



**TOWN OF LOS GATOS  
COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION  
REGULAR MEETING  
May 25, 2021  
110 East Main Street  
LOS GATOS, CA  
5:00 p.m.**

*George Rossmann, Chair  
Laura Kramer Rahmil, Vice Chair  
Jeffrey P. Blum, Commissioner  
Dick Konrad, Commissioner  
Lydia Norcia, Commissioner  
Arshia Mathur, Youth Commissioner  
Commissioner – Vacant  
Council Liaison - Vice Mayor Rennie*

**IMPORTANT NOTICE REGARDING THE MAY 25, 2021 COMMUNITY HEALTH AND SENIOR  
SERVICE COMMISSION**

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29- 20 dated March 17, 2020, regarding the COVID- 19 pandemic. **In accordance with Executive Order N-29- 20, the public may only view the meeting teleconference and not in the Council Chamber.**

**PARTICIPATION**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://losgatosca-  
gov.zoom.us/j/88060031711?pwd=dmJkQncvSUtheVBCaUFTdEd2eUxMQT09](https://losgatosca.gov.zoom.us/j/88060031711?pwd=dmJkQncvSUtheVBCaUFTdEd2eUxMQT09)

Passcode: 287499

Or Telephone:

Dial:

USA 636 651 0002 US Toll

USA 877 336 1829 US Toll-free

Conference code: 986172

During the meeting:

- When the Chair announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press \*9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Council meeting.

If you are unable to participate in real-time, you may send an email to [PublicComment@losgatosca.gov](mailto:PublicComment@losgatosca.gov) with the subject line “Public Comment Item #\_\_” (insert the item number relevant to your comment) or “Verbal Communications – Non Agenda Item.” Comments will be reviewed and distributed before the meeting if received by 3:00 p.m. on the day of the meeting. All comments received will become part of the record. The Chair has the option to modify this action on items based on comments received.

## **REMOTE LOCATION PARTICIPANTS**

The following Commission Members are listed to permit them to appear electronically or telephonically at the Community Health and Senior Services Commission meeting: Commissioner George Rossman, Commissioner Kramer Rahmil, Commissioner Norcia, Commissioner Blum, Commissioner Konrad, and Youth Commissioner Mathur, and Vice Mayor Rennie (Council Liaison). All votes during the teleconferencing session will be conducted by roll call vote.

## **MEETING CALL TO ORDER**

## **ROLL CALL**

## **COMMISSIONER REPORTS**

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

1. Communication from Generation Cubed (Attachment 1)
2. Cupertino Senior Services Budget (Attachment 2)
3. Cupertino Sample Senior Newsletter (Attachment 3)
4. Approve Community and Senior Services Commission Minutes of May 11, 2021 (Attachment 4)

**VERBAL COMMUNICATIONS** *(Members of the public may address the Community and Senior Services Commission on any matter that is not listed on the agenda consistent with the Participation instructions contained on page 1 of this 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 consistent with the Participation instructions contained on page 1 of this agenda.)*

5. Town Attorney Code of Conduct Presentation (Attachment 5)
6. Discussion of Town Council FY 2021/23 Strategic Priorities, CHSSC Goals for FY 2020/21, and Identification of Senior Service Gaps
  - a. CHSSC Senior Service Provision Initial Review (Attachment 6)
  - b. CHSSC Workplan (Attachment 7)
7. Staff Liaison Report
  - a. Updates from CHSSC partners
  - b. 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]**

## Arn Andrews

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**From:** Bashyam Anant [mailto:anantb@earthlink.net]  
**Sent:** Saturday, May 8, 2021 5:04 PM  
**To:** Arn Andrews; [mailto:rossmann1@earthlink.net]; Shriya Anant  
**Subject:** Generations Cubed: Technology Office Hours Event Impact

Hi Arn, George -

Happy Saturday! Hope you are well!

We are thrilled to report that we have delivered our first 16 hours of community impact based on our one-on-one Technology Office Hours online event on May 9 where we helped seniors be more productive with messaging and files on iPhone/Android/iPad devices, email apps, payment platforms like Paypal and troubleshooting printers.

We partnered with West Valley Presbyterian Church, Saratoga Area Senior Coordinating Council, Monta Vista High School and Meriwest Credit Union to help us with our pool of consumers (seniors) and corporate and high school volunteers. I think all of us were enriched by the experience. A few comments from participants:

- "We helped <Senior> solve a printing problem which confused her for a while. It is really good to listen, communicate and figure out a solution virtually for other people."
- "I think communication and respectfulness was a key highlight of the session."
- "This is a huge step forward helping the seniors to utilize modern technology and solve any problems they may have".

Volunteers outnumbered seniors 2 to 1. While this helped us cover diverse topics for each senior, we definitely need more help creating awareness with seniors. Nonetheless, we feel energized by this event and will continue to make progress on our software platform which will help us coordinate volunteer and paid services beyond Technology Assistance such as transportation, doctor's visits, errands and more.

Lastly, we wanted to thank you for your support and encouragement thus far and hope to collaborate with you even more in the coming months.

Many thanks  
Bashyam Anant | Shriya Anant  
Generations Cubed

# Administration

Budget Unit 100-62-608

General Fund - Recreation and Education - Administration

## Budget at a Glance

	2020 Adopted Budget
Total Revenues	\$ 25,000
Total Expenditures	\$ 813,804
Fund Balance	\$ -
General Fund Costs	\$ 788,804
% Funded by General Fund	96.9%
Total Staffing	3.35 FTE

## Program Overview

This program includes administrative support of senior programs offered at the senior center. Administrative duties support the facility and senior programs that focus on enhancing a healthy lifestyle through quality education, recreation, travel, socials, case management services, volunteer opportunities, and facility rentals.

## Service Objectives

- Provide management and supervision of all programs, activities, personnel, and facilities within the senior services division .
- Establish program goals and priorities.
- Ensure operational hours accommodate community desires.
- Provide first-rate customer service and manage customer registration, memberships, point-of-sale, and facility rentals at the Senior Center.

## Adopted Budget

On June 18, 2019, City Council approved a budget of \$813,804 for the Administration program. This represents a decrease of \$467,212 (-36.5%) from the FY 2018-19 Adopted Budget.

This decrease is mainly due to reductions in cost allocations charges related to building maintenance.

## Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year:

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Adopted Budget
<b>Revenues</b>				
Use of Money and Property	\$ 5,017	\$ 22,455	\$ 20,000	\$ 25,000
Miscellaneous Revenue	\$ 6,375	\$ 4,250	\$ 14,000	\$ -
<b>Total Revenues</b>	<b>\$ 11,392</b>	<b>\$ 26,705</b>	<b>\$ 34,000</b>	<b>\$ 25,000</b>
<b>Expenditures</b>				
Employee Compensation	\$ 430,150	\$ 425,324	\$ 358,084	\$ 357,732
Employee Benefits	\$ 197,044	\$ 168,223	\$ 144,312	\$ 127,224
Materials	\$ 20,666	\$ 40,374	\$ 53,851	\$ 13,310
Contract Services	\$ 10,216	\$ 20,840	\$ 30,750	\$ 2,800
Cost Allocation	\$ 494,790	\$ 452,107	\$ 690,664	\$ 311,932
Special Projects	\$ -	\$ 45,506	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 3,355	\$ 806
<b>Total Expenditures</b>	<b>\$ 1,152,866</b>	<b>\$ 1,152,374</b>	<b>\$ 1,281,016</b>	<b>\$ 813,804</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,141,474</b>	<b>\$ 1,125,669</b>	<b>\$ 1,247,016</b>	<b>\$ 788,804</b>

## Staffing

Total current authorized positions - 3.20 FTE

Staff time is being reallocated to better reflect the actual time spent in this program.

Total recommended positions - 3.35 FTE

# Senior Center

Budget Unit 100-62-623

General Fund - Recreation and Education - Senior Center

## Budget at a Glance

	2020 Adopted Budget
Total Revenues	\$ 430,150
Total Expenditures	\$ 1,416,331
Fund Balance	\$ -
General Fund Costs	\$ 986,181
% Funded by General Fund	69.6%
Total Staffing	4.65 FTE

## Program Overview

This program includes the coordination and delivery of program services for seniors at the Senior Center. Staff coordinates a well-maintained Senior Center for adults age 50+; and senior adult recreation programs such as enrichment classes, educational presentations, group trips and tours, and social events. In addition, the Senior Center team leverages members to support programs and services through over 24,000 hours of volunteer service annually and coordinates Case Management services to assist seniors in remaining independent and safe in their own homes.

The Youth and Teen programs have been removed from this budget and reallocated to other accounts, showing a reduction of almost \$1 million.

## Service Objectives

- Enhance partnerships with Fremont Union High School District Adult Education, the Santa Clara County Library District, De Anza College, and other local nonprofit agencies.
- Provide appreciation events for senior volunteers who support the Parks and Recreation Department throughout the year.
- Provide multi-lingual senior case management services.
- Offer fitness and enrichment courses, educational presentations, group trips and tours, and socialization opportunities to adults age 50+.
- Provide volunteer service opportunities for adults age 50+.
- Provide a senior focused annual health fair.

## Adopted Budget

On June 18, 2019, City Council approved a budget of \$1,416,331 for the Senior Center program. This represents a decrease of \$619,778 (-30.4%) from the FY 2018-19 Adopted Budget.

In FY 2018-19, the Youth and Teen programs were transferred to 100-62-639 as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-62-639. The 50+ Scene will be updated to be more consistent with the branding guidelines of the city (\$7,194). The Cupertino

Scene was revitalized in 2017. In order to make the 50+ Scene look more similar to the Cupertino Scene and stay consistent with branding, the proposal for an update in layout which would increase in pages and to allow color print. The proposed changes would amount to \$7,194 which covers 6 bi-monthly newsletters for the year. This cost would be on-going. Part time salary costs, materials and contracted expenses were decreased to more accurately reflect prior year actual expenditures.

## Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year:

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Adopted Budget
<b>Revenues</b>				
Use of Money and Property	\$ 4,788	\$ 1,833	\$ 3,500	\$ -
Charges for Services	\$ 572,307	\$ 470,818	\$ 578,050	\$ 430,150
<b>Total Revenues</b>	<b>\$ 577,095</b>	<b>\$ 472,651</b>	<b>\$ 581,550</b>	<b>\$ 430,150</b>
<b>Expenditures</b>				
Employee Compensation	\$ 449,507	\$ 581,360	\$ 818,614	\$ 535,164
Employee Benefits	\$ 142,146	\$ 186,248	\$ 238,292	\$ 194,081
Materials	\$ 341,397	\$ 127,725	\$ 220,985	\$ 122,694
Contract Services	\$ 98,398	\$ 256,676	\$ 317,220	\$ 191,875
Cost Allocation	\$ 588,869	\$ 552,901	\$ 415,210	\$ 357,244
Contingencies	\$ -	\$ -	\$ 25,788	\$ 15,273
<b>Total Expenditures</b>	<b>\$ 1,620,317</b>	<b>\$ 1,704,910</b>	<b>\$ 2,036,109</b>	<b>\$ 1,416,331</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 1,043,222</b>	<b>\$ 1,232,258</b>	<b>\$ 1,454,559</b>	<b>\$ 986,181</b>

## Staffing

Total current authorized positions - 4.85 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Total recommended positions - 4.65 FTE

# Senior Center Maintenance

Budget Unit 100-87-831

General Fund - Facilities and Fleet - Senior Center Maintenance

## Budget at a Glance

	2020 Adopted Budget
Total Revenues	\$ 264,330
Total Expenditures	\$ 321,242
Fund Balance	\$ -
General Fund Costs	\$ 56,912
% Funded by General Fund	17.7%
Total Staffing	0.80 FTE

## Program Overview

Maintain Senior Center building to ensure efficient operations, employee satisfaction, user satisfaction and community pride.

## Service Objectives

- Provide a safe, clean and productive working environment for the public and employees.
- Respond to requests made by Recreation and Community Services Department staff.
- Manage and responsibly coordinate work completed by contractors.
- Perform improvements that responsibly conserve the resources of water, electricity, and gas.

## Adopted Budget

On June 18, 2019, City Council approved a budget of \$321,242 for the Senior Center Maintenance program. This represents an increase of \$79,556 (32.9%) from the FY 2018-19 Adopted Budget.

This increase is mainly due to additional budget allocation for janitorial services due to an increase in the minimum wage, an increase in contingency for unforeseen maintenance and a change in cost allocation methodology.

## Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Exterior Deck Resealing	\$12,000	\$12,000	General Fund	Exterior Deck Resealing
<b>Total</b>	<b>\$12,000</b>	<b>\$12,000</b>		



## Revenues and Expenditures

The following table details revenues, expenditures, changes in fund balance and General Fund costs by category for two prior fiscal years, the Adopted Budget for the prior fiscal year, and the Adopted Budget for the current fiscal year:

Category	2017 Actual	2018 Actual	2019 Adopted Budget	2020 Adopted Budget
<b>Revenues</b>				
Charges for Services	\$ 270,705	\$ 241,640	\$ 181,950	\$ 262,630
Miscellaneous Revenue	\$ 18,689	\$ -	\$ -	\$ 1,700
<b>Total Revenues</b>	<b>\$ 289,394</b>	<b>\$ 241,640</b>	<b>\$ 181,950</b>	<b>\$ 264,330</b>
<b>Expenditures</b>				
Employee Compensation	\$ 48,692	\$ 51,115	\$ 56,694	\$ 61,994
Employee Benefits	\$ 26,807	\$ 28,660	\$ 30,975	\$ 31,625
Materials	\$ 59,700	\$ 74,913	\$ 67,916	\$ 69,717
Contract Services	\$ 78,520	\$ 104,793	\$ 66,000	\$ 94,301
Cost Allocation	\$ 39,661	\$ 1,912	\$ 13,387	\$ 35,231
Capital Outlays	\$ 87,214	\$ 35,586	\$ -	\$ -
Special Projects	\$ -	\$ -	\$ -	\$ 12,000
Contingencies	\$ -	\$ -	\$ 6,714	\$ 16,374
<b>Total Expenditures</b>	<b>\$ 340,594</b>	<b>\$ 296,979</b>	<b>\$ 241,686</b>	<b>\$ 321,242</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 51,202</b>	<b>\$ 55,339</b>	<b>\$ 59,736</b>	<b>\$ 56,912</b>

## Staffing

Total current authorized positions - 0.80 FTE

There are no changes to the current level of staffing.

Total recommended positions - 0.80 FTE



# THE 50<sup>+</sup> SCENE

Shelter-in-Place Edition, 4/20/21

Earth and Arbor Days  
History of the holidays,  
what Cupertino is doing.  
Page 2







**D**id you know Earth and Arbor Days are actually two separate holidays? Though both are celebrated in late April, Earth Day is always April 22 and Arbor Day is celebrated on the last Friday of the month. Read on to learn about the differences and what you can do to celebrate and support these environmentally-friendly holidays.

Arbor Day is the older of the two holidays, having been first celebrated in Nebraska in 1872. The original intent was to encourage the repopulation of trees in the state. Today the holiday is celebrated across the country either on the last Friday of April or when the climate allows. The focus has expanded beyond new tree planting to include tending to endangered plant species and other activities of environmental stewardship.

Earth Day, by contrast, is a relatively new holiday. Wisconsin Senator Gaylord Nelson first rallied the public to support a National Earth Day on April 22, 1970. Nelson's strong belief that Earth Day should be organized and propelled by a grassroots movement rather than politicians proved to be shrewd. It's estimated that one in ten Americans participated in the first Earth Day, bringing the idea to the national spotlight. Originally intended to bring awareness of

environmental concerns to the forefront, Earth Day has kept much of the same focus when celebrated today.

The City of Cupertino is encouraging everyone to participate in our celebration of Earth and Arbor Days this year. On April 24 from 10 a.m. to 5 p.m. the City's [Facebook Live](#) and [YouTube Live](#) accounts will be broadcasting the Restore our Earth Speaker Series hosted by Silicon Valley Youth Climate Action. Speakers will be discussing energy, waste, transportation, water, sustainability, and more—[the full lineup of speakers can be found here](#).

In the spirit of Arbor Day, perhaps you'd like to learn more about the City's trees. Maybe you've noticed the identification tags attached to some of our shady friends. Those are how you can identify a City-maintained tree! The yellow and green two-by-three-inch tag makes it easy to know who maintains the tree and can even let you access specific information about it. By visiting [The Tree Plotter App](#), you can discover information about each individual City tree like the tree's overall monetary benefit, property value, runoff prevention, energy and natural gas savings, heat prevention, air quality benefits, and more.

The Cupertino Senior Center wishes you happy Earth and Arbor Days!

## SENIOR CENTER UPDATES

### Exciting News from The Better Part!

The Better Part TV Productions volunteer group is pleased to announce the production of shows under their official name, Cupertino TV Productions (CTVP). The group decided this name better described their identity as a producer of innovative programs for TV and streaming services. In addition, CTVP is thrilled to announce the development of their new website. Visit CTVP's website to view guest photos, member bios, links to their past shows, cablecast schedules, and more. Enjoy exploring their new website and learn more about CTVP.

[Click here for CTVP's website](#)

### Senior Advisory Council

Monday, May 24, 1 p.m. to 2:15 p.m.

The Senior Advisory Council is a group of volunteers who meet bimonthly to discuss recent events and future suggestions for the Cupertino Senior Center. The group reports out on their various social groups' activities and provides input on upcoming projects and programs. They are always looking for stakeholders willing to provide insight about the Senior Center. If you are interested in attending, please send an email to [senior\\_center@cupertino.org](mailto:senior_center@cupertino.org) or call us at (408) 777-3150.

## FACEBOOK

### Join Our Facebook Group

The Cupertino Senior Center has a Facebook group on the [Parks and Recreation Facebook page](#) offering daily updates on all Senior Center activities. Senior Center members only! Join the group by clicking [here](#).

### Puzzle Us This Competition

Solve as many daily puzzles as possible on our Facebook group! Themes change each round, so be sure to read the description! Points are awarded as follows:

+2 Points for being first to answer *correctly*

+1 Point for answering *correctly*

The most points after each round is the new Puzzle Master!

### The Newly Crowned Puzzle Master

Congratulations **Judy Taylor** on earning the highest number of points in the March puzzle competition and maintaining your Puzzle Master crown. The short March competition round was close until the end. The daily weekday puzzles are now posted in the [Senior Center Facebook group](#). Join the group to try win the Puzzle Master title and be crowned the next super solver in the next edition of "Puzzle Us This."

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# VIRTUAL TRAVEL

Have you visited any of these places in-person? If you've ever traveled to the below locations, or one of the virtual tours we've featured in the past, send your travel photos to [jasonb@cupertino.org](mailto:jasonb@cupertino.org) and we'll feature them on the back page of the next *The 50+ Scene*.

## Louvre



The most visited museum in the world. A former palace of Kings. Home to the Mona Lisa. The Louvre has many claims to fame and for the first time ever you can digitally explore the nearly half a million pieces that make up the largest museum in the world. Newly released in March of 2021, the Louvre now has posted its entire collection online, as well as fascinating virtual tours of special exhibits and even a Mona Lisa virtual reality experience.

[Follow the link here](#)

## Street Art

Explore the stories behind street art from around the world with the Google Cultural Institute. Listen to talking walls across the world through guided tours, online exhibitions, and animated "street art" made for the web. You can visit these creative works all across the globe, from Chile and the Azores, to South Africa and Mongolia.

[Follow the link here](#)



## World's Largest Cave



Take a trip to Vietnam and the Phong Nha-Ke Bang National Park. In this interactive virtual tour, you can wind your way along the river into the world's largest cave: Hang Son Doong. These stunning, high resolution photos will allow you to focus on each detail of this magnificent geological formation as if you were really there.

[Follow the link here](#)

## Georgia Aquarium Live Webcams

Do you have a favorite marine animal? Maybe it is the fierce piranha, the serene beluga whale, or the graceful jellyfish. The Georgia Aquarium has live webcams giving you an up-close view of every one of these animals and more. If you watch for long enough, you might even think you've spotted a mermaid.

[Follow the link here](#)



# REMOTE CLASSES

All classes on this page are held over Zoom. You will need to download the app to a computer, smartphone, or tablet to participate in these classes. **Click on the descriptions on this page to register.**

## Line Dance Beginning

Thursday, May 6 to June 24

7 p.m. to 8:30 p.m.

This line dance class is for new line dancers or those with limited experience. Improve your balance, memorization, and overall health! Instructor: Kathy Chang. Cupertino Senior Center members pay \$40, non-members pay \$45.

## Line Dance Intermediate

Tuesday, May 4 to June 22

7 p.m. to 8:30 p.m.

The next level of line dance. Designed for those with some previous experience. Improve your balance, memorization, and overall health! Instructor: Kathy Chang. Cupertino Senior Center members pay \$40, non-members pay \$45.

## Feldenkrais

Tuesday, May 4 to May 25

10:30 a.m. to 11:30 a.m.

The Feldenkrais Method® is a powerful and revolutionary approach to improving your life that uses gentle, mindful movement to bring new awareness and possibility into every aspect of your life. Instructor: Michele Westlaken. Cupertino Senior Center members pay \$16, non-members pay \$21.

## FREE VIRTUAL FITNESS CLASSES

### Monday

#### Zumba

9 a.m. to 10 a.m.

Monica Ranes-Goldberg

### Tuesday

#### Bootcamp

8:30 a.m. to 9:30 a.m.

Raychel Cruz

### Wednesday

#### Zumba Gold

10:30 a.m. to 11:30 a.m.

Grace DuVal

### Thursday

#### Body Sculpting

10:30 a.m. to 11:30 a.m.

Raychel Cruz

### Friday

#### U-Jam®

9 a.m. to 10 a.m.

Monica Ranes-Goldberg

#### Cardio Dance

noon to 1 p.m.

Monica Ranes-Goldberg

## Class Highlight - Beading

### Beading

Thursday, May 6 to 27

2:15 p.m. to 4:15 p.m.

Beading techniques will be learned through specific projects such as necklaces and earrings. Understanding written directions, observing demonstrations, use of beading tools, and new beading tricks will further sharpen your skills. The curriculum and supply list will be provided prior to the first day of class. Some beading experience is strongly recommended. Instructor: Deborah Hall. Cupertino Senior Center members pay \$40, non-members pay \$45.



"The best part of this class is being like a family. It's happy, fun, and the most important thing is creativity."

"What I like about class is that it's relaxing—you work at your own pace, with lots of laughing and simpatico students."



# UPCOMING PROGRAMS AND WEBINARS



## Get Your Game On!

Wednesday, May 12, 2 to 3 p.m.

Whether you're a Scrabble master, a Monopoly titan, or a Clue sleuth, classic board games are one of the best ways to have some laughs with friends old and new. Join us for a little friendly competition as we conquer classic games online. This month, we'll "Zoom" together and play an old favorite, Scategories. Just grab a pencil and paper—all other instructions and supplies are provided. Preregistration required, space is limited. Members free, senior guests pay \$5.

[Click here to register](#)

## Santa Clara County Library (Card Required)

### Ancestry Library

Wednesday, April 28, 10 a.m. to 11 a.m.

Temporarily available for remote access while Libraries remain closed! Search genealogical records and learn about your family history. Preregistration required. Members free, non-members pay \$5.

[Click here to register](#)

### Universal Class Webinar

Wednesday, May 26, 1 p.m. to 2 p.m.

Learn about Universal Class and how you can access over 500 free, no-credit, continuing education online courses using your Santa Clara County library card. Enroll in up to five courses at a time with up to six months to finish each course. Preregistration required.

[Click here to register](#)

## Santa Clara County Fire

The Santa Clara County Fire Department offers interactive virtual classes to help you learn about and be prepared for emergencies. Click the titles below for more information and to register. Open to the public.

### Wildfire Preparedness: Ready, Set, Go

Wednesday, April 21, 6:30 p.m. to 8 p.m.

[Click here to register](#)

Tuesday, April 27, 6:30 p.m. to 8 p.m.

[Click here to register](#)

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### Fall Prevention

Wednesday, April 28, 11 a.m. to 12:15 p.m.

[Click here to register](#)

.....

### Be Ready: Be Prepared for Disasters!

Thursday, April 29, 6 p.m. to 7:30 p.m.

[Click here to register](#)

.....

### Wildfire Preparedness: Recovering from Wildfire

Tuesday, May 4, 6:30 p.m. to 8 p.m.

[Click here to register](#)

Monday, May 10, 6:30 p.m. to 8 p.m.

[Click here to register](#)

.....

### Preparing for Medical Emergencies

Thursday, May 6, 10 a.m. to 11:15 a.m.

[Click here to register](#)

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### Wildfire Preparedness: Understand Homeowners Insurance

Thursday, May 6, 6:30 p.m. to 7:30 p.m.

[Click here to register](#)

Wednesday, May 12, 6:30 p.m. to 7:30 p.m.

[Click here to register](#)

# STAY ACTIVE

## Older Americans Month

Thursday, May 6 to Thursday, May 27

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>"Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young."</i> - Henry Ford</p>			<p>6 10 a.m. - Time in Nature with Doug McConnell 2 p.m. - Mother's Day Dance Party</p>	<p>7 10 a.m. - Brain Health Symposium 11 a.m. - Line Dance 1:30 p.m. - Cooking Class</p>
<p>10 10:30 a.m. - Tai Chi</p>	<p>11 2 p.m. - Tea &amp; Trivia</p>	<p>12 10:30 a.m. - Zumba Gold</p>	<p>13 2 p.m. - Mindful Meditation</p>	<p>14 10 a.m. - California Master Plan for Aging: How Does It Benefit You?</p>
<p>17 2 p.m. - Balance &amp; Brains</p>	<p>18 9:30 a.m. - Go4Life Seniors Functional "Fitness Where You Are" 1 p.m. - Frauds &amp; Scams</p>	<p>19 9:30 a.m. - Music &amp; Motion 11 a.m. - Gentle Mob Pilates</p>	<p>20 10 a.m. - Fall Prevention Workshop 10 a.m. - 2 p.m. - Be Strong, Live Long Health &amp; Wellness Fair</p>	<p>21 1 p.m. - Virtual Concert by Virtual Companions</p>
<p>24 11 a.m. - Be Healthy, Be Fit</p>	<p>25 1 p.m. - Deer Hollow Farm Virtual Tour 2:30 p.m. - Zumba Party: All Ages</p>	<p>26 1 p.m. - Universal Class Webinar 3 p.m. - "Surfing for Life" Screening and Q &amp; A with Elder Surfers</p>	<p>27 2:30 p.m. - Stretch &amp; Dance for the Soul</p>	

Join the Bay Area Older Adult Recreation Services (OARS) committee as we come together across three counties to celebrate Older Americans Month virtually. OARS participating cities will be providing a variety of free virtual workshops from May 6 to 27.

Click on the calendar to the left to see an expanded view.

To participate, please look at each workshop's [description and registration information here](#).

## Sports Socials



### 50+ Softball

Thursday, April 8 to December 9, 9 a.m. to 12 p.m.

Get out, be happy, and bring a friend—50+ Softball is back! Memorial Park is the home of the Cupertino Sandlot softball group who warm-up and take batting practice beginning at 9 a.m. A pick-up game starts promptly at 10 a.m. each week. Safety regulations from the Santa Clara County and the State of California must be followed to participate. Participants must bring their own gloves and bats. Member fee is \$50 for the season.

[Click here to register](#)

### 50+ Bocce Ball

Wednesday, May 5 to October 27, 9 a.m.

Enjoying the outdoors is easy to do while playing bocce at Blackberry Farm Park alongside the Stevens Creek Trail. Members can meet new people and have a great time while playing a game of bocce. First time players welcome, instructions are available. Safety regulations from the Santa Clara County and the State of California must be followed to participate. Free for members.



### 50+ Tennis

Tuesday, 9 a.m. to 11 a.m.

Come play tennis with other members on courts five and six at Memorial Park! New members welcome. Equipment not included. This is a Cupertino Senior Center drop-in tennis group, not a class. Safety regulations from the Santa Clara County and the State of California must be followed to participate. Free for members.





# HEALTH AND WELLNESS

## El Camino Health: Ask a Dietitian (in Mandarin)

每月線上問答 請問營養師

### Ask a Dietitian: 健康的烹調方式

時間: 週三, 10:30 a.m. – 12 p.m. 日期:  
5/12/21

營養師將在前三十分鐘根據主題,介紹營養學常識和一般人可能的誤解,之後一個小時開放問答. 歡迎您帶著您的問題來問營養師. 如果時間允許,我們會開放回答其它飲食問題.

歡迎在報名時事先提交您的問題,會優先得到解答. 報名後您會收到參加視訊講座的連結. 向所有人開放.

[點擊此處註冊](#)

## Emergency Preparedness with Sourcewise

Thursday, April 29, 10 to 11 a.m.

Sourcewise aims to build awareness and education for older adults in Santa Clara County through the distribution of disaster preparedness materials and a video series. This presentation will prepare seniors for a variety of disasters and help them feel safe in case an emergency were to occur. Preregistration required. Open to the public.

[Click here to register](#)

## Vaccine Information

The first COVID-19 vaccines have been authorized for use in the United States. Vaccinations have begun. These vaccines were tested among tens of thousands of volunteers to ensure that they are safe and effective. To learn more about the vaccine and who is currently eligible to receive it, please visit the Santa Clara County Department of Public Health's vaccine information webpage at [sccfreevax.org](https://sccfreevax.org).

Unsure if you're eligible to get your vaccination yet? Go to [myturn.ca.gov](https://myturn.ca.gov) and answer a few questions. It only takes a few minutes. If you're eligible and vaccine appointments are available through My Turn, you can schedule one. If it's not your turn yet or appointments are not available, you can register to be notified when you're eligible or when appointments open up.

## 2020 Tax Resources

### AARP Foundation Tax-Aide

Tax-Aide is the nation's largest free, volunteer-run tax preparation and assistance program. It is designed to serve low- and moderate-income tax payers, with a special focus on those 60 and older, though no one is turned away. Starting February 1, call (888) 227-7669 for assistance in finding a Tax-Aide site, or visit their locator website for assistance.

[Click here for the Tax-Aide Locator](#)

### West Valley Community Services and United Way Bay Area

West Valley Community Services (WVCS) is a Volunteer Income Tax Assistance (VITA) site under United Way Bay Area (UWBA), partnered with the IRS. The VITA program offers free tax help to individuals who make less than \$57,000 annually, persons with disabilities, and those who speak limited English. UWBA has many VITA locations throughout the Bay Area to assist with tax returns.

[Click here for the WVCS website](#)

[Click here for the UWBA tax site locator](#)

# Sudoku

Use the numbers provided to decipher the rest of the grid. Each 3x3 square should have every number, 1-9, with no repeats. Each row and column in the 9x9 grid should have every number, 1-9, with no repeats. Sudoku is a game of logic and elimination. You shouldn't have to guess!

Easy

6			4	2				
8		4	9				7	3
3						4	5	
			8	7			9	
	8						2	
	3			6	1			
	2	5						7
9	6				5	8		2
				3	9			4

Medium

5	3				4			
		4	1					
1			9		6		8	3
9	7		3	2		6		
				4				
		3		6	9		7	2
3	5		6		7			4
					2	7		
			8				3	1

Hard

							1	4
				5		2	7	3
			1			9		
	5			6	9			1
9		6	4	1	3	7		2
1			5	7			4	
		9			7			
6	7	5		4				
2	4							

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# Crossword

The crossword below was provided by  
www.alberichcrosswords.com and set by Alberich.

[illegible]

### Across

- 1 - After breaking law, Malawi cell holds one Scottish hero (7,7)
- 9 - Ridicule a politician, a silly person outwardly (7)
- 10 - Right English striker for return game (7)
- 11 - Seize most of returning craft (4)
- 12 - E.g. Ali could be quick-moving (5)
- 13 - Backing some officials but not of the clergy (4)
- 16 - Pompous, old and plump (7)

- 17 - Caught rector misbehaving? That's right (7)
- 18 - Discharge former partner on Greek island (7)
- 21 - Internet pages revealing location of spider's trap? (7)
- 23 - Give sharp edge to sweet stuff mostly (4)
- 24 - After short time woman gives the real facts (5)
- 25 - Left Dover? (4)
- 28 - Pious Tina sadly is taken in by cunning (7)
- 29 - Recluse from Eire met wacko (7)
- 30 - Showed grief at serene abbot's ruin (4,4,6)

## Down

- 1 - Age-old ice show's slammed as a pointless exercise (4-5,5)
- 2 - Back trouble initially left untreated by doctor in the past (7)
- 3 - One against religious image (4)
- 4 - Coped with fellow advanced in years (7)
- 5 - Bill staggered Cyril, showing fibre (7)
- 6 - Weak material (4)
- 7 - Get a new bed first for residence (7)
- 8 - Electroconvulsive therapy is what hairdresser offers! (5,9)
- 14 - Quilt from Venice originally seized by performing pair (5)

## Last Edition's Solve

	P	R	A	C	T	I	C	A	L	G	O	B	A	S	H	
	O	C	C	U	I	L	A	R	O	O	G					
9	M	A	C	A	B	R	E	S	P	I	N	N	E			
	P	O	A	O	E	V	I	S	D	N	Y	E				
11	O	G	R	E	D	E	G	E	N	E	R	A	T	E		
	U	D	F	R	S	K	E	G								
14	S	K	I	E	R	S	L	A	C	R	O	S	S	E		
	N	O	A	E	C	L	S	O	O	P						
18	I	N	N	A	T	E	L	Y	M	O	R	A	L	S		
	N					U	B		W	G	L					
20	D	I	S	O	R	D	E	R	L	y	C	H	A	R		
	U	N				L	I		P	E						
26	C	A	R	B	I	N	E	G	L	I	S	T	E	N		
	E	L				S	A	T	I	E	R	N	I	N		
28	T	Y	N	F												
							S	A	T	I	E	R	N	I	N	

# Cupertino Senior Center

21251 Stevens Creek  
Boulevard  
Cupertino, CA 95014

May 5 and May 19  
9:30 a.m. to 4 p.m.

Schedule an Appointment  
at: [www.sccfreetest.org](http://www.sccfreetest.org)

Appointments Available 7  
Days in Advance

# Get Tested, Cupertino!

## Get a FREE COVID-19 Test May 5 & 19



For more information, call 2-1-1  
or visit [SCCfreetest.org](http://SCCfreetest.org)

The 50+ Scene Shelter-in-Place Edition, April 20, 2021

# RESOURCES FOR SENIORS

## Resource Referral Website

The City of Cupertino recently updated its website to include links to resources for our senior community. Please visit [cupertino.org/seniorresources](http://cupertino.org/seniorresources) to view contact information for a variety of resource agencies. Resource categories include nutrition, transportation, counseling, elder abuse, and more.

## Santa Clara County Department of Aging and Adult Services

The Department of Aging and Adult Services (DAAS) promotes an Age-friendly community for all residents of Santa Clara County. DAAS strives to ensure a safe and independent lifestyle for older adults, dependent adults, and those with disabilities.

[sccgov.org/daas](http://sccgov.org/daas)

(408) 755-7600

## Schedule Appointments

### Health Insurance Counseling (HICAP)

Consultation on Medicare and Medicare-related health insurance. To schedule appointments visit [mysourcewise.com/medicare-options](http://mysourcewise.com/medicare-options) or call (408) 350-3200 and select option two.

健康保險諮詢  
有關聯邦醫療咭,並相關的健康保險問題,有提供國、粵語翻譯。請上網安排約談

### Senior Adult Legal Aid (SALA)

Provides free assistance to elders for basic legal matters in public benefits, long-term care, elder abuse, housing, consumer issues, incapacity planning, probate alternative, and simple wills. Must be 60 or older and live in Santa Clara County.

(408) 295-5991

法律諮詢

為年滿60歲或以上並居住在聖克拉拉縣 (Santa Clara County) 的長者提供的免費諮詢: 包括基本公共利益的 legal 事項,長期護理,虐待長者,住屋,消費者的問題,未雨綢繆的規劃,其他遺囑認證的選擇並簡單遺囑等,請致電

(408) 295-5991

Cupertino Senior Center • (408) 777-3150



SOURCEWISE  
COMMUNITY RESOURCE SOLUTIONS

Sourcewise offers resource information on a variety of topics including housing, nutrition, health insurance, transportation, and more. Through a comprehensive network of resources, Sourcewise strives to educate, prepare, support, and advocate for all adults, their families, and their caregivers within Santa Clara County.

(408) 350-3200

[mysourcewise.com](http://mysourcewise.com)



Receive free, non-emergency community, health, and disaster information in Santa Clara County. 211 is confidential and available in over 170 languages. 24 hours a day, 7 days a week.

Dial 2-1-1

[211bayarea.org](http://211bayarea.org)



HEALTH • HOME • HEART

## West Valley Community Services

West Valley Community Services provides a continuum of basic needs, including an in-house and mobile food pantry, homeless support, affordable housing, emergency financial assistance, family support, referrals, education, and case management. West Valley Community Services serves homeless and low-income individuals and families.

(408) 255-8033

[wvcommunityservices.org](http://wvcommunityservices.org)





**Cupertino 50+ Scene**  
Cupertino Senior Center  
21251 Stevens Creek Blvd  
Cupertino, CA 95014  
(408) 777-3150

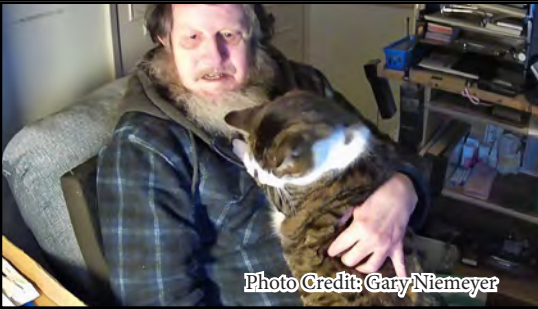


Photo Credit: Gary Niemeyer





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**DRAFT**  
**MINUTES OF THE COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION**  
**SPECIAL MEETING**  
**May 11, 2021**

The Community Health and Senior Services Commission of the Town of Los Gatos conducted a Special Meeting on Tuesday, May 11, 2021, at 2:06 p.m.

**MEETING CALLED TO ORDER**

**ROLL CALL**

Present: Commissioner Blum, Commissioner Rahmil, Commissioner Norcia, Commissioner Rossmann and Commissioner Konrad

Absent: Commissioner Mathur

Also Present: Vice Mayor Rennie, and Liaison Andrews

**COMMISSIONER REPORTS**

Commissioner Blum article submission

Commissioners discussed the article and provided approval for publication. Commissioners discussed additional promotional opportunities at service clubs and future articles. In addition, Liaison Andrews provided an update on the senior drive through fair.

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

1. Approve Community and Senior Services Commission Minutes of April 27, 2021

MOTION: Motion by Commissioner Blum to approve the minutes of April 27, 2021. Seconded by Commissioner Konrad

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. Discussion of Town Council FY 2021/23 Strategic Priorities, CHSSC Goals for FY 2020/21, and Identification of Senior Service Gaps

a. Presentation by City of Cupertino Recreation Coordinator for Cupertino Senior Center

Alex Corbalis provided an overview of Cupertino's senior services. Ms. Corbalis initially discussed service provision during Covid which includes weekly check-in calls with seniors and virtual programming. The presentation also included a discussion of their monthly print publication "The 50+ Scene" which is mailed to members. Ms. Corbalis described Cupertino's volunteer program, class offerings (200 free and paid), travel program, socials, and third-party resource offerings (tax and legal help etc.).

Commissioners asked questions and praised the program.

b. CHSSC Workplan and Staff Report

Commissioners discussed whether to schedule an August meeting and decided to maintain the practice of taking August off.

3. Staff Liaison Report

a. Updates from CHSSC partners

LGS Rec provided an update on working to program the annual summer picnic in July provided public health guidelines allow.

b. Update from staff liaison

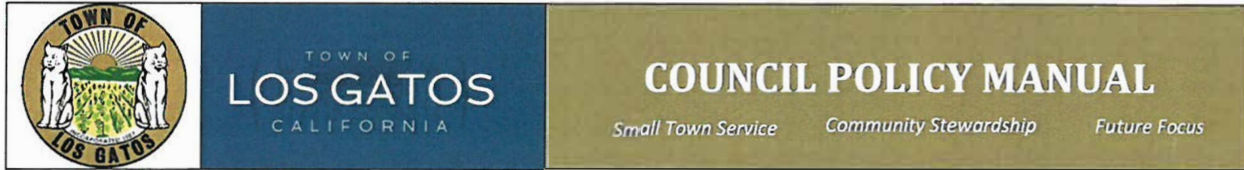
**ADJOURNMENT**

The meeting adjourned at 3:14 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the May 11, 2021 meeting as approved by the Community Health and Senior Services Commission.

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Arn Andrews, Assistant Town Manager



**TITLE:** Town Council Code of Conduct

**POLICY NUMBER:** 2-04

**EFFECTIVE DATE:** 5/3/2004

**PAGES:** 8

**ENABLING ACTIONS:** 2004-059; 2006-111

**REVISED DATES:** 12/17/2012; 3/3/2015;  
12/17/2019

**APPROVED:**

A handwritten signature in black ink, appearing to read 'M. J. Jones', is written over a horizontal line.

### **I. Preamble**

The legal responsibilities of the Los Gatos Town Council are set forth by applicable state and federal laws. In addition, the Town Council has adopted regulations, including this Code of Conduct Policy, that hold Council Members to standards of conduct above and beyond what is required by law. This Policy is written with the assumption that Council Members, through training, are aware of their legal and ethical responsibilities as elected officials.

### **II. Form of Government**

The Town of Los Gatos operates under a Council-Manager form of government as prescribed by Town Code, Section 2.30.305. Accordingly, members of the Council are elected at-large, provide legislative direction, set Town policy, and ultimately answer to the public. The Town Manager serves as the Town's chief administrative officer and is responsible for directing the day-to-day operations of the Town and implementing policy direction.

### **III. Town Council Roles and Responsibilities**

The role of the Town Council is to act as a legislative and quasi-judicial body. Through its legislative and policy authority, the Council is responsible for assessing and achieving the community's desire for its present and future and for establishing policy direction to achieve its desired outcomes. All members of the Town Council, including those who serve as Mayor and Vice Mayor, have equal votes.

Members of the Town Council fulfill their role and responsibilities through the relationships they have with each other and the public. Town Council Members should approach their work, each other, and the public in a manner that reflects ethical behavior, honesty and integrity. The commitment of Town Council Members to their work is characterized by open constructive communication, innovation, and creative problem solving.



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#### **IV. Mayoral and Vice Mayoral Selection Process**

Per Town Municipal Code, Section 2.20.035, the selection of the Mayor and Vice Mayor occurs annually at a special meeting in December by majority vote of the Town Council. The Mayor and Vice Mayor serve at the pleasure of the Town Council and may be replaced by a majority vote of the Council.

#### **V. Mayoral and Vice Mayoral Roles, Responsibilities, Relationships**

The following outlines some of the key roles, responsibilities, and relationships as they relate to the positions of Mayor and Vice Mayor:

##### Mayor

- A. The Mayor is the presiding officer of the Town Council. In this capacity, the Mayor is responsible for developing Council agendas in cooperation with the Town Manager and leading Council meetings.
- B. The Mayor recommends various standing committee appointments to the Council for approval.<sup>1</sup> This will be done at a Council meeting in December of each year. When making committee recommendations, the Mayor should attempt to balance shared responsibilities and opportunities among Council Members. The Mayor may also appoint citizens to committees not established by Town ordinance or resolution as s/he deems appropriate.
- C. The title of Mayor carries with it the responsibility of communicating with the Town Council, Town Manager, and members of the public. In this capacity, the Mayor serves as the Town “spokesperson” representing the Council in official and ceremonial occasions.
- D. As the official Town spokesperson, the Mayor performs special duties consistent with the Mayoral office, including, but not limited to: signing of documents on behalf of the Town, issuing proclamations, serving as the official voting delegate for various municipal advocacy groups, and delivering the State of the Town Address at his or her discretion.<sup>2</sup> The Town Council will determine any additional authority or duties that the Mayor shall perform.
- E. Special duties consistent with the Mayoral office may be delegated to the Vice Mayor or any other member of the Town Council.
- F. In the event that one or more members of a Town Board, Commission, or Committee acts in a manner contrary to approved Board/Commission policies and procedures, the Mayor may counsel those members about the rules set forth in the Town Commissioner Handbook.<sup>3</sup>

<sup>1</sup> Council Agenda Format and Rules Policy

<sup>2</sup> Council Commendation and Proclamation Policy

<sup>3</sup> Resolution 1999-167

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#### Vice Mayor

- A. In the Mayor's absence, the Vice Mayor shall perform the formal duties of the Mayor.<sup>4</sup>
- B. When the Vice Mayor performs the duties of the Mayor in his/her absence, the Vice Mayor also carries the responsibility of communicating with the Town Manager, Town Council, and members of the public.

#### **VI. Council Conduct in Public Meetings**

To ensure the highest standards of respect and integrity during public meetings, Council Members should:

- A. *Use formal titles.* The Council should refer to one another formally during Council meetings such as Mayor, Vice Mayor or Council Member or Mr., Mrs., or Ms., followed by the individual's last name.
- B. *Practice civility and decorum in discussions and debate.* Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of free democracy in action. During public discussions, Council Members should be respectful of others and diverse opinions and allow for the debate of issues.
- C. *Honor the role of the presiding officer in maintaining order and equity.* Respect the Mayor/Chair's efforts to focus discussion on current agenda items.
- D. *Council decisions should be reserved until all applicable information has been presented.*
- E. *Conduct during public hearings.* During public testimony, Council Members should refrain from engaging the speaker in dialogue. For purposes of clarification, Council Members may ask the speaker questions. Council comment and discussion should commence upon the conclusion of all public testimony

#### **VII. Legal Requirements**

The Town Council operates under a series of laws that regulate its operations as well as the conduct of its members. The Town Attorney serves as the Town's legal officer and is available to advise the Council on these matters.

##### **A. Training**

Biannual training in the following areas shall be provided by staff to Council Members:

- 1. The Ralph M. Brown Act
- 2. Town / CA State Law on Conflict of Interest (AB 1234)
- 3. Government Section 1090
- 4. Incompatible Offices
- 5. The Fair Political Practices Commission Forms
- 6. Bias
- 7. Town / CA State Law on Harassment (SB 1343)

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<sup>4</sup> Council Agenda Format and Rules Policy

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#### B. Procurement

Unless authorized by the Town Council, Council Members shall not become involved in administrative processes for acquiring goods and services.

#### C. Land Use Applications

The merits of an application shall only be evaluated on information included in the public record. Council Members shall disclose ex parte communication and any information obtained outside of the public record that may influence his/her decision on a matter pending before the Town Council. Council disclosure shall occur after the Public Hearing section of the agenda, and before Council deliberations.

#### D. Code of Conduct Policy

Newly elected Council Members are strongly encouraged to sign a statement affirming they have read and understand the Town of Los Gatos Council Code of Conduct Policy.

#### E. Non-Profit Organizations

Council Members may not sit on boards of directors of non-profit organizations which receive funding or in-kind contributions from the Town, unless the role serves a legitimate Town purpose, such as the League of California Cities, and the participation is approved by the full Council.

### **VIII. Council Participation in Boards, Commissions and Committees, and Reporting Requirements**

There are several committees that Town Council Members have been appointed to or have an interest in, including but not limited to: Town Council standing and ad hoc committees, Town boards and commissions, regional boards and commissions, and community-generated committees.

Primary Council representatives should update the Council about board, commission, and committee activities. When serving as the primary Council representative on any board, commission, or committee, Council Members should periodically provide updated reports to the Council during the "Council Matters" opportunity on the Council meeting agenda.

Recommended actions by Council Committees should be reported to the Council. When serving on a Council Committee, whether standing or ad hoc, all work undertaken by the Committee must be directed by the Council, and all recommended actions of a Council Committee shall be reported to the Council.

### **IX. Council Relationship with Town Staff**

The Town Council has adopted a Council-Manager form of government. The Town Manager's powers and duties are outlined in the Town Code, Section 2.30.295.

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#### Council Conduct and Communication with Town Staff

To enhance its working relationship with staff, Council should be mindful of the support and resources needed to accomplish Council goals. When communicating and working with staff, Council should follow these guidelines:

- A. *Council Members should treat staff as professionals.* Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with Council colleagues, practice civility and decorum in all interactions with Town staff.
- B. *Council Members should direct questions about policy, budget, or professional opinion to the Town Manager, Town Attorney or Department Directors.* Council Members can direct questions and inquiries to any staff for information that is readily available to the general public or easily retrievable by staff.
- C. *The Town Manager and staff are responsible for implementing Town policy and/or Council action.* The processing of Council policy and decisions takes place with the Town Manager and staff. Council should not direct policy/program administrative functions and implementation; rather it should provide policy guidance to the Town Manager.
- D. *Council Members should attempt to communicate questions, corrections, and/or clarifications about reports requiring official action to staff prior to Council meetings.* Early feedback will enable staff to address Council questions and incorporate minor corrections or changes to a Council report, resulting in a more efficient Council meeting discussion; however, this does not preclude Council Members from asking questions at Council Meetings.
- E. *Council Members should not direct the Town Manager to initiate any action, change a course of action, or prepare any report without the approval of Council.* The Town Manager's responsibility is to advise on resources available and required for a particular course of action as it relates to the direction of the majority of the Council.
- F. *Council Members should not attend department staff meetings unless requested by the Town Manager.*
- G. *All Council Members should have the same information with which to make decisions.* Information requested by one Council Member will be shared with all members of the Council.
- H. *Concerns related to the behavior or work of a Town employee should be directed to the Town Manager.* Council Members should not reprimand employees.
- I. *Per California Government Code, Sections 3201-3209, Council Members should not solicit financial contributions from Town staff or use promises or threats regarding future employment.* Although Town staff may, as private citizens with constitutional rights, support political candidates, such activities cannot take place during work hours, at the workplace, or in uniform.

#### **X. Council Communication with the Public and other Council Members**

The Public has a reasonable expectation that it may engage its Council Members on matters of community concern. In response, Council Members may express a preliminary opinion on issues or projects raised. Any such preliminary statement shall not constitute a prejudgment or create a presumption of bias on any issue or a project. In addition, Council Members may from

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time to time express opinions regarding broad policy matters which may be in conflict with currently adopted Council policies. Such statements are permissible if clearly characterized as personal opinion or policy change objectives.

## **XI. Enforcement**

### **A. Purpose**

The Council Code of Conduct Policy establishes guiding principles for appropriate conduct and behavior and sets forth the expectations of Council Members. The purpose of the policy language is to establish a process and procedure that:

1. Allows the public, Town Council, and Town employees to report Code of Conduct policy violations or other misconduct.
2. Provides guidelines to evaluate Code of Conduct policy violations or other misconduct and implement appropriate disciplinary action when necessary.

### **B. Procedures**

#### **1. Reporting of Complaints**

The following section outlines the process for reporting Council Member Code of Conduct Policy violations or other misconduct:

- a. Complaints made by members of the public, the Town Manager, and Town Attorney should be reported to the Mayor. If a complaint involves the Mayor, it should be reported to the Vice Mayor.
- b. Complaints made by Council Members should be reported to the Town Manager or Town Attorney to adhere to Brown Act requirements.
- c. Complaints made by Town employees should be reported to the Town Manager, who will direct them to the Mayor or Vice Mayor.

#### **2. Evaluation of Complaints Alleging Violations**

Upon report of a written complaint, the Town Manager and Town Attorney will join the Mayor or Vice Mayor as an evaluation committee to determine the validity of the complaint and, if appropriate, an initial course of action as discussed below. If the Town Manager or Town Attorney is the complainant, the longest serving uninvolved Council Member will replace the Town Manager or Town Attorney on the evaluation committee.

Within seventy-two (72) hours of receipt of the complaint by the Mayor or Vice Mayor, the Council Member in question shall be notified of the reported complaint by the Mayor or his/her designee. The notification shall include a copy of the written complaint and supporting documentation, if any, the identity of the complainant and nature of the complaint.

### 3. Unsubstantiated or Minor Violations

If the majority of the Committee agrees that the reported violation is without substance, no further action will be taken. If the reported violation is deemed valid but minor in nature, the Mayor or Vice Mayor shall counsel and, if appropriate, admonish the Council Member privately to resolve the matter. Admonishment is considered to be a reproof or warning directed to a Council Member about a particular type of behavior that violates Town policy.

### 4. Allegations of Major Violations

If the reported violation is considered to be serious in nature, the matter shall be referred to outside legal counsel selected by the Committee for the purpose of conducting an initial interview with the subject Council Member. The outside counsel shall report his/her initial findings back to the Committee.

If the Committee then determines that an investigation is warranted, the Committee shall direct the outside legal counsel to conduct an investigation. The investigation process would include, but is not limited to, the ascertainment of facts relevant to the complaint through interviews and the examination of any documented materials.

### 5. Report of Findings

At the conclusion of the investigation, outside legal counsel shall report back to the Committee in writing. The report shall either (1) recommend that the Council Member be exonerated based on a finding that the investigation did not reveal evidence of a serious violation of the Code of Conduct, or (2) recommend disciplinary proceedings based on findings that one or more provisions of the Code of Conduct or other Town policies have been violated. In the latter event, the report shall specify the provisions violated along with the facts and evidence supporting each finding.

The Committee shall review the report and its recommendations. If the consensus of the Committee is to accept the report and recommendations, the Committee shall implement the recommendations. Where the recommendation is exoneration, no further action shall be taken. Where the recommendation is to initiate disciplinary proceedings, the matter shall be referred to the Council. Where there is no consensus of the Committee regarding the recommendations, the matter shall be referred to the Council.

The subject Council Member shall be notified in writing of the Committee's decision within 72 hours. Where the decision is to refer the matter to the Council, a copy of the full report, including documents relied on by the investigator shall be provided with the notification, and a copy of both shall be provided to the whole Council.



## 6. Proceedings

Investigative findings and recommended proceedings and disciplinary action that are brought forward to Council as a result of a significant policy violation shall be considered at a public hearing. The public hearing should be set far enough in advance to allow the Council Member in question reasonably sufficient time to prepare a response.

Investigative findings shall be presented to the Town Council at a public hearing. The rules of evidence do not apply to the public hearing. It shall not be conducted as an adversarial proceeding.

## C. Disciplinary Action

### 1. Considerations in Determining Disciplinary Action

Disciplinary action may be imposed by Council upon Council Members who have violated the Council Code of Conduct Policy. Disciplinary action or sanctions are considered when a serious violation of Town policy has occurred by a Council Member. In determining the type of sanction imposed, the following factors may be considered:

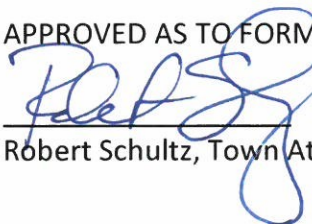
- a. Nature of the violation
- b. Prior violations by the same individual
- c. Other factors which bear upon the seriousness of the violation

### 2. Types of Sanctions

At the discretion of the Council, sanctions may be imposed for violating the Code of Conduct or engaging in other misconduct. These actions may be applied individually or in combination. They include, but are not limited to:

- a. *Public Admonishment* – A reproof or warning directed to a Council Member about a particular type of behavior that violates Town policy.
- b. *Revocation of Special Privileges* – A revocation of a Council Member's Council Committee assignments, including standing and ad hoc committees, regional boards and commissions, and community-generated board/committee appointments. Other revocations may include temporary suspension of official travel, conference participation, and ceremonial titles.
- c. *Censure* – A formal statement or resolution by the Council officially reprimanding a Council Member.

APPROVED AS TO FORM:



Robert Schultz, Town Attorney



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICE REPORT**

MEETING DATE: 05/25/2021

ITEM NO: 6

DATE: March 19, 2021  
TO: Community Health and Senior Service Commission  
FROM: Arn Andrews, Commission Liaison  
SUBJECT: Receive CHSSC Senior Service Provision Initial Review

**RECOMMENDATION:**

Receive CHSSC Senior Service Provision Initial Review.

**DISCUSSION:**

On March 2, 2021, the Town Council held a joint session with the Community Health and Senior Service Commission (CHSSC) to hear the Commission's goals for the coming year. The Council indicated its strong interest in the work of the Commission in light of the inclusion of senior services as a new Council Strategic Priority for FY 2021-2023.

Councilmembers requested that the Commission review the current senior service provision in Town and help identify any gaps that exist in senior services. Councilmembers and Commissioners identified areas of service provision interest/concern including:

*Communication and Information:*

- Better identification/communication with seniors using media that seniors use (e.g., print)
- Increased centralized coordination among service providers (local, regional)

*Housing:*

- Move down housing options for seniors

*Community Support and Health Services:*

- Increased senior isolation due to COVID
- Need for a plan to assist seniors with the vaccination process

**PREPARED BY:** Arn Andrews  
Assistant Town Manager/Commission Liaison

Reviewed by: Town Manager



DISCUSSION (continued):

*Social Participation:*

- Low senior engagement/programming relative to other Santa Clara County cities

*Civic Participation and Employment:*

- Leverage senior volunteer engagement in Town
- Dedicated staffing resources to supplement volunteers

*Social Participation:*

- Development of a state-of-the-art activity/community center

*Senior Plan Development:*

- Develop roadmap for implementation of senior services as a strategic priority
- Consideration of service provision business models in other communities

Since that time the Commission's work has focused on meeting with service providers to address the issues raised by the Town Council and Commission, understand existing service provision, review alternative business models, identify service gaps, and discuss potential options to fill any gaps.

To date the Commission received presentations from the following service providers:

March 23, 2021 – Los Gatos Saratoga Recreation 55+, Live Oak Senior Nutrition

April 13, 2021 – West Valley Community Services, Saratoga Area Senior Coordinating Council

April 27, 2021 – Santa Clara County Department of Aging and Adult Services, Los Gatos Library

May 11, 2021 – City of Cupertino Senior Center

The table below summarizes the multitude of services provided by Commission presenters and other regional providers:

Service Provider	Food Assistance	Rent/Fin Assistance	Socialization And Events	Recreation and Education	Case Mgt	Other Assistance (tax,legal)
LGS Rec 55+	Yes	No	Yes	Yes	Yes	Yes
Live Oak Senior Nutrition	Yes	No	Yes	No	No	No
West Valley	Yes	Yes	No	No	Yes	Yes
SASCC	Yes	Yes (directory)	Yes	Yes	Yes	Yes

SCC Dept Aging	Yes	Yes (directory)	No	No	Yes	Yes
LG Library	No	No	Yes	Yes	No	No
Cupertino Senior Center	Yes (during Covid)	Yes (directory)	Yes	Yes	Yes	Yes
Live Oak Adult Day Care	Yes	No	Yes	No	Yes	No
Sourcewise	Yes	Yes (directory)	No	No	Yes	Yes
Bay Area Older Adults	No	No	Yes	Yes	No	No

As the table illustrates the Los Gatos senior community has access to a considerable regional ecosystem of senior and intergenerational service provision. In addition, to reviewing existing services the Commission researched the business models of other service providers as illustrated in the table below:

Business Model	LGS Rec 55+	SASCC	Campbell 50+	Los Altos 50+	Cupertino 50+
Membership	83 (5,418 since 2016)	2,000	1,100	1,500	1,500 (2,400 pre pandemic)
Membership Fee	\$25	\$25	\$25	\$30	\$23 - \$28 (Resident/Non)
Facility	Leased (Town subsidy)	City Owned/Funded	City Owned	City Owned	City Owned
Budget	\$100k	\$1.2M	\$771k FY21 \$503k FY22	\$393k	\$2.5M
Funding	Subsidies from For Profit Arm	Grants, Fees, Subsidies, Donations	GF & Fees	GF & Fees	GF & Fees
Staffing	.5 FTE (1 Consultant)	5 FTE	2.29 FTE (3 FTE reduction FY22)	1.0 FTE, 3 PT	8.8 FTE, 12 PT
Fee Based Programs	None	Yes	Yes	Yes	Yes
Publication	Yes/Email (weekly)	Yes/Print & Email (monthly)	Yes/Print & Email (quarterly)	Yes/Print & Email (bi-monthly)	Yes/Mail & Email (bi-monthly)

Transportation	RYDE Eligible	Yes/RYDE Program	RYDE Eligible	Yes/On The Move Program	RYDE Eligible
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CONCLUSION:

Commissioners should review the current senior service provision and peer business models in the context of the aforementioned Councilmember and Commissioner identified areas of service provision interest and concern. Commissioners should identify initial areas for additional or leveraged senior service provision in Los Gatos.

Attachment:

1. Chair Rossmann Observations

Draft Memorandum  
Subject: Initial Identification of Senior Service Gaps  
Author: George Rossmann  
May 18, 2021

### Membership

Los Gatos 55+ has 83 members vs. Saratoga (2000), Campbell (1100), Cupertino (1500), and Los Altos (1500). Membership fees are insignificant across all these senior service organizations so the huge disparity must be the result of marketing, service offerings, staffing, facilities, and financing.

### Marketing

55+ sends a twice monthly email summary of programs and activities to its members. The monthly Outlook from SASCC reaches 13,000 homes. Outlook has 12 pages of community news. The bi-monthly 50+ Scene from Cupertino has 12 pages of community news, puzzles, and crosswords sent to its membership. SASCC has an active Facebook page. The others have minimal social media presence. Los Gatos 55+ is practically invisible to its potential service base.

### Staffing

55+ has 1 FTE, SASCC has 5, Los Altos has 1.5, and Cupertino has 6. All these organizations utilize part time contractors. 55+ has 1-2 contractors, whereas Cupertino has 10-12. All of these senior service providers are well known in their communities and as a result attract numerous volunteers for projects. Los Gatos cannot keep up.

### Business Model

55+ is funded by Los Gatos Saratoga Recreation, a for profit entity. LGS Rec has experienced a significant decline in revenue as the result of the pandemic and the 55+ cost center is under severe pressure. Senior services in other municipalities are coping much better. Cupertino's Senior Center budget of \$1.4MM is composed of \$440K in earned revenue and \$986K from its general fund. SASCC's budget of \$1.2MM has \$400K is program service revenue and \$800K in contributions and grants. Los Altos 50+ budget is \$392K. The City of Campbell funds its adult center. It's clear that Los Gatos will have to come up with a new financial model to support its senior services unless LGS Rec quickly returns to profitability and is able to fund the expansion of the 55+ program.

### Facilities

Campbell converted its high school into a highly praised Senior Center. Los Altos has undertaken a \$35MM project to build a new community center at its Hillview site. The Los Gatos Adult Recreation Center, which consists of a large open first floor and a number of small

conference rooms on the second floor is not comparable to any of the senior centers benchmarked. The limitations of this facility constrain the extent of services possible.

### Direct Services

All of the municipalities benchmarked offer a range of educational and social programs. The nature and extent of these programs is primarily limited by staff and financial resources. It's hard to identify "gaps" because each organization has chosen to emphasize the activities that its senior population has expressed interest in. The most notable exceptions are services such as case management, mental and behavioral health support, day care, and wellness checks.

### Indirect Services

All of the municipalities and organizations connect with state and county services, some more effectively than others. For example, SASCC and WVCS are responsible for RYDE services. All provide referrals to agencies that deal with health and wellness, abuse, financial and legal assistance. Again, it's hard to identify gaps in the coverage available in Los Gatos, because external providers are easily engaged.

# CHSSC WORKPLAN

	TOPICS	TOPICS	TOPICS
<b>MARCH 23, 2021</b>	LGS Rec 55+ Presentation	Live Oak Senior Nutrition Presentation	Commission Discussion
<b>APRIL 13, 2021</b>	West Valley Community Services Presentation	Saratoga Area Senior Coordinating Council Presentation	Commission Discussion
<b>APRIL 27, 2021</b>	SCC Department of Aging and Adult Services TBD	Los Gatos Library Director	Commission Discussion
<b>MAY 11, 2021</b>	City of Cupertino Senior Center Coordinator	Commission Discussion	
<b>MAY 25, 2021</b>	Identification of Senior Service Provision Gaps	Commission Discussion	
<b>JUNE 8, 2021</b>	Review of Commission Report to Council		
<b>JUNE 15, 2021 COUNCIL PRESENTATION</b>			