

City of South Pasadena
A G E N D A
South Pasadena Senior Citizens' Commission Meeting

LOCATION: South Pasadena Senior Center
1102 Oxley Street, South Pasadena, CA
Wednesday, February 13, 2019 8:30 am

Commissioners:
Robert Vanderwall, Chair
Cindi Knight, Vice-Chair, Herb Shon , Alexandria Levitt, Julie Papadakis,
Michael Cacciotti, City Council Liaison
Liliana Torres, Community Services Supervisor, Staff Liaison

1. Call to Order and Roll Call
2. Public Comment – 3 minute maximum per guest speaker
3. Approval minutes January 9, 2019..... Vanderwall, Chair

DISCUSSION ITEMS

4. Selection Chair and Vice-Chair..... Vanderwall
5. Commission Congress Thursday, February 28, 2019..... Staff
6. Review and approve 2019 Work plan..... Staff
7. Review and approve change to the Senior Commission charter..... Staff
8. Planning of next community workshop spring 2019..... Levitt

INFORMATION ITEMS

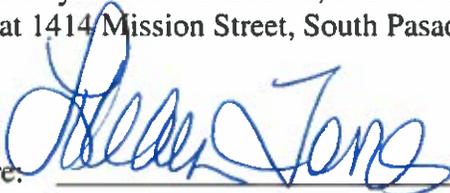
9. Report on events..... Staff
March 15 Saint Patrick's luncheon and March 29 Senior Prom
10. City Council Liaison's Report..... M. Cacciotti
11. Commissioner Comments..... Commissioners
 - a. Upcoming Agenda Items
 - b. Comments/Reports
12. Staff Liaison Report..... Staff

ADJOURNMENT –

STATE OF CALIFORNIA) CITY OF SOUTH PASADENA) COUNTY OF LOS ANGELES)

I declare under penalty of perjury, that I am an employee of the City of South Pasadena, and that I posted this Agenda on the bulletin board in the courtyard of the City Hall at 1414 Mission Street, South Pasadena, February 8, 2019.

Date: 2/8/19

Signature: 

MINUTES OF THE REGULAR MEETING OF THE
SENIOR CITIZENS COMMISSION
OF THE CITY OF SOUTH PASADENA
CONVENED THIS 9th OF JANUARY 2019, AT 8:30 A.M.
SOUTH PASADENA SENIOR CENTER
1102 OXLEY STREET

ROLL CALL

Chair Vanderwall convened the Regular Meeting of the South Pasadena Senior Citizen Commission at 8:30 A.M.

Chair Vanderwall called the roll. Present were Commissioners Levitt, Shon, Papadakis, Vice-Chair Knight.

Staff present: CSSupervisor Torres.

City Council Liaison present: Robert Joe.

City Treasurer present: Gary Pia.

South Pasadena Senior Citizen Foundation Liaison present: Richard Helgeson

PUBLIC COMMENT:

None

APPROVAL OF MINUTES OF DECEMBER 14, 2018

Commissioner Levitt motioned to approve minutes as submitted. Motion was seconded by Vice-Chair Knight.

AYES: Levitt, Knight, Shon, and Vanderwall

NOES: None

ABSTAIN: Papadakis

DISCUSSION ITEMS

1. New Senior Citizens Commissioner
New Senior Citizens Commissioner Julie Papadakis introduced herself and was welcomed by the Commissioners and Community Services Supervisor.
2. South Pasadena Senior Citizens Foundation Update:
Foundation liaison Richard Helgeson introduced himself and provided the Commission an update on a number of fundraising activities that the Foundation has initiated and are initiating, and reported that the Foundation is interested in partnering with the Commission on future community events and publications.
3. Update on Senior Commission Goals for 2019

Commissioner Levitt shared that three workshops are planned for April/May 2019 on caregiving and caregiver resources and well-being, which will be held over three consecutive weeks. A planning meeting is planned for the end of January 2019.

4. Senior Registry of Homebound Seniors

The new USC gerontology intern will start her internship at the Senior Center soon, after which time research on existing senior registry programs will be commence. A draft of policies and procedures for a registry program will be developed by Community Services Supervisor Torres based on the collected data. The South Pasadena Police Department and South Pasadena Fire Department will provide input into the development of the registry, which upon completion will be submitted to the South Pasadena City Manager.

5. Holiday Cheer Program 2018

Community Services Supervisor Torres reported that this most recent Holiday Cheer Program was the most successful in Senior Center history, with a new record for donations and the number of seniors who received holiday gift cards. An article on the success of this program will be submitted to a local newspaper.

INFORMATION ITEMS

1. Report on Events

Chinese New Year Luncheon will be held on February 8, 2019 at the War Memorial Building, and the Senior Center's Valentine's Luncheon will be held on February 13, 2019 at the South Pasadena Senior Center and is sponsored by the Rotary Club of South Pasadena.

2. City Council Liaison's Report

Councilman Joe provided the Commission with an update on a variety of events including the recent Active Shooter training provided at Holy Family Church, which henceforth will be offered to other faith-based organizations in South Pasadena as well. Councilman Joe also updated the Commission on the City's proposed use of homeless grant funds, including renting a bed at Union Station for a homeless individual, providing a case worker to assess and help provide and/or link homeless individuals to other needed programs and services for which they may be eligible.

3. Commissioner Comments

None

4. Staff Liaison Report

Community Services Supervisor Torres reported that 1) she developed the Senior Center calendar for 2019, 2) a health fair will not be held this year, however 3) an indoor screening/resource day will be held in May and September 2019 which currently includes representatives from Alhambra Hospital, Huntington Hospital, and the City of Hope.

ADJOURNMENT

Commissioner Levitt moved to adjourn the meeting and Commissioner Knight seconded it.

The regular Meeting of the South Pasadena Senior Commission adjourned at 9:30 A.M.

Chair, Robert Vanderwall

Minutes approved by the Commission on _____



CITY OF SOUTH PASADENA

CITY COUNCIL

1414 MISSION STREET, SOUTH PASADENA, CA 91030

TEL: (626) 403-7210 • FAX: (626) 403-7211

WWW.SOUTHPASADENACA.GOV

January 24, 2019

Dear Commissioner:

The Mayor and City Council of South Pasadena request your attendance at the 1st Annual Commissioners Congress. The event will take place on Thursday, February 28, 2019 at 6:00 p.m. at the War Memorial Building, 435 Fair Oaks Ave. in South Pasadena.

This inaugural event will recognize the vital contributions that you and other Commissioners give to South Pasadena as members of the City's critical advisory bodies. The event will include:

- An appreciation dinner with recognitions from the Mayor and Council;
- An opportunity for all Commission Chairs to present their annual reports and work plans for the coming year;
- Soliciting input and suggestions from Commissioners;
- Information on additional support and training that Commissioners can expect from City staff in the coming year and beyond.

Please RSVP with the City Clerk's Division at: cityclerk@southpasadenaca.gov or call 626-403-7232

Sincerely,

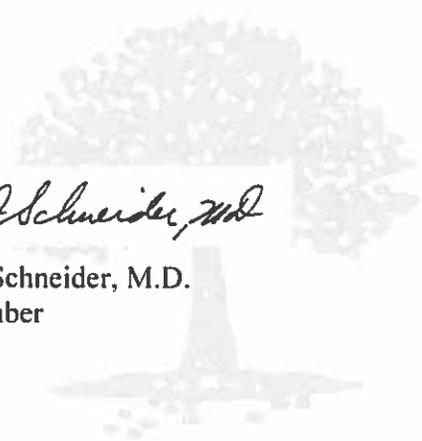
Marina Khubesrian, M.D.
Mayor

Robert S. Joe
Mayor Pro Tem

Michael A. Cacciotti
Councilmember

Diana Mahmud
Councilmember

Richard D. Schneider, M.D.
Councilmember





Senior Citizen Commission Agenda Report

ITEM NO. 6

DATE: February 13, 2019

FROM: Liliana Torres, Community Services Supervisor

SUBJECT: Senior Commission Work Plan

Recommendation

It is recommended that the Senior Commission review and approve the 2019 Work Plan. The document is a guide for commissioners to follow as they prepare and plan various projects and events for the calendar year.

Discussion/Analysis

The 2019 Work Plan will provide guidance on tasks/projects to be accomplished and were created from past discussions and topics identified by the group. The plan provides transparency in services provided to the community. The Commission will need to adhere to the plan and work with staff liaison to ensure timely manner in deliverables.

Next Steps

After the work plan is approved, both the Commission and staff liaison will need to collaborate to accomplish the projects throughout the year.

Background

The Senior Commission is comprised of five individuals that bring expertise in areas that will guide discussions with policy decisions pertaining to older adults. Expertise varies from social work, occupational therapist, medical, marketing, and gerontologist.

Fiscal Impact

There is no fiscal impact with approving the work plan.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review*.

Attachment: Senior Commission 2019 Work plan



City of South Pasadena
Community Services

Senior Citizen Commission

2019 Work Plan

- | | |
|---|-------------------------------------|
| 1. Education articles on Aging matters | March, June,
September, December |
| 2. Community Workshops –
Educating families “What to do About Mom/Dad” part II | May &
October |
| 3. Senior Citizen Registry for emergency preparedness | June/July |
| 4. Review of Senior Center and Dial a Ride Policies | September |
| 5. Holiday Cheer Program | November/December |



Senior Commission Agenda Report

ITEM NO. 7

DATE: February 7, 2019
FROM: Liliana Torres, Community Services Supervisor
PREPARED BY: Liliana Torres, Community Services Supervisor
SUBJECT: Senior Commission Charter – Municipal Code

Recommendation

It is recommended that the Senior Commission review and approve the change to article IVF, 2.55 Powers and duties (c) of the Municipal Code pertaining to the Commission.

Commission Review and Recommendation

This matter will be reviewed by the Commission at the February 13, 2019 meeting.

Discussion/Analysis

The Municipal Code provides the Senior Commission with direction and responsibilities in their capacity. The charter includes details with regard to term, rules and regulations. The charter was created back in the 1980's when the commission was formed after the opening of the South Pasadena Senior Center. During this time the commission was involved with creating standards for more than policy setting. The only change staff is recommending is deletion of the word "personnel" under charter IVF, 2.55 Powers and duties (c).

Next Steps

Review and approve the recommended change to the municipal code pertaining for the Senior Commission.

Background

The City Clerk's office maintains the South Pasadena Municipal Code, which is a compilation of City laws and regulations and are accessible on the city website.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There is no fiscal impact with this event. Youth Commissioners volunteer their time.

Attachments:

1. Charter – Article IVF Senior Citizen Commission

- (c) It shall not encroach upon any area preempted by state or federal law; and
- (d) It shall forward all of its findings and recommendations to the city council prior to public release. (Ord. No. 2211, § 2, 2010.)

ARTICLE IVE. ANIMAL COMMISSION

2.51 Creation.

There is hereby created an animal commission. (Ord. No. 2187, § 2, 2009.)

2.52 Meetings.

The animal commission shall hold a maximum of six regular meetings per calendar year. The commission shall adopt a schedule of meetings each year, consistent with this section. (Ord. No. 2279, § 2, 2014.)

2.53 Powers and duties.

The powers and duties of the animal commission shall be to:

- (a) Act in advisory capacity to the city council in all matters pertaining to animals and to cooperate with other governmental agencies and civic groups in the advancement of sound animal planning and programming;
- (b) Formulate and propose policies on animal services for approval by the city council;
- (c) Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;
- (d) Make periodic inventories of animal services that exist or may be needed and interpret the needs of the public to the city council;
- (e) Aid in coordinating the animal services with the programs of other governmental agencies and voluntary organizations;
- (f) Inform the public of the policies and functions of the animal program as directed by the city council. (Ord. No. 2187, § 2, 2009.)

ARTICLE IVF. SENIOR CITIZEN COMMISSION

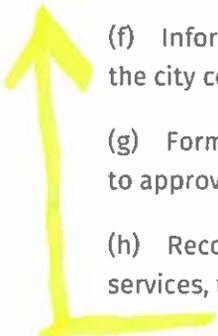
2.54 Creation.

There is hereby created a senior citizen commission. (Ord. No. 2187, § 2, 2009.)

2.55 Powers and duties.

The powers and duties of the commission shall be to:

- (a) Act in advisory capacity to the city council in all matters pertaining to senior citizens and to cooperate with other governmental agencies and civic groups in the advancement of senior citizen planning and programming;
- (b) Formulate and propose policies on senior citizen services for approval by the city council;
- (c) Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;

- 
- (d) Make periodic inventories of **senior citizen** programs, facilities and services that exist or may be needed and interpret the needs of the public to the city council;
 - (e) Aid in coordinating the **senior citizen** services with the programs of other governmental agencies and voluntary organizations;
 - (f) Inform the public of the policies and functions of the **senior citizen** program as directed by the city council;
 - (g) Formulate policies for the control, management and use of **senior citizen** facilities, subject to approval by the city council;
 - (h) Recommend the acquisition, use and relinquishment of **senior citizen** facilities and services, for council consideration. (Ord. No. 2187, § 2, 2009.)

ARTICLE IVG. NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION

2.56 Creation.

There is hereby created a natural resources and environmental commission. (Ord. No. 2187, § 2, 2009.)

2.57 Powers and duties.

The powers and duties of the natural resources and environmental commission shall be to:

- (a) Act in advisory capacity to the city council in all matters pertaining to energy, science and technology, and natural resources and the environment, and to cooperate with other governmental agencies and civic groups in the advancement of the planning, programming, use and conservation of energy and natural resources, as well as the preservation of the environment;
- (b) Formulate and propose policies on the use, reuse, recycling and preservation of natural resources, for approval by the city council;
- (c) Recommend the adoption of standards on organizations, personnel, areas and facilities, program and financial support;
- (d) Make periodic inventories of natural resources that exist or may be needed and interpret the needs of the public to the city council;
- (e) Aid in coordinating the regulation of use and reuse of natural resources with the programs or other governmental agencies and voluntary organizations;
- (f) Inform the public of the policies of the use, reuse, recycling and preservation of natural resources as directed by the city council;
- (g) Formulate, for recommendation to the city council, urban forestry management policies, including management of trees on public or private property;
- (h) Issue tree removal permits and tree trimming permits pursuant to Chapter 34 of this code. (Ord. No. 2187, § 2, 2009.)