no-cost Stanford University Falls Prevention Program (Pelham)</p> <p>c. Explore a Senior lecture series (Pelham/Popell)</p>	<p>By June 2012:</p> <p>Explore options for cost recovery venues for senior lecture series (Library, Town of Los Altos Hills, Main Street Café, State Street Bike Shop, etc.)</p> <p>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. <i>Speaker for the Stanford Falls Prevention is available and willing to speak to the Commission. Suggest the Commission invites her in July or August.</i> (Pelham/Popell)</p> <p>By August 2012:</p> <p>Have begun to contact possible local speakers with topic expertise, about presenting a lecture in the series (Example: reverse mortgages, health issues, etc.). (Pelham/Popell/staff)</p>

<p>5</p>	<p>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)</p> <p>a. Explore how LA/LAH presently encourage seniors to participate in Emergency Preparedness classes</p> <p>b. Investigate the Intergenerational Emergency Preparedness Project developed by SFSU Gerontology Graduate students (Pelham/Popell)</p>	<p>By June 2012:</p> <p>Attended a Red Cross focus group on senior emergency preparedness. At her request given the name of facilitator to J. Logan.</p> <p>Contact Mike Sanders and George Hurst for a presentation to the Senior Commission for Emergency Preparedness status report and recommendations</p> <p>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</p> <p>(Pelham/Popell/ staff)</p>
<p>6</p>	<p>GOAL 6. Continue to update Senior Resource Manual. (Dianne Brauch and Kathy Seddiqui)</p> <p>a. Update senior resource manual annually or as needed</p> <p>b. Solicit feedback from users</p> <p>c. Update the Chamber of Commerce annual brochure (Brauch/Seddiqui)</p>	<p>By December 2012:</p> <ol style="list-style-type: none"> 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 <p>(Brauch/Seddiqui/ staff)</p>

7	<p>GOAL 7. Explore research and program development grants and contracts aimed at helping older individuals. (Anabel Pelham)</p>	<p>a. Research grant opportunities (Pelham)</p>	<p>By August 2012:</p> <ol style="list-style-type: none"> 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	<p>GOAL 8. Share with appropriate city officials the results of our after-dark downtown grid lighting surveys. (Karen Jenney and Anabel Pelham)</p>	<p>a. Walking Survey project (Jenney, Pelham)</p>	<p>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</p> <p>December 5, 2011: Senior Commission meeting with Jim Gustafson and reported on the follow-up progress being made on the Walking Survey results</p> <p>Oct. 29, 2011: Walking Survey done and given to Jim Gustafson, Engineering Services Manager for the City of Los Altos</p>
9	<p>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). (Senior Commissioners)</p>	<p>a. Senior Commissioners will attend any meeting of organizations/commissions/committees as invited and/or appropriate and bring that information back to the Senior Commission (Traficanti)</p>	<p>By June 1, 2012:</p> <p>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</p> <p>Review organizations that support Seniors in the City of Los Altos/Town of Los Altos Hills and assign Commissioners to other organizations that may have come up</p> <p>Annually review and assign or reassign commissioners to various groups as deemed necessary (Traficanti)</p>

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	<p>By September 1, 2012</p> <ol style="list-style-type: none"> 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



AGENDA REPORT

TO: Senior Commission
FROM: Candace Bates
SUBJECT: Senior Scholarship Program

RECOMMENDATION:

- A. Approve the revised scholarship application and introductory letter
 - B. Approve modifying the qualifying income level requirement from a combined household to a single applicant.
-

BACKGROUND

At its regular May 7, 2012 meeting, the Senior Commission discussed methods for improving the Senior Scholarship Program in order to enable residents to qualify.

DISCUSSION

The Senior Scholarship Program application and introductory letter were revised to include suggestions made by the Commission. The current versions are attachments one and two for review and approval.

The Commission also recommended a streamlined application process. Recreation and Finance Department staff are collaborating a simplified process with the goal of a “one-stop shop” model.

Staff recommends modifying the current income requirement as follows:

1. Eliminate the combined household annual income requirement of \$38,500 or below.
2. Establish a single applicant annual income requirement of \$38,500 or below.

Following the Commission’s approval, the proposed income requirement change would be forwarded to the City Council with a recommendation to adopt for Fiscal Year 2012-2013 at the same \$1,600 funding level of FY2011-2012.

ATTACHMENTS

1. Revised Senior Scholarship Program Application
2. Revised Senior Scholarship Program Introductory Letter



Recreation Department – Senior Center
97 Hillview Avenue
Los Altos, California 94022-3087
(650) 947-2887
Fax (650) 947-2738

Dear Senior Scholarship Applicant(s):

Thank you for your inquiry into the City of Los Altos Senior Scholarship. Once you have completed the application and gathered the following documentation please call Peggy Ford at 650-947-2887 to schedule an appointment to verify your eligibility. All senior applicants in a household must be present. Your appointment will be at Hillview Community Center, Recreation Office: 97 Hillview Avenue, Los Altos, CA 94022.

Complete and bring to the appointment:

DRAFT

- City of Los Altos Application for Senior Scholarship
- Verification of income: i.e. most recent income tax return(s) (or if none, most recent two bank statements), rental income or other sources of income of all persons who are applying, along with their spouse (if applicable).
- Verification of residency
- Verification of age

Once your eligibility has been verified you can begin to register for Senior Center Membership and programs you may wish to attend. We look forward to working with you.

Sincerely,

Peggy Ford
Senior Recreation Supervisor, City of Los Altos Recreation Department
650-947-2887

CITY OF LOS ALTOS APPLICATION FOR SENIOR SCHOLARSHIP

Eligibility

- 50 years of age or older
- City of Los Altos Resident
A resident is anyone living in the City of Los Altos. All others living outside the city limits (including unincorporated areas, Los Altos Hills and Mountain View, etc.) are nonresidents.
- Aggregate income of less than \$38,500
The aggregate income, from all sources, of each individual applicant, does not exceed \$38,500 per year.

Scholarship to be administered by the Recreation Department of the City of Los Altos. Eight scholarships are available, first come, first serve. Maximum scholarship of \$200.00 per household.

This application must be presented by all those applying in person to the Recreation Department located at:

D R A F T

Name (Please Print): _____

Address: _____

Date of Birth: _____ Drivers License or ID card #: _____

Telephone #: _____

I hereby certify under penalty of perjury that I am 50 years of age (or older). *I further declare that the aggregate income, from all those applying in our household does not exceed \$38,500 per year.*

I will immediately notify the City, if I no longer live at the above address or of any changes in my financial status that may affect my scholarship eligibility.

SIGNATURE DATE

NOTE: A copy of your financial status and proof of age and residence will be required to show proof of eligibility.

Do not write below this line

Certification granted by:

DATE: _____

Peggy Ford
Senior Recreation Supervisor

**Advisory Council Minutes
Santa Clara Senior Center
May 7th, 2012**

Call to Order

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

Approval of Agenda and Minutes

The Agenda and Minutes were approved as presented

Georgia Bacil, Senior Adults Legal Assistance

Georgia requested some time to address the group on issues facing her agency, SALA. SALA serves over 1,000 unduplicated seniors annually with a variety of legal services. The agency is facing drastic cuts from the City of San Jose. Currently SALA schedules regular appointments at 13 senior centers within San Jose and serves 500 seniors annually at these appointments. Due to a stated change in priority, San Jose is cutting \$61K from SALA's annual budget. Therefore, SALA is planning on discontinuing service at Almaden, Berryessa, Cypress, Seven Trees, and others. The agency will continue to schedule appointments at Alma, Eastside, Southside, Willows, and Roosevelt. This is the latest in a series of cuts that have continually reduced the amount of service provided within the City of San Jose.

Legislative Committee

No Report.

Health Committee

The Health Committee reported that feedback was integrated into the Area Plan.

Planning Committee

Denny delivered a report on the Kinship Resource Center, a program that provides services to grandparents caring for grandchildren. For more information, see Denny's written report.

Transportation Committee

Betty and Larry reported that the Santa Theresa lightrail line is being expanded to Eastridge. Outreach gave a presentation to Emmanuel Church on their services and some of the challenges they face. Outreach plans to continue working with this group going forward.

Nominating Committee

Connie Langford has accepted a nomination as Chair, Gabrielle as Vice Chair, and Denny as Secretary for the upcoming 12/13 Advisory Year. At the June meeting any nominations from the floor will be considered, and a new Board will be elected.

Program – Pauline DeLange, Healthy Steps Silicon Valley

Healthy Steps Silicon Valley is a program put on in partnership between COASV and the Health Trust. The centerpiece of the program is a book produced by UC Berkeley designed to help keep people healthy after age 50. The Health Trust paid to have the book adapted specifically for Santa Clara County, focusing on local resources for exercise, nutrition, chronic disease management, and fall prevention.

An important part of this program is recruitment of “Health Champions”. These 90 volunteers have given 130 presentations in the last 18 months on the content of the Healthy Steps book to a variety of audiences. Healthy Steps is available in English and Spanish, and a 4-page summary version is available in Mandarin.

60% of book recipients have read the book at least once. 69% learned of a new resource. 62% have tried an exercise listed in the guidebook. A copy of the guidebook is available at <http://bit.ly/LUGuxZ>.

CSL Legislative Session

Austin and Dwight attended the Bay Area caucus meeting, which was held in two sessions including training. CSL passed a resolution that Medi-Care services should cover dental care. Austin Lucero is terming out of his position on the Advisory Council but will return to gather ideas from the group. He also has vowed to continue working on his hearing aid bill.

New Business

None

Old Business

None

Member’s Report

Betty Walton discussed the Lola Williams Senior Center holiday party, which was attended by Madison Nguyen and nearly 100 attendees.

Chair’s Report

None

Advisory Council Liaison to the Board

Bob Lindley noted the last Board meeting mostly focused on a presentation by the agency auditor. Future Advisory Council meetings will be attended by a Board of Directors member.

Staff Report

Mike discussed completing and submitting the Area Plan for approval from the State. The Executives and Board of Directors who attended the April meeting were very

impressed with Advisory's knowledge and advocacy on important topics. Members of Advisory who are terming out have been advised as such and can either seek a renewal (if available) or a new appointing body. Finally, the Advisory schedule over the next few months will be June 4th, August 27th, and October 1st.

Announcements

- Rosemary noted that Owl is holding a meeting on May 19th on hearing aides.
- Wes discussed an upcoming community forum on May 14th in Los Gatos on the future of funding for senior services.

For next meeting – June 4th, 2012:

Refreshments – Virginia Benche, K. Gabrielle Tiemann, Connie Langford

Board of Directors Date & Time – July 25th, 4pm

Member's Report – Bob Jaffee

Board of Directors Representative – Beginning with August 27th meeting, Peter Szego

If you are interest in attending a 1 hour training on the Advisory Council, please contact Mike Torres at mtorres@coasiliconvalley.com or 408-350-3271.