



Senior Commission

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) 	February 2014	Awaiting City Attorney approval
	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	Completed

Senior Center	Senior Center modernization	<ul style="list-style-type: none"> • Create Committee to review Senior Center CIP and make recommendations (Seddiqui, Gonella 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	Completed
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	Completed
	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"> • Connect with Eagle Scout to prepare proposal for an intergenerational emergency preparedness backpack project (Pelham) 	January 2014 April 5, 2014	In progress In progress

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) 	February 2014	Completed
	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

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 (Pelham, Jenney) Share walking survey and Senior Commission recommendations with City staff 	August 2013 and November 2013	Completed
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	Completed

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 	January 2014	Completed

SENIOR COMMISSION
Proposed 2014/15 Work Plan
(as of March 11, 2014)

Goal	Projects	Assignments	Target Date	Status
Transportation	Alternative transportation resource flyer	<ul style="list-style-type: none"> Publicize and maintain 		
	Continue to study and make alternative transportation recommendations	<ul style="list-style-type: none"> Research alternative transportation best practice and models 		
Senior Center	Community/Senior Center	<ul style="list-style-type: none"> Define, consolidate and recommend previously gathered data on best Senior Center practices and models Integrate recommendations into the new Community Center planning process Attend Community Workshops (Seddiqui, Gonella) 		
Educational programs	Educational programs expansion	<ul style="list-style-type: none"> Work with Senior Center staff to host educational programs 		
Senior-focused emergency preparedness	Identity/Property and Self protection event	<ul style="list-style-type: none"> Connect with Community organizations to plan an event 	February 2014	In progress
	Intergenerational Emergency Preparedness Backpack project	<ul style="list-style-type: none"> Connect with Eagle Scouts and Rotary to plan an intergenerational emergency preparedness backpack project (Pelham, Gonella) 	April 5, 2014	

Senior Resource Manual	Senior Resource Manual updates	<ul style="list-style-type: none"> • Review and update all service provider information Add or subtract service providers as necessary • Print any updates to the Senior Resource Manuals • Update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce) • Review and add or subtract Senior Resource Manual locations • Review user suggestions • Implement user suggestions as necessary 	February 2015	
	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	
Program development grants	Grant opportunities/applications	<ul style="list-style-type: none"> • Review grant publications for Age-Friendly Grant opportunities • Share findings with Commission and staff 	February 2014	

After-dark downtown/community center lighting	Walking survey	<ul style="list-style-type: none"> • Conduct downtown square walking survey • Share walking survey and Senior Commission recommendations with City staff 	August 2014 and November 2014	
Senior initiatives coordination	Organizations/commissions/committees networking <ul style="list-style-type: none"> • LA Prepares • Community Foundation • CAFÉ • Hospitals: PAMF, El Camino • linkages • Los Altos Rotary (PEG) 	<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 		
Senior scholarships	Sponsor eight \$200 scholarships annually	<ul style="list-style-type: none"> • Publicize scholarship • Oversee scholarship distribution and analysis 	February 2014	
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 • Compile Commission history 	February 2014	
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 		

WHO Age-Friendly Cities program	Prepare an update for the World Health Organization Age-Friendly Cities program	<ul style="list-style-type: none"> • Understand WHO follow-up process/application • Create a draft application on the progress of the City of Los Altos/Town of Los Altos Hills Age-Friendly Cities initiative 		
Senior Friendly Business Program	Research and develop the implementation of a Senior Friendly Business program	<ul style="list-style-type: none"> • Research friendly business program models • Create a proposal for a friendly business program in Los Altos • Implement friendly business program 		
New Commissioner Orientation	Orient new Senior Commissioners with past accomplishments and history	<ul style="list-style-type: none"> • Create a binder explaining Commission history • Meet one on one with new Commissioners to answer questions 		