



## CITY OF HEALDSBURG SENIOR CITIZENS ADVISORY COMMISSION REGULAR MEETING – AGENDA

Virtual Meeting – See Information Below

Meeting Date: February 24, 2021

Time: 4:00 P.M.

Phone: 707-431-3301

Date Posted: February 19, 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](http://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: 845 4160 9984 or follow this link: <https://us02web.zoom.us/j/84541609984> (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: 845 4160 9984 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](mailto:communityservices@cityofhealdsburg.org).

**Americans with Disabilities Act Accommodations**

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Any member of the public who needs accommodations should email Community Services at [communityservices@cityofhealdsburg.org](mailto: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
- b) Pledge of Allegiance
- c) Changes (Deletions) from Agenda
- d) Approval of Minutes (January 2021)

2. ANNOUNCEMENTS AND PRESENTATIONS

- a) Recognition of Outgoing Commissioner Laura Moore
  
- b) Joan Churchill, CEO of Alliance Medical, on the Status of the Local Vaccine Rollout

3. CITY COUNCIL LIAISON REPORT

*City Council Liaison Skylaer Palacios*

4. PUBLIC COMMENT ON NON AGENDA ITEMS

*This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or act on any requests during this comment period.*

5. OLD BUSINESS

- a) Senior Center Endowment Fund Ad-Hoc Committee Update  
*Receive an update from the ad-hoc subcommittee and make a recommendation on the proposed use of funds*

- b) Report on Planning Processes  
*Receive an update on the Arts and Culture planning process*

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)



## HEALDSBURG SENIOR CITIZENS ADVISORY COMMISSION 2021 Goals

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### 1. **Endowment Fund (Committee: Fitzgerald, Kemp, Sigler)**

*Determine the future direction of the Endowment Fund and how proceeds should be used to support the Senior Center now and into the future.*

February: Consider Sustainable and Collaborative Funding Options  
March: Define Long-term Plan for Fund and Finalize Recommendation  
April: Commission Review  
Future: Implementation

### 2. **Nutrition (Committee: Farkas, Hoppes, Santucci)**

*Evaluate options for ensuring that our older adult community has nutritious food options available throughout the year.*

April: Review Current Community-Wide Options  
August: Identify Potential Future Dining Options and Funding  
October: Commission Review  
Future: Implementation

### 3. **Age-Friendly Community (Committee: Fitzgerald, Hoppes, Kemp)**

*Create a task force to develop the action plan and continued implementation of age-friendly concepts across sectors of the community.*

April: Review Project Status/Internal Review of Citywide initiatives  
June: Assemble Draft Action Plan  
August: Commission Review of Draft Plan  
September: Submit Action Plan to AARP and WHO  
Future: Implementation

### 4. **Intergenerational Programming Committee: Brown, Hoppes)**

*Determine opportunities to create intergenerational programming including working with schools, City programs, civic groups, and other organizations.*

May: Review of Current Availability and Identify New Partners and Program opportunities  
July: Develop Framework and Identify Resources Needed  
August: Commission Update  
September: Implementation

### 5. **Emergency Preparedness and Response for Older Adults (Committee: Santucci, Sigler)**

*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.*

March: Meet with Public Safety Officials to Identify Focus Areas  
May: Finalize Our Outreach, Education, and Response Plan  
June: Commission Update  
July: Implementation

Parks and Recreation Commission Liaison: Kemp and Santucchi

(Adopted 1.27.21)

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

**January 27, 2021  
City Hall Council Chambers  
401 Grove Street, Healdsburg, CA 95448**

The Senior Citizen Advisory Commission regular meeting was called to order 4:04 P.M.

**1. CALL TO ORDER**

**1.a. Roll Call**

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

Absent Commissioners: None

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

Commissioner Kemp welcomed Commissioner Cindy Brown to the group. Brown has a background in banking and retired a year ago and wants to give back to her community.

**1.b. Pledge of Allegiance**

Commissioner Hoppes joined the meeting at 4:08 P.M.

Palacios provided a brief update on City Council matters which included:

- New Commission appointments – Conner McKay, Planning Commission and Steven Maduro and Michiko Conklin for the Parks and Recreation Commission.
- A third amendment to the Montage Agreement revealed that the Enzo Project will contribute \$2M towards the fire substation at Montage, Council discussed impact fees. A full signal intersection will connect both developments and include a pedestrian crossing.

**1.c. Changes (Deletions) from Agenda**

Staff requested that Public Comment for Non-Agenda Items follow the Election of Chair and Vice Chair, Item 2.

**1.d. Approval of Minutes**

Commissioner Santucci seconded by Commissioner Fitzgerald made a motion to approve the December 16, 2020 special meeting minutes. Motion made on a voice vote. (Ayes – 7, Noes – 0)

**2. ELECTION OF CHAIR AND VICE CHAIR FOR 2021**

The group nominated Commissioners Santucci for Chair and Commissioner Kemp as Vice Chair. Motion made on a voice vote. (Ayes -7, Noes – 0)

Themig acknowledged Kemp for her service during a very challenging year, she was very helpful through the transitions of 2020.

**3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

None

**4. ANNOUNCEMENTS AND PRESENTATIONS**

None

**5. CITY COUNCIL LIAISON REPORT**

*City Council Liaison Skyler Palacios – Item moved after 1.b Pledge of Allegiance*

**6. OLD BUSINESS**

**6.a. Community Services in COVID-19 (Presentation)**

*Receive an update on Community Services' response and future planning during COVID*

Manager Jahns provided a brief report on Camp HBG 2.0 which entered the second semester with ninety participants. Staff continue to hold regular meetings with HUSD and Corazon Healdsburg regarding future plans for in-person learning, fundraising, and general support.

Discussions are taking place with contracted instructors about the possibility of offering outdoor programming. A Spring Soccer Program similar to the Fall Program is being discussed. The December Stay-at-Home order was lifted, and staff continue to provide support to the businesses through the Markspace Program. Weekly discussions with business owners and staff take place to talk about the parklet spaces. The Open Streets Program is set to expire on January 30 and will be reviewed by City Council. The program included a portion of Plaza Street which closed to traffic in July, a portion of it reopened in December.

Staff continues to provide nutrition services, maintaining parks, DASH rides, and outdoor senior center programs. The team is finding creative ways to offer modified events and celebrations for the elders in the community. Staff will pursue with welfare checks via phone calls, porch visits,

and modified activities. There is a need for additional volunteers to help with Care Calls. An Age-Friendly Community Action Plan will be moving forward soon.

Commissioners were very appreciative of staff's work; despite the weather they endure. Santucci inquired about COVID-19 vaccines, Grant replied that the County will be holding vaccination clinics which will start in February. Transportation will be available via Sonoma County Transit which will provide free rides, and the DASH Programs.

Mark McMullen expressed he is grateful to have the CS staff to serve the community.

**6.b. 2021 Commission Goals and Committee Assignments**

*Review and adopt the Commission's 2021 Goals and make committee assignments*

Chair Santucci, reviewed the proposed 2021 Goals and subcommittee assignments. Themig provided additional details about each consideration and provided a tentative timeline. Goals may be delayed due to funding for the department and what is allowed by the health orders. Santucci inquired about updates to ensure they stay on track, Themig suggested it could be added as part of the agenda. Commissioners shared additional ideas related to several goals.

Endowment Fund – Fitzgerald, Kemp, Sigler

Nutrition – Farkas, Hoppes, Santucci

Age-Friendly Community – Fitzgerald, Hoppes, Kemp

Intergenerational Programming – Brown, Hoppes,

Emergency Preparedness – Santucci, Sigler (Chief Burke and Chief Boaz on board to assist)

**6.c. Senior Center Endowment Fund**

*Receive an update on the Endowment Fund Committee's work and proposed next steps*

Grant shared background information regarding the Endowment Fund which was first established in 1997 with an initial donation of \$39,376. The City's Finance Director serves as the trustee, and the Senior Citizens Advisory Commission makes the decisions for the fund. The fund was set-up to benefit the Senior Center but not supplant operations and a goal of \$200,000 was needed prior to funds being spent.

In 2019 the SCAC formed an ad-hoc committee in 2019 to examine the state of the fund, collaborate with the Friends of the Senior Center to identify needs or requests and create a future vision for the fund. The process was interrupted due to pandemic. The group reconvened in January 2021 and discussed plans for the Center which included intermediate level and capital expenditure projects. Staff will be assembling a list of potential intermediate level projects and working with the Parks and Recreation Commission (PRC) to discuss a fundraising campaign. Staff will be putting together a strategy for use and the future of the fund.

Commissioners spoke about the funds and seeking other potential funding sources. Santucci suggested educating the public on the services the department provides as a benefit to the community. Themig mentioned that the PRC is having the same conversation, a long-term plan needs to be discussed and developed.

**7. NEW BUSINESS**

None

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

Several community groups are offering services in modified ways.

- United Way – Free Tax Preparation
- Council on Aging – Legal Aid
- SRJC – Older Adult Programs
- HICAP - Medicare Education
- Sebastopol Senior Center – LBGTQI Support Groups

A Valentine’s Day event will take place on February 12 at the Community Center.

Themig informed the group that he spoke to Larry Zimmer, Public Works Director regarding the street repairs. The crews do preliminary work which is more efficient, the repairs will be returned to prior or better conditions. Fitzgerald added that she has seen tree roots lifting the sidewalks on several streets and inquired who is responsible for the repairs. Themig will follow-up.

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

None

**10. FUTURE AGENDA ITEMS**

None

**11. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 5:42 P.M. Motion made on a voice vote. (Ayes -7, Noes - 0)

APPROVED:

ATTEST:

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Bob Santucci  
Chairperson

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Mark Themig,  
Community Services Director





## HEALDSBURG SENIOR CITIZEN ADVISORY COMMISSION

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<b>AGENDA ITEM:</b>	<b>5.b. Senior Center Endowment Fund Ad-Hoc Committee Update</b>
<b>MEETING DATE:</b>	<b>February 24, 2021</b>
<b>PREPARED BY:</b>	<b>Anna Grant, Active Adult and Senior Supervisor</b>
<b>REQUESTED ACTION:</b>	<b><i>Receive an update from the Senior Center Endowment Fund ad-hoc committee and make a recommendation on the proposed use of funds</i></b>

### **BACKGROUND:**

The Senior Citizens Advisory Commission identified The Senior Center Endowment Fund as a focus area and one of their goals in 2020 and 2021. Goal objectives include analyzing the current state of the fund, working collaboratively with the Friends of the Senior Center, and creating 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 on January 14, 2021 to discuss utilizing the Endowment Fund in two ways:

1. Implementing intermediate level projects that provide a direct impact for current Senior Center users
2. Fundraising and growing the Endowment Fund to support long-term capital expenditure projects that will serve both current and future users

At the January meeting, the ad-hoc committee requested staff assemble a list of potential intermediate level projects to be considered for implementation utilizing the available funds, which are approximately \$74,000. The remaining amount (approximately \$200,000) will be part of a future discussion to support long-term capital expenditures.

### **DISCUSSION:**

On February 18, 2021 the Endowment Fund ad-Hoc committee met to discuss options for intermediate level projects at the Senior Center. The committee discussed various upgrades that would enhance the aesthetics of the facility as well as improve comfort and functionality for Senior Center users.

The ad-hoc committee is recommending utilizing the available funds to upgrade the entryway doors to be fully automatic, and if funds allow, make additional enhancements to the rear entrance and parking lot area. This project would have an immediate benefit to all users of the Senior Center by eliminating access issues for those with mobility challenges and improve the aesthetics of the building's façade. The goal is to have the project completed by the time the Senior Center can re-open its doors to members, based on County Health Orders.

The ad-hoc committee is requesting that the Commission make a recommendation to City Council to release the available funds (approximately \$74,000) from the Senior Center Endowment fund to be

utilized for the proposed entryway project. If the commission recommends moving forward with the use of the funds, staff will need to identify internally who will manage the implementation of the entryway project. A project update and implementation plan will be brought back to the commission at a future meeting.

**ATTACHMENT:**

Senior Center Endowment Ad-Hoc Meeting Agenda 2.18.2021

## Endowment Fund Ad- Hoc Meeting Agenda

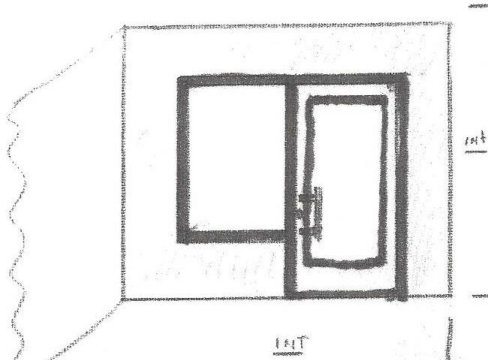
2/28/2021

### 1. Review of Intermediate projects for welcome home

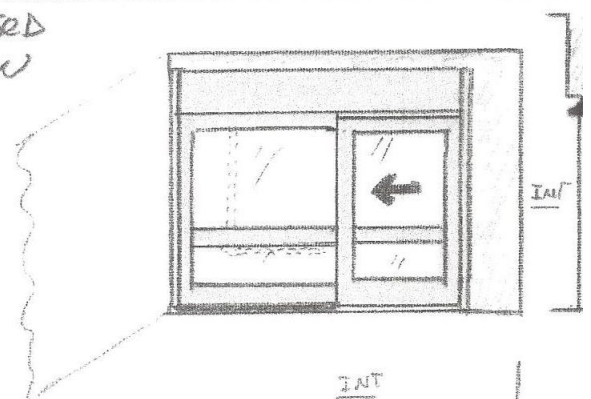
#### a. Entry Doors

- i. Provide ease of access to all participants by eliminating the manual entry way doors and replacing with fully automated doors
- ii. 2018 project quote \$23,950. 2 - day project with original project scope
  1. ADDED COST (quotes needed):
    - a. Include replacement tiles with slip resistant finish.
    - b. Window decals name address, hours of operation, safety decals
  2. NEED TO CHECK:
    - a. Ensure work will not need additional electrical.
    - b. Ensure work will not interfere with security AV equipment.

EXISTING  
View



Proposed  
View



#### b. Seating

- i. New lounge seating in the lobby area
  1. Leather/leather like for easy cleaning
  2. Arm rests
  3. Cushioned
- ii. New chairs for class areas
  1. Cushioned
  2. Arm rests
  3. Easy to clean/wipe
- iii. Tables
  1. Portable for easy room changes
  2. Need correct height for ADA clearance
  - 3.

#### c. Carpets

- i. Fees vary based on material
- ii. Rooms include lobby, offices, and 2 meeting rooms

#### d. Blinds

- i. Install cordless blinds to replace current

#### e. Bingo board

- i. Replace older style board for more current style
  1. Consider options to cover when not in use

- f. Computer area refresh
  - i. Is this the proper use of space?
    - 1. should this be converted to a lounge area per recent survey request?
- g. Enhancements to rear parking lot and rear entry area
  - i. Beautify rear entrance space with planters, paint and possible new awning.
  - ii. Awning quote from 2018 \$10k (not including printing on awning)
  - iii. Planter prices can vary based on available funds.
  - iv. Stripe the rear parking lot and install new parking permit signage

2. Discussion for next steps

- a. Partner with PnR Commission for greater fundraising leverage for capitol campaign