



SENIOR COMMISSION MEETING

OCTOBER 7, 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

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. Commission Minutes
Approve minutes of the regular meeting of September 16, 2013
2. City of Los Altos Parks and Recreation Commission
Approve Commissioner Summit as contact with the Los Altos Parks and Recreation Commission
3. Educational Sessions
Support Marketing efforts of Senior Center educational sessions

INFORMATIONAL ITEMS

4. Staff Report
Receive information and announcements from City and Town staff

COMMISSIONERS' REPORTS AND COMMENTS

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 Senior Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/environmental/meetings.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, SEPTEMBER 16, 2013 AT 4:30 P.M. AT HILLVIEW COMMUNITY CENTER,
97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA, 94022**

ESTABLISH QUORUM

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

ABSENT: Commission Member Mathur

PLEDGE OF ALLEGIANCE

Chair Pelham led the Pledge of Allegiance.

PUBLIC COMMENTS

Denise Welsh, Realtor Senior Specialist, shared information about the Great ShakeOut Earthquake drill. LA Prepare is encouraging participation of the Drop! Cover! Hold On! Earthquake drill to be practiced on Thursday, October 17, 2013 at 10:17. The drill encourages education and preparedness for the next earthquake.

ITEMS FOR CONSIDERATION/ACTION

1. Minutes

Upon a motion by Seddiqui, seconded by Commissioner Smith, the Commission unanimously approved the minutes of the special meeting of Monday, September 16, 2013.

INFORMATIONAL ITEMS

2. Staff Report

Received information and announcements from City staff.

COMMISSIONERS REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

Educational Sessions

Los Altos Rotary PEG Committee and Senior Commission Meeting

Senior Commissioner liaison to the Parks and Recreation Sub-Committee

ADJOURNMENT

Chair Pelham adjourned the meeting at 5:30 p.m.



DATE: 07 October 2013

AGENDA ITEM # 2

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

RECOMMENDATION:

Approve Commissioner Summit as contact with the Los Altos Parks and Recreation Commission

BACKGROUND

The City of Los Altos Senior Commission and Parks and Recreation Commission have similar interest, Parks and Recreation Commission Chair, Lynette Lee Eng was interested in creating a committee to see if there are items that both Commissions may work together on.

At the August 5, 2013 Senior Commission meeting, the Commission unanimously decided there are no current projects on the Parks and Recreation Commission Work Plan that necessitate a committee with a Senior Commission representative.

DISCUSSION

Parks and Recreation Chair, Lynette Lee Eng attended the September 16, 2013 Senior Commission meeting and gave more background on holding a joint meeting between the two commissions. The Senior Commission agreed to discuss approving Commissioner Summit as a contact should the Parks and Recreation Commission has any questions relating to senior issues.



DATE: 07 October 2013

AGENDA ITEM # 3

TO: Senior Commission
FROM: Candace Avina, Staff Liaison
SUBJECT: Educational Sessions

RECOMMENDATION:

Support marketing efforts of Senior Center educational sessions

BACKGROUND

The promotion of Senior Programs and hosting educational sessions are 2013/14 Work Plan goals.

A University of San Francisco Intern has supported the promotion of Fall Prevention programs hosted by the Senior Commission and linked Stanford Hospital and Clinics with the Senior Center.

DISCUSSION

- 1) Stanford Hospital and Clinics is piloting the Wisconsin Institute to Healthy Aging community based program, *Stepping On* at the Senior Center. This eight week program (September 10 – October 22) is at capacity and eleven participants are on a wait list.

The Senior Center and Stanford Hospital and Clinics are tentatively hosting another *Stepping on* session in January. Senior Commissioners will be updated as more information becomes available.

- 2) On November 5, 2013 Sourcewise (formerly known as Council on Aging) is scheduled to present 2014 Medicare updates, prescription drug plans, Cal MediConnect, Covered California, and Medi-Cal updates in the Los Altos Library Community Room from 1:00pm – 3:00pm.

Senior Commissioners are being asked if they would like to co-host this program and to support marketing efforts.

- 3) On November 14, 2013 the Community Services Agency, USF nursing students and the Senior Center will be co-hosting *Cooking for Healthy, Happy Thanksgiving* presentation on Thursday, November 14, 2013 at 11:30am in the Hillview kitchen.

Senior Commissioners are being asked if they would like to co-host this program and to support marketing efforts.



DATE: 07 October 2013

AGENDA ITEM # 4

TO: Senior Commission
FROM: Candace Avina, Staff Liaison
SUBJECT: Staff Report

RECOMMENDATION:

Receive information and announcements from City and Town Staff

BACKGROUND

Page 5 and 6 of the City of Los Altos Commission handbook describes the role of the Staff Liaison.

DISCUSSION

- 1) Los Altos Commission Recruitment
 - a. Applications are being accepted for three Los Altos Commission: Design Review, Senior and Financial Commission.
 - b. Applications are due Friday, November 1, 2013. Interviews are tentatively scheduled for Friday, November 12, 2013
 - c. Submit an application online at losaltosca.gov. Return applications to the City Clerk's Office at City Hall located at 1 N. San Antonio Road, Los Altos, CA 94022. For more information call 650-947-2720.

SENIOR COMMISSION
2013/14 Work Plan
 (as of July 12, 2013)

| Goal | Projects | Assignments | Target Date | Status |
|----------------|--|--|-----------------------|---------------|
| Transportation | Alternative transportation resource flyer | <ul style="list-style-type: none"> • Research senior focused alternative transportation opportunities in Los Altos/Los Altos Hills (Pelham) • Report information to Senior Commission (Pelham) • Create draft alternative transportation flyer (Pelham) • Distribute throughout the community (Pelham) | November 2013 | In progress |
| | Elder Generation Committee | <ul style="list-style-type: none"> • Attend monthly Partners in Elder Generation meetings with LA Rotary partners (Pelham) | Through February 2014 | In progress |
| | Support existing alternative transportation | <ul style="list-style-type: none"> • Assist with volunteer recruitment for alternative transportation agencies (Smith, Summit) | November 2013 | In progress |
| | Review funding for Senior transportation/taxi programs | <ul style="list-style-type: none"> • Speak with last year's commissioners who researched which taxi companies hold business licenses in the City of Los Altos (Smith, Summit) | November 2013 | In progress |

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|---------------------------------------|--|--|---------------------------------|--|
| Senior Center | Senior Center modernization | <ul style="list-style-type: none"> • Create Committee to review Senior Center CIP and make recommendations (Seddiqui, Mathur) • Participate in Senior Center CIP process | August 2013 | Completed |
| Educational programs | Educational programs expansion | <ul style="list-style-type: none"> • Work with Senior Center staff to host educational programs (Jenney, Pelham) • Co-host Stanford Universities <i>Stepping On</i> program | February 2014 September 2013 | In progress |
| Senior-focused emergency preparedness | Los Altos Community Foundation, LA Prepares Committee | <ul style="list-style-type: none"> • Attend LA Prepares Committee meetings (Jenney, Pelham, Mathur) | February 2014 | In progress |
| | Town of Los Altos Hills Senior Emergency Preparedness Registry | <ul style="list-style-type: none"> • Attend meetings and report back to Commission as necessary (Summit) | February 2014 | In progress |
| | USB Stick Emergency Preparedness File Project | <ul style="list-style-type: none"> • Connect with Eagle Scout to support project (Pelham) • Research existing models of Emergency Preparedness USB Stick files projects (Pelham) • Report project back to Commission (Pelham) • Implement program (Pelham) | August 2013 | Unable to complete due to HIPPA Guidelines |
| | Intergenerational Emergency Preparedness Backpack project | <ul style="list-style-type: none"> • PELHAM, connect with Eagle Scout to prepare proposal for an intergenerational emergency preparedness backpack project | January 2014 | In progress |

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|------------------------|-------------------------------------|--|---------------|-------------|
| Senior Resource Manual | Senior Resource Manual updates | <ul style="list-style-type: none"> • Review and update all service provider information (Seddiqui, Smith) • Add or subtract service providers as necessary (Seddiqui, Smith) • Print any updates to the Senior Resource Manuals (Seddiqui, Smith) • Update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce) (Seddiqui, Smith) • Review and add or subtract Senior Resource Manual locations (Seddiqui, Smith) • Review user suggestions (Seddiqui, Smith) • Implement user suggestions as necessary (Seddiqui, Smith) | December 2013 | In progress |
| | Chamber of Commerce annual brochure | <ul style="list-style-type: none"> • 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 (Jenney) | June 2013 | Completed |

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|---------------------------------|--|--|-------------------------------|-------------|
| Program development grants | Grant opportunities/ applications | <ul style="list-style-type: none"> Review grant publications for Age-Friendly Grant opportunities (Pelham) Share findings with Commission and staff (Pelham) | February 2014 | In progress |
| After-dark downtown lighting | Walking survey | <ul style="list-style-type: none"> Conduct downtown square walking survey (Tiemann, Pelham, Jenney) Share walking survey and Senior Commission recommendations with City staff | August 2013 and November 2013 | In progress |
| Senior initiatives coordination | Organizations/commissions/ committees networking | <ul style="list-style-type: none"> Review agendas and minutes of those identified organizations. 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 assign Commissioners to other organizations that may have come up Annually review and assign or reassign commissioners to various groups as deemed necessary | February 2014 | In progress |
| Senior scholarships | Sponsor eight \$200 scholarships annually | <ul style="list-style-type: none"> Publicize scholarship (staff) Oversee scholarship distribution and analysis (staff) | February 2014 | In progress |
| Age-friendly community events | Age-Friendly Community Events documentation | <ul style="list-style-type: none"> Organize and maintain a record of all Age-Friendly Community Events (Smith) Compile Commission history (Smith) | February 2014 | In progress |

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| Promote Senior programs | Programming/events advertisement | <ul style="list-style-type: none"> • Maintain/update community boards with Senior Commission appropriate flyers • Create press releases for staff review when advertising programming (Seddiqui, Jenney) | February 2014 | In progress |
| Model Senior programs | Identify programs/Senior Centers for the 50+ that may be replicated in Los Altos/Los Altos Hills | <ul style="list-style-type: none"> • Develop Checklist Criteria for identifying a model program • Visit local model programs/Senior Centers | December 2013 | In progress |