



**TOWN OF LOS GATOS
COMMUNITY AND SENIOR SERVICES COMMISSION MEETING**

January 28, 2020

Los Gatos Library Conference Room

100 Villa Avenue

LOS GATOS, CA 95030

5:00 p.m.

Laura Kramer Rahmil, Commissioner

George Rossmann, Commissioner

Jeffrey Blum, Commissioner

Arshia Mathur, Youth Commissioner

Commissioner, Vacant

Commissioner, Vacant

MEETING CALLED TO ORDER

ROLL CALL

COMMISSIONER REPORTS

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Community and Senior Services Commission Minutes of November 26, 2019 (Attachment 1)

VERBAL COMMUNICATIONS (*Members of the public may address the Community and Senior Services Commission on any matter that is not listed on the agenda. Unless additional time is authorized by the Community and Senior Services Commission, remarks shall be limited to three minutes.*)

OTHER BUSINESS (*Up to three minutes may be allotted to each speaker on any of the following items.*)

2. Adopt Commission Reorganization: Selection of Chair and Vice Chair
3. Receive Grant Program Site Visits (Attachment 2)
 - a. Live Oak Adult Day Services
 - b. Live Oak Senior Nutrition
4. Discuss 2019 CSSC Accomplishments and 2020 Goals and Objectives (Attachment 3)
5. Continue discussion of CSSC Resolution and potential recommendations to update the Resolution (Attachment 4).
6. Discuss Age-friendly goals (standing item):
 - a. Service provider infographic
 - b. Emergency preparedness
 - c. Senior transport
 - d. Social events
7. Staff Liaison Report
 - e. Update from LGS Recreation
 - f. Update from SASCC
 - g. Update from staff liaison

ADJOURNMENT

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834. NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28 CFR §35.102-35.104]



DRAFT
MINUTES OF THE COMMUNITY AND SENIOR SERVICES COMMISSION MEETING
November 26, 2019

The Community and Senior Services Commission of the Town of Los Gatos conducted a Regular Meeting on Tuesday, November 26, 2019, at 5:04 p.m.

MEETING CALLED TO ORDER

ROLL CALL

Present: Chair Heath, Commissioner Alexander, Commissioner Norcia, Commissioner Rahmil, Commissioner Rossmann, Youth Commissioner Mathur

Absent:

Also Present: Liaison Andrews, Trinh Nguyen from LGS Recreation

COMMISSIONER REPORTS

- Commissioner Heath gave update on attending the Los Gatos Network Provider Meeting.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Community and Senior Services Commission Minutes of October 22, 2019

MOTION: Motion by Commissioner Norcia to approve the minutes of October 22, 2019. Seconded by Commissioner Alexander.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS *(Members of the public may address the Community and Senior Services Commission on any matter that is not listed on the agenda. Unless additional time is authorized by the Community and Senior Services Commission, remarks shall be limited to three minutes.)*

None

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Review of the 2019/20 community grant site visit reporting form and assign site visits
 - The Community and Senior Services Commission Ad Hoc Committee reviewed existing site report and made recommendations for a new form. Commissioners were also assigned to site visits.
3. Continue discussion of CSSC Resolution and potential recommendations to update the Resolution
 - The Community and Services Commission discussed updating Resolution 2016-054 for Town Council consideration.
4. Discussion and action on Age-friendly goals:
 - a. Service provider infographic
 - b. Emergency preparedness
 - c. Senior transport
 - d. Social events
 - No updates given.
5. Staff Liaison Report
 - e. Update from LGS Recreation, Trinh Nguyen
 - Mr. Nguyen gave update regarding LGS organization
 - f. Update from SASCC, Tylor Taylor
 - No updates given.
 - g. Update from staff liaison
 - Liaison Andrews gave update:
 - o Los Gatos Service Providers
 - o Commission's Goals and Accomplishments

ADJOURNMENT

The meeting adjourned at 6:00 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the November 26, 2019 meeting as approved by the Community and Senior Services Commission.

Arn Andrews, Assistant Town Manager



Agency Name	Live Oak Senior Nutrition Service
Commissioner Name	Laura K. Cahmil
Date of Site Visit	12/17/19
Agency Representative Name, Title, Phone	Kathy Mlinarich
Type of Service	Nutrition + Lunches for Seniors
Summarize the program funded by the agency's current grant.	Agency is getting the following grants. County of Santa Clara - 122K Bridg Grant - 30K Los Gatos - 25K
Is the program having its intended impact?	35 people/day. Goal is met & sometime exceeds, especially on Fridays. People are there mostly for socialization, they are missing.
What have been the biggest challenges/barriers to fulfilling the objectives of the program?	Many L.G. residents view the center as a place for poor people. Also some homeless seniors come there too, and they stop some for coming.

<p>What are the key emerging issues for the agency that might impact future grants?</p>	<p>Lack of participation</p>
<p>How can the Town help the agency deal with those issues?</p>	<p>Extra exposure is needed. Kathy is working on Facebook groups & communication between agency. And she participates in Chamber meetings</p>
<p>What services does the agency offer specifically to Los Gatos residents?</p>	<p>60% of Los Gatos residents attend programs</p>
<p>Interview Notes</p>	<p>Had a long visit with Kathy as well as with 2 volunteers. Stayed for lunch & observed and also talked to attending seniors</p>

<p>How are you overcoming those barriers?</p>	<p>Need help with advertisement on social media. Mailing and are looking for volunteers from youth group to help to reach out to seniors on the list.</p>
<p>Have other funding sources been approached? How have they responded?</p>	<p>Yes.</p>
<p>What are some of the agency's greatest accomplishments during the past year?</p>	<p>They have ran events that bring more people in + they gave away holiday gift baskets & blood pressure kits during a fair.</p>

Los Gatos Community and Senior Services Commission
2019-2020 Human Services Grant Recipient Site Visit



Agency Name	Live Oak Adult Day Services
Commissioner Name	George Rossmann
Date of Site Visit	January 9, 2020
Agency Representative Name, Title, Phone	Ann Peterson, Executive Director, 408-971-9363 Lisa Lenoci, Program Director, 408-354-4782
Type of Service	Adult Day Care for frail, elderly, dependent adults.
Summarize the program funded by the agency's current grant.	Live Oak's funded program was intended to serve 20 frail, elderly, dependent, at risk LG seniors with a specialized program of recreational adult day care. This is an ongoing program and this year's funding is the 7 th consecutive year of funding at the level of \$13,000.
Is the program having its intended impact?	No. The program has been under enrolled for some time. Instead of serving 20 seniors, it currently serves 8-10, a number of whom are not LG residents. The program predicted 1400 days of service vs a potential of 4000 days, a predicted utilization of only 35%. From a qualitative perspective, only 40% of the client/caregivers responded to a survey, but those that responded stated that the program had been a huge help in improving the quality of life of both the participating senior and the caregiver.
What have been the biggest challenges/barriers to fulfilling the objectives of the program?	1. Staff turnover. The ED and Program Director have only been on board for 6 months. 2. For reasons unknown, enrollment at the LG site has been very low in comparison with other Live Oaks sites (Cupertino, Willow Glen, & Gilroy). 3. Local marketing has been underwhelming. The positive impact of this program has not been widely disseminated. Client referrals from the Los Gatos community have been very limited.

<p>How are you overcoming those barriers?</p>	<p>A fundamental revamp of this program has to be undertaken. I discussed with the agency representatives the need to aggressively market the services that the agency offers to the Los Gatos community. Los Gatos is an Age Friendly Community, and it is disappointing to discover that one of its signature services is significantly underutilized. I proposed that the agency's next grant application incorporate a business plan describing how it proposes to use future grant funds to overcome its current difficulties, specifically enrollment and staffing.</p>
<p>Have other funding sources been approached? How have they responded?</p>	<p>Santa Clara County SSA and CDBG Grants amount to \$36,000 and are unlikely to grow. No other sources were identified. Full enrollment is the only answer. If enrollment was increased to 20, Fee for Service revenues would increase from \$64,000 to \$140,000. (20 seniors X \$35 fee/day X 200 days).</p>
<p>What are some of the agency's greatest accomplishments during the past year?</p>	<p>Keeping the organization alive despite the many challenges that it has faced.</p>

<p>What are the key emerging issues for the agency that might impact future grants?</p>	<p>The development of a compelling business plan for rebuilding the Los Gatos organization so that its performance matches the performance of the other Live Oak Adult Services sites. To do that the agency needs to determine why the Los Gatos site's performance differs so markedly from those other sites.</p>
<p>How can the Town help the agency deal with those issues?</p>	<p>The town may need to consider funding both developmental and operational objectives in any new grant.</p>
<p>What services does the agency offer specifically to Los Gatos residents?</p>	<p>Adult Day Care Services.</p>
<p>Interview Notes</p>	

**LOS GATOS COMMUNITY AND SENIOR SERVICES COMMISSION
ACCOMPLISHMENTS 2018**

COMMUNITY SERVICES GRANTS

- Reviewed grant proposals and held a public hearing.
- Made grant funding and allocation recommendations to Town Council.
- Made site visits to Human Services Grant Recipients and reported findings to the Commission:
 1. Live Oak Senior Nutrition & Senior Center
 2. LGS Summer Enrichment Scholarship Fund
 3. Live Oak Adult Day Services
 4. West Valley Community Services
 5. LGS Recreation Clubhouse Scholarship Fund

AGE FRIENDLY INITIATIVE

- Continued Age Friendly goal of developing service provider infographic.
- Monitored and periodically reviewed the four Age Friendly goals.
- Attended Santa Clara County Age Friendly events.
- Met with Diana Miller, County of Santa Clara Seniors' Agenda Project Manager.
- Met with the Mayor and Diana Miller of the County to discuss Age Friendly Initiative.
- Youth Commissioner organized and held first annual intergenerational ukulele party with high school students for the 55+ Club.

LOS GATOS SERVICE PROVIDERS

- Attended Service Providers quarterly meetings.

COMMUNITY INVOLVEMENT

- Recommended representative to Sourcewise Advisory Council.
- Nominated candidate for Senior of Distinction Award.
- Provided letter of support for the Los Gatos AARP grant application for a Main Street Speed Table/Raised Crosswalk.
- Updated Community & Senior Services Town website.
- Developed Commission Work Plan for 2019.
- Discussed promotional opportunities for Commission.

Los Gatos Community & Senior Services Commission
GOALS 2019

1. Evaluate Community Service Grant applications and make recommendations to Town Council for allocation of funds.
 - a. Carry out and report to Commission visits to Human Service grantees.
2. Monitor current Los Gatos Age Friendly Goals.
 - a) Collaborate with SASCC for the printing and distribution of Senior Resource infographic
 - b) Track RYDE and advocate for continuing senior transportation.
 - c) Promote and support the Town's efforts for emergency preparedness for seniors.
 - d) Collaborate with SASCC and the Los Gatos Youth Commission for an intergenerational social event for Older Adults.
3. Monitor Age Friendly updates and activities within Santa Clara County and make recommendations for additional Age Friendly goals in Los Gatos.
4. Provide support to the Los Gatos Service Providers Group.
5. Propose a candidate for the Annual Senior of Distinction Award.
6. Provide support to the development of the Los Gatos General Plan 2040 including support for the goal of affordable senior housing.
7. Monitor the County of Santa Clara Census 2020 project for Older Adults.
8. Provide information on older adult issues to local newsletters.
9. Promote "Dementia Friends" and explore the possibility of starting a Senior Business of the Year Program.

RESOLUTION 2016-054

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
AMENDING THE COMMUNITY AND SENIOR SERVICES COMMISSION ENABLING
RESOLUTION AND RESCINDING RESOLUTIONS 2009-101**

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community and Senior Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization

- a. The Commission shall consist of seven (7) voting members. Membership composition shall be six (6) adult voting members appointed by Council, whose terms of office are three (3) years and until their successors are appointed by Council, and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments.
- b. The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.
- c. The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.
- d. The Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.
- e. A majority of voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- f. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

- i. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.
2. Duties and Functions
- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the housing and human service needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 - i. The goals and objectives contained in the Human Service Element of the Town's General Plan; and
 - ii. The coordination of community services programs between the Town and other agencies, both public and private; and
 - iii. Emerging community needs, including demographic and economic trends.
 - b. The Commission shall make recommendations to Town Council concerning projects to be included in funding applications under the Housing and Community Development Act of 1974 and perform the duties necessitated by the Act upon the request of Town Council.
 - c. In developing recommendations to the Town Council, the Commission should:
 - i. Elicit the interest and support of various relevant community individuals and groups.
 - ii. Study and examine sources of public and private funding to meet housing and community service needs.
 - iii. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
 - iv. Examine ways to minimize and/or eliminate overlapping and duplicative services.
 - d. The Commission may send representatives, when appropriate, to other bodies or commissions.
 - e. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolutions 2009-101 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18th day of October, 2016, by the following vote:

COUNCIL MEMBERS:

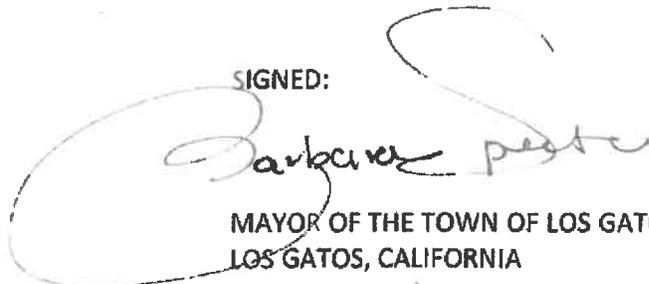
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

ABSTAIN: None

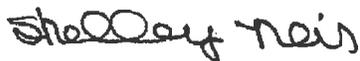
SIGNED:

A large, handwritten signature in black ink, appearing to read "Barbara Spector", is written over a large, faint circular stamp or watermark.

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:

A handwritten signature in black ink, appearing to read "Shelley Reis", is written in a cursive style.

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: 10/20/16