



**TOWN OF LOS GATOS
COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION
SPECIAL MEETING
July 7, 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 JULY 7, 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://logatosca.gov.zoom.us/j/87146510061?pwd=U0VzSXZHMzdCQXFicGl1eXVIZ3VDQT09>

Passcode: 112863

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@logatosca.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 Rossmann, Commissioner Kramer Rahmil, Commissioner Blum, Commissioner Konrad, Commissioner Norcia, Youth Commissioner Mathur, and Vice Mayor Rennie (Council Liaison). All votes during the teleconferencing session will be conducted by roll call vote.

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 June 22, 2021 (Attachment 1)

VERBAL COMMUNICATIONS *(Members of the public may address the Community Health 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.)*

2. Discussion of Town Council FY 2021/23 Strategic Priorities, CHSSC Goals for FY 2020/21, and Identification of Senior Service Gaps
 - a. CHSSC Short-term Service Provision Recommendations (Attachment 2)
 - b. LGS Lease Provisions Summary (Attachment 3)
 - c. CHSSC Draft Accomplishments FY 2020-2021 (Attachment 4)
3. 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]



DRAFT
MINUTES OF THE COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION
REGULAR MEETING
June 22, 2021

The Community Health and Senior Services Commission of the Town of Los Gatos conducted a Special Meeting on Tuesday, June 22, 2021, at 5:01 p.m.

MEETING CALLED TO ORDER

ROLL CALL

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

Absent: None

Also Present: Vice Mayor Rennie, and Liaison Andrews

COMMISSIONER REPORTS

Chair Rossmann shared that he and Commissioner Norcia are compiling a list of Commission accomplishments for the last two fiscal years. Commissioner Konrad shared that the article submitted for publication would be printed in the July issue. Commissioners discussed other potential opportunities to introduce the Commission to the community.

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

1. Approve Community and Senior Services Commission Minutes of June 8, 2021

MOTION: Motion by Commissioner Konrad to approve the minutes of June 8, 2021. Seconded by Commissioner Mathur

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. Senior Service Assessment Council Direction
 - b. Town Council Staff Report
 - c. LGS Rec Initial Proposal

Liaison Andrews introduced the item and provided a summary of Council direction to the Commission. Liaison Andrews shared that the Council would like the Commission to participate in a newly formed Council Sub-committee to establish longer range goals for senior service provision. In addition, the Council requested that the Commission identify impactful short-term senior provision projects and the expenditure of \$500,000 in ARPA funding. Liaison Andrews described the nature of ARPA funding and project eligibility. Commissioners confirmed the Council intent and potential goals for selection of recipients. Commissioners discussed concerns including that any recipients of funding would need to provide more detailed proposal budgets with specific information. Chair Rossmann offered that the Commission has experience in evaluating and allocating funding through the annual community grant process.

Public Comment:

Nancy Rollett LGS Rec – Executive Director Rollett suggested that LGS Rec would be happy to return with more detailed proposals targeting Councils desire for immediate short-term progress. Director Rollett reminded the Commission that the LGS Rec Senior program is unique given they lease their facility while others receive free facilities. Commissioners asked questions of the Director and received responses.

Public Comment Closed

Commissioners determined that an additional special meeting should be scheduled for July 7, 2021 to continue discussions. Commissioners asked staff to help frame the types of questions and issues that should be raised during consideration of recipients.

3. Staff Liaison Report
 - a. Updates from CHSSC partners

LGS Rec – summer annual picnic will be held on July 14, 2021 and Commissioners are invited.

- b. Update from staff liaison

ADJOURNMENT

The meeting adjourned at 6:03 p.m.

This is to certify that the foregoing is a true

and correct copy of the minutes of the
June 22, 2021 meeting as approved by the
Community Health and Senior Services Commission.

Arn Andrews, Assistant Town Manager



TOWN OF LOS GATOS
COMMUNITY HEALTH AND SENIOR
SERVICE REPORT

MEETING DATE: 07/07/2021

ITEM NO: 2a

DATE: July 2, 2021
TO: Community Health and Senior Service Commission
FROM: Arn Andrews, Commission Liaison
SUBJECT: Discuss Short-term Service Provision Options for Council Recommendation

RECOMMENDATION:

Discuss Short-term Service Provision Options for Council Recommendation.

DISCUSSION:

On June 15, 2021, the Town Council received the Community Health and Senior Service Commissions (CHSSC) assessment report on senior service provision in Los Gatos. At the conclusion of the Council discussion, among other items, the following direction was provided to staff and the CHSSC. The CHSSC is to develop recommendations for Council on how to allocate \$500,000 in American Rescue Plan Act (ARPA) funds to create a more robust provision of senior services over the next 12 months.

On June 22, 2021, the CHSSC held their first deliberations regarding the Council direction. At the conclusion of the meeting Commissioners asked staff to provide some guidance on how to evaluate potential proposals from senior service providers. As discussed during the meeting staff believes the issues/proposals presented to Council on June 15, and Councils subsequent direction, form the basis for initial evaluation criteria.

The table on the following page provides some initial guidance on how Commissioners can vet service provider proposals.

PREPARED BY: Arn Andrews
Assistant Town Manager/Commission Liaison

| Issues | Short Term Proposal(s) | Questions |
|--|---|--|
| <p><u>Communication/Marketing</u></p> <p>No dedicated budget or centralized senior communication in relevant mediums</p> | <ul style="list-style-type: none"> • Fund/Leverage distribution of SASCC “Outlook” publication | <ul style="list-style-type: none"> • If the Town were to partially fund the Outlook would the Town receive page/content access? • Would the Outlook incorporate Los Gatos centric news? • Would this relationship be similar to that with Saratoga? |
| <p><u>Service Coordination and Centralization</u></p> <p>Currently no centralized role for coordination among existing service provision</p> | <ul style="list-style-type: none"> • Provide additional funding to LGS Rec toward senior service staffing • Provide funding to a new service provider | <ul style="list-style-type: none"> • How would service providers approach coordination? • How would service providers channel that coordination to the betterment of the senior community? |
| <p><u>Service Expansion</u></p> <p>Due to Covid related budget impacts LGS Rec currently has 0.5 FTE dedicated to senior services</p> | <ul style="list-style-type: none"> • Provide additional funding to LGS Rec toward senior service staffing • Provide funding to a new service provider | <ul style="list-style-type: none"> • How would service providers prioritize the restoration/initiation of senior services? • How would service providers prioritize the expansion of senior services? • What do service providers feel is the appropriate mix of services in the coming year (consultation, wellness, entertainment, socialization, etc.) |
| <p><u>Volunteer Opportunities</u></p> <p>No centralized platform for senior volunteer opportunities</p> | <ul style="list-style-type: none"> • Leverage CHSSC to identify and promote volunteer opportunities | <ul style="list-style-type: none"> • How would service providers approach building out a volunteer program? • How would service providers utilize volunteers |

| | | to the betterment of the senior community? |
|--------------|--|--|
| <u>Other</u> | | <ul style="list-style-type: none">• Would service providers recommend any other short-term actions for the betterment of the senior community?• What do service providers feel the reach of their proposals will be?• Are service provider proposals sustainable once there is no longer ARPA funding?• What options would service providers suggest for making proposals sustainable in the event they are not self-sustaining without the ARPA funding?• If service providers had to choose one proposal which do they believe is most important for the betterment of the senior community? |



TOWN OF LOS GATOS
COMMUNITY HEALTH AND SENIOR
SERVICE REPORT

MEETING DATE: 07/07/2021

ITEM NO: 2b

DATE: July 2, 2021
TO: Community Health and Senior Service Commission
FROM: Arn Andrews, Commission Liaison
SUBJECT: Receive LGS Recreation Lease Summary

RECOMMENDATION:

Receive LGS Recreation Lease Summary.

DISCUSSION:

In 2009, partially in response to budgetary constraints due to the recession, the Town partnered with Los Gatos-Saratoga Community Education and Recreation (LGS Rec) for the provision of senior services. The partnership became fully operational in FY 2010/11.

As part of the lease agreement with LGS Rec, the Town required that LGS Rec maintain and expand senior services at the Neighborhood Center. The lease stipulates that LGS Rec provision services/programs to include services/programs similar in scope to the following:

- Wednesday afternoon movies (once per month)
- Wednesday games program (weekly)
- Senior center dances (once per quarter)
- Bus trips (once per quarter)
- Senior Thanksgiving dinner (one per year)
- Senior picnic (one per year)
- Senior show (one per year)
- Senior Center newsletter (bi- monthly)
- Information and referral to other agencies (ongoing)
- Recreation classes will be expanded significantly as demand warrants. Examples include: language, arts and crafts, computer, and other special interest classes.

PREPARED BY: Arn Andrews
Assistant Town Manager/Commission Liaison

DISCUSSION (continued):

The original term of the Lease was for twenty (20) years, commencing on January 1, 2010 and ending on December 31, 2029. The Lease also included the option to extend the initial term of the Lease for two (2) additional periods of five (5) years. The initial Lease terms consisted of monthly rent at 25% of fair market rent (FMR) or \$7,500 per month. The lease terms also included increases to the percentage reduction to FMR and stipulated a cap of 45% of the FMR which is currently in place today. Provided below are the monthly and annual rents paid for use of 208 E Main street for the past 10 years.

| | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Actual | 2015 Actual | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Actual |
|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Month | 9,081 | 10,933 | 12,895 | 14,739 | 15,120 | 15,513 | 16,071 | 16,505 | 17,231 | 17,010 |
| Year | 108,972 | 131,202 | 154,744 | 176,872 | 181,440 | 186,157 | 192,859 | 198,066 | 206,781 | 204,120 |

It should be noted that due to the economic impact associated with the pandemic the Town Council has been providing full rent relief to Town tenants since taking action on April 21, 2020. Rent relief is currently scheduled to continue through June 30, 2022.

Memorandum from Community Health and Senior Services Commission (CHSSC)
Subject: CHSSC Accomplishments FY 2020 and FY 2021
Author: George Rossmann, Chair, CHSSC
Date: June 24, 2021

FY2020 (Community and Senior Services Commission (CSSC) to begin the year)

1. Evaluated fourteen Human Services Grants and awarded twelve grants to non-profit agencies.
2. Revised the Agency Site Visit Report to more effectively assess program impact and identify barriers to fulfilling program objectives. Made site visits to all the grant recipients and reported the findings to the commission.
3. Reviewed and edited proposed revisions to the rubric for the community grant program.
4. Completed and distributed a service provider infographic.
5. Reviewed the duties and functions of the CSSC as specified in Resolution 2016-054 and recommended updates to the resolution, such as focusing more attention on the public health needs of the community. The town council accepted these recommendations and issued Resolution 2020-012.
6. Submitted proposals to GPAC 2040 covering policies and goals for Public Health Services and Senior Services. Presented these proposals at GPAC meetings.
7. Regularly attended meetings of the following agencies - Los Gatos Service Providers, Santa Clara County Department of Aging and Adult Services, and the Age-Friendly Collaborative. Reviewed and commented on the SCC Age-Friendly 3 year Plan.

FY2021 (now CHSSC)

1. Proposed additions to the Public Health component of the General Plan on the issue of race, diversity, and inclusiveness, and environmental, racial, and social justice and presented them to the GPAC.
2. Participated in the Senior Agenda Network Summit focused on digital inclusion.
3. Organized and staffed a booth at two Senior Resource Drive Thru Fairs. The fairs drew 200 vehicles in October and 50 vehicles in April, respectively, with multiple passengers.
4. Initiated a marketing campaign to publicize the commission – who we are, what resources we provide. Presentations were made to the Los Gatos Service Providers, the Rotary and Lions Clubs, and Kiwanis, An article was prepared for publication in Los Gatos Living.
5. Using the new community grant rubric, CHSSC evaluated 15 one-time grant applications, 7 one-time applications, and 4 sustaining applications.

6. Created an email address, chssc@losgatosca.gov, to further interaction with the Los Gatos community.

7. Held a meeting with Town Council to discuss the addition of Diversity/Equity/ Inclusion and Engaging Seniors to the town's priorities for FY 2021-2023. Presented 2nd half FY 2021 and FY 2022 goals to the Town Council and were directed to review the current senior service provision in the Town and identify any gaps that exist in senior services.

8. Benchmarked surrounding communities – Campbell, Los Altos, Saratoga, and Cupertino - to assess their senior service provisioning.

9. Developed a Work Plan built around biweekly meetings to understand the existing service provision in Los Gatos, identify service gaps, review alternative business models, and make recommendations to fill the gaps. Received presentations from local and regional service providers, Santa Clara County Adult Services, and a number of adjacent cities. Summarized their service offerings and assessed their business models.

10. Held a second meeting with the Town Council to present the results of the commission's investigations. Five areas were identified for Council consideration – Marketing, Facilities, Service Coordination, Service Expansion, and Volunteer Opportunities. Short term and long term proposals in each of these areas were offered. Town Council then provided direction to staff and CHSSC.