

REGULAR SENIOR COMMISSION MEETING

JULY 1, 2013 - 4:30 P.M.
Hillview Community Center,
Los Altos Senior Center Room 11
97 Hillview Avenue, Los Altos, California

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATION

Renny Glaser, Los Altos Rotary Partners in Elder Generation Committee will discuss the implementation of a USB and intergenerational Emergency Preparedness project.

Elizabeth Medina, Senior Services Program Director, Mountain View/Los Altos Community Services Agency will present on their Case Management and Chronic Disease Management Program.

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.

ITEMS FOR CONSIDERATION/ACTION

1. Minutes
Approve minutes of the regular meeting of June 3, 2013
2. City of Los Altos Parks and Recreation Commission
Create subcommittee to meet with Parks and Recreation Commission to discuss shared interests.

3. Model Programs
Create questionnaire for Senior Center Site visits to understand strengths of surrounding centers.

4. Stepping On Stanford University Fall Prevention Program
Discuss marketing for the seven week program
5. Senior Commission FY 2013/14 Work Plan
Discuss and update progress on the FY 2013/14 Work Plan

INFORMATIONAL ITEMS

6. Staff Report
Receive information and announcements from City and Town staff
7. Los Altos Community Foundation International Federation on Ageing International Istanbul Initiative on Ageing, Age-Friendly Innovation Competition submission
Receive report from Anabel Pelham.
8. World Health Organization 2nd International Conference on Age-Friendly Cities poster entry
Receive report from Anabel Pelham.
9. Santa Clara Council on Aging Advisory Board Report
Receive report from Nancy Dudley

POTENTIAL 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 City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for the Senior Commission items may be viewed on the Internet at <http://www.losaltosca.gov/committees-commissions/senior/index.html>

If you wish to provide written materials, please provide the Commission Staff Liaison with 10 copies of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

MINUTES OF A REGULAR MEETING OF THE SENIOR COMMISSION OF THE
CITY OF LOS ALTOS/TOWN OF LOS ALTOS HILLS, HELD ON
MONDAY, JUNE 3, 2013 AT 4:30 P.M. AT HILLVIEW COMMUNITY CENTER,
97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA, 94022

ROLL CALL

PRESENT: Commission Members Jenney, Pelham, Seddiqui, Smith, Summit, Tiemann.

ABSENT: Mathur

PLEDGE OF ALLEGIANCE

Chair Pelham led the Pledge of Allegiance.

PUBLIC COMMENTS

Roberta Bell, Los Altos Arts Club gave an overview of the club and mentioned that 75-85% of their club is over 55 years old.

ITEMS FOR CONSIDERATION/ACTION

1. Commission Minutes

Approved the minutes of the May 6, 2013 regular meeting.

2. City of Los Altos Council review of Senior Commission Work Plan

Updated Work Plan.

3. Stanford University Stepping On Fall prevention program

Katrin Richter, San Francisco State University Graduate of Gerontology confirmed Stanford University's *Stepping On* Fall Prevention Program for Tuesday, September 10th – October 22, 2013 from 10:00 – 12:00 at the City of Los Altos Senior Center. Participants may register at the Senior Center.

4. Los Altos Rotary Partners In Elder Generation Committee USB Project

Update given on PEG Emergency Preparedness USB Project.

5. Emergency Preparedness intergenerational backpack project

Discussed scheduling the Emergency Preparedness intergenerational backpack project in the spring.

6. Model Programs

Discussed a plan to develop checklist criteria to evaluate programs and visit other Senior Centers around the Bay Area.

INFORMATIONAL ITEMS

7. Staff Report

Received information and announcements from Town staff.

COMMISSIONERS' REPORTS AND COMMENTS

8. Santa Clara Council on Aging Advisory Board Report

No report.

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Pelham adjourned the meeting at 5:54 p.m.



DATE: 1, July, 2013

AGENDA ITEM # 2

TO: Senior Commission
FROM: Candace Avina, Staff Liaison
SUBJECT: City of Los Altos Parks and Recreation Commission

RECOMMENDATION:

Create a subcommittee to meet with Parks and Recreation Commission to discuss shared interests

BACKGROUND

The City of Los Altos Senior Commission and Parks and Recreation Commission both support Parks and Recreation planning and programming,

DISCUSSION

Commissioners are interested in creating a committee to see if there are items that both Commissions may work together on.



DATE: 1, July, 2013

AGENDA ITEM # 3

TO: Senior Commission
FROM: Candace Avina, Staff Liaison
SUBJECT: Model Programs

RECOMMENDATION:

Create questionnaire for Senior Center Site visits to understand strengths and weaknesses

BACKGROUND

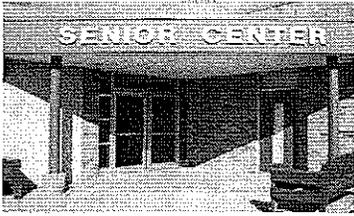
The Senior Commissioners are constantly researching senior programming and issues by keeping updated with senior oriented news paper articles, associations, non-profits, educational institutions and other cities. This research allows the Commissioners to make better educated recommendations regarding items of importance to older adults.

DISCUSSION

The Senior Commissioners would like to standardize the items that they are looking for as they visit other Senior Centers. This standard will give the Senior Commissioners a more objective view of surrounding Senior Centers.

Attachments:

A. Draft Senior Center visit Questionnaire



Senior Center Evaluation Form

Senior Center Name: _____

Date of Visit: _____

Location: _____

Who toured facility (name/s): _____

What to look for on your visit:

Is the Center clean and well maintained? YES NO

Does the Center look friendly and inviting? YES NO

How many rooms do they have for members? _____

Are the furnishings comfortable and up-to-date? YES NO

Do they have a dining hall? YES NO

Is there outdoor seating? YES NO

Is there space for outdoor activities? YES NO

What activities does the Center offer? Please explain or list below.

Attachment A: Draft Senior Center visit Questionnaire

What did you like most about this Center? Please explain.



DATE: 1, July, 2013

AGENDA ITEM # 4

TO: Senior Commission
FROM: Candace Avina, Staff Liaison
SUBJECT: Stepping On Stanford University Fall Prevention Program

RECOMMENDATION:

Discuss marketing for the seven week program

BACKGROUND

A goal of the Senior Commission is to collaborate with staff on a variety of educational programs. Katrin Richter, San Francisco State University Gerontology Grad student has worked with the Senior Commission and Stanford University to coordinate Fall Prevention Programs in Los Altos. The first Fall Prevention Presentation was held on Thursday, April 18, 2013 in the Los Altos Public Library Community Room. Over 60 people attended the presentation.

DISCUSSION

The Senior Commission and Stanford University will provide a more in-depth look at Fall Prevention during a seven week evidenced-based Falls Prevention Program for adults that meet a specified criteria. The Senior Commission will discuss how to market this program.

Attachments:

A. Stepping On flyer



Stepping On

Building confidence and reducing falls

You Will Learn:

- Simple and fun balance and strength exercises
- The role vision plays in keeping your balance
- How medications can contribute to falls
- Ways to stay safe when out and about in your community
- What to look for in safe footwear
- How to check your home for safety

Admission Criteria:

- 65 years or over
- Had a fall in the past year or are fearful of falling
- Can walk inside without assistance
- Live in a home or apartment
- Does not suffer from dementia

STEPPING ON is a well researched evidence-based program for older adults at risk for falls. Program offered **FREE!**

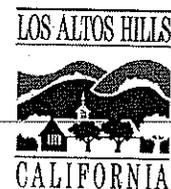
**September 10 –
October 22, 2013**
10 am -12:00 pm

Every Tuesday for 7 Weeks

Los Altos Senior Center
97 Hillview Avenue
Los Altos, CA 94022
Room 12

Call 650-947-2797 between
8:30-3:30 pm to register

For more information contact: Ellen
Corman, Stanford Hospital and
Clinics at 650-724-9369



This program is licensed by the Wisconsin Institute to Healthy Aging



DATE: 1, July, 2013

AGENDA ITEM # 5

TO: Senior Commission
FROM: Candace Avina, Staff Liaison
SUBJECT: Senior Commission Work Plan

RECOMMENDATION:

Update FY 2013/14 Work Plan

BACKGROUND

The City of Los Altos Commission and Committee Handbook approved at the City of Los Altos City Council meeting on February 12, 2013 provides the following guidance with respect to the Work Plan on page 5.

Role of Staff Liaison

Ensure that a work plan for the coming year and a summary of accomplishments in the prior year is submitted to the City Council or the appropriate Commission.

The Work Plan is the document that guides and directs each Commission's work for the year. It provides clear definitions and expectations on those tasks the Council wishes a Commission to perform. If a Commission wishes to deviate from its approved Work Plan, Council approval should be received before initiating work on a project.

DISCUSSION

The FY 2013/14 Commission Work Plans were presented at the Joint Meeting of the City Council and all Commissions on April 30, 2013 and approved at the May 14, 2013 City Council meeting.

The Senior Commission will continually update their Work Plan to reflect accomplishments.

Attachments:

A. FY 2013/14 Work Plan

SENIOR COMMISSION 2013 / 14 Work Plan

Goal	Projects	Assignments	Target Date	Status
<p style="text-align: center;">Transportation</p>	<p>Create a Los Altos/Los Altos Hills Senior focused alternative transportation resource flyer for distribution and publication in the Senior Commission Resource Guide</p>	<ul style="list-style-type: none"> • TEMANN, PELHAM Research senior focused alternative transportation opportunities in Los Altos/Los Altos Hills • TEMANN, PELHAM Report information to Senior Commission • TEMANN, PELHAM Create draft alternative transportation flyer • STAFF review draft flyer and add logo's and contract information • TEMANN, PELHAM Distribute throughout the community 	<p>November, 2013</p>	
	<p>Stay apprised of Los Altos Rotary Partners in Elder Generation Committee regarding Senior Transportation ideas</p>	<ul style="list-style-type: none"> • PELHAM, TEMANN Attend monthly Partners in Elder Generation meetings 	<p>Through February 2014</p>	
	<p>Advocate for existing alternative transportation</p>	<ul style="list-style-type: none"> • SMITH, SUMMIT Support volunteer recruitment for alternative transportation agencies 	<p>November, 2013</p>	

Attachment A: FY 2013/14 Work Plan

	Review funding for senior transportation/taxi programs	<ul style="list-style-type: none"> SMITH, SUMMIT Speak with last year's commissioners who researched which taxi companies hold business licenses in the City of Los Altos. 	November 2013		
Refresh/modernize Senior Center	Submit recommendations for CIP for Senior Center modernization	<ul style="list-style-type: none"> SEDDIQUI, MATHUR, create Committee to review Senior Center CIP and make recommendations Participate in Senior Center CIP process 	August 2013		
Collaborate with Staff on a variety of educational programs	Identify a subject, date, time and location for educational programs	<ul style="list-style-type: none"> JENNEY, PELHAM work with Senior Center staff to host educational programs Co-host Stanford University <i>Stepping On</i> pilot program 	February 2014 September, 2013		
Senior Focused Emergency Preparedness	Stay apprised of activities/status of the Los Altos Community Foundation, Los Altos (LA) Prepares Committee projects	<ul style="list-style-type: none"> JENNEY, PELHAM, MATHUR attend LA Prepares Committee meetings. 	February 2014		
	Stay apprised of activities/status of the Town of Los Altos Hills Senior Emergency Preparedness Registry	<ul style="list-style-type: none"> SUMMIT, attend meetings and report back to Commission as necessary 	February 2014		
	USB Stick Emergency Preparedness File Project	<ul style="list-style-type: none"> PELHAM, connect with Eagle Scout to support project PELHAM, research existing models of Emergency 	August 2013		

	<p>Intergenerational Emergency Preparedness Backpack project</p>	<ul style="list-style-type: none"> • Preparedness USB Stick files projects • PELHAM, report project back to Commission • PELHAM, implement program • PELHAM, connect with Eagle Scout to prepare proposal for an intergenerational emergency preparedness backpack project 		
<p>Continue to update Senior Resource Manual</p>	<p>Update Senior Resource Manual annually or as needed</p>	<ul style="list-style-type: none"> • SEDDIQU, SMITH, review and update all service provider information • SEDDIQU, SMITH, add or subtract service providers as necessary • SEDDIQU, SMITH, print any updates to the Senior Resource Manuals • SEDDIQU, SMITH, update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce) • SEDDIQU, SMITH, review and add or subtract Senior Resource Manual locations 	<p>December 2013</p>	
	<p>Solicit feedback from users</p>	<ul style="list-style-type: none"> • SEDDIQU, SMITH review user suggestions 	<p>December 2013</p>	

Attachment A: FY 2013/14 Work Plan

	Update Chamber of Commerce annual brochure	<ul style="list-style-type: none"> • SEDDIQUL SMITH implement user suggestions as necessary • JENNEY, contact Chamber of Commerce to see if a Senior Resource page is available again • JENNEY, STAFF, review resources for publishing in Chamber of Commerce brochure • JENNEY, submit resources for brochure 	December 2012	
Explore research and program development grants and contracts aimed at helping older individuals	Research grant opportunities	<ul style="list-style-type: none"> • PELHAM, review grant publications for Age-Friendly Grant opportunities • PELHAM, share findings with Commission and Staff 	February 2014	
After-dark downtown grid lighting surveys	Implement walking survey	<ul style="list-style-type: none"> • TEMANN, PELHAM, JENNEY, conduct downtown square walking survey • Share walking survey and Senior Commission recommendations with Jim Gustafson 	June 2013 and November 2013	
Identify and/or coordinate common senior initiatives with other agencies that involve senior initiatives (that	Senior Commissioners will attend any meeting of organizations/commissions/committees as invited and/or appropriate and bring that information back to the Senior Commission	<ul style="list-style-type: none"> • ALL, 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 	February 2014	

Attachment A: FY 2013/14 Work Plan

<p>come within the scope of duties or purposes of the Senior Commission</p>		<ul style="list-style-type: none"> back to the Commission 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 Annually review and assign or reassign commissioners to various groups as deemed necessary 		
<p>Promote senior scholarship program</p>	<p>Host eight \$200.00 scholarships annually</p>	<ul style="list-style-type: none"> STAFF, publicize scholarship STAFF, oversee scholarship distribution and analysis 	<p>February 2014</p>	
<p>Document Age-Friendly Community Events for future reporting</p>	<p>Maintain a hard and soft copy record of all Age-Friendly Community Events</p>	<ul style="list-style-type: none"> SMITH, organize and maintain a record of all Age-Friendly Community Events SMITH, compile Commission history 	<p>February 2014</p>	
<p>Promote Senior Programs</p>	<p>Advertise Senior Commission programming/events</p>	<ul style="list-style-type: none"> THEMANN, maintain/update community boards with Senior Commission appropriate flyers SEDDIQUI, JENNEY, create press releases for staff review when advertising programming 	<p>February 2014</p>	
<p>Model Senior Programs</p>	<p>Identify programs for the 50+ that may be replicated in Los Altos/Los Altos Hills</p>	<ul style="list-style-type: none"> Develop Checklist Criteria to identify a model program Visit local model programs 		