



CITY OF HEALDSBURG SENIOR CITIZENS ADVISORY COMMISSION REGULAR MEETING – AGENDA

Virtual Meeting – See Information Below

Phone: 707-431-3301

Meeting Date: January 27, 2021

Time: 4:00 P.M.

Date Posted: January 22, 2021

CORONAVIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California and the Sonoma County Health Official Orders No. C19- 03 and C19-05 the City of Healdsburg Senior Citizens Advisory Commission meeting will not be physically open to the public and all Commission Members will be teleconferencing into the meeting via Zoom Webinar.

To Watch the Meeting:

To maximize public safety while maintaining transparency and public access, the Healdsburg Senior Citizens Advisory Commission will be using Zoom Webinar service to allow remote participation. Members of the public who only wish to watch the meeting live or recorded can do so by using the link <http://healdsburgca.iqm2.com/Citizens/default.aspx> or watching it live on the City's Facebook Page www.facebook.com/cityofhealdsburg.

To Participate in the Meeting and Submit Public Comment as Part of the Zoom Webinar:

To join by computer, tablet, or mobile device:

1. Go to <https://zoom.us/join> and type in the Webinar ID: 838 3479 9967 or follow this link: <https://us02web.zoom.us/j/83834799967> (Pre-registration for the meeting is not required.)
2. Fill in your full name, verify you are not a robot (if required), and click "Join".
3. If the meeting host has started the Webinar, you should join automatically. If the meeting host has not started the Webinar, remain in the Webinar and it will start shortly.

To join by phone:

1. Dial 669-900-9128 or 253-215-8782 or 346-248-7799.
2. Enter the meeting ID: 838 3479 9967 and press # #.
3. If the meeting host has started the meeting, you should join automatically. If the meeting host has not started the meeting, remain in the meeting and it will start shortly.

To Submit Public Comment

By computer, tablet, or mobile device:

1. In the bottom center of the screen is a hand icon, click on "Raise Hand". The hand icon will place you in line to speak.
2. When it is your turn to comment, the meeting moderator will call upon you to comment. State your first name, last name, address, and comment.
3. When you are done commenting, please remember to lower hand.

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Any writings or documents provided to a majority of the City Parks and Recreation Commission regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review in the Parks and Recreation Office located at 1557 Healdsburg Avenue during normal business hours. If supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at the Parks and Recreation Office located at 1557 Healdsburg Avenue, Healdsburg, CA 95448. These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.

By phone:

1. Press *9 to raise your hand.
2. When it is your turn to comment, the meeting moderator will call the last four digits of your phone number. Press *6 to speak at that time. State your first name, last name, address, and comment. You will have three minutes to make your comment.
3. At the conclusion of your comments or when three minutes has passed, the meeting host will remove your ability to talk.

If you have any questions, please email communityservices@cityofhealdsburg.org.

Americans with Disabilities Act Accommodations

American with Disabilities Act Accommodations

Any member of the public who needs accommodations should email Community Services at communityservices@cityofhealdsburg.org or call 707-431-3301. Staff will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the city procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the city website at <https://www.ci.healdsburg.ca.us/406/ada---public-accessibility>.

Agenda

1. CALL TO ORDER
 - a) Roll Call and Welcome to New Commissioner Cindi Brown
 - b) Pledge of Allegiance
 - c) Changes (Deletions) from Agenda
 - d) Approval of Minutes (December 2020)
2. ELECTION OF CHAIR AND VICE CHAIR FOR 2021
Elect a Chair and Vice Chair for 2021
3. ANNOUNCEMENTS AND PRESENTATIONS
Recognition of Outgoing Commissioner Laura Moore
4. CITY COUNCIL LIAISON REPORT
City Council Liaison Skylaer Palacios
5. OLD BUSINESS
 - a) Community Services in COVID-19 (Presentation)
Receive an update on Community Services' response and future planning during COVID-19
 - b) 2021 Commission Goals and Committee Assignments
Review and adopt the Commission's 2021 Goals and make committee assignments
 - c) Senior Center Endowment Fund
Receive an update on the Endowment Fund Committee's work and proposed next steps

Senior Citizens Advisory Commission Special Meeting Agenda

January 27, 2021

Page 3

6. NEW BUSINESS
7. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES (*Staff, Information Only*)
8. COMMISSION REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING
9. FUTURE AGENDA ITEMS
10. ADJOURNMENT

Commission Members

Cindi Brown (Term Expires 12/31/23)

Jane Farkas (Term Expires 12/31/21)

Mary Fitzgerald, Vice Chair (Term Expires 12/31/22)

Dave Hoppes (Term Expires 12/31/22)

Terry Kemp, Chair (Term Expires 12/31/20)

Bob Santucci (Term Expires 12/31/20)

Leila Sigler (Term Expires 12/31/21)

**CITY OF HEALDSBURG
SENIOR CITIZENS ADVISORY COMMISSION
SPECIAL MEETING MINUTES
VIA TELECONFERENCE**

**December 16, 2020
City Hall Council Chambers
401 Grove Street, Healdsburg, CA 95448**

The Senior Citizen Advisory Commission special meeting was called to order 5:05 P.M.

1. CALL TO ORDER

1.a. Roll Call

Present Commissioners: Fitzgerald, Hoppes, Kemp, Santucci, and Sigler

Absent Commissioners: Farkas, Moore

Staff Present: Active Adult and Senior Services Supervisor Grant, Community Services Director Themig, Office Assistant Salas, Recreation Manager Jahns

1.b. Pledge of Allegiance

1.c. Changes (Deletions) from Agenda

Item 2 – removed from agenda, Introduction of Glaydon de Freitas

1.d. Approval of Minutes

Commissioner Fitzgerald, seconded by Commissioner Hoppes made a motion to approve the September 23, 2020 regular meeting minutes and the November 18, 2020 special meeting minutes as presented. Motion made on a voice vote. (Ayes – 5, Noes – 0, Absent – Moore, Farkas)

2. ANNOUNCEMENTS AND PRESENTATIONS

Item removed - Introduction of Glaydon de Freitas, Chief Executive Officer of Corazon Healdsburg

3. CITY COUNCIL LIAISON REPORT

Receive a report from City Council Liaison Skyler Palacios

Chair Santucci introduced Councilwoman Palacios to the Commission. Palacios attended school in Healdsburg and has lived in town for twenty years. She is happy to be joining the Council and

enjoys being involved in the community. Commissioners introduced themselves and spoke about how they got involved in the Commission and the community.

4. OLD BUSINESS

4.a. Community Services in COVID-19

Receive an update on Community Services' response and future planning processes during COVID-19

Manager Jahns spoke about the Camp HBG 2.0 Distance Learning Care Program which partnered with Healdsburg Unified School District and Corazon Healdsburg. One-hundred and ten participants from thirteen different schools in the area attend the program. A significant amount of coordination is required between the department staff, teachers, office staff, transportation services and the Sonoma County Health Department to be able to run the program. A fundraising campaign is underway with the goal of reaching \$150K. Donations can be submitted via Corazon Healdsburg.

Superintendent Licea spoke about post fire work at the Healdsburg Ridge which included removal of several damaged trees, leveling of the ruts created by the dozers to minimize erosions during the winter months. Fire fuel reduction work and clearing for emergency vehicle access continues at the Fitch Mountain Open Space Preserve to make the area accessible in case of a fire. Fitzgerald thanked the Parks Staff for the work being done on the trail at the preserve.

Commissioner Moore joined the meeting at 5:28 P.M.

A Stay-at-Home Order was issued by the County last week, it currently does not allow for outdoor dining or social gathering, City equipment was removed. Plaza Street will partially reopen to traffic between Healdsburg Avenue and Center Street, the section between Center Street and the Healdsburg Senior Center Parking lot will remain closed. The Chamber of Commerce received a grant from Creative Sonoma to help support the local businesses through Creative Reopening Program, which will bring artistic elements to the downtown area. The program is spearheaded by a local artist, Jessica Martin. Illumination is a self-guided lighted tour in the downtown area.

Senior Center Staff continues to battle senior isolation and depression by providing some of the essential services, nutrition, outdoor programming, porch visits, Care Calls, and DASH rides. Over two-hundred seniors were able to attend the drive-thru Thanksgiving and Senior Dinner events. The events were very heartwarming, and the community was very appreciative of the staff. Grant will continue to work with outreach efforts and ways to improve moral in the community. Commissioners complimented the staff for being able to pull off the two events which were well organized.

5. NEW BUSINESS

5.a. 2021 Commission Goals/Projects

Discuss 2021 Commission goals/projects and strategies

Fitzgerald showed concern about the safety of the older adults with many city streets under construction, the sidewalks are not safe nor age-friendly for seniors.

Themig reviewed and suggested the group continues with the 2019 Goals, due to the pandemic 2020 Goals were not established. The group added additional items they would like to accomplish.

- Endowment Fund
- Age-Friendly - add street repairs and mobility
- Engage and Advocacy
- Nutrition – New
- Emergency Preparedness Planning Process – Communication for older adults

Themig will provided a draft at the January meeting and the group can approve or amend the goals.

6. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES (Staff, Information Only)

None

7. COMMISSION REPORTS ON MATTERS OF INTEREST OCURRING SINCE PREVIOUS REGULAR MEETING (Commission, Information Only)

None

8. FUTURE AGENDA ITEMS

- Endowment fund
- Chair vice chair assignments
- Looking at alternative funding for the dept besides tot
- Budget presentation – February

7. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 6:11 P.M. Motion made on a voice vote. (Ayes – 5, Noes – 0, Absent – Moore, Farkas)

APPROVED:

ATTEST:

Bob Santucci
Vice Chairperson

Mark Themig,
Community Services Director



HEALDSBURG SENIOR CITIZENS ADVISORY COMMISSION

AGENDA ITEM:	5.b. 2021 Commission Goals and Committee Assignments
MEETING DATE:	January 27, 2021
PREPARED BY:	Mark Themig, Community Services Director
REQUESTED ACTION:	<i>Review and Adopt the Commission's 2021 Goals and Make Committee Assignments</i>

BACKGROUND AND DISCUSSION:

The Commission has historically adopted a set of goals and strategies that guides the Commission's work in the upcoming year. These goals tend to be concepts that typically focus on policies, projects, or long-term vision. As a result, it is not uncommon for the Commission's existing goals to continue into the subsequent year.

With the COVID-19 pandemic the Commission did not establish specific goals in 2020 since much of the work over the past 10 months has been focused on COVID-19 response for our community, and this response limited staff's ability to move major initiatives forward.

The Commission discussed 2021 goals at the December 2020 meeting and developed a preliminary list of goals, which are attached for your review. Staff will be adding proposed timelines and deliverables for each goal to help guide our work throughout the year. In addition, Commissioner Hoppes suggested an additional goal of creating a "Reverse Mentoring" program, which triggered staff's thoughts that we should add a goal of enhancing our intergenerational programming and include this idea in the broader goal. Prior to Wednesday's meeting we will also be assigning a preliminary timeline for work on each goal and present this timeline to you as part of the meeting.

In addition, the Commission has typically established work groups (committees) to work on specific initiatives. The committee membership has been limited to no more than three members (typically two members) so as not to create Brown Act issues. If the Commission desires to create committees again this year staff would suggest the following committees that align with your goals as a starting point and you can add, delete, or modify as desired:

Finally, I would like to note that the City Council typically adopts a set of goals in the late winter/early spring. While the Commission's goals can inform this process, there may be some goals that the Council would not support, or additional goals Council would like the Commission to focus on. Staff would bring back any changes as a future update.

ATTACHMENTS:

2021 Draft Commission Goals



HEALDSBURG SENIOR CITIZENS ADVISORY COMMISSION 2021 Goals

Goals

1. Endowment Fund
Determine the future direction of the Endowment Fund and how proceeds should be used to support the Senior Center now and into the future.
2. Nutrition
Evaluate options for ensuring that our older adult community has nutritious food options available throughout the year.
3. Age-Friendly Community
Create a task force to develop the action plan and continued implementation of age-friendly concepts across sectors of the community.
4. Intergenerational Programming
Determine opportunities to create intergenerational programming including working with schools, City programs, civic groups, and other organizations.
5. Emergency Preparedness and Response for Older Adults
Work with the City and County public safety officials to help ensure our older adult community and emergency responders have the information and preparedness to respond to emergencies.



HEALDSBURG SENIOR CITIZEN ADVISORY COMMISSION

AGENDA ITEM:	5.c. Senior Center Endowment Fund
MEETING DATE:	January 27, 2021
PREPARED BY:	Anna Grant, Active Adult and Senior Supervisor
REQUESTED ACTION:	<i>Receive an update on the Endowment Fund Committee's work and proposed next steps</i>

BACKGROUND:

The Senior Citizens Advisory Commission identified The Senior Center Endowment Fund as a focus area and one of their key goals in 2020. Goal objectives included the creation of an ad-hoc committee to analyze the current state of the fund, work collaboratively with the Friends of the Senior Center, and create a vision for how the funds will be monitored, increased, and/or expended to benefit users of the Healdsburg Senior Center.

The Endowment Fund ad-hoc committee met with representatives of the Friends of the Senior Center and City staff in early 2020 to review the current state of the Endowment Fund, discuss procedures and rules for distribution and expenditures of funds, and begin a conversation about the future use of the fund, which included the distribution of a community survey in February 2020. The process was placed on hold in March 2020 due to the COVID-19 pandemic and staff response to community needs.

DISCUSSION:

On January 14, 2021 the Endowment Fund ad-Hoc committee reconvened and discusses utilizing the Endowment Fund in two ways:

1. Intermediate level projects that provide a direct impact for current Senior Center users. Examples include upgrading furniture and entryways for when the building can safely reopen per County Health Orders.
2. Focus efforts on fundraising and growing the Endowment Fund to support long-term capital expenditure projects that will serve both current and future users. One example, voiced by multiple participants of the data collection surveys from early 2020, included expansion of the current downtown building.

The ad-hoc committee requested staff assemble a list of potential intermediate level projects to be considered for implementation with a portion of the existing funds. Additionally, the ad-hoc committee members discussed the opportunity to establish a working group in partnership with the Parks and Recreation Commission that would incorporate the Senior Center Endowment Fund into a broader fundraising campaign. The working group would collaborate on prioritizing the needs of the community as a whole and in turn increase awareness of Senior Center specific projects to a broader audience. These

items will be discussed at the February Endowment Fund ad-hoc meeting and a recommended strategy for use of the Endowment Fund will be presented to the Senior Citizens Advisory at a future meeting.

ATTACHMENT:

Senior Center Endowment Fund Fact Sheet

Senior Center Endowment Fund Fact Sheet

Background

- The Marie Sparks Memorial Endowment Fund (currently the: Senior Center Endowment Fund) was established in 1997 by Resolution No. 58-97 as a result of bequeaths made to the Healdsburg Senior Center totaling \$39,376.
- The fund was established as a formal endowment, with the City Finance Director serving as the Trustee.
- The SCAC is the decision-making body for the Endowment Fund
- Rules can be considered for amendment by the Community Foundation by the request of City Council provided that the change in the rules is consistent with the rules for the donors' intent
- Minimum balance of \$200,000 to begin utilizing the funds
 - The income earnings (3.75%) can be issued as grants.

Endowment Fund

- Fund type: Fund is a quasi-endowed (C-Type) fund
 - 100% Invested into long-term pool in May 2012
- Earnings would benefit the Healdsburg Senior Center, but not supplant normal and recurring operating support.

Distributions

- Annual Granting amount is calculated by the Community Foundation, and based on market values. This is a payout of 3.75% of the average balance of the fund over the past 12 months.
- No grant payout will be scheduled if that payout would reduce the fund balance to less than 80% of the historic gift value, which is the unadjusted value of all gifts into a fund.
- In the unlikely event of the dissolution of the City of Healdsburg Senior Center, the fund will convert into a permanent, endowed fund of the Community Foundation

Current Fund

- Total Fund Balance: \$231,154 (as of 1/14/20)
- Available for grants: \$74,225 (as of 1/14/20)