

## SENIOR COMMISSION MEETING

AUGUST 5, 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 July 1, 2013
2. City of Los Altos Parks and Recreation Commission  
Discuss opportunities to work with the Los Altos Parks and Recreation Commission
3. Model Programs  
Receive final Senior Center Site visit questionnaire
4. Stepping On Stanford University Fall Prevention Program  
Discuss marketing for the seven week program

### INFORMATIONAL ITEMS

5. 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, JULY 1, 2013 AT 4:30 P.M. AT HILLVIEW COMMUNITY CENTER,  
97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA, 94022

ESTABLISH QUORUM

PRESENT: Commission Members Ashish, Jenney, Mathur, Pelham, Seddiqui, Smith.

ABSENT: Tiemann

PLEDGE OF ALLEGIANCE

Chair Pelham led the Pledge of Allegiance.

SPECIAL PRESENTATION

Renny Glasner, Boy Scout Troup 33 Eagle Scout Candidate discussed the implementation of a USB and Intergenerational Emergency Preparedness project.

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

PUBLIC COMMENTS

None.

ITEMS FOR CONSIDERATION/ACTION

1. Minutes

Approved the minutes of the Monday, June 3, 2013 regular Senior Commission Meeting.

2. City of Los Altos Parks and Recreation Commission

Commissioners will review the Parks and Recreation Commission work plan to look for potential partnerships.

3. Model Programs

Commissioner Seddiqui distributed a draft Senior Center site visit questionnaire to understand the strengths of surrounding Senior Centers. Revisions were made and a final will be distributed at the next meeting.

4. Stepping On Stanford University Fall Prevention Program

Discussed marketing for the seven week program.

5. Senior Commission FY 2013/14 Work Plan

Discussed and updated progress on the FY 2013/14 Work Plan.

**INFORMATIONAL ITEMS**

6. Staff Report

Received information and announcements from City staff.

7. Los Altos Community Foundation International Federation on Ageing International Istanbul Initiative on Ageing, Age-Friendly Innovation Competition submission

Received report from Anabel Pelham.

8. World Health Organization 2<sup>nd</sup> International Conference on Age-Friendly Cities poster entry

Received report from Anabel Pelham.

9. Santa Clara Council on Aging Advisory Board Report

Received report from Anabel Pelham.

**POTENTIAL FUTURE AGENDA ITEMS**

**ADJOURNMENT**

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



DATE: 5, August 2013

AGENDA ITEM # 2

**TO:** Senior Commission

**FROM:** Candace Avina, Staff Liaison

**SUBJECT:** City of Los Altos Parks and Recreation Commission

**RECOMMENDATION:**

Discuss opportunities to work with the Los Altos Parks and Recreation Commission

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**BACKGROUND**

The City of Los Altos Senior Commission and Parks and Recreation Commission both support Parks and Recreation planning and programming. Parks and Recreation Commissioners are interested in creating a committee to see if there are items that both Commissions may work together on.

**DISCUSSION**

Senior Commissioners will review the Parks and Recreation Commission work plan to look for potential partnerships. The commissioners will discuss their findings at the August 5, 2013 Senior Commission meeting.



DATE: 5, August, 2013

AGENDA ITEM # 3

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

#### RECOMMENDATION:

Receive final Senior Center Site visit questionnaire

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#### BACKGROUND

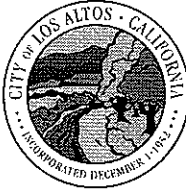
The Senior Commissioners are constantly researching senior programming and issues by keeping updated with senior oriented news paper articles, associations, non-profits, educational institutions and other cities. This research allows the Commissioners to make better educated recommendations regarding 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. Commissioners revised a draft of the questionnaire at the July 1, 2013 Senior Commission Meeting. The final draft will be given to the Commissioners at the Senior Commission meeting of Monday, August 5, 2013.

#### Attachments:

A. Final Senior Center Site visit Questionnaire



DATE:5, August, 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

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**BACKGROUND**

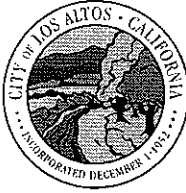
A goal of the Senior Commission is to collaborate with staff on a variety of educational programs. Katrin Richter, San Francisco State University Gerontology Grad student has worked with the Senior Commission and Stanford University to coordinate Fall Prevention Programs in Los Altos. The first Fall 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 the ongoing marketing efforts of this program.

**Attachments:**

A. Stepping On flyer



DATE: 5, August, 2013

AGENDA ITEM # 5

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

**RECOMMENDATION:**

Receive staff report

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**BACKGROUND**

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

**DISCUSSION**

September Senior Commission Meetings

- a. Regular Senior Commission meeting of Monday, September 2, 2013 cancelled due to the Labor Day holiday.
- b. Special Senior Commission meeting will be held Monday, September 16, 2013 at 4:30pm in Hillview Room 11.
- c. Review of the City of Los Altos Pedestrian Master Plan is scheduled for Monday, September 16, 2013 at 7:00pm in the City of Los Altos City Council Chambers.

Work Plan

- a. Update of the Work Plan should be given to staff. Work Plans will be placed on the Agenda only if there is an Action Item.
- b. USB Emergency Stick program
  - a. The City of Los Altos is unable to approve the USB Emergency Stick program. The medical information that would be gathered on the ER form and loaded onto the USB drives falls under Health Insurance Portability and Accountability Act (HIPPA) guidelines. The City is forbidden by law to collect most of this data. Additionally, the USB drives are incompatible with the City's police patrol cars and the City's police officers would not be allowed to view the information nor request it.





DATE: 5, August, 2013

AGENDA ITEM # 5

## AGENDA REPORT

### 2<sup>nd</sup> International Conference on Age-Friendly Cities

- a. Candace Avina and Ph.D Anabel Pelham will be attending the World Health Organizations 2<sup>nd</sup> International Conference on Age-Friendly Cities in Quebec, Canada, September 9 -11, 2013.

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

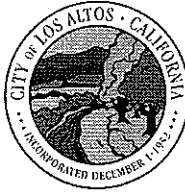
Goal	Projects	Assignments	Target Date	Status
Transportation	Alternative transportation resource flyer	<ul style="list-style-type: none"> <li>Research senior focused alternative transportation opportunities in Los Altos/Los Altos Hills (Tiemann, Pelham)</li> <li>Report information to Senior Commission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

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

Senior Resource Manual	Senior Resource Manual updates	<ul style="list-style-type: none"> <li>• Review and update all service provider information (Seddiqui, Smith)</li> <li>• Add or subtract service providers as necessary (Seddiqui, Smith)</li> <li>• Print any updates to the Senior Resource Manuals (Seddiqui, Smith)</li> <li>• Update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce) (Seddiqui, Smith)</li> <li>• Review and add or subtract Senior Resource Manual locations (Seddiqui, Smith)</li> <li>• Review user suggestions (Seddiqui, Smith)</li> <li>• Implement user suggestions as necessary (Seddiqui, Smith)</li> </ul>	December 2013	In progress
	Chamber of Commerce annual brochure	<ul style="list-style-type: none"> <li>• Contact Chamber of Commerce to see if a Senior Resource page is available again (Jenney)</li> <li>• Staff review resources for publishing in Chamber of Commerce brochure (Jenney)</li> <li>• Submit resources for brochure (Jenney)</li> </ul>	December 2013	Completed

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

Promote Senior programs	Programming/ events advertisement	<ul style="list-style-type: none"> <li>• Maintain/ update community boards with Senior Commission appropriate flyers (Tiemann)</li> <li>• Create press releases for staff review when advertising programming (Seddiqui, Jenney)</li> </ul>	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"> <li>• Develop Checklist Criteria for identifying a model program</li> <li>• Visit local model programs/ Senior Centers</li> </ul>	September 2013	In progress



DATE: 5, August, 2013

AGENDA ITEM # 5

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

**RECOMMENDATION:**

Receive staff report

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**BACKGROUND**

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

**DISCUSSION**

1. September Senior Commission Meetings
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2. Senior Commission FY 2013/14 Work Plan
  - a. Update of the Work Plan should be given to staff. Work Plans will be placed on the Agenda only if there is an Action Item.
  - b. USB Emergency Stick Program; The City of Los Altos is unable to approve the USB Emergency Stick program. The medical information that would be gathered on the ER form and loaded onto the USB drives falls under Health Insurance Portability and Accountability Act (HIPPA) guidelines. The City is forbidden by law to collect most of this data. Additionally, the USB drives are incompatible with the City's police patrol cars and the City's police officers would not be allowed to view the information nor request it.



DATE: 5, August, 2013

AGENDA ITEM # 5

## AGENDA REPORT

3. 2<sup>nd</sup> International Conference on Age-Friendly Cities  
Candace Avina and PhD Anabel Pelham will be attending the World Health Organizations 2<sup>nd</sup> International Conference on Age-Friendly Cities in Quebec, Canada, September 9 -11, 2013.
4. Los Altos Commission Recruitment
  - a. Commissioner Tiemann has resigned from the Senior Commission.
  - b. Applications are being accepted for three Los Altos Commissions: Planning and Transportation Commission, Design Review Commission, Senior Commission.
  - c. Applications are due Friday, August 30, 2013. Interviews are tentatively scheduled for Tuesday, September 10, 2013.
  - d. Submit applications to the City Clerk's Office at City Hall, located at 1 North San Antonio Road, Los Altos. For more information, visit [www.losaltosca.gov](http://www.losaltosca.gov) or call 650-947-2720.
5. Receipt of Commissioner information
  - a. All Commissioners need to sign-up with the City of Los Altos listserv to receive Senior Commission Agenda Packets.
  - b. A hard copy of the Agenda Packet will no longer be given to each commissioner at Senior Commission meetings beginning at the Senior Commission meeting of September 16, 2013. Commissioners may request a hard copy of the Agenda Packet from the staff liaison.



