



**TOWN OF LOS GATOS  
COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION  
SPECIAL MEETING  
DECEMBER 15, 2023  
100 VILLA AVE  
LIBRARY CONFERENCE ROOM  
5:00 P.M.**

*Jeffrey P. Blum, Chair  
Eleanor Yick, Vice Chair  
Dick Konrad, Commissioner  
George Rossmann, Commissioner  
Pradeep Khanal, Commissioner  
Lydia Norcia, Commissioner  
Lincoln Withrow, Youth Commissioner  
Mary Badame, Council Liaison*

**IMPORTANT NOTICE**

This meeting will be held in-person at the Library Conference Room Los Gatos CA 95030.

**PARTICIPATION IN THE PUBLIC PROCESS**

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you are interested in providing oral comments during the meeting, you must attend in-person and complete a "speaker's card" and return it to the staff. If you wish to speak to an item on the agenda, please list the item number. The time allocated to speakers may change to better facilitate the Commission meeting. You are welcome to submit written comments via email to [Clerk@losgatosca.com](mailto:Clerk@losgatosca.com).

Public Comment During the Meeting:

- 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 Town meeting.
- Speakers at public meetings will be asked to provide their full name and to state whether they are a resident of the Town of Los Gatos. This information is optional and not required.

Deadlines for Public Comment and Presentations are as follows:

- If you are unable to participate in person, you may email [Clerk@losgatosca.com](mailto:Clerk@losgatosca.com) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to Commission must provide the comments as follows:
  - For inclusion in an Addendum: by 11:00 a.m. the Tuesday or Wednesday before the Commission meeting
  - For inclusion in a Desk Item: by 11:00 a.m. on the day of the Commission Meeting
- Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to [Clerk@losgatosca.gov](mailto:Clerk@losgatosca.gov), to the by 12:00 p.m. the day of the meeting.

**TOWN OF LOS GATOS  
COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION  
SPECIAL MEETING  
DECEMBER 15, 2023  
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5:00 P.M.**

**CALL MEETING TO ORDER**

**ROLL CALL**

**VERBAL COMMUNICATIONS** *(Members of the public are welcome to address the Community Health and Senior Services Commission on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

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

1. Election of Chair and Vice Chair for 2024 (Action Item)
2. Receive an update on the Interim Community Center (Presentation Item)
3. Review and approve documents provided by the CHSSC Brochure Task Force (Action Item)
4. Receive report on .2FTE absorption in Town staff (Presentation Item)
5. Receive Reports from the Senior Road Map Task Forces regarding progress on Senior Road Map goals (Discussion Item)
6. Discuss report for public comment submission to Council (Discussion Item)
7. Appoint a Representative to the Diversity, Equity, and Inclusion Commission (Action Item, No Report)

**ADJOURNMENT**

<p><b><i>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]</i></b></p>
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**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION REPORT**

MEETING DATE: 12/15/2023

ITEM NO: 1

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DATE: December 15, 2023  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Election of Chair and Vice Chair for 2024

REMARKS:

The CHSSC may nominate and select a Chair and Vice Chair from sitting Commission members.  
The Chair and Vice Chair will set agendas and preside over meetings for the 2024 calendar year.

PREPARED BY: Ryan Baker  
Library Director



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION REPORT**

MEETING DATE: 12/15/2023

ITEM NO: 2

DATE: December 15, 2023  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Receive an Update on the Interim Community Center

REMARKS:

On August 15, 2023, the Town Council allocated \$866,281 to a Community Center Development Fund to design and construct near-term improvements to the Adult Recreation Center to achieve two major purposes. One purpose is to facilitate the use of space for a variety of non-profit agencies to provide services to the community. The second purpose is to reconfigure the existing space to provide better services to adults by making it more open and inviting to the community. Staff will be referring to this project going forward as the "Interim Community Center" project.

Town staff investigated some logistics of the proposal and returned to Council on November 21, 2023 to clarify goals and direction. The Staff Report submitted to Council on that date is attached for background and reference (Attachment 1).

These are the next steps that staff anticipates taking prior to returning to the Town Council with a recommended list of physical near-term improvements to the ARC/Community Center (steps that involve direct CHSSC involvement are listed in bold for reference):

1. **Host a convening, as outlined in the staff report, to receive community input on:**
  - a. **Preferred types of community partners/services,**
  - b. **Community partner selection criteria, and**
  - c. **Ideas for near-term improvements to the ARC/Community Center.**
2. **Receive the Community Health and Senior Services Commission's (CHSSC) recommendation on items relevant to the Request for Proposals (RFP) for community partners, such as the types of community partners and community partner selection criteria.**
3. Return to Council with CHSSC's recommendation for Council input and approval on items relevant to the Request for Proposals (RFP) for community partners, such as the types of community partners and community partner selection criteria.
4. Issue the RFP.
5. Return to Council with the final selection of community partners.

PREPARED BY: Ryan Baker  
Library Director

SUBJECT: Receive an Update on the Interim Community Center

DATE: December 15, 2023

REMARKS (continued):

6. Discuss any potential physical near-term improvements and operational support needed by selected community partners with Los Gatos Saratoga Recreation (LGS Recreation).
- 7. Receive CHSSC's recommendation on near-term improvements and operational support for Council's consideration, taking into account ideas shared at the community convening and budget constraints.**
8. Return to Council with CHSSC's recommendation on near-term improvements and operational support for consideration. If physical near-term improvements are expected to exceed the funding available, Council would be asked to prioritize the items. While timing may vary, staff aims to return to Council in spring 2024 with this item.
9. Hire an architect to provide cost estimates for the prioritized items.
10. Return to Council with cost estimates for selection of which prioritized items to move forward for design and bidding.

The convening for community input meeting noted in item 1 will be coordinated by Town staff and noticed as a meeting of the CHSSC so that all Commissioners may participate. The date of the meeting will likely be in late January and a location to be determined.

ATTACHMENTS:

1. November 21, 2023 Council Meeting Staff Report regarding Interim Community Center



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 11/21/2023

ITEM NO: 15

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DATE: November 9, 2023  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Receive an Update on the Interim Community Center and Provide Direction

**RECOMMENDATION:**

Receive an update on the Interim Community Center and provide direction.

**BACKGROUND:**

On August 15, 2023, the Town Council allocated \$866,281 to a Community Center Development Fund to design and construct near-term improvements to the Adult Recreation Center to achieve two major purposes. One purpose is to facilitate the use of space for a variety of non-profit agencies to provide services to the community. The second purpose is to reconfigure the existing space to provide better services to adults by making it more open and inviting to the community.

The near-term improvements would be informed by convening a group of interested residents and community partners focused on older adult services and general community services. This group would be engaged in making recommendations about improvements to the existing facility. The group would include representatives of the Community Health and Senior Services Commission (CHSSC), Los Gatos Friends of Older Adults that Thrive, Los Gatos-Saratoga (LGS) Recreation, Successful Aging Solutions & Community Consulting (SASSC), non-profits who provide services, faith leaders, potentially representation from Supervisor Joe Simitian's Office, and others. The Town Council motion requested that the recommendation(s) from staff and this group would be considered by the Town Council during the development of the 2024 Capital Budget.

**PREPARED BY:** Katy Nomura  
Assistant Town Manager

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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BACKGROUND (continued):

Over the years, the Town has completed several improvements at the Adult Recreation Center. The following table includes a list of completed projects since 2020 as well as projects in the pipeline and anticipated needs.

<b>Adult Recreation Center- Improvements and Repairs Since 2020</b>				
	<b>Project</b>	<b>Contractor</b>	<b>Cost</b>	<b>Completed</b>
1	Boiler replacement	Air Systems Inc.	\$17,000	2020
2	Chiller replacement	Foothill Heat and AC	\$55,600	2020
3	Water heater replacement	OC McDonald	\$4,934	2021
4	ADA restroom architect plans & specifications	The KPA Group	\$35,000	2021
5	Move out/in for flooring	Ind Facility Resource	\$11,600	2022
6	Flooring - entire building	Shaw Flooring Inc.	\$140 ,000	2022
7	Door trimming for flooring (12)	PPW-Facilities	\$1,570.90	2022
8	HVAC units (18) /interior paint	Foothill Heat and AC	\$195,000	2023
9	ADA parking lot & entrance – plans & specifications and survey	The KPA Group	\$30,000	2023
10	ADA restroom	Tucker Const. Inc.	\$276,000	Est. 6/30/24
11	FY 23-24 Community Grant: new kitchen appliances	N/A	\$12,000	2024
		<b>TOTAL</b>	<b>\$766,705</b>	
	<b>Anticipated and Unfunded Needs</b>	<b>Contractor</b>	<b>Estimated Cost</b>	<b>Recommended</b>
12	ADA compliant parking lot & entrance		\$400,000	ASAP
13	Window replacements - wall patch/paint		\$150,000	2024/25
14	Roof tune-up (adds 5 years of life to roof)	Facilities/Cal Roofing	\$5,000	2025
15	Exterior paint		\$40,000	2027
16	Roof replacement		\$100,000	2030
		<b>TOTAL</b>	<b>\$707,000</b>	

DISCUSSION:

A full remodel of the Adult Recreation Center to transform it into a Community Center would be a multi-million-dollar project that would need to be considered as part of the longer-term Capital Improvement Program. Any large investments to remodel the facility should be reserved for the full remodel to ensure that the transformation of the facility is planned holistically and that financial resources are used in the most efficient manner possible.

With that in mind, this discussion focuses on near-term improvements that can be implemented in the interim without substantial remodeling. It is staff's understanding that the intention of these near-term improvements is to reposition the Adult Recreation Center as a Community Center and to provide space for community partners to engage the public.

The following sections outline opportunities and considerations to achieve this goal. The Town is still in the very early stages of this process and will continue to seek input from the Town Council, the CHSSC, residents, and community partners. As directed by the Town Council in August, staff is planning to host a convening in the form of a CHSSC meeting dedicated to an interim Community Center discussion in which residents, community partners, faith leaders, non-profits, and the public will all be invited to participate. Council's direction on the items in this report is useful to preparing for the convening.

**Physical Space and Improvements**

Since the Adult Recreation Center is leased to LGS Recreation, staff discussed with LGS Recreation what physical space might be available for community partners to use. While much of the facility is fully programmed, LGS Recreation saw the value in bringing in community partners and was able to offer two desk spaces near the front entrance (roughly 45 square feet) as well as a small meeting room (roughly 130 square feet) without impacting existing services. The total size of this available space is approximately 175 square feet. Depending on the uses, other spaces could be considered based on availability; however, there are operational considerations as discussed later in this report.

Staff recognizes that there may be a desire to rename the facility to reposition the Adult Recreation Center as the Los Gatos Community Center. If a renaming is pursued in the interim, a new sign for the building would need to be made and installed with an estimated cost of \$5,000 to \$10,000 for metal cut out letters or \$20,000 to \$30,000 for an electrical illuminated sign.

While improvements have been made to the lobby over the years, including new lighting and paint, the addition of wayfinding signage and modifications to prevent unauthorized access upstairs could be beneficial in the near-term. These improvements are estimated to cost \$30,000 to \$40,000.

DISCUSSION (continued):

Other minor near-term improvements may surface as input is received and as community partners are identified.

Staff will return to the Town Council with recommended near-term improvements. The Council motion directed staff to bring the recommendations for consideration during the Capital Budget process. While the Proposed FY 2024/25 Capital Improvement Budget would include the Interim Community Center project and its funding, there are additional steps that would need to be taken prior to construction.

For this reason, after the convening, staff would prepare the community and staff's recommended near-term improvements for Council consideration in late winter/early spring 2024. Town Council would be asked to prioritize the recommended near-term improvements as it is likely that there will be more ideas than the funding would support. Then, staff would hire an architect to cost the items. This expenditure would be deducted from the allotted funding for the project. With cost estimates, Council would then be asked to select the preferred near-term improvements for design and bidding.

**Operational Considerations**

Cost of the Space and Associated Services

Due to the existing lease with LGS Recreation, the costs of the space used by the community partners would need to be borne by either the Town or the community partners. For example, the Town could enter into a potential lease amendment to reduce LGS Recreation's rent for the Adult Recreation Center as they will be leasing less space for their services. The Town could then subsidize the square footage used by the community partners by not charging rent or charging a reduced rent.

Alternatively, the Town could maintain the existing lease with LGS Recreation and enter into a separate service agreement where the Town would pay LGS Recreation for providing coordination and hosting of community partners, including room scheduling, client coordination, office support, janitorial services, etc.

A third approach could be a hybrid of the two in which the lease with LGS Recreation remains unchanged and LGS Recreation enters into agreements with the community partners who would pay a fee to use the space as well as their fair share of the costs for use of LGS Recreation equipment (e.g., copiers), security, storage, internet, janitorial services, and other administrative support.

DISCUSSION (continued):

It would be beneficial for the Town Council to provide direction as to whether it is expected that community partners should contribute to these costs or if space and other services should be provided to them for free.

Selection of Community Partners

The selection of community partners needs to be part of a competitive Request for Proposals (RFP) process. The RFP would include selection criteria to evaluate community partner proposals. Any suggestions the Town Council has for selection criteria are welcome at this time. Input will also be solicited from the community attendees at the forthcoming CHSSC convening regarding the Community Center near-term improvements. The Council will review the draft RFP and selection criteria prior to it being issued. The final selection of community partners will also be brought to the Town Council for consideration.

After community partners are selected, an agreement with the Town and/or LGS Recreation would likely be needed to address the cost, service, and operational considerations mentioned earlier in the previous section.

CONCLUSION:

Any interim improvements to transition the Adult Recreation Center to a community center should be relatively minor without substantial remodeling. A competitive RFP process will be conducted to select community partners for the community center. Physical improvements and community partner selection will be informed by a CHSSC meeting dedicated to an interim Community Center discussion in which residents, community partners, faith leaders, non-profits, and the public will all be invited to participate. Recommendations on physical improvements as well as community partner selection will be brought to the Town Council for future consideration.

The Town Council is welcome to provide additional direction on the interim use of the Adult Recreation Center/Community Center based on the information contained in this report.

COORDINATION:

The preparation of this report was coordinated with the Town Attorney, the Parks and Public Works Department, and LGS Recreation.

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SUBJECT: Community Center Interim Solution

DATE: November 9, 2023

FISCAL IMPACT:

The \$866,281 allocated to the Community Center Development Fund can be used for near-term improvements to the Adult Recreation Center/Community Center. Additional funding may be required to support the operational and administrative needs of coordinating the community partners and providing the additional services.

PUBLIC COMMENT:

Attachment 1 contains public comment received on this topic.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

ATTACHMENT:

1. Public Comment



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION REPORT**

MEETING DATE: 12/15/2023

ITEM NO: 3

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DATE: December 15, 2023  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Review and Approve Documents Provided by the CHSSC Brochure Task Force

**REMARKS:**

The Brochure Task Force has submitted the attached draft brochures. Should the CHSSC approve the drafts for production, a dollar amount should be decided upon to cover production costs. Costs will be deducted from the CHSSC's budget. While actual cost will vary, a reference point of \$300 should be sufficient to produce 500 glossy, tri-fold brochures and premium paper, including tax and shipping.

The Brochure Task Force will give a verbal presentation at the meeting with additional information.

**ATTACHMENTS:**

Attachments 1 -4: Draft Brochures

**PREPARED BY:** Ryan Baker  
Library Director

## **THE IMPORTANCE OF CHSSC**

The work of the CHSSC is very important because it is focused on the health and welfare of the steadily increasing 55+ Adult population in our town.

In 2017, Los Gatos received official notification of membership in the WHO Global Network of **Age-friendly Cities and Communities**.

Age-friendly communities implement programs and infrastructure features that help older adults thrive and enable people to stay active; keep connected; and contribute to their community's economic, social, and cultural life.

Whether you're a senior seeking support or a community member looking to get involved, we welcome your participation and feedback.

Please visit our website, attend our meetings, or reach out to us through the contact information below. Together, we can make Los Gatos a healthier and happier place for all.

*For more information, please contact:*

**Website:**  
[https://www.losgatosca.gov/385/  
/Application-Process](https://www.losgatosca.gov/385/Application-Process)

**Email:**  
[CHSSC@losgatosca.gov](mailto:CHSSC@losgatosca.gov)

## ***LOS GATOS COMMUNITY HEALTH & SENIOR SERVICES COMMISSION (CHSSC)***

*Enhancing Lives*

*Building Community  
(2024)*

**GET IN TOUCH**

**(TOWN LOGO)**

## **PURPOSE OF THE CHSSC**

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 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:

- The relevant goals and objectives contained in the Human Service Element of the Town's General Plan; and
- The coordination of community services programs between the Town and other agencies, both public and private; and
- Emerging community needs, including demographic and economic trends.

The Commission shall make recommendations to Town Council concerning the Town's annual Community Grants Program.

## **WHAT CHSSC DOES**

The CHSSC is guided by the following core missions:

### **1. Health and Wellness**

We promote health and wellness initiatives to ensure our community members have access to the resources and programs they need to stay healthy and active.

### **2. Support and Resources**

We provide support, resources, and services for seniors, empowering them to lead fulfilling, independent lives and stay engaged in the community

vision and plans for senior service provision in Los Gatos. The Roadmap was developed by a Senior Services Committee through a year and a half long process of extension research and community outreach. The Roadmap identified 7 goal areas.

The Community Health and Senior Services Commission (CHSSC) has been tasked with overseeing the implementation of the Senior Roadmap's 7 Goals:

- Appealing and Inviting Facility..
- Core Senior Services
- Communications and Engagement.
- Volunteer Support and Engagement.
- Enhanced Transportation Options for Older Adults.
- Senior Housing – Information on Approaches and Options.
- Integrated Governance, Funding, and Accountability for Senior Services.

## **CURRENT AREA OF FOCUS**

In early 2023, the Los Gatos Town Council endorsed a Senior Services Roadmap that established a long-term

DRAFT

## **THE IMPORTANCE OF CHSSC**

The work of the CHSSC is very important because it is focused on the health and welfare of the steadily increasing 55+ Adult population in our town.

In 2017, Los Gatos received official notification of membership in the WHO Global Network of **Age-friendly Cities and Communities**. Age-friendly communities implement programs and infrastructure features that help older adults thrive and enable people to stay active; keep connected; and contribute to their community's economic, social, and cultural life.

For more information, please contact:

**WEBSITE:**

<https://www.losgatosca.gov/385/Application-Process>

**EMAIL:** [CHSSC@losgatosca.gov](mailto:CHSSC@losgatosca.gov)

**(TOWN LOGO)**

# ***LOS GATOS COMMUNITY HEALTH & SENIOR SERVICES COMMISSION (CHSSC)***

***Enhancing Lives***

***Building Community  
(2024)***

## PURPOSE OF THE CHSSC

The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies specifically, on the 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.

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## CURRENT AREA OF FOCUS

In early 2023, the Los Gatos Town Council endorsed a Senior Services Roadmap that established a long-term vision and plans for senior service provision in Los Gatos. The Roadmap was developed by a Senior Services Committee through a year and a half long process of extension research and community outreach. The Roadmap identified 7 goal areas.

The Community Health and Senior Services Commission (CHSSC) has been tasked with overseeing the implementation of the Senior Roadmap's 7 Goals:

- Appealing and Inviting Facility..
- Core Senior Services
- Communications and Engagement.
- Volunteer Support and Engagement.
- Enhanced Transportation Options for Older Adults.
- Senior Housing – Information on Approaches and Options.
- Integrated Governance, Funding, and Accountability for Senior Services.



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION REPORT**

MEETING DATE: 12/15/2023

ITEM NO: 4

DATE: December 15, 2023  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Clarification on .2FTE Identified in Senior Roadmap and Absorbed by Town Staff

**REMARKS:**

This report is intended to address any confusion that has arisen in term of roles and responsibilities of the .2 FTE (point two full-time equivalent) identified in the Senior Road Map and absorbed by existing Town staff.

The Senior Road Map was endorsed by Council on February 7, 2023 with direction for implementation give at Council's March 7, 2023 meeting. In the March meeting, the discussion of the Road Map's recommendation for a .2FTE staff person was addressed with the final direction being that the position would be absorbed into current Town staff workload without an additional allocation of funding or hiring of additional personnel.

As the Senior Road Map is a new project that adds additional workload, the .2FTE is interpreted as the equivalent of number of hours contributed by a combination of staff members totaling one-fifth of the number of hours constituting a full-time position. It is not interpreted as a single employee assigned to a role, nor as an employee to receive assignments from the CHSSC. This allows flexibility for staff with the best fit for subject area expertise and/or authority to take on portions of the work in the most efficient manner. Work undertaken by staff on items related to Road Map goals include, but are not limited to:

- Communication with public
- Consultation and internal communication with the CHSSC Chair
- Legal reference and research
- Communication and coordination with service partners
- Preparation and presentation of reports to Council on Senior Road Map related items
- Preparation of CHSSC documents related to Senior Road Map items

**PREPARED BY:** Ryan Baker  
Library Director

PAGE 2 OF 2

SUBJECT: Clarification on .2FTE Identified in Senior Roadmap and Absorbed by Town Staff

DATE: December 15, 2023

REMARKS (continued):

- Interim community center project management
- Design and preparation of marketing materials
- Meetings with individual Commissioners, community members, or stakeholders
- Administrative processing
- Grant administration
- Contracts and agreements

Staff involved in this workload to-date have included:

- Town Manager
- Assistant Town Manager/Staff Liaison
- Administrative Analyst
- Town Clerk
- Deputy Clerk
- Executive Assistant to the Town Manager
- Library Director/Staff Liaison
- Town Attorney
- Town Facilities Manager
- Town Finance Manager
- Finance Administrative Technician

It should be noted that there was discussion of a proposal early in the year by LGSRec to hire a .2FTE case manager as part of their “high tier” package of proposed services. This .2FTE case manager proposal was for staffing at LGSRec and would have been separate and unrelated to the .2FTE identified in the Road Map. Funding for this proposal was not granted by Council.



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION REPORT**

MEETING DATE: 12/15/2023

ITEM NO: 4

DESK ITEM

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DATE: December 15, 2023  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Clarification on .2FTE Identified in Senior Roadmap and Absorbed by Town Staff

**REMARKS:**

Attachment 1 contains public comments received before 11:00 a.m. Friday, December 15, 2023.

**Attachments Received with this Desk Item:**

1. Public comments

**PREPARED BY:** Ryan Baker  
Library Director

**From:** Tom Picraux  
**Sent:** Thursday, December 14, 2023 12:52 PM  
**To:** Ryan Baker <[RBaker@losgatosca.gov](mailto:RBaker@losgatosca.gov)>  
**Subject:** CHSSC public comment

[EXTERNAL SENDER]

Hi Ryan,

Attached is public comment for tomorrow's CHSSC meeting which I am unable to attend. While I realize its not always possible to do everything I felt it was only fair to point the missing background out and hope it will not upset people.

Tom

Tom Picraux, president  
LG Foundation for Older Adults to Thrive  
[redacted]

Public Comment

CHSSC Meeting, 12/15/2023, Item No. 4

In Item 4 regarding clarification on 0.2 FTE identified in the LG Senior Services Roadmap the Town has stated that this work has been distributed over and absorbed by eleven (11) different Town staff, work largely as part of supporting the Commission. As a member of the Los Gatos community of older adults I am extremely grateful for this work and applaud the dedication of the staff in their work.

However, it should be pointed out that this clarification misses the intent of the roadmap. The Roadmap states in Year One Implementation, Item 3:

“Create an Age-Friendly Coordinator position (0.2 FTE) as the central point of contact for coordination of Town and community older adult services, initiatives, and accountability.” As former chair of the LG Senior Services Committee that developed the Town Council endorsed Roadmap, I continue to believe there would be significant benefit derived from the identification of a specific individual in the Town administration as the point of contact for implementation of the Roadmap.

Thank you,  
Tom Picraux



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMITTEE REPORT**

MEETING DATE: 12/15/2023

ITEM NO: 5

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DATE: December 15, 2023  
TO: Community Health and Senior Services Committee  
FROM: Ryan Baker, Library Director  
SUBJECT: Reports from Senior Road Map Task Forces Regarding Senior Road Map Goals

**REMARKS:**

Chair Blum has asked that the Senior Road Map Task Forces report out on their established goals, timelines, and steps taken in their work during the past month.

Submitted written reports are included as attachments.

**ATTACHMENTS:**

Attachment 1: Report from Commissioner Khanal  
Attachment 2: Report from Vice Chair Yick

**PREPARED BY:** Ryan Baker  
Library Director



- Achieve increased community use of existing Bus 27 and use data to advocate for expanded local VTA transit services. Q2/26	
- Develop "Transportation Los Gatos" software that links all forms of mobility (FlexDenmark Model). Q1/32	
<b>PROJECT T2: Advocate for an Age-Friendly Walking Plan</b>	<b>Community feedback collection in progress. No concrete progress yet on action items.</b>
- Coordinate with existing commissions and the General Plan to advocate for an Age-Friendly walking plan. continuing	
- Create a more walkable Town through signage, increased benches, safer and more accessible sidewalks and crosswalks. Q4/23	
- Create an Age-Friendly accessible walking track (Campbell Community Center track as a possible model) accessible to public at fixed hours, suitable for people with mobility limitations. Q2/26	
- Add new walking paths in Town parks. Q3/24	
- Conduct a senior safety zone study. Q2/25	
- Enhance signage, pavement markings, evaluate extended traffic signal timing, and participate in a Vision Zero collaboration. Q4/26	
<b>PROJECT T3: Expand Mobility Options Including Evenings and Weekends</b>	<b>Initial discussion/exploration</b>
- Work with RYDE to extend weekday hours of service M: Q4/23	Initial offline conversation has started. Extension of RYDE hours or exploration of other ride-sharing options focused on older adults
- Explore Town shuttle options and focus on the best option. Consider fixed+flexible Town shuttle: contract or volunteer based, collaboration with large scale developers and employers, cooperative programs with neighboring cities (e.g. Cupertino VIA shuttle), cooperative programs with new Town community developments, cooperative programs with local businesses or senior housing entities, and explore possible subsidies). M: Q4/24	
- Launch a Town shuttle that provides or includes an evening and weekend older adult transportation service. Q4/26	
- Promote ride voucher programs with health care providers. Q3/25	
- Create or expand existing programs to include a door-to-door shuttle service. M: Q1/32	
	<b>Transportation challenges for older adults</b>
	No standard options focused for senior adults
	First mode of transportation is still through personal vehicles or walking when feasible. Town shuttle or even ride-sharing options should be explored.
	Decent walkway options available but lack of clear signage, instructions for both walking older adults and other others including drivers concerning. This should be a relatively low hanging fruit to ensure safety of walking older adults.

**December 15, 2023**

TO: CHSSC Chair Jeff Blum

FR: Eleanor Yick

RE: Summary Update of Roadmap Goal Areas 2, 3 & 4 (December 2023)

The Los Gatos Town Council accepted the final report of the Senior Services Committee's 10 Year Senior Services Roadmap in early 2023. The Town Council then designated the Community Health and Senior Services Commission as being responsible for overseeing its implementation. Since the Roadmap covers a 10-year span, this summary will update the goals, status, and accomplishments in 2023.

This Summary Status Report for Roadmap Goal Areas 2, 3, & 4 is organized with an overview of the First Steps in each goal area followed by a detailed listing of specific project accomplishments.

**I. SENIOR ROADMAP GOAL AREA 2: CORE SENIOR SERVICES**

(Committee members: Eleanor Yick, Dick Konrad, Lisa Leoni, Kathy Mlinarch, Lydia Norcia, Nancy Pearson, Tom Picraux, George Rossmann, Emily Sprugasi and Martha Sterne)

**The first steps identified for completion in Goal 2 are listed as:**

- a. **Negotiate an agreement for continuation of 55 Plus social, educational, and healthy living program.** The Town of Los Gatos has negotiated an agreement with the LGS Recreation/55+ program to continue service. The Los Gatos Recreation tracks membership enrollment and participation in the many programs that are offered. The current membership number of 804 indicates that the program has continued to grow tremendously and serve our senior citizens. In addition to the core monthly programs outlined in the monthly PRINT, many new programs have been initiated this year: Master's Swimming, pedal boats and kayaking at Vasona Lake, pickleball, First Fridays, Dance Nights, Mother's Day Brunch, Summer Brunch, Smartphone Accessibility Training, Fall Prevention training, etc. The Los Gatos Recreation 55 Plus Program has also secured, through the collaborative efforts of Director Nancy Rollett and State Assemblyperson Gail Pellerin, a one million dollar grant over 4 years to sustain the program through mid-2028. The Town also secured a \$125,000 donation via the efforts of County Supervisor Joe Simitian to support a case manager position and increased staffing of the Adult Day Care program specifically.
- b. **Re-establish adult day care services.** The Los Gatos Adult Daycare Program has reopened in a remodeled space housed at the Los Gatos Methodist Church. Under the leadership of Director Lisa Leoni, the program is currently serving approximately 20 adults with the goal of expanding to 30. In addition to its core program to serve seniors, the program also facilitates caregiver support programs for families and family caregivers. A more extensive update on the Adult Day Care program has also been prepared by CHSSC Commissioner George Rossmann in conversation with Director Lisa Leoni.
- c. **Continue support of community essential core services by non-profits.** Another essential core service is the Live Oak Nutrition Program. Although the program continued in a limited fashion during Covid, Director Kathy Mlinarch has the program fully up and running. A free, hot, nutritious lunch meal is available for seniors 5 days a week. Currently, the program is funded to serve approximately 53 seniors but participation has grown to an average of 80. The program needs additional funding to continue to serve this larger number of participants. The small group of homeless persons living in Los Gatos also participate in this lunch program.

In addition to the free lunch meals, donated food is collected 3 days a week from local stores ( Safeway and Trader Joes) and distributed on Fridays. Starting in January 2024, local restaurants will also be required to participate in this food donation program. There is a need for a pick-up truck to secure these additional food donations, volunteer drivers and additional funding to provide for the increased number of lunch

participants. A more extensive update on the Live Oak Nutrition Program has also been prepared by CHSSC Commissioner Dick Konrad in conversation with Director Kathy Mlinarch.

Other core essential services, such as the establishment of a health clinic in the West Valley and the availability of mental health services, are in process. Supervisor Joe Simitian has been actively involved in the establishment of a health clinic to be located at DeAnza College. In terms of establishing a Mental Health Task Force, an initial Needs Analysis Report on Mental Health Services has been prepared by Commissioners Jeff Blum and George Rossmann.

## **II. SENIOR ROADMPA GOAL AREA 3: Communication and Engagement**

(Committee members: Dick Konrad, Eleanor Yick, Lisa Leoni, Kathy Mlinarch, Lydia Norcia, Nancy Pearson, Tom Picraux, George Rossmann, Emily Sprugasi and Martha Sterne)

### **The first steps identified for completion in Goal 2 are listed as:**

- a. **Expand & promote information HUB:** The HUB is intuitive and has been expanded significantly over the past year. This is an on-going process. As new requests come in, additional information is added to the HUB. A HUB card has been created and distributed for both display and distribution at or to the following places: LG Rec 55+ program, the library, Town office, Numi Museum, the LG Police Department, KCAT, the Chamber of Commerce, Town councilmembers and CHSSC members. Plans are in place for HUB volunteers to visit local senior housing facilities and nonprofit groups in 2024 to expand awareness of the HUB and all the information it contains. Members of the CHSSC also participate in Sourcewise and the West Valley Service Providers meetings in order to stay aware of services that are available for seniors and can be linked to on the HUB.

LG Recreation staff serves as the primary developer/administrator of the HUB. The 55 Plus has a small group of volunteers to edit the HUB for accuracy but a small group of seniors is needed to work with the CHSSC to assess the HUB and determine what is needed, missing, etc. Just recently, an online portal has been opened to permit direct submission of suggested edits. The Volunteer link is working on incorporating other senior services in the community and broaden the HUB's coverage. Liability and risk must be reviewed, as well as redundancy. Lastly, the HUB has also been promoted in The Gatan, The Print, and The Outlook.

- b. **Expand engagement of the senior community by increasing participation in social, educational & healthy living activities.** The Los Gatos Rec 55+ Program publishes *THE PRINT*, which is sent out to all its members monthly and provides them with an extensive listing of available classes and activities for seniors. The 55+ Program also offers monthly "field trips" that allow seniors to not only visit nearby interesting, informative locations and socialize together while enjoying lunch or dinner but also provides safe transportation. The Los Gatos Library also offers many programs of interest to seniors, such as plant-based cooking and eating. Initial meetings have also taken place re: the creation of a community garden and "conversation circles" where small groups can meet.

The 55Plus program tracks membership, member participation in classes and events, and the number of calls received re: senior services. The 55 Plus program is increasing membership and currently has 804 members. The 55+ Program, working in conjunction with SASSAC, will be offering automatic enrollment in West Valley College upon joining or renewal of membership. This status will allow our seniors tremendous access to a wide array of classes at West Valley.

- c. **Engage volunteers to implement programs:** Currently, the HUB does have a link for volunteers. The information found there are links to the Los Gatos Recreation 55 Plus program, membership in 501 © 3 nonprofit service volunteer clubs such as, AAUW, Kiwanis Club, LWV SWSCV, Lions Club, Rotary Club AM & PM, and the Town of Los Gatos. Conversations have been held regarding some redesign

and additions such as, Religious/Spiritual Communities, etc. There is also an extensive list of 501©3 nonprofits operating in Los Gatos that is being vetted to determine who can, who wants or who should be listed. A major area of concern re: volunteers relates to liability issues. A decision has been made that the LG Recreation and/or the Town of Los Gatos will list these opportunities but those who wish to volunteer must deal directly with the organization regarding volunteer activities, location, etc. The LGRec and the Town of Los Gatos assume no responsibility.

### **III. SENIOR ROADMAP GOAL AREA 4: Volunteer Support & Engagement**

(Committee members: Eleanor Yick, Dick Konrad, Lisa Leoni, Kathy Mlinarch, Lydia Norcia, Nancy Pearson, Tom Picraux, George Rossmann, Emily Sprugasi and Martha Sterne)

#### **The first steps identified for completion in Goal 4 are listed as:**

- a. Establish an ad hoc volunteer task force and (c) Engage Service Clubs in the Initiative.** A number of conversations have been held regarding this first goal. Currently, the Goal Area committee, which consists of CHSSC members and representatives from the Los Gatos Recreation, Rotary, Kiwanis, the Episcopal Church and a few other community members, constitutes our Volunteer Task Force. As we continue to seek other members, there is a need for volunteers to serve as ambassadors to our local senior communities and provide feedback on the content of the HUB.
- b. Create a listing of organizations needing volunteers.** Currently, the HUB does have a link for volunteers. The LINKS found there are to: the Los Gatos Recreation 55Plus program, membership in 501 ©3 nonprofit service volunteer clubs such as, AAUW, Kiwanis Club, LWV SWSCV, Lions Club, Rotary Club AM & PM, and the Town of Los Gatos. Conversations have been held regarding some redesign and additions such as, Religious/Spiritual Communities, etc. There is also an extensive list of 501©3 nonprofits operating in Los Gatos that is being vetted to determine who can, who should and/ or wants to be listed as needing volunteers.

The Goal Area 4 Committee has also determined that in order for this area to become a vital part of our Senior Services Program, a coordinator is needed to establish and oversee such a program. Without such a staff person, it will be very difficult to get this Volunteer Program functional.

December 15, 2023

To: CHSSC Chair Jeff Blum

Fr: Eleanor Yick & Dick Konrad

Re: Detailed Report on Goal Areas 2,3,& 4 (December'23)

<b>COAL AREA 2: CORE SENIOR SERVICES</b>	<b>UPDATE AS OF DECEMBER 2023</b>
<b><u>Goal 2. First Steps</u></b>  <b>-Negotiate an agreement for continuation of 55 Plus social, educational, and healthy living program.</b>  <b>-Re-establish adult day care services.</b>  <b>- Continue support of community essential core services by non-profits.</b>	  <b>Completed</b>    <b>Completed</b>  <b>Support is provided by having CHSSC members serve as reps on some non-profits.</b>
<b><u>DETAILS ON EACH PROJECT:</u></b>	
<b>PROJECT S1 Support Continuation of Social, Educational, Healthy Living and Meal Services for Older Adults</b>  - Ensure continuation of senior adult recreation, social, educational and healthy living provided by the 55 Plus program. Q1/23    - Ensure continuation of the Live Oak Nutrition Program and funding to provide food security for older adults. Q1/23         -Promote and enhance food security and healthy options for older adults, including supplemental food collection and distribution, local food bank services, etc. Q3/23   <b>PROJECT S2 Support Re-establishment of Adult Day Care Services</b>  - Promote establishment, support, and use of adult day care services in Los Gatos <u>Q3/23</u>	  <b>The Town of Los Gatos has negotiated an agreement with the LGS Rec/55 Plus program to continue providing social, emotional, educational, and healthy living service. The LG Rec successfully obtained a one million dollar grant over 4 years to sustain the program through mid-2028. The Town also received \$125,000 in funding from the county to support a .2 case manager position &amp; Adult Day Care</b>    <b>Director Kathy Mlinarch has the program up and running. She is funded to serve approximately 53 seniors but is serving an average of 80 per day. There is a need for additional funding. See a full report on the program prepared by Dick Konrad and Kathy Mlinarch. .</b>         <b>Donated food is collected 3 days a week from local stores ( Safeway and Trader Joes) and distributed on Fridays. There is a need for a pick-up truck and volunteer drivers.</b>         <b>The LG Adult Daycare Program has reopened in a remodeled space on the Los Gatos Methodist Church Campus. Under the direction of Director Lisa Leoni, the program is currently serving approximately 20</b>

<p>- Establish facilitated caregiver support programs for families and family caregivers. <u>Q2/24</u></p> <p>- Promote caregiver respite programs. Q4/26</p> <p>- Facilitate an expanded adult day care program with more space and a controlled-access outdoor area to provide services for future growth. <u>Q4/27</u></p> <p><b>PROJECT S3 Support Continuation of Other Core Services in Los Gatos by Community Organizations</b></p> <p>- Advocate for support of community nonprofits that provide services and assistance to older adults in Los Gatos (WVCS, SASCC, Next Door Domestic Violence, Jewish Family Services, House of Hope, local hospitals, etc.). <u>Q1/23</u></p> <p>- Promote and advocate on behalf of services for older unhoused people and for those in danger of becoming unhoused. Q3/23</p> <p>- Advocate for and seek to expand the availability of case management workers serving older adults in Los Gatos. <u>Q4/24</u></p> <p>- Establish an ongoing mentor program to enlist local organizations and seniors with special skills to provide social, educational &amp; healthy living enrichment courses. Q2/24</p> <p>- Promote County fall prevention programs. <u>Q3/23</u></p> <p>- Promote programs that provide information on personal safety devices, scam/fraud avoidance, and legal assistance. Q3/24</p>	<p>adults. There is a goal to expand to 30. See the full report on the program prepared by George Rossmann and Lisa Leoni.</p> <p><b>Provided through the Adult Daycare Program.</b></p> <p><b>Future planning.</b></p> <p><b>Future planning!!!</b></p> <p><b>Awareness of these services is provided thru The Outlook, the Print, the HUB, The Gatan, and postings in the 55 Plus program lobby. Access to HUB cards has been provided by placement of the HUB cards in 10+ locations throughout LG.</b></p> <p><b>The Town of Los Gatos allocated \$100,000 to support services for older unhoused adults. This allocation supports weekly showers, free lunches, and temporary housing during extremely hot or cold weather.</b></p> <p><b>Dedicated funding is desired. The Town has received funding that could be used support such a position.</b></p> <p><b>Future planning; need for a coordinator to establish and track such a program.</b></p> <p><b>Periodic programs are offered by LGRec/55 Plus program and the library.</b></p> <p><b>Periodic programs are offered by LGRec/55 Plus program and the library.</b></p>
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<p><b>PROJECT S4 Support CHSS Commission Objectives to Establish a West Valley Health Clinic with Mental Health Services</b></p> <ul style="list-style-type: none"> <li>- Support the Community Health and Senior Services Commission efforts, as well as those by community groups and the County to establish a health clinic in the West Valley. <u>Q2/23</u></li> <li>- Monitor and promote County initiatives and government grant opportunities to provide mental health services in the West Valley.</li> <li>- Promote establishment of a mental health task force in the West Valley. <u>Q4/23</u></li> <li>- Create a mental health information directory. <u>Q4/24</u></li> </ul>	<p><b>In process through the efforts of Supervisor Joe Simitian's office in conjunction with De Anza College.</b></p> <p><b>In process through the efforts of Supervisor Joe Simitian . Set up of the 988 call center has been established.</b></p> <p><b>See the initial Needs Analysis of Mental Health Services prepared by Commissioners Jeff Blum and George Rossmann. The report calls for the establishment of a Task Force to develop a Roadmap similar to the Senior Services Roadmap.</b></p> <p><b>Future planning. Currently, LGS created the LGS Connect resource for youth, collaborated on the HUB for 55 Plus, and information is available in both The Print and the Outlook. Navigator program also provides information.</b></p>
<p><b>PROJECT S5 Expand Use of Parks, Community Gardens, and Other Facilities</b></p> <ul style="list-style-type: none"> <li>- Support the efforts of the Parks Commission as they relate to senior use of parks, community gardens and related facilities.</li> <li>- Establish exercise programs in parks and on Town plaza. <u>Q4/23</u></li> <li>- Initiate a program to enhance cluster seating in park for meet up areas. <u>Q2/24</u></li> <li>- Support and promote establishment and multigenerational use of community gardens (volunteer planning, landscape design, site plot layout). <u>Q4/24</u></li> <li>- Expand recreational use of existing parks and facilities (e.g., pickleball by striping to selected Town tennis courts, bocce ball facility renovation at Oak Meadow Park, establish lawn bowling site, etc.). <u>Q1/26</u></li> </ul>	<p><b>Efforts are supported by attendance at Park Commission meetings and contacts with the Director of Parks and Public Works. Spoke at Town Council meeting requesting a Senior Friendly Community Garden.</b></p> <p><b>Los Gatos Rec and the Parks Commission need to work out a program.</b></p> <p><b>Cluster seating was discussed with the Parks Commission and the Director of Parks and Public Works.</b></p> <p><b>Attended a Town Council meeting and recommended speeding up the establishment of the Community Garden. We are in regular contact with Kevin Arroyo who has been the lead on garden planning by the public.</b></p> <p><b>Pickleball expansion is being investigated by the Parks Commission and Town Staff. LG Rec/55Plus Program has already expanded their program to include pickleball.</b></p>

<p><b>PROJECT S6 Health and Welfare Assessment</b></p> <p>- Provide a continuing assessment of community essential services for older adults in Los Gatos. Q1/24</p> <p>-Review the welfare safety net status for older adults and the utilization and coordination of older adult services with County and community non-profit programs. <u>Q1/26</u></p>	<p><b>A Community wide survey was conducted prior to the creation of the Senior Services Committee and Roadmap. Utilizing those results and follow up mini surveys, continuing community needs are assessed.</b></p> <p><b>We are working with Sourcewise and selected providers. Community members serve on county wide task forces and/or organization to keep us in the loop. Recently, ADRCs (Aging and Disability Resource Connection) funding has been allocated and will be awarded to a local organization to implement.</b></p>
<p><b>GOAL 3: COMMUNICATION &amp; ENGAGEMENT</b></p>	<p><b>STATUS UPDATE AS OF DECEMBER 2023</b></p>
<p><b>FIRST STEPS:</b></p>	
<p><b>*Expand &amp; promote information HUB</b></p> <p><b>•Expand engagement of the senior community by increasing participation in social, educational &amp; healthy living activities.</b></p> <p><b>•Engage volunteers to implement programs</b></p>	<p><b>The HUB has been substantially expanded and a HUB card has been distributed throughout the community. The 55Plus program tracks membership and the number of calls received re: senior services. The 55 Plus program is increasing membership: currently has 804 members.</b></p> <p><b>Volunteers have implemented First Fridays Happy Hours for Seniors and have helped the Adult Day Care Program and the Live Oak Nutrition program.</b></p>
<p><b>DETAILS ON EACH PROJECT:</b></p>	
<p><b>PROJECT C1: Information HUB Development and Deployment</b></p> <p>-- Refine, edit, and broaden HUB 2.0 to make access to senior services much more intuitive and broaden HUB coverage to include other senior services in the local community: Q4/23</p> <p>- Recruit and sustain a volunteer Hub advisory group to collect information on what's not available, help maintain the accuracy of the HUB information and promote HUB. Q2/23</p>	<p><b>The HUB is intuitive and has been expanded significantly. This is an on-going process. As new requests come in, additional information is added to the HUB. The Volunteer link is working on incorporating other senior services in the community and broaden the HUB's coverage. Liability and risk must be reviewed, as well as redundancy. .</b></p> <p><b>Early planning: 55 Plus has a small group of volunteers to edit the HUB for accuracy. A small group of seniors is needed to work with the CHSSC to assess the HUB and determine what is needed, missing, etc. LG Recreation staff edits and updates the HUB as needed.</b></p>

<ul style="list-style-type: none"> <li>- Develop a program with merchants to help promote Hub. Q2/23</li> <li>- Identify a HUB administrator with technical skills to incorporate identified missing services and maintain the HUB advisory group. Q2/24</li> <li>- Create conceptual design including master release schedule e.g., 2.0, 3.0, 4.0. Q2/24</li> <li>- Evaluate the benefits of developing a mobile app. Q4/24</li> <li>- Invite the creator of Cupertino Senior Services website to review and make suggestions. Q4/23</li> <li>- Coordinate with government agencies to take advantage of resources. Q2/24</li> <li>- Partner with District 5 County Supervisor to benefit other cities and offset costs. Q2/24</li> <li>- Incorporate video tutorials into HUB (e.g., how to sign up for RYDE, etc.) and explore and utilize evolving technology tools Q4/24</li> <li>- Use digital inclusion initiatives to teach people how to access information on the HUB, use QR codes, etc. Q4/23</li> <li>- Utilize KCAT to advertise and to help develop videos for HUB. Q2/24</li> <li>- Continue tracking HUB clicks and identify the most popular areas. Q1/23</li> <li>- Continue tracking the number of calls that come into the office for older adult information from all sources (55 Plus; Chamber; Others). Q1/23</li> <li>- Require Town participation and promotion to ensure success of objectives. Q1/23</li> </ul>	<p><b>The HUB card has been distributed to 10+ locations in the community. The Chamber has agreed to have a CHSSC member speak at the meeting of the local businesses about the HUB.</b></p> <p><b>LG Recreation staff serves as the primary developer/administrator. Edits and updates of the HUB are on-going.</b></p> <p><b>In discussion</b></p> <p><b>In discussion</b></p> <p><b>Completed; the Cupertino Senior Services manager visited the LGS site and provided positive feedback on the design.</b></p> <p><b>Coordination has been established with local, county, and state officials.</b></p> <p><b>In discussion</b></p> <p><b>In discussion</b></p> <p><b>In discussion. LG Rec has covered these topics in the Tech with Teens program and Resource Fair, but additional opportunities may be made available.</b></p> <p><b>55Plus and CHSSC need to work with KCAT to accomplish this goal</b></p> <p><b>55 Plus program does this continually but is unable to identify most popular areas due to software limitations.</b></p> <p><b>On-going</b></p> <p><b>The Town has not yet identified a .2 person to do this.</b></p>
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<p><b>PROJECT C2: Promotion of Community Awareness and Engagement in Services</b></p> <ul style="list-style-type: none"> <li>•Publicize senior services available in LG: <ul style="list-style-type: none"> <li>-nutrition;</li> <li>- adult day services;</li> <li>-recreation and socialization opportunities;</li> <li>-educational opportunities and health fairs.</li> </ul> </li> <li>•Collaborate with other local organizations to promote Town and community events and services.</li> <li>•Join the AARP Network of Age-Friendly Communities</li> <li>•Promote on-going awareness of HUB and Town senior events in Town in social media, website, and newsletter in local newspapers, with articles and ads.</li> <li>•Increase participation in Town events.</li> <li>•Establish an outreach ambassador volunteer program ( go to where older adults live to promote awareness and participation.</li> <li>•Promote use of faith-based community services ( e.g., Jewish Family Services of Silicon Valley’s Aging with Dignity and Healthy aging Programs,</li> </ul>	<p>Articles have been written in The Gatan and The Outlook, which publicize the CHSSC and the 55Plus Program. The Print is available online. There was community participation in the 55 Plus Health Services Fair and the SSAC Health Fair.</p> <p>The PRINT promotes Town and Community events. Local service organizations participated in the Health Services Fair. The Chamber of Commerce also publicizes our events.</p> <p>In process</p> <p>The HUB has been promoted in The Gatan, The Print and The Outlook. A HUB info card is available at 10+ locations in the community.</p> <p>LGRec and CHSSC members are participating in the Christmas parade and discussing participation in Spring into Green.</p> <p>55 Plus is investigating utilizing senior members, who also belong to local adult communities, as ambassadors.</p> <p>CHSSC has requested an invite to address the Interfaith Council to promote the Roadmap and the HUB; we are also in contact with JFS to promote their activities.</p>
<p><b>PROJECT C3: Events Calendar</b></p> <ul style="list-style-type: none"> <li>•Initiate an events calendar website that includes Town meetings and special events.</li> <li>•Establish connectors (APIs) to various organizations information</li> <li>•Include monthly events summary in the monthly older adult newsletters.</li> <li>•Assist with community holiday events and promotion</li> <li>•Develop a mobile app for smart phones to sign up for local events.</li> </ul>	<p>In discussion</p> <p>Contact information is available through the HUB.</p> <p>The Print includes monthly events and The Outlook has basic information.</p> <p>Volunteers are available through the Service Clubs.</p> <p>In discussion</p>

<p><b>PROJECT C4:</b> Provide and Engage Older Adults in Social, Healthy Living, and Life Learning Skills.</p> <ul style="list-style-type: none"> <li>•Promote monthly special social activities</li> <li>•Organize First Friday monthly event</li> <li>•Greatly increase engagement in ongoing LGS Rec activities and classes ( exercise, swimming, etc.) senior club activities and other programs.</li> <li>•Promote programs with emphasis on multigenerational activities</li> <li>•Establish diet, nutrition, &amp; healthy living classes and programs.</li> <li>•Promote technology training programs (including library programs, etc.)</li> <li>•Promote personal safety and cyber security presentations and classes.</li> <li>•Develop training classes to enhance marketable skills</li> <li>•Partnership with West Valley CC to deliver local life-learning courses oriented to older adults.</li> <li>•Develop Distinguished Guest Lecture program</li> </ul>	<p><b>55Plus and LGS already address the majority of these items in C4 on an ongoing basis</b></p> <p><b>The Print promotes Senior Social activities</b></p> <p><b>First Friday events have occurred; currently, looking for a new venue.</b></p> <p><b>LGS publishes a seasonal brochure of available activities and distributes to all households in Los Gatos.</b></p> <p><b>55 Plus used youth volunteers to help with the Annual Picnic. Youth volunteers help with the Live Oak Nutrition and Adult Day Care programs. Youth volunteers help with local programs on digital inclusion.</b></p> <p><b>Periodic programs have been made available through 55 Plus program and the Library.</b></p> <p><b>The 55 Plus and the Library have provided periodic programs.</b></p> <p><b>55Plus and the Library have had speakers on these topics.</b></p> <p><b>SASAC has partnered with West Valley College to offer classes.</b></p> <p><b>LGS has programs that increase skills. SASCC has just established a partnership with West Valley College to enroll seniors and provide free classes.</b></p> <p><b>In process</b></p>
<p><b>Project C5: Transition to In-Person Services at New Community Center.</b></p>	

<ul style="list-style-type: none"> <li>•Publicize new dedicated senior facility space for senior programs.</li> <li>•Have an information kiosk near the entrance to verbal, posted and printed materials, including volunteer information</li> <li>•Central point of coordination for Senior Services including tech support</li> <li>•Large room exercise classes and weekly dance in new community center.</li> <li>•Host local community theater, music, and dance group programs.</li> <li>•Promote engagement by organizing regional large group meetings (SCC Cities Association, SSC Seniors Agenda, Caregiver Conference, Aging Wisely Conference, etc. )</li> </ul>	<p><b>All projects listed below under Project C5 await the opening of a new, Los Gatos Community Center but it should be noted that the current LGS Recreation space provides some of these items.</b></p>
<b>GOAL 4: VOLUNTEER SUPPORT &amp; ENGAGEMENT</b>	<b>STATUS UPDATE AS OF DECEMBER '23</b>
<p><b>Goal 4. First Steps</b></p> <ul style="list-style-type: none"> <li>• <b>Establish an ad hoc volunteer task force.</b></li> <li>• <b>Create a listing of organizations needing volunteers.</b></li> <li>• <b>Engage service clubs in the initiative.</b></li> </ul> <p><b>PROJECT V1: Establish Volunteering Task Force</b></p> <p>- Collaborate with the Community Health &amp; Senior Services Commission and/or other commissions to form an ad hoc task force with Town liaison identified. Consider adding guest members. Q1/23</p> <p>- Develop a list of groups needing volunteers for programs, events, and activities. Q2/23</p> <p>- Establish a joint alliance of service clubs for volunteering composed of a designated person from</p>	<p><b>In process</b></p> <p><b>In process</b></p> <p><b>In process</b></p> <p><b>Many conversations have been held regarding this first goal to form an ad hoc task force with the Town Liaison. Currently, the Goal Area committees, which consist of CHSSC members and representatives from Los Gatos Recreation, Kiwanis, Rotary, the Episcopal Church and a few other community members, constitute our Volunteer Task Force. As we continue to seek other members, there is a need for volunteers to serve as ambassadors to our local senior communities and provide feedback on the content of the HUB.</b></p> <p><b>In process</b></p> <p><b>Nancy Pearson has volunteered to be the point person for setting up at least one meeting per year to discuss goals.</b></p>

<p>each organization with an alliance representative on the ad hoc task force. Q4/23</p> <p><b>PROJECT V2: Recruit and Build a Volunteer Community with the Ad Hoc Task Force</b></p> <ul style="list-style-type: none"> <li>- Establish a process to coordinate between organizations needing volunteers. Q4/23</li> <li>- Provide links on The HUB to organizations needing volunteers. Q2/24</li> <li>- Establish methods for volunteers to connect to opportunities via print and electronic communications. Q2/24</li> <li>- Include volunteer opportunities in local event calendars. Q3/24</li> <li>- Publicize opportunities and recruit volunteers at community events (First Fridays, etc.). Q3/24</li> <li>- Issue volunteer opportunity alerts. Q4/24</li> <li>- Promote volunteerism and explore new ways to marshal the expertise of older adults in Los Gatos.</li> <li>- Ensure equitable and inclusive opportunities to increase engagement of older adult volunteers.</li> </ul> <p><b>PROJECT V3 Establish a Volunteer Corps</b></p> <ul style="list-style-type: none"> <li>- Obtain part time staff support for coordinated volunteer intake and coordination of the Volunteer Core. Q1/25</li> <li>- Establish a volunteer coordinating team with required service clubs' representation. Q1/25</li> <li>- Develop a method for volunteer tracking. Q3/25</li> <li>- Provide periodic events for volunteers to socialize and exchange information on opportunities. Q3/25</li> </ul>	<p>Currently, the HUB does have a link for volunteers. The information found there are links to the Los Gatos Recreation 55 Plus program, membership in 501 © 3 nonprofit service volunteer clubs such as, AAUW, Kiwanis Club, LWV SWSCV, Lions Club, Rotary Club AM &amp; PM, and the Town of Los Gatos. Conversations have been held regarding some redesign and additions such as, Religious/Spiritual Communities, etc. There is also an extensive list of 501©3 nonprofits operating in Los Gatos that is being vetted to determine who can, who wants or who should be listed. A major area of concern relates to liability issues. A decision has been made that the LG Recreation and/or the Town of Los Gatos will list these opportunities but those who wish to volunteer must deal directly with the organization regarding volunteer activities, location, etc. The LGRec and the Town of Los Gatos assume no responsibility.</p> <p>The Goal Area 4 Committee has determined that in order for this area to become a vital part of our Senior Services Program, a coordinator is needed to establish, coordinate and oversee such a program. Without such a staff person, it will be very difficult to get this Volunteer Program functional as envisioned.</p> <p>Future planning</p> <p>Future planning</p> <p>Future planning</p>
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- Establish a senior mentorship service that utilizes talents and skills that can be shared in a multigenerational setting. Q2/25	<b>Future planning</b>
- Develop and coordinate volunteer opportunity exchanges (volunteer tables at Town events, bulletin boards, volunteer fair, etc.). Q4/25	<b>Future planning</b>
- Develop opportunities exchange site on the HUB. Q4/25	<b>Future planning</b>
- Establish a referral process to support connections between those with needs for household chores and service providers, clubs (including high school and middle school), other groups interested in volunteering and local businesses. Q4/26	<b>Future planning</b>
- Establish and support a volunteer information component to the welcome kiosk at the new community center. Q1/32	<b>Future planning</b>



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION REPORT**

MEETING DATE: 12/15/2023

ITEM NO: 6

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DATE: December 15, 2023  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Discuss Report for Public Comment Submission to Council

**REMARKS:**

At the October meeting of the CHSSC, the Commissioners discussed submitting a report of work done on the Road Map as part of Public Comment at Council Meeting in December. The CHSSC continued the discussion to allow additional time for revisions and review the document.

**ATTACHMENT:**

1. Draft Public Comment document for Council

**PREPARED BY:** Ryan Baker  
Library Director

## **ANNUAL CHSSC REPORT TO TOWN COUNCIL**

**BY JEFFREY P. BLUM, CHAIR**

### **Introduction:**

The Los Gatos Community Health and Senior Services Commission (CHSSC) is pleased to present its Annual Report for 2023.

This year, the CHSSC focused on implementing the year one goals of the Senior Service Committee (SSC) road map, reviewing and approving Community Grants, completing a mental health and substance abuse report, and improving community awareness of our commission and the needs of older adults.

CHSSC was also instrumental in obtaining increased funding for older adult service provider programs and instrumental in improving relations between the town and Los Gatos Recreation.

In addition to the foregoing, CHSSC performed numerous other tasks and had significant other successes, which are enumerated in this report.

This report results from the efforts of all commissioners who attended many meetings amongst themselves and with service provider representatives and others, attended many events related to their scope of work, conducted several investigations, made presentations to various groups to inform them about CHSSC's work and concerning its focus on implementing the SSC road map, and otherwise spoke to many residents to obtain their input on issues falling within our mandate. Substantial time was also invested in compiling information and preparing a report on the implementation of year one goals for the road map. Each commissioner has regularly reported his/her efforts in support of completing the goals of CHSSC.

Los Gatos is graying. People are living longer thanks to improvements in hygiene, advances in medicine and medical technology, and better public health. This may be a particularly acute problem for Los Gatos, given its attractiveness due to its climactic, educational, cultural, and ethnic makeup. Indeed, the older adult population in Los Gatos is projected to be approximately one-third of the town's total population within the next several years.

## **CHSSC's Successes in 2023:**

The CHSSC made significant progress on several of its goals in 2023.

\*Task forces were created for implementation of several goals in the SSC road map, and liaisons worked with other boards and commissions, including transportation and housing boards, to encourage implementation of the road map goals in those areas. See attached for interim reports from CHSSC task forces and a transportation related report.

Task forces were created for goal two: Maintenance of core senior services, goal three: communications and engagement, goal four: volunteer support and engagement, and goal seven: integrated governance, funding, and accountability for senior services.

Liaisons were appointed vis a vis Goal One: Appealing and inviting facility, goal five: enhanced transportation options for older adults, and goal six: senior housing information on approaches and options.

\*Community Grants were approved for service providers such as Live Oak Adult Services, which will help to support important services for seniors in the community.

\*A Mental Health and Substance Abuse report was prepared and submitted to the town council. CHSSC hopes to create a road map and possibly follow through with its implementation, in 2024.

\*A SASCC health fair was held to raise awareness of older adult needs and provide resources and referrals to seniors and their families. CHSSC participated in this health fair, thereby informing attendees about our commission and about the HUB.

\*A brochure was created by CHSSC to aid in informing the public about our commission.

\*Numerous articles were written and published about CHSSC to improve the public's knowledge of our commission and the work we do, and to inform the public about issues facing older adults in Los Gatos.

\*CHSSC wrote and spoke in support of the County Board of Supervisor's plan to grant Los Gatos \$125,000 for adult day care/case management services.

\*CHSSC also reviewed the issue of the allocation of the \$125,000 grant from the County Board of Supervisors for adult daycare services and/or case management and made recommendations to the town council on how CHSSC deems it best to allocate the funds.

\*CHSSC wrote and spoke in support of the County Board of Supervisor's proposal to conduct a mental health study seeking to determine gaps in the delivery of mental health services. The Board of Supervisors recently passed this proposal.

\*CHSSC, through its advocacy, raised awareness of the need for improvement of older adults' services, leading to the creation of the Senior Service Commission, the creation of the road map, and LGS Rec.'s receipt of \$1,000,000 for its 55 plus program.

\*CHSSC, also through its advocacy, aided in the reopening of the Live Oak Older Adult Day Care center.

\*Through its advocacy, CHSSC was able to obtain for the town of Los Gatos, a part-time person to help older adults navigate the internet for purposes of locating needed resources.

\*CHSSC listened to a presentation by Rockwell Pacific concerning the Los Gatos Meadows and made suggestions concerning the types of services the proposed senior living community should offer to older adults.

\*CHSSC addressed tension between the town and LGS Rec., which helped to improve the relationship between the town and LGS Rec.

\*CHSSC appointed a liaison to the foundation established to address the long-term issue of older adult services, including the project to build a new center. The liaison is and will continue to participate in a positive way in the pursuit of the foundation's goals.

\*CHSSC primarily through its task forces, increased community volunteerism and engagement.

## **2024 Challenges for CHSSC**

In 2024, the CHSSC will continue to implement the SSC road map, report to the town council on implementation of year one goals of the road map and address the governance issue for the coordination of senior services. The CHSSC will also face the challenge of the upgrade/reconfiguration of the Adult Rec. Center, which will require the SSC to work closely with the town to ensure that the needs of seniors are considered in the planning and implementation process.

The CHSSC is committed to serving the needs of seniors in the Los Gatos community. The SSC is grateful for the support of the town council, the community, and its partners. The SSC looks forward to continuing its work in 2024 to improve the lives of seniors in Los Gatos.