

REGULAR SENIOR COMMISSION MEETING

MAY 6, 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. Minutes
Approve minutes of the special meeting of April 22, 2013
2. Special City Council Meeting with all Commissions
Review Special City Council meeting with all Commissions held on Tuesday, April 30, 2013
3. Stanford University *Stepping On Fall* prevention program
Discuss implementation of Stanford University's *Stepping On Fall* Prevention Program
4. Senior Commission 2013/14 Work Plan Update
Update 2013/14 Work Plan

INFORMATIONAL ITEMS

5. Staff Report
Receive information and announcements from City staff

COMMISSIONERS' REPORTS AND COMMENTS

6. 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 SPECIAL MEETING OF THE SENIOR COMMISSION OF THE
CITY OF LOS ALTOS/ TOWN OF LOS ALTOS HILLS, HELD ON
MONDAY, APRIL 22, 2013 AT 4:30 P.M. AT HILLVIEW COMMUNITY CENTER,
97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA, 94022

ROLL CALL

PRESENT: Commission Members Mathur, Pelham, Smith, Summit, Tiemann.

ABSENT: Jenney, Seddiqui

PLEDGE OF ALLEGIANCE

Chair Pelham led the Pledge of Allegiance.

PUBLIC COMMENTS

Tanya De Mare, City of Los Altos resident reported on the *Break Down the Barriers* public meeting regarding the City of Los Altos ADA Self-Evaluation & Transition Plan on Wednesday, April 17, 2013 from 4:00 – 6:00.

ITEMS FOR CONSIDERATION/ ACTION

1. Commission Minutes

Approved the minutes of the April 1, 2013 regular meeting.

2. CIP Senior Center ADA, Ergonomic and Updating Project

Action: Upon a motion by Commissioner Summit, seconded by Commissioner Tiemann, the Senior Commission unanimously approved support of the Senior Center ADA, Ergonomic and Updating CIP when in conjunction with the 2 million Hillview improvement project for restrooms and roof.

3. Introduction to City of Los Altos FY 2013/14 – 2017/2018 Capital Improvement Program

Action: Upon a motion by Commissioner Mathur, seconded by Commissioner Tiemann, the Senior Commission unanimously approved the following recommendation regarding the prioritization of CIP projects be made to the City of Los Altos City Council

1. Civic Center Facilities (New)
2. CIP Senior Center ADA, Ergonomic and Updating Project
3. Plaza Lighting
4. Civic Center Lighting
5. Move the Neighborhood Pathways projects to active create a new CIP for the area starting at Hawthorne at El Monte

4. Work Plan

Developed 2013/14 Work Plan to indicate Senior Commission goals to be presented to the Los Altos City Council at the April 30, 2013 Joint Commission meeting.

INFORMATIONAL ITEMS

Staff Report

Received information and announcements from City staff.

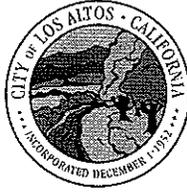
POTENTIAL FUTURE AGENDA ITEMS

Review work plan responsibilities with Commissioners Jenney and Seddiqui.

ADJOURNMENT

Chair Pelham adjourned the meeting at 6:07 p.m.

DRAFT



DATE: 6, May, 2013

AGENDA ITEM # 2

TO: Senior Commission
FROM: Candace Bates, Staff Liaison
SUBJECT: Special City Council Meeting with all Commissions

RECOMMENDATION:

Review Special City Council Meeting with all Commissions on Tuesday, April 30, 2013

BACKGROUND

Historically, the City Council members met with each Commission to review the Commissions accomplishments and goals for the upcoming year.

This year the format changed. The City Council hosted a Special City Council Meeting with All Commissioners on Tuesday, April 30, 2013. The City of Los Altos has eleven Commissions and one Committee. Each Chair presented their respective Commission's accomplishments and 2013/14 goals.

DISCUSSION

The Senior Commission will review the special meeting and offer any input they may have.



DATE: 6, May, 2013

AGENDA ITEM # 3

TO: Senior Commission
FROM: Candace Bates, Staff Liaison
SUBJECT: Stanford University *Stepping On* Fall prevention program

RECOMMENDATION:

Discuss implementation of Stanford University's *Stepping On* Fall Prevention Program

BACKGROUND

Stepping On is a community-based workshop offered once a week for seven weeks using adult education principles that build older adults' confidence in their ability to reduce falls in a small group setting. Older adults learn specific knowledge and skills to prevent falls. Mutual support and success build participant's confidence in their ability to manage their own health behaviors to reduce their risk of falls and remain independent.

DISCUSSION

Stanford University has trained facilitators and is interested in piloting a *Stepping On* program in Los Altos/Town of Los Altos Hills. The Senior Commission will discuss the implementation of this program.



DATE: 6, May, 2013

AGENDA ITEM # 4

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

RECOMMENDATION:

Update 2013 Work Plan

BACKGROUND

The City of Los Altos Commission and Committee Handbook approved 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.

DISCUSSION

The Senior Commission held a Special Meeting on April 22, 2013 to develop the 2013/14 Work Plan to indicate Senior Commission goals to be presented to the Los Altos City Council. Two Commissioners were not present at the Special Meeting and need to review the Senior Commission Work Plan. The Work Plan will be updated each Senior Commission Meeting.

Attachments:

A. 2013/14 Work Plan

SENIOR COMMISSION 2013/14 Work Plan

Goal	Projects	Assignments	Target Date	Status
T Transportation	Create a Los Altos/Los Altos Hills Senior focused alternative transportation resource flyer for distribution and publication in the Senior Commission Resource Guide	<ul style="list-style-type: none"> • TIEMANN, PELHAM Research senior focused alternative transportation opportunities in Los Altos/Los Altos Hills • TIEMANN, PELHAM Report information to Senior Commission • TIEMANN, PELHAM Create draft alternative transportation flyer • STAFF review draft flyer and add logo's and contact information • TIEMANN, PELHAM Distribute throughout the community 	November, 2013	
	Collaborate with Los Altos Rotary Partners in Elder Generation Committee regarding Senior Transportation ideas	<ul style="list-style-type: none"> • PELHAM, TIEMANN Attend monthly Partners in Elder Generation meetings 	Through February 2014	
	Advocate for existing alternative transportation	<ul style="list-style-type: none"> • SMITH, SUMMIT Help with volunteer recruitment for alternative transportation agencies 	November, 2013	

	Research taxi subsidization for senior patrons	<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 	February 2014	
Senior Focused Emergency Preparedness	Collaborate with Los Altos Community Foundation, LA Prepares Committee	<ul style="list-style-type: none"> JENNEY, PELHAM, MATHUR attend LA Prepares Committee meetings. 	February 2014	
	Collaborate with 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 Preparedness USB Stick files projects PELHAM, report project back to Commission 	August 2013	

	<ul style="list-style-type: none"> • PELHAM, implement program 	December 2013
<p>Update Senior Resource Manual annually or as needed</p>	<ul style="list-style-type: none"> • SEDDIQUI, SMITH, 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 	December 2013
<p>Continue to update Senior Resource Manual.</p>	<ul style="list-style-type: none"> • SEDDIQUI, SMITH review user suggestions • SEDDIQUI, SMITH implement user suggestions as necessary 	December 2013
<p>Update Chamber of Commerce annual brochure</p>	<ul style="list-style-type: none"> • JENNEY, contact Chamber of Commerce to see if a Senior Resource page is available again • JENNEY, STAFF, review resources for publishing in 	December 2012

	Chamber of Commerce brochure	<ul style="list-style-type: none"> JENNEY, submit resources for brochure 		
<p>Explore research and program development grants and contracts aimed at helping older individuals</p> <p>After-dark downtown grid lighting surveys.</p>	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
	Implement walking survey	<ul style="list-style-type: none"> TIEMANN, PELHAM, JENNEY, conduct downtown square walking survey Share walking survey and Senior Commission recommendations with Jim Gustafson 		June 2013 and November 2013
<p>Identify and/or coordinate common senior initiatives with other agencies that involve senior initiatives (that come within the scope of duties or purposes of the Senior Commission.</p>	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 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 		February 2014

		<ul style="list-style-type: none"> Annually review and assign or reassign commissioners to various groups as deemed necessary 		
<p>Have up to eight \$200.00 scholarships per year in Los Altos utilized</p>	<p>February 2014</p>	<ul style="list-style-type: none"> STAFF, publicize scholarship STAFF, oversee scholarship distribution and analysis 	<p>Lost eight \$200.00 scholarships annually</p>	
<p>Document Age-Friendly Community Events for future reporting</p>	<p>February 2014</p>	<ul style="list-style-type: none"> SMITH, organize and maintain a record of all Age-Friendly Community Events. SMITH, compile Commission history. 	<p>Maintain a hard and soft copy record of all Age-Friendly Community Events</p>	
<p>Information Officer</p>	<p>February 2014</p>	<ul style="list-style-type: none"> TIEMANN, maintain/update community boards with Senior Commission appropriate flyers SEDDIQUI, JENNEY, create press releases for staff review when advertising programming SEDDIQUI, disseminate press releases as agreeable to staff 	<p>Advertise Senior Commission programming/events</p>	