



CITY OF DUBLIN
SENIOR CENTER ADVISORY COMMITTEE
MEETING AGENDA

THURSDAY, JANUARY 7, 2016, 9:30 AM
DUBLIN SENIOR CENTER, 7600 AMADOR VALLEY BOULEVARD

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ORAL COMMUNICATIONS**

3.1 Public Comments:

At this time, the public is permitted to address the Dublin Senior Center Advisory Committee on non-agenized items. The Committee must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Committee may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the office of the Dublin Senior Center related to the proper procedure to place an item on a future Dublin Senior Center Advisory Committee agenda. The exceptions under which the Dublin Senior Center Advisory Committee MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).

4. **MINUTES**

4.1 Minutes of the November 5, 2015 Regular Meeting

The Advisory Committee will consider approval of the minutes of the November 5, 2015 Regular meeting.

STAFF RECOMMENDATION:

Approve the minutes of the November 5, 2015 Regular meeting.

4.2 Minutes of the December 3, 2015 Special Meeting

The Advisory Committee will consider approval of the minutes of the December 3, 2015 Special meeting.

STAFF RECOMMENDATION:

Approve the minutes of the December 3, 2015 Special meeting.

5. **WRITTEN COMMUNICATIONS** – None.

6. **UNFINISHED BUSINESS** – None.

7. **NEW BUSINESS**

7.1 Election of Chairperson and Vice Chairperson

The Advisory Committee will conduct elections for Chairperson and Vice Chairperson.

STAFF RECOMMENDATION:

Conduct elections for Chairperson and Vice Chairperson.

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Dublin Senior Center (925) 556-4511 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Senior Center Advisory Committee Meeting or, in the event that it is delivered to the Committee less than 72 hours prior to a Senior Center Advisory Committee Meeting, as soon as it is so delivered. The packet is available at the Dublin Senior Center.

7.2 Change to Action Minutes for Commissions and Advisory Committees

The Advisory Committee will receive a report on the proposal to change the format of meeting minutes.

STAFF RECOMMENDATION:

Receive the Report.

7.3 Youth Benefit Concert Subcommittee

The Advisory Committee will discuss a partnership with the Youth Advisory Committee and Staff to plan the Youth Benefit Concert.

STAFF RECOMMENDATION:

Receive the Report and appoint two Advisory Committee Members to serve on the Youth Benefit Concert Subcommittee.

7.4 Review of Code of Conduct Policy

The Advisory Committee will review the current Code of Conduct Policy.

STAFF RECOMMENDATION:

Receive the Report and provide feedback.

7.5 Review of Lounge Area Activities

The Advisory Committee will discuss and consider current activities taking place in the Senior Center Lounge Area.

STAFF RECOMMENDATION:

Receive the Report and provide feedback.

8. **OTHER BUSINESS** – Brief INFORMATIONAL ONLY Reports from Advisory Committee Members and/or Staff; including Reports by Advisory Committee related to Meetings Attended at City Expense (AB 1234).

9. **ADJOURNMENT**



STAFF REPORT SENIOR CENTER ADVISORY COMMITTEE

DATE: January 7, 2016

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Minutes of the November 5, 2015 Senior Center Advisory Committee Regular Meeting
By: Diane Guenther, Customer Service Assistant

EXECUTIVE SUMMARY:

The Senior Center Advisory Committee will consider approval of the minutes of the November 5, 2015 Senior Center Advisory Committee Regular Meeting.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the November 5, 2015 Senior Center Advisory Committee Regular Meeting.

DESCRIPTION:

The Senior Center Advisory Committee will consider approval of the minutes of the November 5, 2015 Senior Center Advisory Committee Regular Meeting.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the November 5, 2015 Senior Center Advisory Committee Regular Meeting



SENIOR CENTER ADVISORY COMMITTEE
REGULAR MEETING
Minutes
CITY OF DUBLIN

November 5, 2015

The November 5, 2015 meeting of the Senior Center Advisory Committee was called to order at 9:30 AM at the Dublin Senior Center by Chair Ito.

PLEDGE OF ALLEGIANCE

CM Mack led the Pledge of Allegiance.

ROLL CALL

Committee Members (CM) Present: Ito, Krausnick, Lore, Mack

Committee Members Absent: Brizee

Liaison Present: Janine Thalblum, Parks and Community Services Commission
Liaison

Staff Present: Guenther, Jochner

ORAL COMMUNICATIONS

3.1 Public Comments – None.

APPROVAL OF MINUTES

4.1 Regular Meeting October 1, 2015

On a motion by CM Krausnick, seconded by CM Lore, and by a vote of 3-0-1, with CM Mack abstaining and CM Brizee absent, the Senior Center Advisory Committee Members voted to approve the minutes of the regular meeting of October 1, 2015 as presented. CM Mack abstained from the vote as she was not present for the October 1, 2015 meeting.

WRITTEN COMMUNICATIONS – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

7.1 2015 Summer Quarterly Report

Mr. Rich Jochner, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report.

The Senior Center experienced a 12% decrease in drop-in attendance, a 1% decrease in programs and activities attendance and a 3% decrease in total Senior Center daily attendance. The decrease in attendance is largely due to fewer volunteer instructors available to teach classes.

There was a 427% increase in attendance for Gentle Yoga, 137% increase for Healing Yoga and a 78% increase for Afternoon Ballroom Dance.

The daily lunch program experienced a steady increase in attendance with 465 more participants compared to last summer. Effective August 1, 2015 lunch reservations are no longer required.

Highlights for the quarter included a new hearing assessment and hearing aid cleaning/repair service; a panel discussion on senior fraud presented by the Alameda County District Attorney’s Office Elder Protection Unit, and Alameda County Healthy Homes Department gave a workshop on home repair. The Senior Center’s 10th anniversary was celebrated on August 1, 2015 with a Gala.

7.2 Hometown Heroes

Mr. Rich Jochner, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report.

The Senior Center will host the 8th Annual Hometown Heroes event on Saturday, November 7, 2015 with Master of Ceremonies Mayor David Haubert and Guest Speaker Garrison Commander of Camp Parks Lieutenant Colonel Andrew Jones. The invocation will be led by Chaplain Amy Noble and the Cooltones Big Band will provide the entertainment.

Senior Center Staff is planning to create a storyboard and photo display “Wall of Hometown Heroes” to honor the many seniors and community members who served in the military.

OTHER BUSINESS

Ms. Thalblum stated the Parks and Community Services Commission did not meet in October. She reported the Ghosts of Dublin Walk was held on October 30, 2015 at the Heritage Park and Museums. The event included Dublin history and a flashlight walk through the cemetery. Mr. Jochner stated the Harvest Fair was well attended and raised \$750 for the Youth Fee Assistance Program.

CM Krausnick suggested the idea of volunteers utilizing a computer to record volunteer hours. Staff will review the concept.

Mr. Jochner attended the Senior Center Foundation meeting on November 4, 2015. He reported the Senior Center marquee is delayed about two weeks due to the addition of the non-potable water pipes connected to the Senior Center irrigation to water the vegetation outside.

The Holiday Boutique will be held on Saturday, November 14 from 10:00 AM to 2:00 PM and the vendor tables are sold out.

ADJOURNMENT

There being no further business the meeting adjourned at 10:10 AM.

Minutes prepared by Diane Guenther, Customer Service Assistant.

Holly Ito
Chairperson

ATTEST: _____
Rich Jochner
Recreation Supervisor



STAFF REPORT SENIOR CENTER ADVISORY COMMITTEE

DATE: January 7, 2016

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Minutes of the December 3, 2015 Senior Center Advisory Committee Special Meeting
By: Rich Jochner, Recreation Supervisor

EXECUTIVE SUMMARY:

The Senior Center Advisory Committee will consider approval of the minutes of the December 3, 2015 Senior Center Advisory Committee Special Meeting.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the December 3, 2015 Senior Center Advisory Committee Special Meeting.

DESCRIPTION:

The Senior Center Advisory Committee will consider approval of the minutes of the December 3, 2015 Senior Center Advisory Committee Special Meeting.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the December 3, 2015 Senior Center Advisory Committee Special Meeting.



SENIOR CENTER ADVISORY COMMITTEE
SPECIAL MEETING
Minutes
CITY OF DUBLIN

December 3, 2015

The December 3, 2015 Special Meeting of the Senior Center Advisory Committee was called to order at 9:35 AM at the Dublin Heritage Park and Museums by Chair Ito.

PLEDGE OF ALLEGIANCE

None

ROLL CALL

Committee Members (CM) Present: Brizee, Ito, Krausnick, Lore

Committee Members Absent: Mack

Liaison Present: Janine Thalblum, Parks and Community Services Commission Liaison

Staff Present: Cronin, Hudson, Jochner

ORAL COMMUNICATIONS

3.1 Public Comments – None.

APPROVAL OF MINUTES – None.

WRITTEN COMMUNICATIONS – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

7.1 Tour of Dublin Heritage Park and Museums

Dublin Heritage Park and Museums docent Steve Minniear began the tour on the grounds at Saint Raymond Church. The walking tour included learning about Dublin's historic crossroads, Murray School House, and the Kolb Family House. Heritage Center Director Elizabeth Isles provided an overview of Kolb Family House depicting Dublin ranch life in the 20th century, showcasing recreated period rooms and original furniture and belongings of the Kolb family.

OTHER BUSINESS – None.

ADJOURNMENT

There being no further business the meeting adjourned at 10:56 AM.

Minutes prepared by Rich Jochner, Recreation Supervisor.

Holly Ito
Chairperson

ATTEST: _____

Rich Jochner
Recreation Supervisor



STAFF REPORT

SENIOR CENTER ADVISORY COMMITTEE

DATE: January 7, 2016

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Election of Chairperson and Vice Chairperson
By: Rich Jochner, Recreation Supervisor

EXECUTIVE SUMMARY:

The Senior Center Advisory Committee will conduct elections for Chairperson and Vice Chairperson.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Conduct elections for Chairperson and Vice Chairperson.

DESCRIPTION:

The Bylaws for the Senior Center Advisory Committee state:

V. OFFICERS

- A. Election and Term of Office. The Chairperson and Vice Chairperson are elected by the majority of the Advisory Committee for a 1-year term and hold office until their successors are elected or until their terms as members of the Advisory Committee expire. The officers are elected at the first meeting of the Advisory Committee in January of each year. Elections, whether regular or to fill vacancies shall be held only if a majority of the Advisory Committee members are present. The Advisory Committee shall, unless no Committee Members meet the criteria, elect Committee Members to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for no more than two consecutive years.

The secretary to the Advisory Committee will be the City Manager or his/her designate.

- B. Vacancies. In case of any vacancy in the office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

- C. Duties of Officers. The Chairman performs the following duties:
 - 1. Presides at all meetings of the Advisory Committee.
 - 2. Appoints sub-committees and chairpersons of sub-committees as necessary.
 - 3. Signs correspondence on behalf of the Advisory Committee.
 - 4. Represents the Advisory Committee before the Parks and Community Services Commission and City Council, or designates a representative.
 - 5. Performs other duties as necessary or customary to the office.

In the event of the absence of the Chairperson or his/her inability to act, the Vice Chairperson presides in place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and the Vice Chairperson, the remaining members shall elect one of their members to act as temporary Chairperson.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



STAFF REPORT

SENIOR CENTER ADVISORY COMMITTEE

DATE: January 7, 2016

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Change to Action Based Minutes for Commissions and Advisory Committees
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Senior Center Advisory Committee will receive a report on the proposal to change the format of meeting minutes from summary minutes to action minutes for the Department's Commissions and Advisory Committees.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the Report.

DESCRIPTION:

The Parks and Community Services Department is providing Staff support to five (5) advisory bodies: Heritage and Cultural Arts Commission, Human Services Commission, Parks and Community Services Commission, Senior Center Advisory Committee, and Youth Advisory Committee. As a result, Staff has developed a plan to streamline processes and gain efficiencies Department-wide while continuing to meet established requirements.

Staff is required to keep a record of minutes of Commission and Advisory Committee meetings. This requirement, however, is not specific as to the format or content of the minutes. There are generally three formats for meeting minutes: action, summary, or verbatim. Action minutes usually contain only the motion and the vote(s) with very little, if any, narrative. Summary minutes include a narrative of Commission, Staff, and public comments. Verbatim minutes are a word-for-word transcript of the meeting.

Staff currently prepares summary minutes for the Commission and Advisory Committee meetings. The minutes are prepared within a week of the meeting and presented to the Commissions and Advisory

Committees for approval at the following meeting. The preparation of summary minutes is very time-consuming and requires dedicated time for accurate transcription. It takes up to three (3) hours for each hour of the meeting to prepare the detailed summary minutes that are currently being provided. Staff that prepare minutes are non-exempt employees. In order to maintain this schedule and level of detail with the addition of another Commission, it is estimated that overtime hours to prepare the meeting minutes may be required on an ongoing basis.

In addition to the written meeting minutes that are prepared, the Advisory Committee discussions and actions will also be captured by a full digital audio recording of the meeting. The action minutes would be presented to the Advisory Committee for approval, and then placed on the website along with the audio recording which can be referenced by Staff or the public to hear the Advisory Committee's discussion and/or direction for each item.

By accepting action minutes as the official record for all of the Department's Commission and Advisory Committee meetings, the City would realize the following benefits:

- Staff would be able to prepare action minutes that could be available to the public within two business days.
- The action minutes would be posted to the City's website with a link to the audio recording for each item providing easier access to the details of the meeting.
- Action minutes would save Staff time to focus on other high priority projects and initiatives.

As required by the City's Record Retention Schedule, meeting minutes are permanent records. The City's website contains up to four years of meeting minutes. Meeting minutes that are older than four years are contained in the City's records repository and are available to the public, as needed.

At the December 20, 2011 City Council meeting, the City Council unanimously voted to approve the move to accept action minutes for City Council meetings.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Sample Action Minutes
2. Current Summary Minutes Format

SAMPLE ACTION ITEM MINUTES FORMAT

**SENIOR CENTER ADVISORY COMMITTEE****REGULAR MEETING*****Minutes*****CITY OF DUBLIN**

November 5, 2015

The November 5, 2015 meeting of the Senior Center Advisory Committee was called to order at 9:30 AM at the Dublin Senior Center by Chair Ito.

PLEDGE OF ALLEGIANCE

CM Mack led the Pledge of Allegiance.

ROLL CALL

Committee Members (CM) Present: Ito, Krausnick, Lore, Mack

Committee Members Absent: Brizee

Liaison Present: Janine Thalblum, Parks and Community Services Commission
Liaison

Staff Present: Guenther, Jochner

ORAL COMMUNICATIONS

3.1 Public Comments – None.

APPROVAL OF MINUTES

4.1 Regular Meeting October 1, 2015

On a motion by CM Krausnick, seconded by CM Lore, and by a vote of 3-0-1, with CM Mack abstaining and CM Brizee absent, the Senior Center Advisory Committee Members voted to approve the minutes of the regular meeting of October 1, 2015 as presented. CM Mack abstained from the vote as she was not present for the October 1, 2015 meeting.

WRITTEN COMMUNICATIONS – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

7.1 2015 Summer Quarterly Report

Mr. Rich Jochner, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report pertaining to the classes, activities, and events conducted at the Senior Center during the 2015 summer season.

The Advisory Committee received the report.

7.2 Hometown Heroes

Mr. Rich Jochner, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report pertaining to the upcoming Hometown Heroes event on Saturday, November 7, 2015.

The Advisory Committee received the report.

OTHER BUSINESS

The Advisory Committee Members provided information only reports pertaining to meetings and events attended.

Mr. Jochner provided project and event updates.

ADJOURNMENT

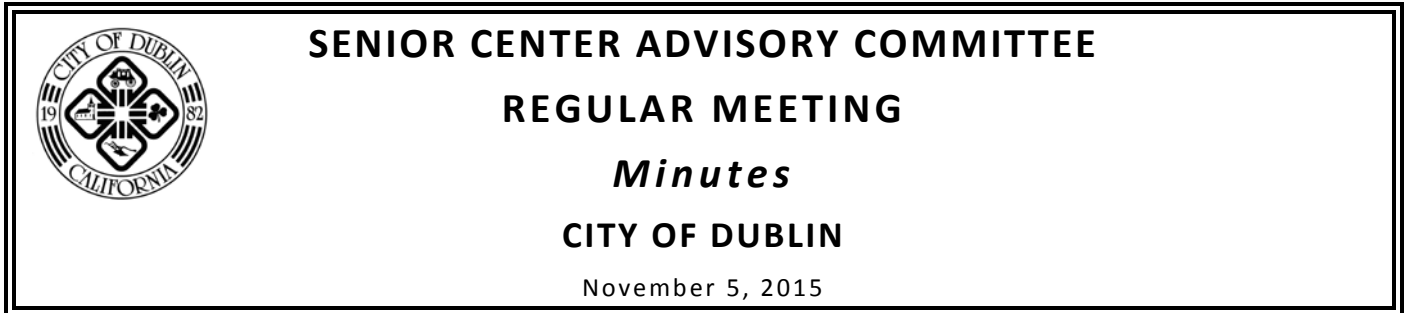
There being no further business the meeting adjourned at 10:10 AM.

Minutes prepared by Diane Guenther, Customer Service Assistant.

Holly Ito
Chairperson

ATTEST: _____
Rich Jochner
Recreation Supervisor

CURRENT SUMMARY MINUTES FORMAT



The November 5, 2015 meeting of the Senior Center Advisory Committee was called to order at 9:30 AM at the Dublin Senior Center by Chair Ito.

PLEDGE OF ALLEGIANCE

CM Mack led the Pledge of Allegiance.

ROLL CALL

Committee Members (CM) Present: Ito, Krausnick, Lore, Mack

Committee Members Absent: Brizee

Liaison Present: Janine Thalblum, Parks and Community Services Commission
Liaison

Staff Present: Guenther, Jochner

ORAL COMMUNICATIONS

3.1 Public Comments – None.

APPROVAL OF MINUTES

4.1 Regular Meeting October 1, 2015

On a motion by CM Krausnick, seconded by CM Lore, and by a vote of 3-0-1, with CM Mack abstaining and CM Brizee absent, the Senior Center Advisory Committee Members voted to approve the minutes of the regular meeting of October 1, 2015 as presented. CM Mack abstained from the vote as she was not present for the October 1, 2015 meeting.

WRITTEN COMMUNICATIONS – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

7.1 2015 Summer Quarterly Report

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The Senior Center experienced a 12% decrease in drop-in attendance, a 1% decrease in programs and activities attendance and a 3% decrease in total Senior Center daily attendance. The decrease in attendance is largely due to fewer volunteer instructors available to teach classes.

There was a 427% increase in attendance for Gentle Yoga, 137% increase for Healing Yoga and a 78% increase for Afternoon Ballroom Dance.

The daily lunch program experienced a steady increase in attendance with 465 more participants compared to last summer. Effective August 1, 2015 lunch reservations are no longer required.

Highlights for the quarter included a new hearing assessment and hearing aid cleaning/repair service; a panel discussion on senior fraud presented by the Alameda County District Attorney's Office Elder Protection Unit, and Alameda County Healthy Homes Department gave a workshop on home repair. The Senior Center's 10th anniversary was celebrated on August 1, 2015 with a Gala.

7.2 Hometown Heroes

Mr. Rich Jochner, Recreation Supervisor, presented the specifics of the item as outlined in the Staff Report.

The Senior Center will host the 8th Annual Hometown Heroes event on Saturday, November 7, 2015 with Master of Ceremonies Mayor David Haubert and Guest Speaker Garrison Commander of Camp Parks Lieutenant Colonel Andrew Jones. The invocation will be led by Chaplain Amy Noble and the Cooltones Big Band will provide the entertainment.

Senior Center Staff is planning to create a storyboard and photo display "Wall of Hometown Heroes" to honor the many seniors and community members who served in the military.

OTHER BUSINESS

Ms. Thalblum stated the Parks and Community Services Commission did not meet in October. She reported the Ghosts of Dublin Walk was held on October 30, 2015 at the Heritage Park and Museums. The event included Dublin history and a flashlight walk through the cemetery. Mr. Jochner stated the Harvest Fair was well attended and raised \$750 for the Youth Fee Assistance Program.

CM Krausnick suggested the idea of volunteers utilizing a computer to record volunteer hours. Staff will review the concept.

Mr. Jochner attended the Senior Center Foundation meeting on November 4, 2015. He reported the Senior Center marquee is delayed about two weeks due to the addition of the non-potable water pipes connected to the Senior Center irrigation to water the vegetation outside.

The Holiday Boutique will be held on Saturday, November 14 from 10:00 AM to 2:00 PM and the vendor tables are sold out.

ADJOURNMENT

There being no further business the meeting adjourned at 10:10 AM.

Minutes prepared by Diane Guenther, Customer Service Assistant.

Holly Ito
Chairperson

ATTEST: _____
Rich Jochner
Recreation Supervisor



STAFF REPORT

SENIOR CENTER ADVISORY COMMITTEE

DATE: January 7, 2016

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services

Micki Cronin

SUBJECT: Youth Benefit Concert Subcommittee
By: Anna Hudson, Recreation Coordinator

EXECUTIVE SUMMARY:

The Senior Center Advisory Committee will discuss a partnership with the Youth Advisory Committee and Staff to plan the Youth Benefit Concert, an intergenerational event, on Sunday, April 10, 2016, at 2:00 PM at the Dublin Senior Center. Staff is seeking two members of the Dublin Senior Center Advisory Committee to serve on a Youth Benefit Concert Subcommittee.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the Report and appoint two Advisory Committee Members to serve on the Youth Benefit Concert Subcommittee.

DESCRIPTION:

The duties of the Youth Benefit Concert Subcommittee will consist of attending regularly scheduled meetings and promoting the concert. Other duties may include screening potential applicants and helping on the day of the event.

Performers of all ages who are interested in participating may contact Henry Siu at henry.siu@dublin.ca.gov or (925) 556-4500. Application forms will be available online at www.dublin.ca.gov in January. A completed application must be submitted on or before March 25, 2016 in order to be considered. Presale tickets will be available until April 8, 2016.

The goal of the Youth Benefit Concert is to raise funds for the Youth Fee Assistance Program, which provides fee assistance to low-income youths who could not otherwise participate in City of Dublin recreation programs.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



STAFF REPORT

SENIOR CENTER ADVISORY COMMITTEE

DATE: January 7, 2016

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services

Micki Cronin

SUBJECT: Review of Code of Conduct Policy
By: Rich Jochner, Recreation Supervisor

EXECUTIVE SUMMARY:

The Senior Center Advisory Committee will review the current Code of Conduct Policy. The Code of Conduct Policy was created in 2014.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the Report and provide feedback.

DESCRIPTION:

In August 2014, based on recommendations made by the Dublin Senior Center Advisory Committee, Staff developed a Dublin Senior Center Code of Conduct Policy. This Policy provides that Senior Center patrons, volunteers, and Staff should exhibit mutual respect, be cognizant of their behavior, and be responsible for their actions while at the Senior Center. In addition, those who frequent the Senior Center should be able to expect a safe, comfortable, and enjoyable environment. The Code of Conduct Policy serves as a tool that outlines minimum behavior and enables Staff to use the Policy as a point of reference in addressing undesirable behavior exhibited by patrons at the Senior Center.

The policy should be reviewed periodically to determine if any changes or additions are necessary.

The Code of Conduct policy is as follows:

1. Be considerate of others and treat everyone with courtesy and respect.

2. Preserve the Center by leaving the rooms, equipment and property in the same or better condition.
3. Maintain an acceptable standard of personal hygiene, clothing, and well-being that does not compromise the health of others.
4. Refrain from all forms of harassment, or offensive behavior or language that create a hostile environment.
5. Disruptive, disturbing, rude, or unsafe behaviors, including any conduct that interferes with the use of the Center, or its equipment by others is not allowed.
6. The consumption of alcoholic beverages is prohibited without proper approval.
7. Lying down or sleeping on the furniture is not allowed.
8. Leaving or storing personal possessions at the Center is prohibited.
9. The viewing or disseminating of inappropriate materials is not permitted.
10. An adult must accompany and supervise children.
11. Animals are not allowed in the Center, with the exception of service animals as defined by the Americans with Disabilities Act. The owner must be in full control of the animal at all times.
12. Selling, panhandling or soliciting of goods, tickets, or services, or the display of goods or services for sale without prior approval from management is prohibited.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



STAFF REPORT

SENIOR CENTER ADVISORY COMMITTEE

DATE: January 7, 2016

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services

Micki Cronin

SUBJECT: Review of Lounge Area Activities
By: Rich Jochner, Recreation Supervisor

EXECUTIVE SUMMARY:

The Senior Center Advisory Committee will discuss and consider the current activities taking place in the Senior Center lounge area.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the Report and provide feedback.

DESCRIPTION:

The Senior Center lounge, an open area adjacent to the front entrance and open to Senior Center patrons, accommodates a variety of activities and uses, including:

- Board and Card Games – played by both individual patrons and organized groups.
- Computers Use – allowed in 30 minute increments. No software is to be added or deleted. Inappropriate content is not allowed to be viewed or created. Sound is not allowed unless a headset is used.
- Food – allowed as long as patrons clean-up after themselves and keep the lounge area free from food debris.

- Jig-Saw Puzzles – only one puzzle may be worked on at a time and it is “community” use meaning all may participate on the same puzzle. Puzzles may be saved if placed on a board.
- Lending Library – operated on the honor system. Books, DVD, magazines or videos may be borrowed for home use. Returns are to the Front Desk and donations are accepted.
- Personal Electronics – sound is not allowed unless a headset is used.
- Television – volume is to be kept off and closed-captioning used, except for special occasions approved by Staff.

The lounge area is also used for general socializing and as a meeting spot for some organized groups.

The lounge has become increasingly popular and use of the lounge has steadily increased over the years. As such, the Senior Center Advisory Committee may wish to consider if any lounge area activities should be encouraged, discouraged, relocated to other areas of the Senior Center, or discussed in the existing Senior Center Code of Conduct Policy in order to ensure a safe and enjoyable environment for all.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.