



**AGENDA REPORT SUMMARY**

<p><b>MEETING DATE:</b> August 24, 2010</p> <p><b>SUBJECT:</b>            <b>Senior Committee Quarterly Report and Appointment to the Silicon Valley Advisory Council of the Council on Aging</b></p>
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**RECOMMENDATION:**  
 A. Receive Senior Committee quarterly report; and  
 B. Appoint Senior Committee Member Tiemann to the Silicon Valley Advisory Council of the Council on Aging.

<p align="center"><b>ESTIMATED FISCAL IMPACT</b></p> <p><b>AMOUNT:</b>    <u>  N/A  </u></p> <p><b>BUDGETED:</b></p> <p>Y _____    N _____    X _____</p> <p><b>FUNDING SOURCE:</b></p> <p><b>Finance Director:</b></p> <p>_____</p> <p>Russell J. Morreale</p>	<p align="center"><b>ATTACHMENTS</b></p> <p>Senior Committee Agenda Report</p> <p>Senior Committee Quarterly Report</p> <p>Silicon Valley Advisory Council of the Council on Aging Member Job Description</p>	<p align="center"><b>PUBLIC HEARING NOTICE</b></p> <p align="center"><b>Date of Publication</b></p> <hr/> <p align="center"><b>PREVIOUS COUNCIL CONSIDERATION</b></p> <p>Date(s):</p> <hr/> <p align="center"><b>CEQA STATUS</b></p> <p align="center">(If Required)</p>
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\_\_\_\_\_  
 Department/Director Name

\_\_\_\_\_  
 Douglas J. Schmitz, City Manager

\_\_\_\_\_  
 Date (Date submitted to CM)

\_\_\_\_\_  
 Date (Final Sign off Date)



## AGENDA REPORT

**DATE:** August 24, 2010

**TO:** City of Los Altos City Council

**FROM:** Los Altos/Los Altos Hills Senior Committee

**SUBJECT: SENIOR COMMITTEE QUARTERLY REPORT AND APPOINTMENT TO THE SILICON VALLEY ADVISORY COUNCIL OF THE COUNCIL ON AGING**

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### **RECOMMENDATION**

- A. Receive Senior Committee quarterly report; and
- B. Appoint Senior Committee Member Tiemann to the Silicon Valley Advisory Council of the Council on Aging.

### **BACKGROUND**

In its first year, the Senior Committee is diligently working to discover the needs of the senior community within the guidelines of the Charter. The Charter states that the Senior Committee shall provide a quarterly report to Council. This report is intended to demonstrate the Senior Committee's quarterly accomplishments. (See Attachment 1.)

Previously, the City of Los Altos Senior Center was governed by a non-profit organization. The board of the non-profit nominated a representative to the Silicon Valley Advisory Council of the Council on Aging. The Advisory Council is a legally mandated body, which represents the interests and concerns of older persons in Santa Clara County. The Council on Aging is a non-profit which provides services to older adults in our county and is the designated Area Agency on Aging for Santa Clara County. The primary responsibility of the appointee is to serve as the liaison between the City of Los Altos and the Council on Aging. Terms are for three years with reappointment for another term allowable. (See Attachment 2 for Member Job Description.) Currently, Los Altos is not represented on the Silicon Valley Advisory Council of the Council on Aging. The City now governs the Senior Center, therefore, the City Council is now the body which would appoint the Los Altos representative for the Silicon Valley Advisory Council of the Council on Aging.

### **DISCUSSION**

The Silicon Valley Council on Aging is requesting a City of Los Altos representative be appointed to the Silicon Valley Advisory Council of the Council on Aging. The Senior Committee advises that the City Council consider appointing Committee Member Tiemann as the City of Los Altos representative to the Silicon Valley Advisory Council of the Council on Aging.

**FISCAL IMPACT**

None

**ALTERNATIVES**

1. Direct the Senior Committee to extend recruitment for the Los Altos representative of the Silicon Valley Advisory Council of the Council on Aging in order to find another viable candidate.
2. Choose not to have representation on the Silicon Valley Advisory Council of the Council on Aging.

- Attachment(s):
1. Senior Committee Quarterly Report
  2. Silicon Valley Advisory Council of the Council on Aging Member Job Description



**DATE:** August 24, 2010  
**TO:** City of Los Altos City Council  
**FROM:** Los Altos/Los Altos Hills Senior Committee  
**SUBJECT:** **Senior Committee Quarterly Report and Appointment to the Silicon Valley Advisory Council of the Council on Aging**

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## **REVIEW OF ROLE AND MISSION**

### **Role:**

The Senior Committee is an advisory body to the City of Los Altos and Town of Los Altos Hills on matters pertaining to seniors.

### **Charter:**

The charter of the joint Los Altos/Los Altos Hills (LA/LAH) Senior Committee is to promote and enhance the quality of life and well-being of senior citizens in both communities.

To accomplish this the Senior Committee shall:

1. Advise both City Councils on Senior needs and issues;
2. Make recommendations about programs and resources that pertain to Seniors;
3. Gather information from the Senior community;
4. Invite community stakeholders currently serving Seniors to collaborate and share information;
5. Assist in identifying funding agencies and sources, and in applying for grants;
6. Define opportunities for Seniors to make significant contributions to the community;
7. Meet monthly and conduct business as required; and
8. Provide a quarterly written report to each Council and be available to meet with each Council at least once a year.

## **MEMBERSHIP**

### **Appointed by the City of Los Altos:**

Karen Jenney  
K. Gabrielle Tiemann  
Anabel Pelham  
Kathy Seddiqui  
Tanya DeMare  
William Palmer

### **Appointed by the Town of Los Altos Hills:**

Diane Brauch  
Alexander (Al) J. Traficanti  
Catherine Long Popell

Staff Liaisons: Candace Bates, City of Los Altos Staff and Sarah Gualtieri, Town of Los Altos Hills Staff

## COMMITTEE PROGRESS

The nine members of the newly appointed Senior Committee representing Los Altos and Los Altos Hills have been officially sworn in and have received a review of the Brown Act from Susan Kitchens, Los Altos City Clerk. The AB1234 Ethics Training is in process for all members.

The committee meets the first Monday of every month at 4:30 PM in Hillview Room 11.

In order to fulfill the guidelines of the Senior Committee charter, three sub-committees have been formed:

1. Funding Opportunities Sub-Committee—This sub-committee is exploring areas that may offer financial resources for programs that may be recommended for Seniors. This sub-committee's timeline will be set by September 13, 2010.
2. Survey of Senior Needs Sub-Committee—This sub-committee is now formulating a set of questions that would solicit the needs of seniors. It would also include opportunities for Seniors to identify ways they could offer their assistance and/or expertise as volunteers to the community. Sub-committee members are evaluating the cost and time needed to do an "official" survey versus a less formal questionnaire. They are aware that there are no City funds available for this survey. Various methods of reaching the most seniors, families of seniors and/or caregivers are being researched. The sub-committee's timelines will be set by September 13, 2010.
3. Available Community Resources for Seniors Sub-Committee—This sub-committee has already contacted the 17 churches of this community to inquire about senior programs and assistance. Sub-committee members are using the checklists connected to the Global Age-Friendly Cities document to guide them in searching for existing resources in the areas of transportation, housing, social participation, respect and social inclusion, communication and information, community support and health services. This information, once gathered, could be organized for both web-based and printed viewing—pending both Councils' approval. The timeline for this sub-committee is January 31, 2011.

In addition, a committee member will review the monthly Los Altos City Council agenda and have a member attend if any senior issue is to be discussed.

## RECOMMENDATION

The Senior Committee is recommending that the Los Altos City Council appoint Committee Member Tiemann to the Silicon Valley Advisory Council of the Council on Aging.

**SILICON VALLEY ADVISORY COUNCIL OF THE COUNCIL ON AGING  
MEMBER JOB DESCRIPTION**

I. Duties and Responsibilities:

A member of the Advisory Council has the following duties:

- A. Serve as an advisor to the Council on Aging, the State designated Area Agency on Aging for Santa Clara County;
- B. Act as an independent advocate for older persons, taking positions on federal, state, and local programs and legislation affecting older persons;
- C. Actively seek advice from senior coordinating councils, senior advocacy organizations, elected officials, and the general public for the purpose of advocating issues of concern to older persons;
- D. Inform local senior advocates and organizations of legislation pending before local, state, and federal governments;
- E. Disseminate information of interest and concern to older persons;
- F. Be actively involved in the development, implementation, and monitoring of the Area Plan and contract services;
- G. Develop legislative platforms with representatives from the California Senior Legislature and other state advocacy organizations;
- H. Sponsor public hearings on the annual Area Plan objectives.

II. Qualifications:

Appointments – Advisory Council members are appointed by designated bodies such as the County Supervisors, City Councils and Senior Organizations or are elected by the Advisory Council.

Age – Appointments by County Supervisors and City Councils must be 60 years of age or older.

Geographical Area – Appointees must live within the city limits of the appointing city or within the Supervisorial District.

Interest – Appointees should have an interest in aging issues and willingness to work to find solutions to alleviate the problems of Older Americans.

III. Meetings and Time Commitment:

The Advisory Council generally meets the first Monday of each month at 12:30 PM. Members spend time each month preparing for and attending the regular meetings, in contact with seniors and local officials, and in attendance at appropriate community meetings. Members are expected to work on at least one committee which will meet monthly. From time to time, there are training sessions and other special meetings in which members participate. It is expected that the members will represent the interests of the older population in their district and keep their special groups informed regarding the programs and activities of the Advisory Council and COA.

A term is for three years, with a single three-year renewal available. A person can be appointed by a different agency at the end of their term.

IV. Attendance

Advisory Council Members are expected to attend all Advisory Council meetings. Advisory Council By-Laws require that a member with unexcused absences from any two consecutive meetings, or seven during a year, is deemed to have resigned from the Council.

V. Benefits

Members may be reimbursed for some expenses incurred on Advisory Council business, such as mileage and pre-approved trainings and conferences.

For more information, call Mike Torres at the Council on Aging, 408-350-3271.