



AGENDA

Meeting of the
Scotts Valley Senior Center Board
In-Person Meeting
Date: November 7, 2023
Time: 1:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
Recreation Division 361 Kings Village Road Scotts Valley, CA 95066 (831) 438-3251	Scotts Valley Senior Center 370 Kings Village Road Scotts Valley, CA 95066	Agenda posted on 11/3/23 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: www.scottsvalley.gov

ELECTED OFFICIALS	CITY STAFF MEMBERS
Lewis Farris, Chair Margaret Schraft, Vice Chair Ferd Bergholz, Board Member Harvey Bustichi, Board Member Nancy Diaz, Board Member Anna Pissanetzky, Board Member	Allison Pfefferkorn, Recreation Division Manager Darshana Croskrey, Senior Center Coordinator Brian Youmans, Administrative Secretary

MEETING NOTICE AND AGENDA PACKET MATERIALS
Notice regarding Senior Center Meetings: The Senior Center Board meets regularly on the 1st Tuesday of each month at 1:00 PM at the Senior Center located at 370 Kings Village Road, Scotts Valley, CA 95066. Agenda and Agenda Packet Materials: The Senior Center Board agenda packet is published at least 72 hours in advance of the regular meeting and is available for review at the Recreation Division office at 361 Kings Village Road, Scotts Valley, CA. The agenda packet is also available for viewing on the City's website at www.scottsvalley.gov .

Call to Order

Roll Call

Staff Updates

1. Staff Update - RDM Pfefferkorn
2. Staff Update - Coordinator Croskrey

Public Comment Time:

This portion of the agenda is reserved for discussion by the public of items which are NOT agendized. No action may be taken by the Board except to refer the matter to staff and/or place it on a future agenda. It is in the best interest of the person speaking to the Board to be concise and to the point. All speakers are requested to sign their name at the podium so their name may be accurately recorded in the minutes of the meeting. A time limit of three minutes per individual will be allowed.

Consent Agenda

(Any person wishing to speak on the consent agenda may do so by raising their hand as the item is called out by the chairperson.)

1. 08-01-2023 Senior Center Board minutes

Additions/Deletions to Regular Agenda

Regular Agenda

(Any person wishing to speak on the regular agenda may do so by raising their hand as the item is called out by the chairperson.)

1. Election of Officers
2. Parks Master Plan Update
3. Member Survey Results

Adjournment

ADA NOTICE

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5600 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT

DATE: 11/7/2023
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Allison Pfefferkorn, Recreation Division Manager
SUBJECT: **Staff Update - RDM Pfefferkorn**

SUMMARY OF ISSUE

- Front Door push mechanism was fixed by Brass Key. This will ensure that the door can be opened by pushing anywhere on the bar.
- Increased Patrol: There have been several safety concerns reported to the Police around the Senior Center, Garden and Skypark over the last couple of months. Many calls to the non-emergency line have been placed asking for assistance. As a result, patrol officers have implemented an increase of patrol of these area at all times of the day.
- New member database: Brian and I had our first meeting with Activenet to build out the Senior Center membership module. This will allow our seniors the opportunity to complete a membership form online. This new module has multiple benefits:
 - Allow payments to be made with a credit card.
 - Membership can be automatically renewed.
 - Reports to custom questions can be easily run.
 - Waivers can be signed and stored.

We are in the testing phase but are confident that it will greatly help the administration side of membership data and communication.

- New Recreation Coordinator: Jennifer Dunbar started in the Recreation Division on Oct and we are so thankful to have a full team, Jen has over 10 years of experience in event & corporate planning. She will assist with contracting instructors for classes for the Senior Center and support for Senior Center Events.
- New PW Director Bret Swain will start November 20th. The Recreation Division, including the Senior Center, will remain supervised by the City Manager.
- New Board Members: The City Council approved the appointment of Ms. Lisa Bustichi and Mr. George Milder to the Senior Center Board at the November 1st 2023 Regular City Council Meeting.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive Update and ask any clarifying questions

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None

City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT

DATE: 11/7/2023
TO: Honorable Mayor and City Council
FROM: Darshana Croskrey
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Staff Update - Coordinator Croskrey**

SUMMARY OF ISSUE

BOCCE BALL:

- Another successful bocce year was completed under the dedicated coordination by Susan Taylor, and with the help of the team captains and co-captains, all participants enjoyed their Spring, Summer and Fall league play. On hiatus for winter, Bocce Ball will return in Spring 2024.

COMMUNITY OUTREACH :

- SV Water District Staff gave a hands-on presentation to learn about its new software portal and assisted our members to sign up for it on their personal devices.
- The Barbie Care & Share Nor-Cal Program saves dolls from the landfills. These revamped dolls, outfits and accessories find new homes with children in non-profit organizations. Our event supported the children of House of Grace and The Center for Farmworker Families. It event was a complete success; one we will repeat next year.
- Brookdale Senior Living, generously sponsored all the supplies and ice cream for the Annual General Board Meeting and we're on hand to serve as well.
- A presentation on Measure V and Senior Tax Exemptions was provided by Lindsey Wilkins and Cheryl Noble where seniors were able to ask questions and learn about the specifics of the Measure.
- SVSC hosted an author visit for local mystery author, Leslie Karst, arranged by Board Member, Nancy Diaz.

FIRST IN-SERVICE FOR RECEPTIONIST TRAINING & RECRUITMENT

- With the assistance of CYAS, SVPD, Marlene Flannery and Board Member, Anna Pissanetzky, we provided in-depth procedures, protocols and safety information presentations to our existing and newly recruited receptionists. It was a resounding success. We will continue to plan more of these types of opportunities for our

volunteers.

THANKSGIVING LUNCHEON 2023

- Instead of our usual Thanksgiving Luncheon Potluck, a choice of turkey or ham plates will be provided free of charge for up to 80 members. It is being co-sponsored by Brookdale Senior Living, Bruno's Bar & Grill, Damians Ladder (a non-profit supporting seniors), and the Scotts Valley Senior Center.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive Update and ask clarifying questions

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None



MINUTES

Meeting of the
Scotts Valley Senior Center Board
Date: August 1, 2023
Time: 1:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
Recreation Division 361 Kings Village Road Scotts Valley, CA 95066 (831) 438-3251	Scotts Valley Senior Center 370 Kings Village Road Scotts Valley, CA 95066	The agenda was posted on 07-28-2023 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at www.scottsvally.gov .

Call to Order

The meeting was called to order at 1:00 PM.

Roll Call

BOARD MEMBERS PRESENT:

Lewis Farris, Chair
Margaret Schraft, Vice Chair
Ferd Bergholz, Board Member
Nancy Diaz, Board Member
Anna Pissanetzky, Board Member

ABSENT:

Harvey Bustichi, Board Member

CITY STAFF MEMBERS PRESENT:

Mali LaGoe, City Manager
Darshana Croskrey, Senior Center Coordinator
Cathie Simonovich, City Clerk

Staff Updates

1. City Manager Updates

Introductions: City Manager LaGoe introduced Kim Petersen, Interim Recreation Division Manager; and Allison Pfefferkorn, Recreation Coordinator.

Senior Center Check-in Meetings: City Manager LaGoe and Senior Center

Coordinator Croskrey have been meeting regularly to discuss what can be accomplished quickly and what longer-term projects can be started.

Copy Machine Update: City Hall staff have taken on the responsibility of performing the bulk print job for the newsletter, which has eliminated the need for purchasing a separate copy machine for the Senior Center. Since staff at City Hall have been moving towards electronic files, the printers have available capacity.

Coffee: The coffee situation has been addressed, new coffee pots were purchased, and appropriate volumes have been determined.

Membership Renewal Packets: The membership renewal packets were mailed last week. The membership and volunteer forms have been updated, including the liability waivers. The packet includes two important surveys: 1) Activities survey, and 2) Survey for the Community Development Block Grant (in preparation for a January submission opportunity to potentially seek program funding to support the Senior Center staffing).

Communication: We have successfully streamlined the communication between Darshana and Finance Department staff at City Hall.

Coordinator Update: Senior Center Coordinator Croskrey provided several updates on upcoming activities including a planned Inservice training for all receptionists, including training on the phone system from CyAs on August 25, 2023.

Subcommittees: City Manager LaGoe asked the Board to consider and discuss forming Board Subcommittees to assist with special projects. After discussion and public comment, no committees were formed. (see Regular Agenda Item #2)

*Public Comment: A member of the public commented that a subcommittee may be too formal for this group, as this group works best when it is informal. She also expressed disappointment that the Craft Fair was eliminated.

Public Comment Time:

None.

Consent Agenda

M/S: Bergholz/Diaz

To approve the Consent Agenda with the following amendment: The date at the top of the Minutes needs to be changed to May 2, 2023.

Carried 5/0 (AYES: Farris, Schraft, Bergholz, Diaz, Pissanetzky)

1. Minutes from 05-02-2023
2. Receive Resignation Letter from Director Lewis Ferris

Additions/Deletions to Regular Agenda

None.

Regular Agenda

1. Consider a recommendation to amend the Senior Center Advisory Commission Bylaws

City Manager LaGoe requested input on amending the Senior Center Advisory Commission Bylaws to reflect the following three changes:

- 1) Interim vacancies of board members - staff recommend adding language to allow the board to nominate an interim board appointee to the member-recommended seats until the next regularly scheduled Member Meeting where a full vote can take place.
- 2) Off cycle Officer appointments - staff recommend the Board consider additional language to address a mid-term vacancy in the case where an officer is unable to serve their full-year term.
- 3) Meeting frequency - staff recommend amending this section to schedule meetings every two months, rather than every month.

M/S: Farris/Diaz

To amend the bylaws to include the three above recommendations and to present the amended bylaws to City Council for approval at a future Council meeting.

Carried 5/0 (AYES: Farris, Schraft, Bergholz, Diaz, Pissanetzky)

2. Future Agenda Items

Chair Farris recommended a future agenda item regarding the bocce roof project status and the bocce court addition project (2 additional courts). All Board members supported this future agenda item. Staff will report the status of both projects at a future meeting.

Chair Farris recommended a future agenda item regarding forming committees, ad hoc vs. subcommittee. All Board members supported this future agenda item.

Vice Chair Schraft will be Chair for the next meeting, however she will be out of town from mid-September through mid-October.

Adjournment

M/S: Farris/Bergholz

To adjourn the meeting.

Carried 5/0 (AYES: **Farris, Schraft, Bergholz, Diaz, Pissanetzky**)

The meeting was adjourned at 2:17 PM.

City of Scotts Valley
SENIOR CENTER BOARD STAFF REPORT

DATE: 11/7/2023
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Allison Pfefferkorn, Recreation Division Manager
SUBJECT: Election of Officers

SUMMARY OF ISSUE

In accordance with the Senior Center Bylaws ARTICLE IV. Section 4. a Chairperson and Vice-Chairperson will be elected amongst the Board Members.

ARTICLE IV. Section 4: OFFICERS: The officers of the Senior Organization shall be the Chairperson and Vice-Chairperson. All officers shall be elected by the Board of Directors and shall serve a term of one year. All the aforesaid officers shall be elected by the Board of Directors from among its own ranks at the October Board of Directors Meeting to take effect at the following January Board of Directors meeting.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Take nominations and elect the Board Chairperson and Vice-Chairperson for 2024

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City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT

DATE: 11/7/2023
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Allison Pfefferkorn, Recreation Division Manager
SUBJECT: **Parks Master Plan Update**

SUMMARY OF ISSUE

The Recreation Division has been in the process of a Parks Master Plan conducted by Odell Engineering since January 2023.

The 75% complete draft was recently received and reviewed by the Parks and Recreation Commission Parks Master Plan Subcommittee including Chair Sanguinetti, Commissioner McGlaze and RDM Pfefferkorn.

The Subcommittee focused on making corrections to the document as well as noting where more information was needed from the consultant, areas to expand their findings, requests for more recommendations, and items to prioritize at each park.

The Subcommittee will meet again in November to finalize their feedback on the draft and submit it to the consultants. We expect to receive a 90% complete draft incorporating this feedback, at which time we will share the draft with the public for any additional input.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive the staff presentation and ask clarifying questions.

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City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT

DATE: 11/7/2023
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Coordinator
APPROVED: Allison Pfefferkorn, Recreation Division Manager
SUBJECT: **Member Survey Results**

SUMMARY OF ISSUE

Over the last several months, members of the Senior Center have been asked to complete a membership survey consisting of 10 questions with the intent of helping evaluate the programs, events, staff and facilities of the Senior Center.

With the help of volunteers, surveys were collected, and results were tallied. These results will help determine if the programs we offer meet the needs of the members, what other programs members want to see and any improvements needed in our staffing and facilities.

A summary of the survey results were verbally shared by City Manager LaGoe at the October 18th General Membership Meeting.

FISCAL IMPACT

None

STAFF RECOMMENDATION

To receive information.

DISCUSSION: Based on the survey results:

- What needs to be done to draw more members in on a regular basis?
- What can be done to address the areas of improvement?
- What needs to happen to continue to offer great events, classes and a community atmosphere?

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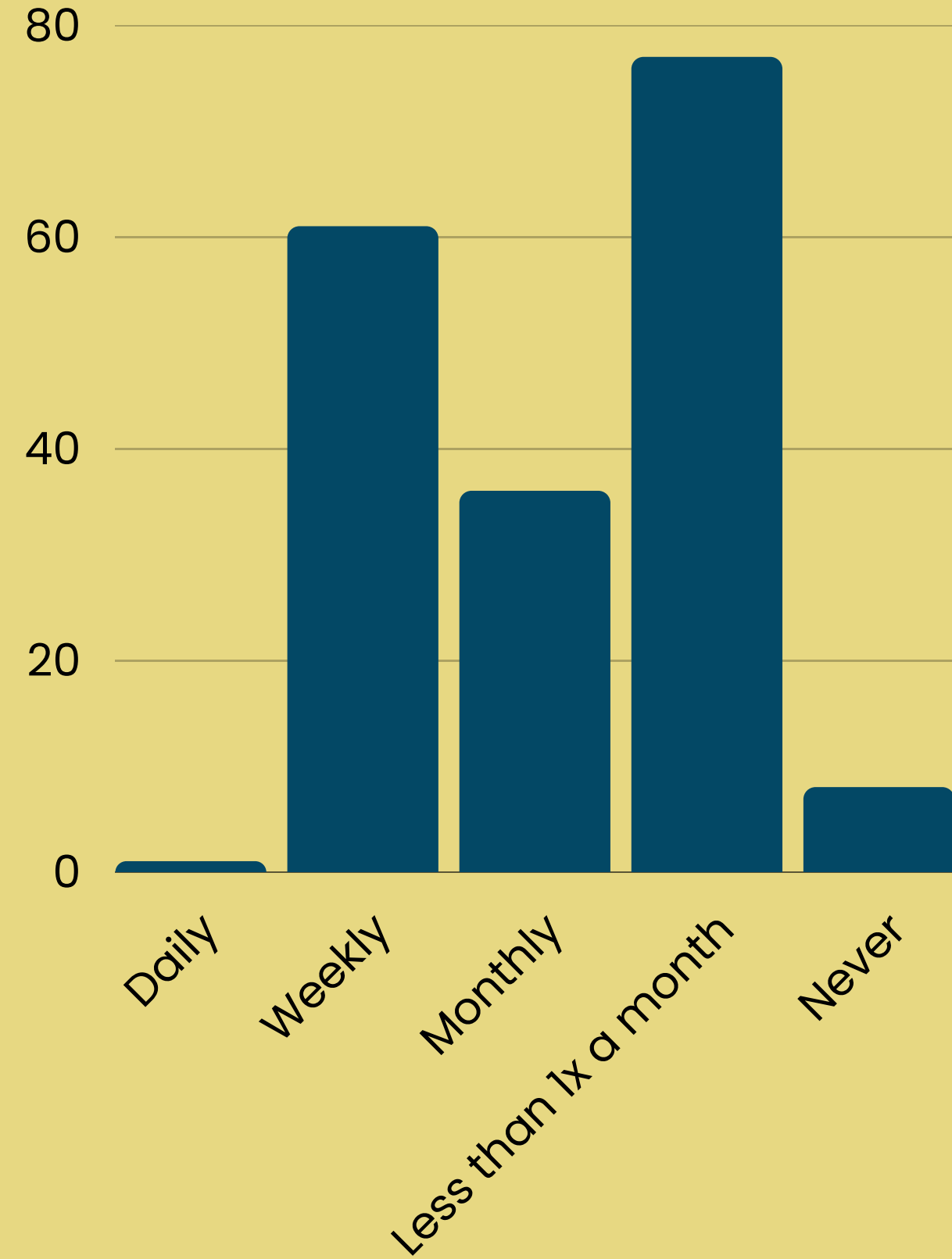
1. Senior Center Survey Result 2023

Senior Center

Member Survey Results

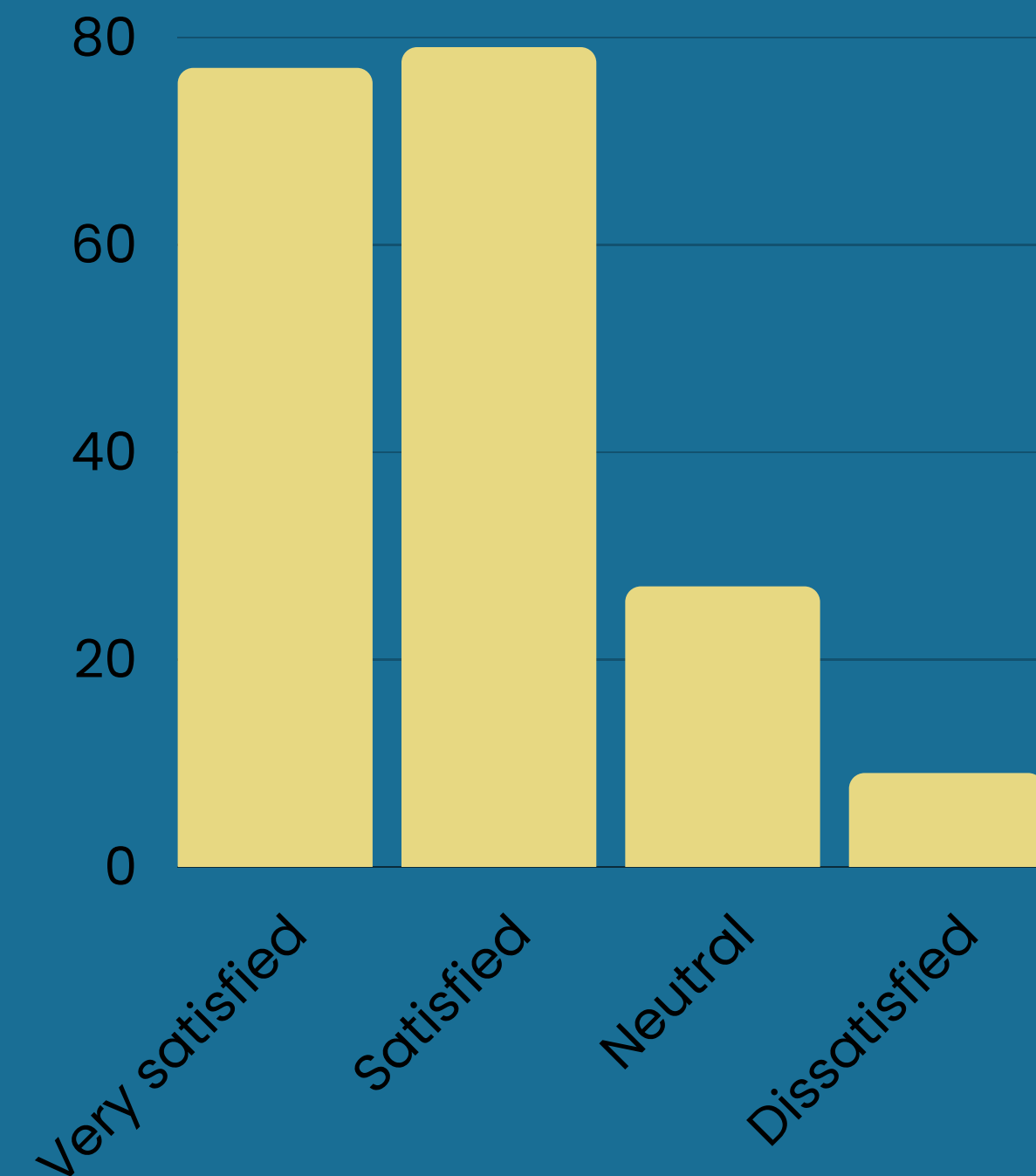
How frequently do you visit the Senior Center?

Most members visit the senior center less than once a month or weekly



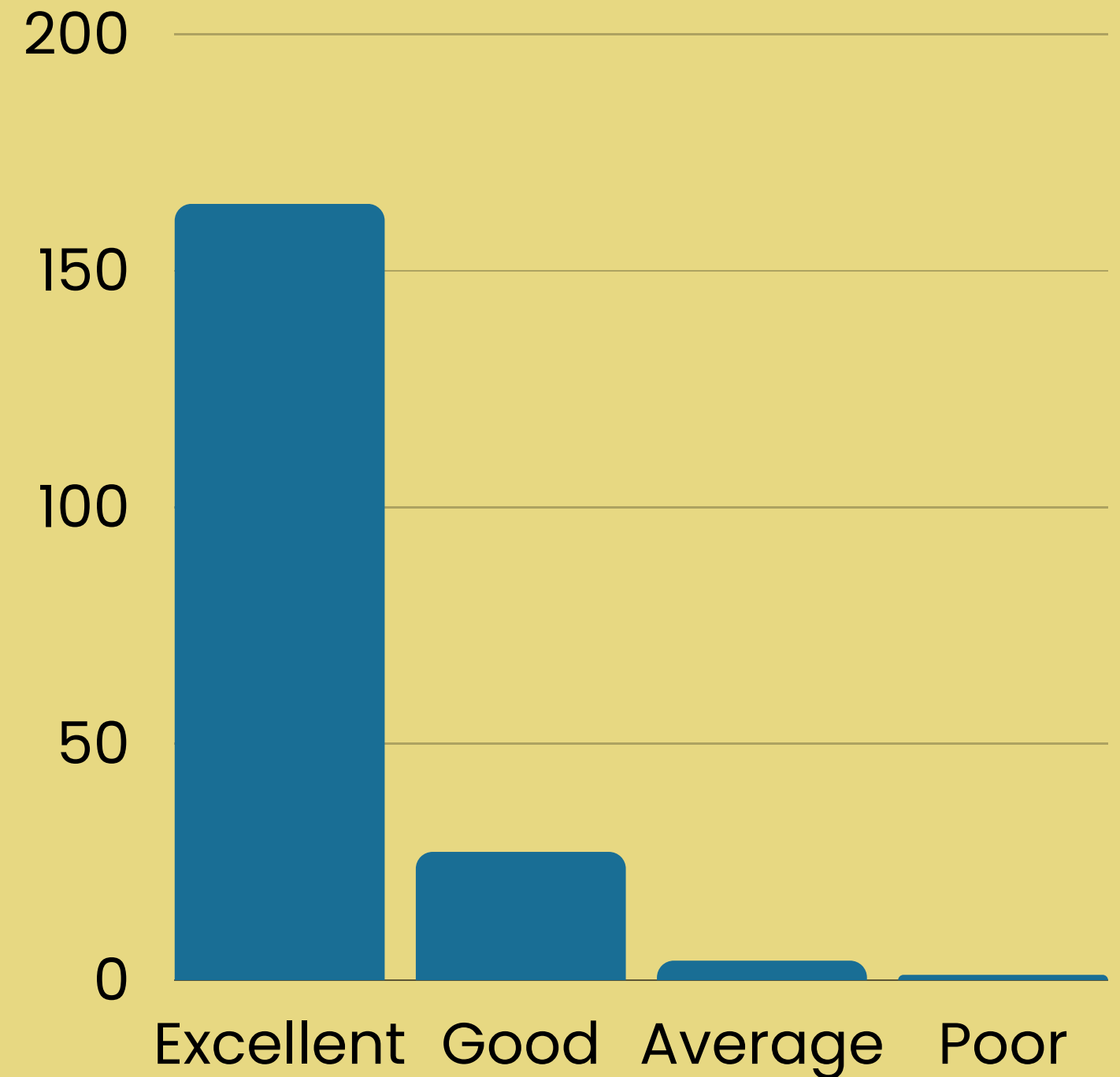
How satisfied are you with the facilities and amenities provided?

Most members were very satisfied or satisfied.



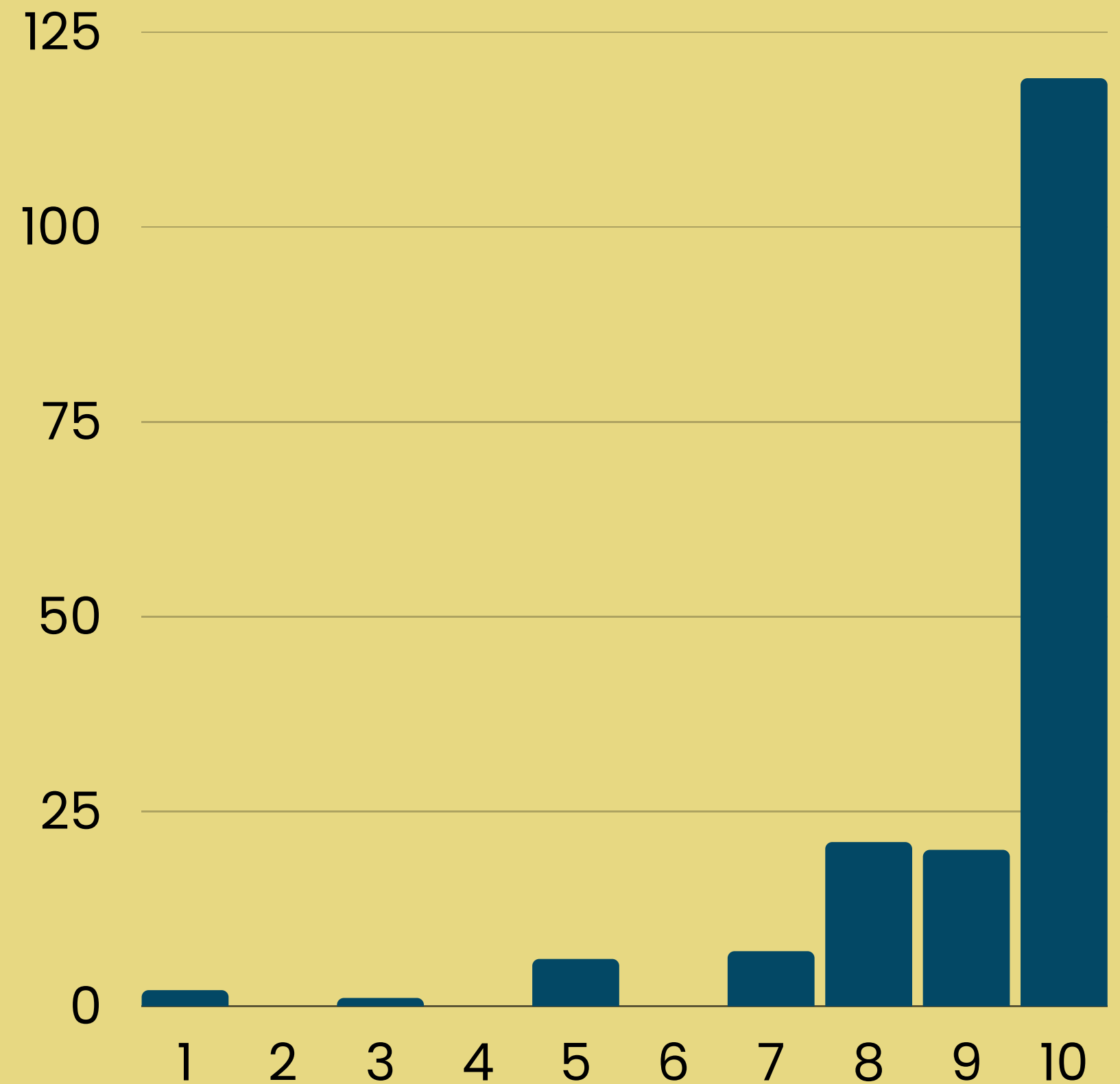
How would you rate the staff and volunteers in terms of helpfulness and friendliness?

Most members feel the staff and volunteers do an excellent job being helpful and friendly.



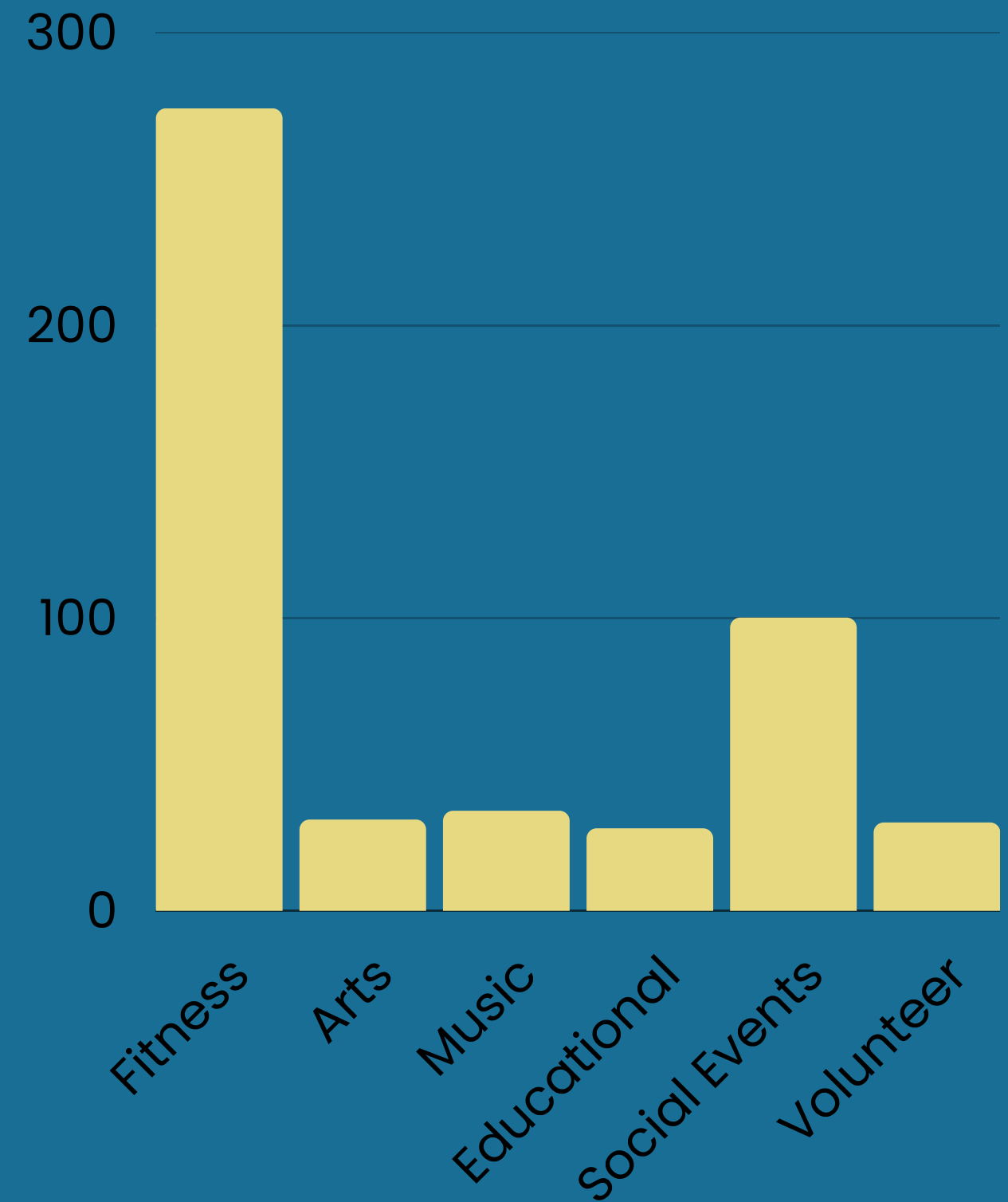
In a scale of 1–10, how likely are you to recommend to friend or family member?

Most members feel the staff and volunteers do an excellent job being helpful and friendly.



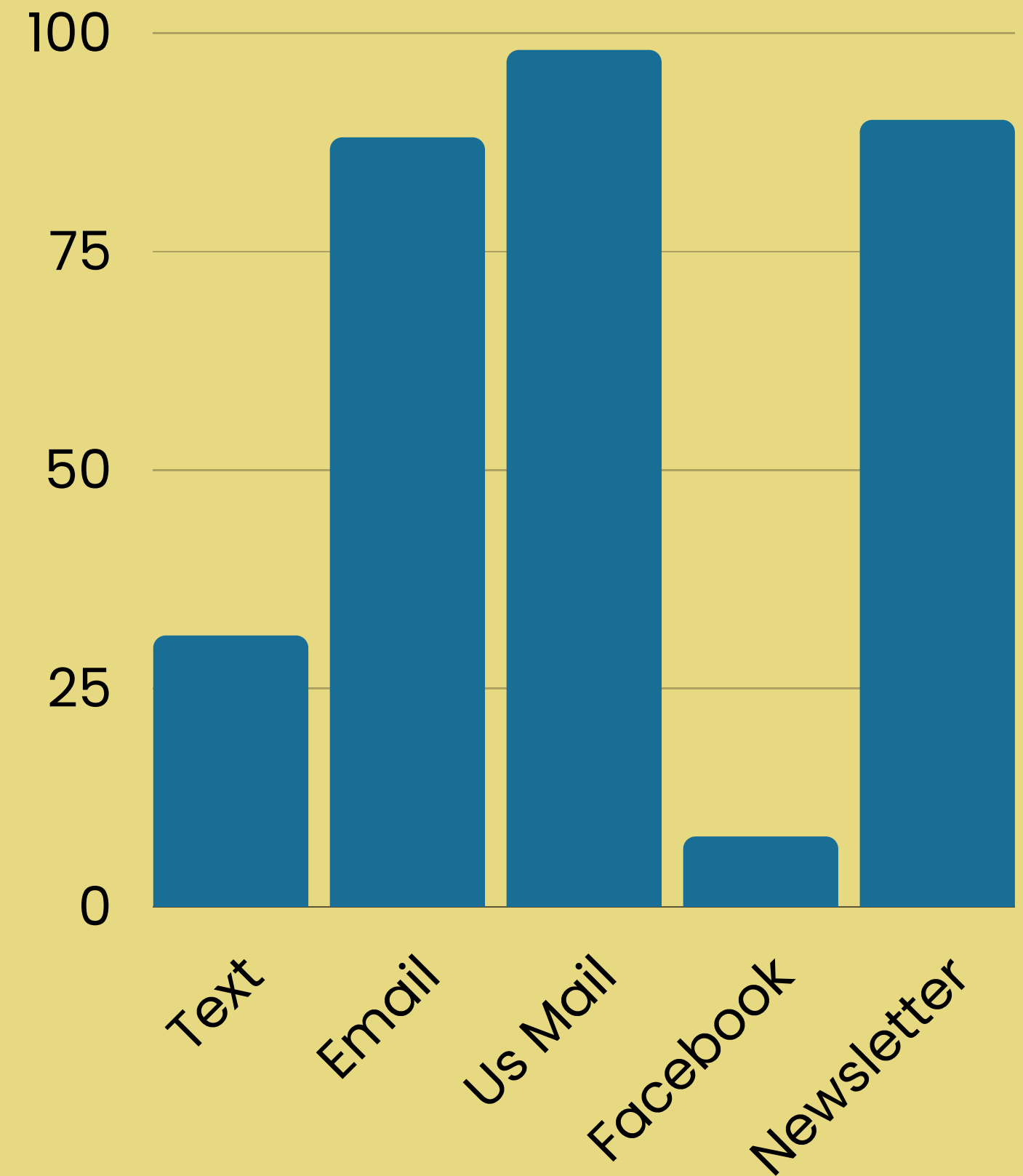
Which programs or activities have you participated in?

Most members have participated in fitness activities.



What is your preferred way to receive communication

Most members prefer US Mail, email and Newsletter



Programs members would like to see:

Line Dancing

Meals on wheels

Partner dance lessons

Speakers

Bingo

Corn hole club

Fitness for older folks

Field Trips

Balance classes

More social events

Tech Classes: Phone,
Computer

Acrylic painting

Pickleball

Area of Improvement

Front door needs to be fixed

Members should not put tables and chairs away

More programs

Multi generational events

Paid receptionist

On time newsletter

Sound panels

ADA toilets

Website with current newsletter

Longer Hours

More Classroom space

Takeaways

Large gap between people who come weekly and less than 1 x month

- What can we do to draw more members in on a regular basis?

Majority of People are very satisfied with the Senior Center and we have the ability to improve!

- What can be done to address the areas of improvement that were suggested?
 - What can we do to continue to offer great events, classes and community?