



CITY OF DUBLIN
SENIOR CENTER ADVISORY COMMITTEE
MEETING AGENDA

THURSDAY, FEBRUARY 4, 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 January 7, 2016 Regular Meeting

The Advisory Committee will consider approval of the minutes of the January 7, 2016 Regular Meeting.

STAFF RECOMMENDATION:

Approve the minutes of the January 7, 2016 Regular Meeting.

5. **WRITTEN COMMUNICATIONS** – None.

6. **UNFINISHED BUSINESS** – None.

7. **NEW BUSINESS**

7.1 Fall 2015 Quarterly Report

The Advisory Committee will receive a report on the Dublin Senior Center activities and attendance during the fall 2015 quarter.

STAFF RECOMMENDATION:

Receive the Report.

7.2 Code of Conduct Update

The Advisory Committee will discuss and consider an update to the Code of Conduct.

STAFF RECOMMENDATION:

Receive the Report and approve the Code of Conduct update.

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**

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.



STAFF REPORT SENIOR CENTER ADVISORY COMMITTEE

DATE: February 4, 2016

TO: Honorable Chair and Committee Members

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

SUBJECT: Minutes of the January 7, 2016 Senior Center Advisory Committee Regular Meeting
By: Kristen Middleton, Senior Office Assistant

EXECUTIVE SUMMARY:

The Senior Center Advisory Committee will consider approval of the minutes of the January 7, 2016 Senior Center Advisory Committee Regular Meeting.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the January 7, 2016 Senior Center Advisory Committee Regular Meeting.

DESCRIPTION:

The Senior Center Advisory Committee will consider approval of the minutes of the January 7, 2016 Senior Center Advisory Committee Regular Meeting.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the January 7, 2016 Senior Center Advisory Committee Regular Meeting



SENIOR CENTER ADVISORY COMMITTEE
REGULAR MEETING
Draft Minutes
CITY OF DUBLIN
January 7, 2016

The January 7, 2016 meeting of the Senior Center Advisory Committee was called to order at 9:32 AM at the Dublin Senior Center by CM Lore.

PLEDGE OF ALLEGIANCE

Chair Ito led the Pledge of Allegiance.

ROLL CALL

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

Committee Members Absent: Brizee, Krausnick

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

Staff Present: Hudson, Jochner, Middleton

ORAL COMMUNICATIONS

3.1 Public Comments – None.

APPROVAL OF MINUTES

4.1 Regular Meeting November 5, 2015

On a motion by CM Mack, seconded by CM Lore, and by a vote of 3-0-0, the Senior Center Advisory Committee voted to approve the minutes of the regular meeting of November 5, 2015 as presented.

4.2 Special Meeting December 3, 2015

On a motion by CM Lore, seconded by CM Mack, and by a vote of 3-0-0, the Senior Center Advisory Committee voted to approve the minutes of the special meeting of December 3, 2015 as presented.

WRITTEN COMMUNICATIONS – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

7.1 Election of Chairperson and Vice Chairperson

Mr. Rich Jochner, Recreation Supervisor, presented the item as outlined in the Staff Report. CM Mack nominated CM Lore for Chair. CM Lore declined the nomination. Mr. Jochner presented CM Krausnick's written nomination of CM Ito for Chair and CM Lore for Vice Chair. CM Ito and CM Lore accepted the nominations. On a motion by CM Mack, seconded by CM Lore, and by a vote of 3-0-0, the Advisory Committee elected CM Ito as Chair and CM Lore as Vice Chair for the 2016 year.

7.2 Change to Action Minutes for Commissions and Advisory Committees

Mr. Jochner presented the item as outlined in the Staff Report. The Advisory Committee received the report. Vice Chair Lore asked Staff how long the audio recordings would be available on the website. Mr. Jochner stated he would provide this information to the Advisory Committee at a future meeting.

7.3 Youth Benefit Concert

Mr. Jochner presented the specifics of the item as outlined in the Staff Report. He asked the Senior Center Advisory Committee if they would like to partner with the Youth Advisory Committee to plan the Youth Benefit Concert scheduled on Sunday, April 10 at the Dublin Senior Center. Mr. Jochner stated the Subcommittee meetings would likely be scheduled after school hours. Vice Chair Lore and CM Krausnick volunteered and were appointed to the Youth Benefit Concert Subcommittee.

7.4 Review of Code of Conduct Policy

Mr. Jochner presented the specifics of the item as outlined in the Staff Report. Vice Chair Lore asked whether the current Code of Conduct Policy was effective. Mr. Jochner indicated it was a useful tool to refer to for support when discussing inappropriate behavior with the Senior Center visitors. Chair Ito inquired whether the volunteers should be responsible for enforcing the rules. Mr. Jochner indicated volunteers may inform staff when a situation arises where the Code of Conduct Policy should be addressed so that the volunteers can remain neutral by not approaching the patron in question. Chair Ito suggested the volunteers be made aware and be provided with a copy of the Code of Conduct. Mr. Jochner agreed and stated Staff would provide a copy to volunteers during Volunteer Orientation. Mr. Jochner indicated the use of various electronics can sometimes be disruptive to other participants. CM Lore agreed the use of cell phones, especially in speakerphone mode, is particularly disruptive.

7.5 Review of Lounge Area Activities

Mr. Jochner provided the specifics of the item as outlined in the Staff Report. Mr. Jochner indicated the intended use of the lounge is mainly to socialize, allowing participants to interact and build relationships. Although the conflicts in the lounge are often due to competing noise levels and the varied use of the space, Vice Chair Lore indicated she would not encourage too many controls on the lounge as too many rules would limit the social nature of the space. However, Vice Chair Lore felt, in some instances, having limitations may be necessary. Vice Chair Lore made reference to a casual Mahjong group using the lounge became overly disruptive while excitedly having fun playing the game. Vice Chair Lore stated the situation was resolved by adding Mahjong to the weekly activity schedule using one of the classrooms where the noise level could be contained. Vice Chair Lore indicated some groups also have used the lounge for private meetings. Liaison Thalblum asked if these groups, who are disturbed by noise, could be relocated to another room. Staff indicated this maybe a valid alternative if a room is available, however, a fee may need to be charged to utilize a room privately.

OTHER BUSINESS

Liaison Thalblum informed the Advisory Committee the Parks and Community Services Commission discussed the various amenities that could potentially be offered at Sean Diamond Park. The next Parks and Community Services Commission meeting will be held on the second Monday, January 11, instead of the third Monday due to the Martin Luther King Jr. Holiday on January 18. CM Mack agreed to attend the January meeting and provide the Advisory Committee report.

Mr. Jochner informed the Advisory Committee that the new Senior Center Marquee has been installed and is now in the final stages of completion. Mr. Jochner also indicated the Dublin Senior Foundation is planning a Cinco De Mayo Bingo Event in late April. Ms. Hudson informed the Advisory Committee the Senior Center 2015 Sponsors would be recognized that the January 19, 2016 City Council Meeting.

ADJOURNMENT

There being no further business the meeting adjourned at 11:28 AM.

Minutes prepared by Kristen Middleton, Senior Office Assistant.

Holly Ito
Chairperson

ATTEST: _____

Rich Jochner
Recreation Supervisor



STAFF REPORT
SENIOR CENTER ADVISORY COMMITTEE

DATE: February 4, 2016
TO: Honorable Chair and Committee Members
FROM: Micki Cronin, Assistant Director of Parks and Community Services
SUBJECT: Fall 2015 Quarterly Report
By: Anna Hudson, Recreation Coordinator

EXECUTIVE SUMMARY:

The Advisory Committee will receive a report on the classes, activities, and events conducted during the 2015 fall season.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the Report.

DESCRIPTION:

The Dublin Senior Center offers activities and events that promote healthy living for seniors, and the opportunity to build new friendships through recreation. The following is a summary of the 2015 fall quarter.

Senior Center Attendance Comparison

Table with 6 columns: Attendance Type, 2015, 2014, 2013, 2012, 2011. Rows include Drop-In, Programs & Activities, Total, Avg. Daily Attendance, and Total Volunteer Hours.

The Senior Center experienced a 3% increase in programs and activities attendance and 2% increase in total Senior Center attendance. New classes and activities offered this quarter included Ballroom Dance Socials,

Bridge Lessons, Memory Power Workshops, Name That Song, Scrapbooking and Intro to Gentle Yoga. The Sing-a-long program was reestablished with a new volunteer facilitator. Continuing classes of Ballroom Dance and Gentle Yoga had increases of over 100 participants for the quarter. The Daily Lunch program grew from 1,176 participants a year ago to 1,860 participants this quarter.

The total volunteer hours decreased by four percent. Special Luncheons, which require multiple volunteers, were not held this fall and will now be set around historically popular themes. In addition, two regular longtime volunteers retired due to health reasons. Due to one specific retirement, the Beginner Ukulele class was combined with the Intermediate group creating fewer volunteer hours. Also, an attendance decline necessitated the removal of Piano classes, also eliminating a volunteer opportunity.

Following are monthly highlights:

September

- A new monthly seminar entitled Memory Power attracted fourteen patrons who received valuable tips on how and why memory and brain functions change with age, and strategies on how to improve one's memory.
- Two van trips to San Francisco were offered. A San Francisco Scenic Drive and Fisherman's Wharf for Fleet Week was attended by 13 & 14 participants, respectively.

October

- The Annual Senior Information & Resource Fair was held on October 3. Forty-seven vendors and 300 patrons attended the event. The Senior Center received three \$500 sponsors from Palo Alto Medical Foundation, Pleasanton Nursing and Rehab Center, and Hired Hands, Inc. Lunch was sponsored in part by Parkview Assisted Living.
- Twelve participants attended a van trip to the Holiday Factory Tour in Hilmar.

November

- Hometown Heroes, an annual Veterans Day event, honored veterans of today and past. The event included a welcome by Mayor Haubert and recognition of veterans by branch of service by Garrison Commander Adams of Camp Parks. The Cooltones Big Band provided a vocalist to sing the National Anthem, a trumpet player to play *Taps*, and a variety of patriotic music attended by 75 visitors. In addition, 90 photos of veterans were displayed with information on when they served in the military. Refreshments were provided in part by Brookdale Senior Solutions for the reception following the event and over 1,000 items were donated to Operation SAM (Serving All Military).
- The daily lunch program served a traditional turkey meal to 45 patrons in celebration of Thanksgiving on November 26.
- The annual Holiday Craft Boutique, sponsored by the Dublin Senior Foundation, was held in November and attracted approximately 650 shoppers and 79 vendors.

Senior Center Staff received several testimonials during the quarter, including:

September

Lidia, a Dublin resident and attendee of the Memory Academy class said: *Diana (Nobr, the instructor) is invested in helping to keep your brain active. She does this with interactive games and researches and present information that can be used to continue good brain health.*

October

Nazli S. of Concord attended the Senior Info Fair and said: *I received so much information as we are not aware of the service being offered.*

Dottie M, a Dublin resident said of the Senior Info Fair: *This Saturday (Oct 3) was out of this world. I thought the people were enthusiastic, willing to help you and showed they cared.*

Judith K. of Adult Day Services Network of Contra Costa and a Senior Info Fair Vendor said the event was: *Very well organized! Thanks for the description list of vendors and broad spectrum of service offered.*

November

Judy K. of San Ramon, a Senior Patron, said: *Always nice greeting from receptionists. Thanks. The friendliness of staff and participants is what I like the best.*

JC of Livermore attended the Hometown Heroes event and said: *I love what you do at the center to honor the vets. Your display board this year was fantastic. I come every year. Take care.*

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



STAFF REPORT

SENIOR CENTER ADVISORY COMMITTEE

DATE: February 4, 2016

TO: Honorable Chair and Committee Members

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

SUBJECT: Code of Conduct Update
By: Rich Jochner, Recreation Supervisor

EXECUTIVE SUMMARY:

The Senior Center Advisory Committee will discuss and consider an update to the Code of Conduct.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Receive the Report and approve the Code of Conduct update.

DESCRIPTION:

Based on recommendations made by the Advisory Committee, Staff has updated the Dublin Senior Center Code of Conduct by adding guideline #12: Please do not have phone or electronic devices on speaker setting. Please make private with the use of headphones if possible. The Code of Conduct 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 serves as a tool that outlines minimum behavior and enables Staff to use as a point of reference in addressing undesirable behavior exhibited by patrons at the Senior Center.

The updated Code of Conduct is as follows:

CITY OF DUBLIN SENIOR CENTER CODE OF CONDUCT

The City of Dublin Senior Center Code of Conduct was established to ensure a comfortable, safe and supportive environment for all who visit, participate, and work at the Senior Center. We hope these guidelines will allow the participants to feel at ease; create an enjoyable atmosphere for all; and protect the facility for the entire community.

Participants, guests, staff, and volunteers are expected to adhere to the following guidelines:

1. Be considerate of others and treat everyone with courtesy and respect.
2. Refrain from all forms of harassment.
3. Refrain from engaging in or threatening physical violence.
4. Maintain an acceptable standard of personal hygiene.
5. Be properly clothed at all times.
6. The consumption of alcoholic beverages is prohibited.
7. Disturbing, disruptive, or unsafe behaviors, including any conduct that interferes with the use of the Dublin Senior Center by others or with the Staff is not allowed.
8. 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.
9. Lying down or sleeping on the furniture is not allowed.
10. Leaving or storing personal possessions at the Center is prohibited.
11. Please be considerate of others while using equipment or other items that are available for use by all.
12. Please do not have phone or electronic devices on speaker setting. Please make private with the use of headphones if possible.
13. Be cautious when using the public computers. Computers are for recreational use purposes only, or as a tool to find other useful resources. Computer(s) are located in public areas, which are shared by visitors of all ages, backgrounds and sensibilities.
14. 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.
15. An adult must accompany children under the age of ten.

An inclusive copy of the Code of Conduct and enforcement guidelines are available at the front desk.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.