

**THE CITY OF COSTA MESA  
REGULAR MEETING OF THE  
SENIOR COMMISSION**

**July 14, 2015**

The Senior Commission of the City of Costa Mesa, California met in regular session at 9:00 a.m. on Tuesday, July 14, 2015 at the Senior Center, 695 19<sup>th</sup> Street, Costa Mesa, California.

- 1. Call to Order: Chair Feeney**
- 2. Pledge of Allegiance: Vice Chair Adkins**
- 3. Roll Call**

Commissioners Present:      Chair Feeney  
   Vice Chair Adkins  
   Commissioner Bauermeister  
   Commissioner Healey  
   Commissioner McGlinn  
   Commissioner Ann Perry

Commissioners Absent:      Commissioner Krochman

Staff Present:                      Travis Karlen, Recreation Manager  
   Yvette Aguilar, Senior Center Program Administrator  
   Kristina Roche, Senior Commission Secretary

- 4. Approval of Minutes of the May 12, 2015 Meeting of the Senior Commission**

**MOTION made by Commissioner Perry to approve the minutes in condition to making two corrections made by Chair Feeney. Seconded by Commissioner Healey. Motion carries 6-0 due to Commission Krochman being absent.**

**Commissioner Krochman arrives.**

- 5. Public Comment:**

No public comment.

- 6. Old Business**

- a. "The Chronicle" Title Contest**

Yvette Aguilar presents report.

Vice Chair Adkins asks if each commissioner chooses one title.

Travis Karlen explains the procedure – each Commissioner chooses one title to go on the ballot, the only choice that they cannot choose is The Chronicle because that is already on the ballot.

Commissioner Perry – "Senior Living"

Commissioner Bauermeister – "The New Chronicle"

Vice Chair Adkins – “The City of Costa Mesa Senior Center Chronicle”  
Chair Feeney – “The Senior Chronicle”  
Commissioner Krochman – “The Bulletin”  
Commissioner McGlenn – “The Senior Chronicle”  
Commissioner Healey – “The Banner”

Vice Chair Adkins asked staff if these title changes will come out in the August newsletter.

Yvette Aguilar said the August Chronicle will have all the information on it.

Commissioner Krochman asked if there is a way to get ballots to the people who do not go to the Senior Center.

Travis Karlen said we could mail the ballots out.

Chair Feeney opens Public Comment.

Public Comment:

1. Pauline Eline – Asked staff how many people voted. Yvette said 36 people voted. Ms. Eline said mailing our ballots would be a waste of time and people who did not vote this time do not care. Mr. Karlen said we want to be sure everyone has the opportunity to vote.
2. Senior Resident – Senior Resident said it is a good idea to put it in The Chronicle and have ballots available.
- 3.

Chair Feeney closes Public Comment.

Chair Feeney said people did not want to be involved in coming up with titles but if they had a ballot then they would vote.

**b. Albert Dixon Funds**

Mr. Karlen presents report.

Commissioner Healey said Travis Karlen had mentioned a wish list that is given to the Albert Dixon Foundation; she asked if staff has the wish list together. Mr. Travis Karlen said, yes, we have presented the wish list but it is a lengthy process and the wish list is mostly maintenance requests; staff is always open to new ideas and wants to keep adding to the wish list. Commissioner Healey asks if the Commission and the seniors have access to the list. Ms. Yvette Aguilar said yes, the Commissioners received the list at the first meeting and she would make a copy for Commissioner Healey.

Commissioner Bauermeister asked what the process was for the Albert Dixon Fund. Mr. Travis Karlen explained the process.

Chair Feeney said she was confused because there was a blog regarding the Albert Dixon Fund. Mike Scheafer had no plans to provide any funds to the Senior Center and looking to other Senior Programs to give funds to. Chair Feeney said she realizes they cannot give the money to the Senior Center because the Senior Center is not a non-profit but they can give it to the Costa

Mesa Foundation because they are a non-profit. Chair Feeney said in the last meeting Travis said the City Lawyers were looking at the paperwork that explained the dissolution of the foundation and was confident they were doing things correctly. Mr. Travis Karlen said the Albert Dixon Fund lawyers were researching the paperwork, not the City lawyers. Ms. Yvette Aguilar said the confusion might have been because staff said the City lawyers were looking at the Time Warner issue.

Commissioner Krochman said she wanted to see the paperwork because it specifies regulation in the process of a dissolution and without the paperwork we are merely guessing.

## **7. New Business**

### **a. Instructional Class Proposal**

Yvette presents report.

Commissioner Adkins asked if the Using Windows 7 class is for beginners? Ms. Yvette Aguilar said no, it is not. Commissioner Adkins asked if there is a class for beginners or if we are creating one. Ms. Yvette Aguilar said we have had one in the past and we are looking into having more.

Commissioner McGlinn asked how much it would cost for the seniors to participate and said he was confused by the breakdown of the cost. Mr. Travis Karlen said the class costs \$66 dollars and the calculation is a break down of the fee. The City collects 33% of the cost and the instructor or contractor gets the remaining. Commissioner McGlinn said \$66 is too much for the seniors. Mr. Travis Karlen said the Parks and Recreation Commission has requested a fee study and that will be happening soon and during that fee study, staff will look at the senior fees. Commissioner McGlinn said his main concern is getting as many seniors as we can and if seniors are not able to afford the classes, it only helps a few, if it was cheaper, we would get more participation. Mr. Travis Karlen said we will look at all of this during the fee study and one thing to keep in mind is we do not have a membership fee. Commissioner McGlinn said that was a mistake.

Chair Feeney said the minimum of people the class can have is three and the max is six and all classes are three hours. Chair Feeney asked if there is a break because three hours seems hard to work with. Commissioner Feeney said she wants to know if there are different time slots and if there is a break.

Chair Feeney opens Public Comment.

Public Comment:

1. Pauline Eline - Pauline Eline said she runs a senior group that last two hours and it is hard to make it through the two hours without a long break in the middle.
2. Cheryl Ward – Cheryl Ward said three hours is too long and needs to be broken down to three one-hour classes.

Chair Feeney closes Public Comment.

Commissioner Healey said she went to other Senior Center's websites to find out their prices and these prices are cheaper than Newport Beach and equal to Huntington Beach. Commissioner Healey asked if there were scholarships available to the seniors. Travis said currently we do not have scholarships in place but it is something that we are going to look into as staff.

Commissioner McGlinn asked if people have signed up for the classes. Ms. Yvette Aguilar said the classes have not been approved yet so seniors are unable to sign up right now. Commissioner McGlinn said he wants to reduce cost in the entire area.

Commissioner Adkins said last year there was a fee for members and a fee for non-members and if it is possible to do this. Ms. Yvette Aguilar said no, because we do not charge to be a member.

Chair Feeney asked if the City offers computer classes elsewhere, not only at the Senior Center. Mr. Travis Karlen said staff is looking to expand computer and art classes which would be open to all adults but we do already offer computer classes periodically.

Commissioner Bauermeister asked why the maximum is six for the class. Ms. Yvette Aguilar said we only have six computers available.

**MOTION: MOTION made by Commissioner Krochman to accept the four classes with the fees and times explained on the staff report. SECONDED by Commissioner McGlinn. MOTION CARRIES 7-0**

**b. Bus Study**

Yvette Aguilar presents report.

Chair Feeney asked staff to not give a PowerPoint to the Commission that cannot be read. Chair Feeney said we are using a 12 passenger bus that has room for one wheel chair; Elaine will not drive the 16 passenger because of how many miles are on the vehicle. She said 36 people took the survey and she is not unhappy with the questions, but does not understand why some of the questions were yes or no and some questions had answers on a sliding scale. Chair Feeney said she talked to a lot of seniors and they said they did not know how to answer the questions because it is not a definite yes or a definite no but did not want to bash on the driver so they circled yes. Chair Feeney asked about duplicate riders and said on June 2, there were 24 riders but they were all duplicate riders so there were only 12 riders. For the 22 days in June there was an average of 13 people. She said the 8am bus is not full and the 9am bus is full and the 12:30pm bus is also full but the 2pm and 3pm busses are not full. She said it takes someone an hour and fifteen minutes to get home who lives close to the Senior Center; she said that is too long to go home. Chair Feeney recommends three busses in the morning and also in the afternoon. Chair Feeney said she wants to know what the bus is doing from 8am to 3pm and our primary objective is to get seniors to and from the Senior Center. Chair Feeney asked when the driver takes someone grocery shopping, does she wait outside for them to finish? Chair Feeney said the bus schedule needs to be tightened up

and recommends trip tickets every day because it is important to know what the bus is doing during the day, every day. She recommends bringing this back to the next meeting and she really wants to utilize the bus more and allow for more people to use the bus. She also thinks there needs to be a dispatcher answering the phones and not have Elaine do it.

Vice Chair Adkins agrees that a dispatcher would be a good idea.

Commissioner McGlenn said averaging the amount of time lumps everyone in the same pile and suggests doing a frequency distribution instead because it could lead to a change in the order of people being taken and dropped off.

Commissioner Healey compliments staff on the report and compliments Elaine on the work she does. Commissioner Healey said she agrees and wants a dispatcher as well and have appointments be made the day before; she explains this would take the scheduling out of Elaine's hands. She said we do not know how many people we turn down right now, but would know if we had a dispatcher.

Commissioner Bauermeister said there is a limited amount of money and we cannot do everything because there is not enough money but we can look at being more efficient. He asked if there are better route times to speed up the process and be more efficient and explains these are all things we should look at.

Commissioner Perry asked about the bus that is not drivable. Mr. Travis Karlen said we are directed to use the newer bus and use older bus as a backup. Commissioner Perry asked if there is a plan to replace the bus? Mr. Travis Karlen said yes, we are looking into it.

Vice Chair Adkins said Elaine was able to make two bus trips so people could come to the 4<sup>th</sup> of July event and if staff can change the schedule.

Chair Feeney said she does not see why we can have two busloads come to the special event but cannot do it on other days. She said she would also like a bus schedule to be in The Chronicle. Chair Feeney said if someone calls at 7:30am for a ride at the 9:30am time slot but that is already full, but the 8am bus has room, a half hour is not enough time to get ready. She said we need to know how the bus is being utilized during the day.

Mr. Travis Karlen said public transportation picks up and drops off at bus stops so it is easier to keep to a schedule; this bus picks up and drops off at multiple different locations so it is harder to keep a schedule.

Vice Chair Adkins said we can ask volunteers to work as dispatchers which would not cost anything.

Commissioner Krochman said we have a capacity issue; the bus is full and we either need to add routes or add a bus. She said giving seniors bus passes would cost a lot less money than adding a bus or adding routes. Commissioner Krochman said there are a lot of busses that travel right around this area which would alleviate the capacity issues.

Commissioner Feeney said many seniors have mobility issues and do not want or cannot use public transportation.

Chair Feeney opens Public Comment.

Public Comment:

1. Lynne Burgess – Lynne Burgess said Elaine is very helpful and very good at her job.
2. Pauline Eline – Pauline Eline said if Elaine followed a bus schedule, she would not be able to take people to the grocery store. Chair Feeney said the bus's primary responsibility is getting people to and from the Senior Center and medical transportation, then it is taking people shopping and running errands. Chair Feeney said it is the Commission's responsibility to get seniors here.
3. Leatrice Sykes – Leatrice Sykes said Elaine does not sit and wait for people while they are in the store or running errands. She said Elaine is helping other people while people are helping themselves. Leatrice said she is constantly working and constantly on the bus. Chair Feeney said the bus needs to get people to the Senior Center; Leatrice Sykes said we need another bus.
4. Cheryl Ward – Cheryl Ward said a nine person van could pick up the slack.

Chair Feeney closes Public Comment.

Commissioner McGlenn said staff needs to look more at the information to find solutions for specific problems. Commissioner McGlenn said he is confident staff can figure out the solution.

Chair Feeney reads a paragraph out of the agenda describing the Senior Commission's functions. She said she feels like the bus issue is an ongoing investigation and we need to do something about the bus.

Commissioner Krochman asked for clarification on Senior Mobility. Mr. Travis Karlen said we are given funding annually. He explains this year Hoag gave 106,000 but next year Hoag is giving in between 70,000-80,000 and staff is going to have to find a way to fund the rest of the money. Mr. Travis Karlen said if we add another bus or a dispatcher, we will need more money and then go to Council for additional funding.

Chair Feeney said she would like to see more information on this item and to only use the month of June which is 22 days.

## **8. Senior Center Program Administrator's Report**

Yvette Aguilar presents report.

Vice Chair Adkins asks if there is a fee for the Luau. Ms. Yvette Aguilar said she does not have the fee in front of her.

Commissioner McGlenn asked how many members actually participate in the Senior Center because there are 1,500 members but the numbers only show 200 people participating and explains there is a need for new membership cards to find out how many people are actually participating in the Senior Center.

Chair Feeney asked if there is a sign in sheet for all the activities. Ms. Yvette Aguilar said yes. Chair Feeney asked if staff could look at the sign in sheets and find out the numbers. Commission Healey said that would create duplicate members because they could do multiple things during the day.

Chair Feeney asked if the Commissioners are going to be invited to the volunteer dinner. Ms. Yvette Aguilar said yes.

Commissioner Krochman asked if staff could look into a type of loyalty card similar to ones used at grocery stores to find out who is here, what they are doing and how they are getting here. Mr. Travis Karlen said we use Active.net which does have a membership capability but it would cost more and we would have to find a way to fund it.

Vice Chair Adkins said she was visiting a Senior Center in North Carolina and everyone is signing in and what they are doing and which room they are in; she said this is especially important in case of an emergency and it seemed like it worked really well.

Chair Feeney opens Public Comment.

Public Comment:

1. Pauline Eline – Pauline Eline said travel has a trip at the same time as an event and she would like to be able to do both. She asked if there a way to better coordinate the calendar. Ms. Yvette Aguilar said staff would look into this more carefully when planning. Mr. Travis Karlen said staff has to schedule multiple things at a time to give people choices because not everyone wants to do the same thing.
2. Nancy Waite – Nancy Waite said she agrees with Vice Chair Adkins and thinks the sign in sheets are a good idea. She said it is important to know who is in the building and where they are in case of an emergency. She asked if staff knows what to do during an emergency.

Chair Feeney closes Public Comment.

## **9. Commissioners Comments**

Commissioner Perry asked if there was an AED on the premise and if the Fire Department could hold trainings for seniors and for staff. Chair Feeney said she is not sure how legal would feel about a senior using an AED on another senior. Commissioner Perry said she would at least like to make sure staff knows how to use an AED. Commissioner Perry said she would like to see more day trips since we live in Orange County where there is a lot to do and it would not be expensive. She gave examples of going to see plays at the colleges, going to see music at the Segerstrom Center for the Arts and going to the different museums.

Commissioner Bauermeister thanks staff for the reports and thanks the seniors for being

at the meeting.

Vice Chair Adkins asked about the webpage that she believes was renewed by the old corporation. Mr. Travis Karlen said the legal department is looking into the issue and will have a document prepared by hopefully the end of the week regarding the issue.

Commissioner Krochman apologized for being late and is curious to find out if there is a way to have a cloud based system to sign in. She said paperwork is good but if there is a fire or an earthquake the paper has the potential of being destroyed, if there is a system online then there would be a record still.

Commissioner McGlenn said he wants to reiterate the importance of a strategic plan that needs to have a mission statement, a vision for the future, where we are now, where we want to be and what we need to do to get there. He said it needs to be a formal strategic plan that is created with staff, the Commission and with members of the senior population.

Commissioner Healey thanks everyone and introduces herself. She thanks staff for the reports given. She said she has noticed there are not enough seats on the first floor of the Senior Center and would like to have more comfortable seating.

Chair Feeney said she received a petition and cover letter from Senior Center member, Edwina and will be taking the letter and the petition to Tammy Letourneau, the Assistant CEO once she returns. Member of the crowd asked what the petition was for. Chair Feeney said it is regarding the arrangement of furniture. Chair Feeney said the seniors have difficulty sitting in chair and getting up from chairs that do not have arm rests. Chair Feeney said we need to get a wheel chair and need to have a fire drill as soon as possible because the fire drill is not for the seniors, it is to teach staff how to get the seniors evacuated. Chair Feeney said she wants to conduct a survey for the seniors in the community to find out what they want out of the Senior Center.

## **10. Adjournment**

The meeting was adjourned by Chair Feeney. The next regular scheduled Commission meeting is scheduled for September 8, 2015 at 9 a.m. at the Senior Center.

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Prepared by Kristina Roche  
PRC Secretary

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Submitted by Travis Karlen  
Recreation Manager