THE CITY OF COSTA MESA
REGULAR MEETING OF THE
SENIOR COMMISSION

July 12, 2016

The Senior Commission of the City of Costa Mesa, California met in regular session at 9:00 a.m. on Tuesday, July 12th, 2016 at the Senior Center, 695 19th Street, Costa Mesa, California.

1. **Call to Order: Chair Feeney**
2. **Pledge of Allegiance: Commissioner Krochman**
3. **Roll Call**

Commissioners Present:	Chair Feeney Vice Chair Perry Commissioner Healey Commissioner Krochman Commissioner McGlinn Commissioner Ramos
Commissioners Absent:	Commissioner Bauermeister
Staff Present:	Tamara S. Letourneau, Assistant CEO Justin Martin, Recreation Manager Yvette Aguilar, Senior Center Program Administrator Samantha Hall, Administrative Secretary

4. **Administration of Oath of Office for newly appointed Senior Commissioner**

5. **Approval of Minutes of the May 10, 2016 Meeting of the Senior Commission**

   MOTION made by Commissioner McGlinn to approve the minutes. Seconded by Vice Chair Perry. Motion carries 6-0 due to Commissioner Bauermeister being absent.

6. **Approval of Minutes of the June 2, 2016 Special Meeting of the Senior Commission**

   MOTION made by Commissioner McGlinn to approve the minutes. Seconded by Commissioner Krochman. Motion carries 6-0 due to Commissioner Bauermeister being absent.

7. Public Comment

1. Charlene Ashendorf, Costa Mesa, welcomed Commissioner Ramos, spoke on the upcoming 2nd Annual Senior Symposium "Living Retired. Living Inspired" hosted by OneOC at the Radisson Hotel on July 21st, the Senior Center's City webpage, the Senior Center's outdated Facebook page, spoke on Senior Commissioners attending Concerts in the Park to increase membership, and asks if the Senior Advisory Committee provides a monthly report, and if so, if that report is given to the Senior Commission and the public.

2. Mariann Chappell, Costa Mesa, read a letter she wrote on her E-Bay and Sign Language classes and provided a copy to the Senior Commission.

8. Presentation – January 2016 – June 2016 Programs & Services

Presentation by Yvette Aguilar.

Discussion ensued on 2015 program attendance vs. 2016 program attendance, recurrence of special events such as the 'Mocktail Mixer,' the presentation of metrics, future inclusion of a trend line, monthly basis review, amount of program attendance by members vs. non-members, monthly attendance compared to previous year, and Commissioner attendance at Senior Center events.

Yvette advised that the Senior Center is part of the Parks & Community Services Department, the presentation is planned for twice a year, and discussions for another Senior Advisory Committee special event similar to the 'Mocktail Mixer' are taking place.

9. Old Business

a) Goals & Objectives

Yvette Aguilar presents report.

Discussion ensued on necessity of a 2nd transportation vehicle, prescheduled trips, current reservation process, meeting the needs of each caller, areas of service, options for Senior Commissioners to cease discussion on transportation needs or pursue the topic and meet with the Mayor, the current usage being at 67-75% of capacity, caller accommodation, the colors of the Transportation box inside *The Chronicle*, the Huntington Beach Senior Center open house, Huntington Beach Senior Center transportation, excess capacity on current bus, future growth and the potential to explore a 2nd transportation bus if/when that need arises, the goal to increase membership in the 50-59 year old age group and their potential lack of need for transportation for that age group, the 10% increase in membership goal and the failure to reach it with current steps in place, the need to have a laser focused approach and tactics such as the A3 Problem Solving Solution to reach

goals, and the absence of extended facility hours as a goal.

Justin advises that if the 10% goal is reached prematurely then the Commission can reevaluate, additional goals can be added, and welcomes Commissioner McGlinn's offer to assist in reaching goals in a more focused manner.

Discussion ensued on programs and budgeting, Commissioner Ramos' agreeance with Commissioner McGlinn's request to review [presentation] analysis on a monthly basis, staff's commitment to achieving all goals presented, future status updates on goals, the revision/addition of one year goals once completed, the request to include locations/events that *The Chronicle* has been placed in the Program Administrator's Report, Senior Commissioners assisting at City booths, the recent events that the Senior Center information has been on display, and the request for a six month update.

Public Comment:

1. Charlene Ashendorf, Costa Mesa, spoke on Goals & Objectives, the ease of achieving a 10% increase in membership, community support, volunteer opportunities, and public input through surveys and outreach.

MOTION made by Commissioner McGlinn to preliminarily approve Goals & Objectives as proposed. Seconded by Commissioner Krochman. Motion carries 6-0 due to Commissioner Bauermeister being absent.

10. <u>New Business</u>

a) Senior Center Program Budget

Yvette Aguilar presents report.

Discussion ensued on budget increase, request for detailed information regarding budget, suggestion for email delivery option of *The Chronicle,* the full-color *The Chronicle* vs. neighboring newsletters, cost difference between full-color and black and white, potential of in-house printing in the future, the absence of budgeted money to achieve Goals & Objectives, sponsorship opportunities, late delivery of *The Chronicle,* future inclusion of *The Chronicle* in agenda packets, phone protocol for volunteers, membership number, and Senior Center's sources of revenue.

MOTION made by Commissioner Krochman to accept budget document as presented. Seconded by Vice Chair Perry. Motion carries 6-0 due to Commissioner Bauermeister being absent.

11. <u>Senior Center Program Administrator's Report</u>

Yvette Aguilar presents report.

Discussion ensued on the current sign in/out process, membership tracking software, transportation to evening events, and late delivery of *The Chronicle*.

12. Commissioner Comments

Commissioner McGlinn commends staff on excellent job.

Commissioner Healey agreed with Commissioner McGlinn and spoke on the Independence Day event and concerns from Senior Advisory Committee members about having commissioners be more involved in attending special events.

Commissioner Ramos thanked staff for reports, thanked Senior Commissioners for bringing the Senior Center to where it is today, and spoke on getting involved and embracing technology at the Senior Center.

Vice Chair Perry thanked staff for reports and spoke on feasibility of a community garden at the Senior Center, implementation/instruction for the outdoor fitness equipment, potential classes using the outdoor fitness equipment, the uninviting website, and a Facebook page.

Discussion ensued on upcoming web changes, website staffing, Costa Mesa's main Facebook page, and the Communications & Marketing Division in the CEO's office.

Commissioner Krochman spoke on staff reports and a local resource that could provide statistics on surrounding Senior Centers and their respective populations/services.

Chair Feeney read a letter from Public Commenter Mariann Chappell and advised staff they may want to agendize the item if it requires action, advised staff that reports are awesome, spoke on cramming info into six meetings per year, and thanked Commissioners for attending.

13. Adjournment

The meeting was adjourned at 11:00 am by Chair Feeney. The next regular scheduled Commission meeting is scheduled for September 13, 2016 at 9 a.m. at the Senior Center.

Prepared by Samantha Hall
PRC Secretary

Submitted by Justin Martin
Recreation Manager