



## REGULAR SENIOR COMMISSION MEETING

JUNE 3, 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 regular meeting of May 6, 2013
2. City of Los Altos City Council review of Senior Commission Work Plan  
Update Senior Commission Work Plan based on City Council discussion at the regular City of Los Altos City Council Meeting of May 14, 2013
3. Stanford University *Stepping On* Fall prevention program  
Discuss implementation of Stanford University's *Stepping On* Fall Prevention Program
4. Los Altos Rotary Partners In Elder Generation Committee USB Project  
Update on PEG Emergency Preparedness USB Project
5. Emergency Preparedness intergenerational back pack project  
Discuss logistics of an Emergency Preparedness intergenerational back pack project.
6. Model Programs  
Review Older Adult "best practice" programs for possible visitation

## INFORMATIONAL ITEMS

7. Staff Report  
Receive information and announcements from City staff

## COMMISSIONERS' REPORTS AND COMMENTS

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

ROLL CALL

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

ABSENT: Summit

PLEDGE OF ALLEGIANCE

Chair Pelham led the Pledge of Allegiance.

PUBLIC COMMENTS

ITEMS FOR CONSIDERATION/ACTION

1. Commission Minutes

Approved the minutes of the April 22, 2013 special meeting.

2. Special City Council Meeting with all Commissions

Reviewed Special City Council meeting with all Commissions held on Tuesday, April 30, 2013

3. Stanford University *Stepping On Fall* prevention program

Katrin Richter, San Francisco Gerontology Grad Student discussed implementation of Stanford University's *Stepping On Fall* Prevention Program

4. Work Plan

Updated 2013/14 Work Plan

INFORMATIONAL ITEMS

Staff Report

Received information and announcements from City staff

COMMISSIONERS' REPORTS AND COMMENTS

5. Santa Clara Council on Aging Advisory Board Report

Nancy Dudley will report on the May meeting in June. Commissioner Tiemann gave a short review of the Milpitas Senior Center offerings.

**POTENTIAL FUTURE AGENDA ITEMS**

Review and possible visit of local Senior “best practice” programs

Emergency Preparedness back pack project

**ADJOURNMENT**

Chair Pelham adjourned the meeting at 5:09 p.m.



DATE: 3, June, 2013

AGENDA ITEM # 2

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

**RECOMMENDATION:**

Update 2013 Work Plan

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**BACKGROUND**

The City of Los Altos Commission and Committee Handbook approved at the City of Los Altos City Council meeting on 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.

The Work Plan is the document that guides and directs each Commission's work for the year. It provides clear definitions and expectations on those tasks the Council wishes a Commission to perform. If a Commission wishes to deviate from its approved Work Plan, Council approval should be received before initiating work on a project.

**DISCUSSION**

The 2013/14 Commission Work Plans were presented at the Joint Meeting of the City Council and all Commissions on April 30, 2013 and approved at the May 14, 2013 City Council meeting.

The Senior Commission will continually update their Work Plan to reflect accomplishments.

Attachments:

A. 2013/14 Work Plan

## SENIOR COMMISSION 2013/14 Work Plan

Goal	Projects	Assignments	Target Date	Status
Transportation	<p>Create a Los Altos/Los Altos Hills Senior focused alternative transportation resource flyer for distribution and publication in the Senior Commission Resource Guide</p>	<ul style="list-style-type: none"> <li>• TIEMANN, PELHAM Research senior focused alternative transportation opportunities in Los Altos/Los Altos Hills</li> <li>• TIEMANN, PELHAM Report information to Senior Commission</li> <li>• TIEMANN, PELHAM Create draft alternative transportation flyer</li> <li>• STAFF review draft flyer and add logo's and contact information</li> <li>• TIEMANN, PELHAM Distribute throughout the community</li> </ul>	<p>November, 2013</p>	
	<p>Stay apprised of Los Altos Rotary Partners in Elder Generation Committee regarding Senior Transportation ideas</p> <p>Advocate for existing alternative transportation</p>	<ul style="list-style-type: none"> <li>• PELHAM, TIEMANN Attend monthly Partners in Elder Generation meetings</li> <li>• SMITH, SUMMIT Support volunteer recruitment for alternative transportation agencies</li> </ul>	<p>Through February 2014</p> <p>November, 2013</p>	

	Review funding for senior transportation/taxi programs	<ul style="list-style-type: none"> <li>SMITH, SUMMIT Speak with last year's commissioners who researched which taxi companies hold business licenses in the City of Los Altos.</li> </ul>	November 2013	
Refresh/modernize Senior Center	Submit recommendations for CIP for Senior Center modernization	<ul style="list-style-type: none"> <li>SEDDIQU, MATHUR, create Committee to review Senior Center CIP and make recommendations</li> <li>Participate in Senior Center CIP process</li> </ul>	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"> <li>JENNEY, PELHAM work with Senior Center staff to host educational programs</li> <li>Co-host Stanford University <i>Stepping On</i> pilot program</li> </ul>	February 2014 September, 2013	
Senior Focused Emergency Preparedness	Stay apprised of activities/status of the Los Altos Community Foundation, Los Altos (LA) Prepares Committee projects	<ul style="list-style-type: none"> <li>JENNEY, PELHAM, MATHUR attend LA Prepares Committee meetings.</li> </ul>	February 2014	
	Stay apprised of activities/status of the Town of Los Altos Hills Senior Emergency Preparedness Registry USB Stick Emergency Preparedness File Project	<ul style="list-style-type: none"> <li>SUMMIT, attend meetings and report back to Commission as necessary</li> <li>PELHAM, connect with Eagle Scout to support project</li> <li>PELHAM, research existing models of Emergency</li> </ul>	February 2014 August 2013	

		Preparedness USB Stick files projects • PELHAM, report project back to Commission • PELHAM, implement program		
Continue to update Senior Resource Manual	Update Senior Resource Manual annually or as needed	<ul style="list-style-type: none"> <li>• SEDDIQUI, SMITH, review and update all service provider information</li> <li>• SEDDIQUI, SMITH, add or subtract service providers as necessary</li> <li>• SEDDIQUI, SMITH, print any updates to the Senior Resource Manuals</li> <li>• SEDDIQUI, SMITH, update resource books in all locations (Senior Center, Los Altos City Hall, Town of Los Altos Hills Recreation and Chamber of Commerce)</li> <li>• SEDDIQUI, SMITH, review and add or subtract Senior Resource Manual locations</li> </ul>	December 2013	
	Solicit feedback from users	<ul style="list-style-type: none"> <li>• SEDDIQUI, SMITH review user suggestions</li> <li>• SEDDIQUI, SMITH implement user suggestions as necessary</li> </ul>	December 2013	
	Update Chamber of Commerce annual brochure	<ul style="list-style-type: none"> <li>• JENNEY, contact Chamber of</li> </ul>	December 2012	

<p>Explore research and program development grants and contracts aimed at helping older individuals</p> <p>After-dark downtown grid lighting surveys</p>	<p>Research grant opportunities</p>	<p>Commerce to see if a Senior Resource page is available again</p> <ul style="list-style-type: none"> <li>JENNEY, STAFF, review resources for publishing in Chamber of Commerce brochure</li> <li>JENNEY, submit resources for brochure</li> <li>PELHAM, review grant publications for Age-Friendly Grant opportunities</li> <li>PELHAM, share findings with Commission and Staff</li> </ul>	<p>February 2014</p>	
	<p>Implement walking survey</p>	<ul style="list-style-type: none"> <li>TIEMANN, PELHAM, JENNEY, conduct downtown square walking survey</li> <li>Share walking survey and Senior Commission recommendations with Jim Gustafson</li> </ul>	<p>June 2013 and November 2013</p>	
<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>	<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</p>	<ul style="list-style-type: none"> <li>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</li> <li>Review organizations that support Seniors in the City of</li> </ul>	<p>February 2014</p>	

		<p>Los Altos/Town of Los Altos Hills and assign Commissioners to other organizations that may have come up</p> <ul style="list-style-type: none"> <li>• Annually review and assign or reassign commissioners to various groups as deemed necessary</li> </ul>		
<p><b>Promote senior scholarship program</b></p>	<p>Host eight \$200.00 scholarships annually</p>	<ul style="list-style-type: none"> <li>• STAFF, publicize scholarship</li> <li>• STAFF, oversee scholarship distribution and analysis</li> </ul>	<p>February 2014</p>	
<p><b>Document Age-Friendly Community Events for future reporting</b></p>	<p>Maintain a hard and soft copy record of all Age-Friendly Community Events</p>	<ul style="list-style-type: none"> <li>• SMITH, organize and maintain a record of all Age-Friendly Community Events</li> <li>• SMITH, compile Commission history</li> </ul>	<p>February 2014</p>	
<p><b>Promote Senior Programs</b></p>	<p>Advertise Senior Commission programming/events</p>	<ul style="list-style-type: none"> <li>• TIEMANN, maintain/update community boards with Senior Commission appropriate flyers</li> <li>• SEDDIQUI, JENNEY, create press releases for staff review when advertising programming</li> </ul>	<p>February 2014</p>	



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

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**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: 3, June, 2013

AGENDA ITEM # 4

**TO:** Senior Commission

**FROM:** Candace Bates, Staff Liaison

**SUBJECT:** Los Altos Rotary Partners in Elder Generation Committee (PEG) USB project

**RECOMMENDATION:**

Receive update on PEG Emergency Preparedness USB flash drive project

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**BACKGROUND**

Goal # 5 of the 2012/2013 Senior Commission Work Plan was to determine if there were gaps in the Emergency Preparedness Programs as they relate to seniors. In the 2013/2014 Work Plan the Senior Commission has made it a goal to analyze an emergency preparedness program that creates USB flash drives with emergency preparedness information for use by emergency responders.

**DISCUSSION**

Partners in Elder Generation are discussing the possibility of working with a Boy Scout Troop to implement the emergency preparedness USB flash drive program. The Senior Commission will receive an update on their progress.





DATE: 3, June, 2013

AGENDA ITEM # 5

**TO:** Senior Commission  
**FROM:** Candace Bates, Staff Liaison  
**SUBJECT:** Emergency preparedness intergenerational back pack project

**RECOMMENDATION:**

Discuss logistics of an Emergency Preparedness intergenerational back pack project

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**BACKGROUND**

Goal # 5 of the 2012/2013 Senior Commission Work Plan was to determine if there were gaps in the Emergency Preparedness Programs as they relate to seniors. In the 2013/2014 Work Plan the Senior Commission is continuing to review senior focused emergency preparedness programs.

**DISCUSSION**

A possible project that relates to senior focused emergency preparedness is the preparation of emergency preparedness kits for homebound seniors. This concept could include students helping seniors to prepare kits for their home in the event of an emergency. The Senior Commission will discuss implementation of this project.





DATE: 3, June, 2013

AGENDA ITEM # 6

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

**RECOMMENDATION:**

Review Older Adult “best practice” programs for possible visitation

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**BACKGROUND**

The City of Los Altos is surrounded by Aging Services that have been recognized as a, “best practice” or “model program.”

**DISCUSSION**

The Senior Commission would like to research and review local best practices and possibly visit local model programs to learn about services provided in the field of Aging for older adults.

