



AGENDA

Meeting of the
Scotts Valley Senior Center Board
In-Person Meeting
Date: July 23, 2024
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 07-19-24 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: www.scottsvalley.gov

BOARD MEMBERS	CITY STAFF MEMBERS
Margaret Schraft, Chair Nancy Diaz, Vice Chair Ferd Bergholz, Board Member Harvey Bustichi, Board Member Lisa Bustichi, Board Member George Milder, Board Member Anna Pissanetzky, Board Member	Allison Pfefferkorn, Recreation Division Manager Darshana Croskrey, Senior Center Coordinator Brian Youmans, Administrative Assistant III

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

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. 05-21-24 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. Boutique Update
2. Phase Two: Membership Check-In

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.

Staff Updates- Senior Center Board Meeting July 23rd, 2024

Recreation Division Manager: Allison Pfefferkorn

- The city is in the process of getting all the necessary information submitted for the use of the program income funding for ADA upgrades in the senior center
- Seniors are now able to renew their annual membership online or in person. We have had around 50 people renew and around 30 have been completed by the user online.
- The week of July 22nd we will be hosting “Renew and Connect” times where seniors can come into the senior center and renew their membership with the help of the Recreation staff and the tech team. We are asking members to come in with the day that corresponds with their last name. Coffee and donuts will be made available, and socializing is always encouraged!

Senior Center Coordinator Darshana Patel-Croskrey

ACTIVITIES UPDATE SINCE LAST BOARD MEETING

- Band/Line Dance Night attendee numbers have dropped by half from its inaugural evening, but everyone attending in May and June enjoyed themselves. It should pick up in July as the instructor will have returned from vacation. It does have a dedicated group of followers which will grow.
- Bocce Ball League for Summer is well under way. Bocce Chair, Susan Taylor, continues to do an outstanding job of coordinating our Senior League Teams with the help of her Team Captains. RDM Pfefferkorn and her Staff at Parks and Rec have implemented a new system of signup and payments for bocce ball to go through Pks& Rec, this is easing work for all parties involved.
- Flea Market/Pancake Breakfast – both were a success. After expenses, we cleared almost \$1200 so we are very happy with this first post-Covid comeback. There were some hiccups along the way in both events, but we are prepared and excited for our Grandparents Day Breakfast/Fall Flea Market which will take place on Sat Sept 7th.
- Gyrokinesis got off to a good start with Sharron Barth. Early days yet as it is in its first month, but we can see it is now starting to develop a following.
- Pride Month – acknowledging the City of Scotts Valley’s support for Diversity, Equity and Inclusion for ALL, the SVSC Decoration Team honored the LGBTQ+ community with hanging Pride Flags for the center’s monthly décor.

REORGANIZING PROJECT

The project continues. We are on the Public Works schedule for the completion of repairs to the shed. We are dealing with vacations, however, we should, barring any unforeseen circumstances, be ready to close the off-site storage by the end of July.

SVSC TECH TEAM NEWS

The team has been hard at work on several components of our upcoming offerings – the details are in the July newsletter. However, please keep the following in mind:

- Tech Team Survey will be available in hard copy outside Darshana’s office starting July 15th
- The Tech Team will present its FIRST in a series of presentations on On-Line Safety on August 27th
- The Tech Team is ready to give one-on-one aid to our members!



MINUTES

Meeting of the
Senior Center Board Meeting
Date: May 21st, 2024
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 rd. Scotts Valley, CA 95066	The agenda was posted on 03-01-2024 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at www.scottsvally.gov .

Call to Order - 1:00 pm

The meeting was called to order at 1:02 PM.

Roll Call

COMMISSIONERS PRESENT:

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

ABSENT:

Harvey Bustichi, Board Member
Lisa Bustichi, Board Member
George Milder, Board Member

CITY STAFF MEMBERS PRESENT:

Allison Pfefferkorn, Recreation Division Manager
Darshana Croskrey, Senior Center Coordinator
Mathew Spencer-Cooke, Maintenance Division Manager
Brian Youmans, Administrative Assistant

Staff Updates

1. Staff Updates - RDM Pfefferkorn
 - a. RDM Pfefferkorn announced several updates to the Senior Center facility, including training for SCC Croskrey to register new Senior Center members through the Active Net platform.
2. Staff Updates – SCC Croskrey
 - a. SCC Croskrey announced several updates to the Senior Center programs and events, including highlighting previous events and announcing upcoming activities.

Public Comment Time

Cynthia Dendzel, a Senior Center Member, expressed enthusiasm about the potential for a grant for the Senior Center.

SCC Croskrey expressed her happiness to see Marlene Flannery in good health after returning from a recent hiatus to focus on her health.

Consent Agenda

1. Approve Senior Center Board Meeting Minutes 03-05-24.

M/S: Bergholz/Pissanetzky

To approve the Consent Agenda with no alterations. Carried 4/0/0 (AYES: Schraft, Diaz, Bergholz, Pissanetzky; NOES: None; ABSENT: Bustichi, Bustichi, Milder)

Additions/Deletions to Regular Agenda

None.

Regular Agenda

1. Green Business Network
 - a. RDM Pfefferkorn gave a brief background of what the Green Business Network is and introduced MDM Spencer-Cooke. MDM Spencer-Cooke gave a presentation of the goals of the Green Business Network and its impact on the Senior Center.
 - b. Senior Center Board Members provided feedback and suggestions, including Chair Schraft suggesting more recycling cans and Board Member Bergholz asking about switching to LED lighting.
 - c. Senior Center member Cynthia Dzendzel expressed approval of the Senior Center joining the Green Business Network.
2. Potential Senior Center facility improvements to be funded by the City's CDBG Program Income available funds
 - a. RDM Pfefferkorn gave the background of the City having \$366,000 in available funds to reinvest in CDBG eligible projects and elaborated on the restrictions and requirements for eligibility.
 - b. Board Member Pissanetzky suggested ADA facility improvements throughout the facility, and Vice Chair Diaz agreed while reiterating the importance of accessibility for all the Center's membership.
 - c. SCC Croskrey and Chair Schraft both made suggestions for minor improvements to the main hall and kitchen.
 - d. Senior Center member Cynthia Dzendzel suggested the Center can have a donation drive for any additional funding that may be needed.

Adjournment

The meeting adjourned at 2:07 PM.

City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT

DATE: 7/23/2024
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Boutique Update**

SUMMARY OF ISSUE

During the March board meeting, a Senior Center member and volunteer at the Boutique, requested permission to work in the boutique on the weekends. This request came after City staff restricted volunteer access to the Senior Center on weekends due to the absence of city staff and related safety concerns.

In June, a meeting was held with Staff, Board Chair Schraft, and Boutique volunteers to discuss how to manage the Boutique's operations effectively.

Work hours

To align with the policy of having volunteers work only when staff are present, it was decided that Boutique volunteers may do sorting, cleaning, rearranging, etc., during city working hours from Monday to Friday and when the Senior Center is not open to members, specifically from Monday to Friday, 2 pm to 4:30 pm, when the Senior Center is not open to members. Additionally, on the 4th Friday of each month, Boutique volunteers are permitted to work a full day, as the Senior Center is closed to the public on that day. City staff will be available at the Recreation office on these Fridays to provide assistance if needed.

Cash handling

Accounting and cash handling was also discussed during the meeting and a new system was created and put in place. The boutique will now reconcile the cash box daily with a set amount to be kept in the box and the excess from the day's earnings will be deposited to finance. The boutique staff will reconcile the cash box on Wednesdays and the Recreation Division will reconcile it on Mondays, Tuesday, Thursdays and Fridays when the boutique volunteers are not working.

FISCAL IMPACT

No fiscal impact.

STAFF RECOMMENDATION

To receive staff presentation.

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None

City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT

DATE: 7/23/2024
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Phase Two: Membership Check-In**

SUMMARY OF ISSUE

Staff have begun the transition of moving the administrative operations of the Senior Center to Active Net, the software the Recreation Division uses for all registrations and reservations.

A three-phase implementation was developed and has been executed. Staff have successfully implemented the initial transfer of all members to the new system as well as phase one: bocce league payments.

Phase two: Membership Card Scanning has just begun and phase three, class registration, will happen in quick succession.

Overview of Phase Two: Membership Card Scanning

This phase involves the introduction of membership card scanning upon entry to the center. This step will enable the Recreation Division to accurately track visitor numbers, confirm if their membership is up-to-date and provide valuable insights into the Senior Centers' use patterns. It will also be the precursor to class registration, class check in and payments.

Checking a member in can happen in one of three ways: scanning their membership card, manually typing their pass ID number or looking up a member on the customer search function.

Once a member is checked in, it will notify the receptionist if their membership is up-to-date and, in the future, will allow them to check in for a class/activity and process payment.

On July 10th, Senior Center receptionists, board members and members of the technology team attended a membership card scanning training session led by the Recreation Division. During this training, they were given time to practice logging into the system and using the three ways of checking members in.

Staff also trained participants on how to renew or issue a new membership.

Starting in September, the goal is to have completed the three phases; processing membership renewals/activation, class registrations and membership check-ins all through Active Net.

The next training session will be on August 28th and will focus on how to register members for a class, take payments and check members in for a class.

FISCAL IMPACT

No fiscal impact.

STAFF RECOMMENDATION

To receive presentation.

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None