

**Senior Advisory Board Meeting  
Wednesday, August 14, 2013  
Lafayette, Senior Services**

**Board Members Present:**

Robin Osborne, Ruth Gensert Jones, Carol Poore, Bob Magin

**Board Members Absent:**

Diane Robison, Jay Ruggeri, Jean Gilmore (Alternate 1)

**City Council Liaison:**

Brad Wiesley, City Council

**Senior Services Staff:**

Vern Swanagon, Senior Services Manager

**Public representatives:**

Patty Bulizak, Kathleen Johnston

**OPENING OF REGULARLY SCHEDULED MEETING**

Robin Osborne called the meeting to order at 3:30 p.m. with the Pledge of Allegiance. The July minutes were unanimously approved.

**ITEMS FROM THE PUBLIC:**

Two members of the public attended as observers interested in learning more about the Senior Advisory Board and its members. Kathleen Johnston and Patty Bulizak announced that they were present to observe the Board meeting because they never had attended one before, and they wished to observe what was taking place. They also mentioned they wanted to hear what was being discussed regarding Phase 2 at Josephine Commons, one of the published agenda items for today's meeting. During the meeting the members of the public stated that they really like the Nutrition Program and the new Nutrition Coordinator. They also commented that they would like to see the Board members come to events and to the Lunch Program to talk with participants and help the community get to know the Board. One of the visitors stated that she really enjoyed the Bubble Day sponsored by Senior Services.

**CITY COUNCIL LIAISON REPORT:**

Brad Wiesley reported:

- Elections for City Council will be in November. Packets are due back by August 26 if someone wishes to get on the ballot. Two initiatives are also on the ballot:
  - Anti-Fracking –broadly written, requires careful reading.
  - Xcel Franchise-annual payment to the City for the privilege of providing utility services to Lafayette residents and accessing utility rights-of-way. Funding streams will cease if the Xcel franchise is not renewed.
  - If this agreement is voted down, Brad stated, the

City stands to potentially lose \$750K in renewal fees, which currently is budgeted as income for the General fund. The budget will need to be adjusted if these fees are lost to the city. The city intends to extend the S Boulder Road median from Public Road east to 120<sup>th</sup>, expanding it to four lanes plus a median, in the next few years. Power cables will need a costly relocation from above to below ground in this expansion project. Another loss to the city if the Xcel Franchise Agreement is rejected by the voters is the \$180K that Xcel contributes annually to a fund designated for burying utility cables that currently are above ground. The cable relocation fund currently does not have enough funds to complete the cable relocation for the S Boulder Road Project. Loss of the annual contributions by Xcel will compromise our ability to continue needed street improvement projects.

## **STAFF REPORTS**

Vern reported:

- Vern provided a copy of the Xcel Franchise flyer which provides information about the ballot issue. Vern provided an updated copy of the Board membership.
  
- Vern reviewed the 2014 budget request for the Senior Services Division. She provided Board members with a packet of information and reviewed the following highlights:
  - Background of the budget process-2014 request was prepared so as not to exceed the 2013 budget, performance indicators were included to demonstrate achievement of goals, and capital requests were part of a 5 year planning document, prioritized year by year.
  - Department organization for the Recreation, Facility Management and Senior Services Department including its goals, the Senior Services vision statement and mission. Vern highlighted the CAPRA (Commission for Accreditation of Parks and Recreation Agencies) review that was just completed. The Department scored very well and is anticipating its certification in November at the National Park and Recreation conference. The Department is very proud of this achievement.
  - 2014 line item requests-Senior Services is requesting funds to hire paid drivers for its recreation trips verses using volunteer drivers. Senior Services is requesting the permanent movement of funds from its line items to pay for its portion of the Community Activity Guide. Funds will be moved to the Administration Division of the Department to allow for ease of payment of publishing costs.
  - Capital items include fixing the transition in the flooring from carpet to wood in 2014 to decrease uneven surfaces; blinds for

the Senior Center in 2014 to replace existing blinds; 2015 replacement of windows in the Senior Center, 2015 replacement of office furniture that was purchased used in the 2006 renovation, and 2016, painting of the Senior Center.

- Performance Indicators were reviewed. They include volunteer hours, participants enrolled, and contacts for the Resource Specialist, the number of meals served, and attendance in drop-in activities and events.
- During the budget review, there was a discussion about the pricing of recreation trips which is based on covering expenses. Prices are intended to be reasonable and affordable while considering costs. Trips that are combined with other cities are being reduced due to concerns with costs and liability. Senior Services will continue to add interesting trips using its own van and the Big Bus.

### **COMMITTEE REPORTS**

- ACC- Robin reported information about the Energy Smart Program where a senior's home can be check for energy efficiency. ACC continues to work on housing options for people and how to make a number of options possible. Robin reported that the Create Our Future Together Conference will be 11/1/13 in Longmont.
- Hospitality Report-Vern reported in Diane's absence that there were 24 total cards sent by Lela Rippeth -2 Get Well and 22 Thinking of You.
- Housing-Carol reported that she and Jay will make an appointment with Norrie Boyd from Boulder County Housing Authority when he returns from vacation to discuss phase two of Josephine Commons, specifically how many zero-step entries are planned. Bob stated that Jay, Carol, Bob and Vern met with Phillip Patterson and Karen Westover from the Planning Department. Jay felt that some problems and oversights that occurred in Phase 1 could have been avoided with timely input from the Senior Advisory Board. The meeting had a positive outcome in terms of helping the Senior Advisory Board determine what is important to be involved in and when.
  - Vern reported, as a follow-up to her email regarding Tech Reviews, that the Board members will have an opportunity to review a summary of items that are presented by the Planning Department for Senior Services review and that Board members can contact the planner involved directly for input on particular items of interest.
  - Carol reported on an issue at Josephine Commons regarding drain pipes and stated that it was fixed.
  - It was moved and seconded that the 2013 Senior Advisory Board Committee Goals and Strategies be changed to reflect

the changes in wording in the Housing section suggested by Jay. The motion carried unanimously. Vern provided an updated copy of the document which incorporated the changes.

- Nutrition-Vern reported in Diane's absence that there is a new Nutrition Coordinator, Annie Baker. She reported that 830 meals were served in July and that the program continues to make positive changes. The Nutrition Program was recognized in August as a Partner Program in Food Safety by Boulder County Public Health.
- Foundation Update-Robin reported that the Period Report was filed and the EIN filing of 1120 is pending. She continues to look for potential members for the Foundation Board. She would like those who are experienced in finance and knowledgeable about fund raising and issues of importance to older Americans.
- Programs for Younger Seniors-Ruth reported that she was pleased about the new movie program at the Senior Center. She suggested this idea and thought it would be attractive to younger seniors. Robin stated that it was wonderful that a Board member's ideas were turned into a program. She suggested that this be highlighted when it occurs. Vern stated that she will incorporate this information in the staff report. Ruth reported on her idea to build a boomer suggestion box for the Senior Advisory Booth at the Peach Festival to solicit ideas from younger seniors regarding what they would like to see offered.

#### **SCHEDULED AGENDA ITEMS**

- Denise Ramunda will begin attending the Senior Advisory Board meetings in September. A new Senior Advisory Group Handbook is being prepared for distribution at the next meeting.
- A discussion of the Colorado Sun Shine Law (Colorado Open Meetings Law) which the Board is responsible for complying with was initiated. The members that Board were reminded that information must go through the staff liaison as it is considered public information. Board members may email each other one on one about Board business but may not add another Board member to the email without including the staff liaison as it becomes public information at that point. Any two people can discuss and exchange information but more than two violates the law. This includes forwarding emails.
  - Copies of the Bylaws of the Senior Advisory Board and the Colorado Open Meetings Law were provided to each member as well as a copy of a document entitled, How to Be an Effective Board Member.

- The Board members discussed their commitment to the public. The group discussed how to be an effective board member. There was a discussion of being more visible at the Lunch Program and other Senior Services events. The Board was asked to get back to following protocol and to make a commitment to being ethical regarding the discussion of changes at the Senior Center. Board members were asked to get beyond the underpinnings of negativity that exist on the Board. Members were asked to consider “why are we here” and each member was asked to discuss their own goals.
  - The group discussed the importance of their volunteer effort in the community. Some of the goals mentioned included: community awareness, giving valuable feedback to City Council regarding senior causes, the accomplishment of adding Josephine Commons to the community and the Board’s involvement in it, representing seniors by being a listening post for people and a support system for the City in their endeavors, being attentive to new seniors and the wave of baby boomers coming up-including their viewpoint. One member mentioned that they heard that the City perceives this Board as one of the most viable Boards in the City.
  - The City Council Liaison made the suggestion that Board members receive name tags so they can be easily identified when they attend events. Vern will work on this. Vern mentioned that Robin had developed place cards for each Board member for Board meetings to help the public identify them and their roles.
- There was a discussion of the upcoming Holiday Dinner. A member asked why the Dinner was not listed as the Advisory Board dinner. Vern discussed last year’s event.
    - There was a change from previous years in that the event took place at Josephine Commons and was the 1<sup>st</sup> large event held by Senior Services at that location. Rather than having a potluck and turkeys cooked by individuals in their homes changes were made due to the new regulations and the retail licensure process. The Senior Services team provided a catered meal to ensure that food safety was followed and that enough food was provided. Some people brought potluck items which were labeled as such and handled appropriately. In addition, last year was the first year that the City Administrator, Mayor and City Council joined the event. This changed the nature of the event.
    - The event became about the people providing service to seniors in the community talking with seniors and reviewing the year’s accomplishments while socializing and enjoying the event. Senior Services added performances and pictures with Santa

and recognition of the guests. The Board was minimally involved in planning and implementing the dinner but played an important role in advocating for themselves and their accomplishments with those attending.

- Everyone agreed that the event was a great success. The tickler for the upcoming December event stated that it was the annual Holiday Dinner and that it was a time to have fun while enjoying the company of people who collaborate year round for the active older adults in the community. It was not called the Advisory Board dinner because it is a much broader event than what was done in the past. The Senior Services team collaborates with their own City department and other many community partners to put it on.
- A member asked Vern to discuss her understanding of the Board's role. Vern stated that the Board was an advisory board to assist the Senior Center and the community with regard to issues impacting older adults. Vern stated that her role as a liaison was to assist the Board as defined in the bylaws. The member also asked Vern if her understanding of the Board was that the Board was to not be physically involved in programs.
  - Vern stated that she felt that the Board and the Senior Center should work together in collaboration. That the issue isn't what is being done, or even how, as much as being collaborative and working together to support the seniors in the community. Collaboration can take many forms.
  - Vern discussed the changing senior population and how the Senior Services team is required to respond in many ways, both at the Center but also in the community in partnership. Programs don't look the same, the Senior Center is finding a new identity with the moving of the lunch program, the lunch program is thriving in its new setting, the lunches at the Plaza were successful and new directions are being identified continually, especially as the population changes. We are seeing many new faces. It is a time of change and a time for working together and moving forward in collaboration.
- The group discussed their inclusion in the Peach Festival. The Board President stated that the discussion about the Peach Festival in July should have prompted a special meeting rather than a quick vote given the absence of a number of members from the July meeting. The Peach Festival was costly in terms of the Senior Advisory Board budget and the idea that "we've always done it" may not mean we always do it. In response, Bob stated that he felt that the Peach Festival was a good representation of addressing community awareness which is one of the Board's Goals/Strategies for 2013. His commitment to this goal empowered him to step in as Chairman for the event.

- Vern stated that the Senior Services team decided not to prioritize placement of resources for seniors at this particular event which serves a different demographic. The inclusion in the event required being a vendor or providing a kids activity which is not a priority at this time. Vern stated that she felt that the Board was unaware of the difficulty of the set-up/take-down, necessary supplies and management of the event and that this has played out in the planning process. The event is work intensive and currently Bob requires additional assistance from Board members as this is a Board event rather than a Senior Services event this year.
- Vern stated that Bob has done a great job in taking leadership for defining what the event will be comprised of and soliciting volunteers from the Mormon Church and the City's Youth Advisory Board. Vern stated that Bob worked hard to frame the Board's participation as "intergenerational" and to display senior artwork and lap robes in the decoration of the booth. Vern and her team helped with providing volunteer contacts. They worked with Bob to provide the tents, train the volunteers on using the tents and to provide tables, chairs, water and a cooler.
- Bob asked the Board members to volunteer for additional spots at the Booth during the afternoon and to help him to gather the supplies he still needs for the games and activities being provided. Bob described the booth activities in detail and stated that he would provide a list of what is still needed to the Board.
- Bob emailed Vern a list of current needs for the Peach Festival booth and a budget detailing their estimated cost. Vern sent the information to Board members on morning of 8/15/13.

**ANNOUNCEMENTS:**

NONE

**NEXT MEETING SEPTEMBER 11, 2013 3:30-5:30 P.M. LAFAYETTE SENIOR CENTER**

**Note:** Although the meeting will be held at the Senior Center, the Senior Center is closed for Maintenance Week during this time.

**ADJOURNMENT:**

6:30 p.m.

**Submitted by Bob Magin, Board Member & Vern Swanagon, Staff Liaison in the absence of Diane Robinson, Secretary**