



# AGENDA

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

| CONTACT INFORMATION                                                                        | MEETING LOCATION                                                                 | POSTING                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recreation Division<br>361 Kings Village Road<br>Scotts Valley, CA 95066<br>(831) 438-3251 | Scotts Valley Senior Center<br>370 Kings Village Road<br>Scotts Valley, CA 95066 | Agenda posted on 7-28-2023 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: <a href="http://www.scottsvalley.gov">www.scottsvalley.gov</a> |

| ELECTED OFFICIALS                                                                                                                                                                 | CITY STAFF MEMBERS                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Lewis Farris, Chair<br>Margaret Schraft, Vice Chair<br>Ferd Bergholz, Board Member<br>Harvey Bustichi, Board Member<br>Nancy Diaz, Board Member<br>Anna Pissanetzky, Board Member | Mali LaGoe, City Manager<br>Darshana Croskrey, Center Coordinator |

| MEETING NOTICE AND AGENDA PACKET MATERIALS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Notice regarding Senior Center Meetings:</b><br/> 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.</p> <p><b>Agenda and Agenda Packet Materials:</b><br/> 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 <a href="http://www.scottsvalley.gov">www.scottsvalley.gov</a>.</p> |

## **Call to Order**

## **Roll Call**

## **Staff Updates**

1. City Manager Updates

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

## **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. Consider a recommendation to amend the Senior Center Advisory Commission Bylaws
2. Future Agenda Items

## **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:** 8/1/2023  
**TO:** Honorable Mayor and City Council  
**FROM:** Mali LaGoe, City Manager  
**APPROVED:**  
**SUBJECT:** City Manager Updates

### **SUMMARY OF ISSUE**

For the last few months, I have been supervising the Senior Center Coordinator and taking a more direct interest in the needs and operations of the Senior Center. This was due to the change in staffing at the Recreation Division Manager position, a role we hope to have refilled soon. In listening to both staff and the Senior Board Chair, Lew Ferris, I have gained a better understanding of the needs and challenges of the senior center operations. Some actions we have taken in response to these conversations include:

- Utilizing the multifunction copier at City Hall to print the monthly newsletter and annual membership packet.
- Finalizing the senior center user survey which was included in the membership packet.
- Identified a potential grant opportunity to support additional staff at the senior center. CDBG is a state funded program that targets low- and moderate-income residents. In order to determine if the senior center is eligible for funding, a demographics and income study was also included in the membership packet.
- Streamlined communication between senior center staff and the City's finance staff regarding cash handling policies, contracting, invoicing and payments.
- Secured a new coffee machine and renewed coffee supply service.
- Followed up on the Code of Conduct that was presented to board in February.

Ongoing actions include:

- Creating contract templates for activity leaders, presenters, teachers who offer paid programs at the Center.
- Analyzing and updating the city's fee schedule including senior center membership and activity fees.
- Exploring opportunities to leverage the city's newer technology to modernize the membership database.
- Pursuing the grant mentioned above.

These discussions also included clarifying the role of the Board and how the Board can engage with the business of the Center to help move it forward. Staff requests the Board discuss their interest in forming or reviving subcommittees to work on bettering the senior center in specific ways. Subcommittees including 3 or fewer board members could work in areas such as fundraising, long range planning, membership development, community partnerships/volunteers, programming, or other ideas. In forming committees, the board should consider its capacity and staff's capacity to engage in new activities, strengths and talents to tap into and specific goals a committee would be charged to work toward by the Board.

### **FISCAL IMPACT**

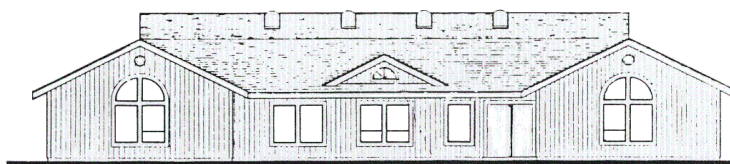
none

### **STAFF RECOMMENDATION**

Staff recommend the board receive the City Managers update, provide feedback on the information provided and discuss the formation of subcommittees. Additionally, the Board could take action to form one or more subcommittees and assign members if it so desired.

### **TABLE OF CONTENTS**

1. Senior Center Membership Packet



Scotts Valley Senior Center ♦ 370 Kings Village Road ♦ Scotts Valley CA 95066 ♦ (831) 438-8666

Hello Members,

We are at a time of new beginnings and special opportunities.

**We need your HELP!**

**We need your INPUT!**

**We want to hear your VOICES!**

With the assistance of our City Manager, Mali LaGoe and staff, the Board of Directors and experts from the community, we have embarked on a concerted effort to update systems, operate more efficiently using technology, and learn how the center can better serve you.

This restructure includes:

- Update ALL membership records.
- Create an up-to-date volunteer base.
- Survey members on all things pertinent to the center itself as this will help us plan projects and activities that prioritize your needs.
- Conduct a SECOND survey - one that allows us to determine our eligibility for grant opportunities to fund additional staff, expand hours and add or bring back programs.

**With this letter you will find the following enclosures:**

- Revised Membership Form
- Revised Volunteer Form
- Senior Center Survey
- City of Scotts Valley 2023 Senior Center User Income Survey

We are now in our Membership Renewal Drive period. EVEN if you have already paid your membership renewal fee, **we NEED you to complete ALL the forms and return them to the center.** If you have not yet paid your dues, please include your \$20 payment with all the paperwork.

Please Note...

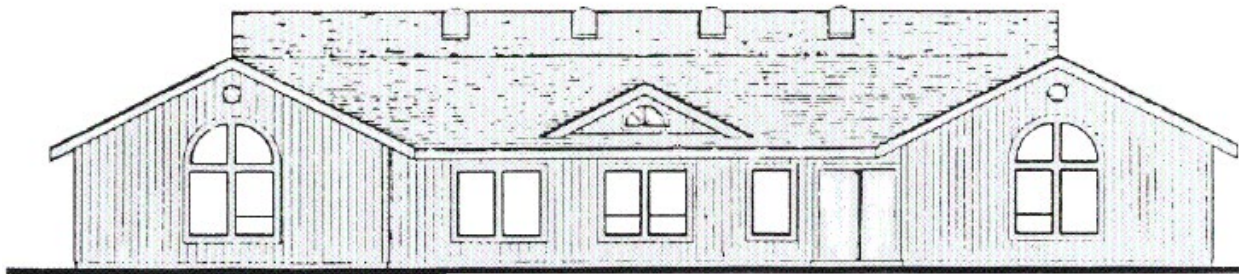
- Time is of the essence.
- **If you need help in filling out the forms, we will have people at the center every Monday and Wednesday to assist you throughout August.**
- If you wish your surveys to remain anonymous, you may do so. Just place them in the dropbox on the table outside my office. All other paperwork may be handed in at the Reception Desk.

There are two things that everyone always hears me say and they are, "All paths lead to the senior center", and that "The center is our home away from home". So now, with those statements in mind, I ask you to do your part and be a part of this revitalization. Help our senior center continue to grow, become the place we all envision, and continue to be a sparkling jewel in the City of Scotts Valley's crown!

Thank you for your support. If you have any questions, please do not hesitate to contact me.

Warm Regards,

Darshana Croskrey, Coordinator



Scotts Valley Senior Center ♦ 370 Kings Village Road ♦ Scotts Valley CA 95066 ♦ (831) 438-8666

## Membership Form

Dues are \$20.00 per year, payable each July 1<sup>st</sup>. Lifetime Membership fee is \$100. Please make check payable to the City of Scotts Valley. To be eligible for membership, you must be 50 years or older.

I am a: ☐ New Member ☐ Renewing Member #  or ☐ Lifetime Member

Newsletter Delivery Preference: ☐ US Mail ☐ Email

### Member Information

|                                                                                                                                         | Member Contact Information | Emergency Contact Information                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                                                                                                                                    |                            | Name:                                                                                                                                                                                                                              |
| Street Address                                                                                                                          |                            | Phone:                                                                                                                                                                                                                             |
| City, State, Zip                                                                                                                        |                            | Relationship:                                                                                                                                                                                                                      |
| Home Phone                                                                                                                              |                            | Name:                                                                                                                                                                                                                              |
| Work Phone                                                                                                                              |                            | Phone:                                                                                                                                                                                                                             |
| E-Mail Address                                                                                                                          |                            | Relationship:                                                                                                                                                                                                                      |
| Birthday: <input type="text"/> / <input type="text"/> / <input type="text"/><br>Month                  Day                  Year        |                            | How did you hear about us?<br><input type="checkbox"/> Friend <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper<br><input type="checkbox"/> Radio <input type="checkbox"/> Signs <input type="checkbox"/> Other |
| Membership Date: <input type="text"/> / <input type="text"/> / <input type="text"/><br>Month                  Day                  Year |                            |                                                                                                                                                                                                                                    |

### Scotts Valley Senior Center Mission

The Senior Center's purpose is to provide a place where seniors may find companionship, help and the opportunity to pursue their interests in educational, recreational and craft activities, and to promote the goodwill and public interests of the community.

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

### What activities or assistance are you interested in?

|                                         |                                                     |                                      |
|-----------------------------------------|-----------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Exercise       | <input type="checkbox"/> Resources/services         | <input type="checkbox"/> Technology  |
| <input type="checkbox"/> Games          | <input type="checkbox"/> for basic needs            | <input type="checkbox"/> Art         |
| <input type="checkbox"/> Crafts         | <input type="checkbox"/> Dining / Social gatherings | <input type="checkbox"/> Travel      |
| <input type="checkbox"/> Speaker series | <input type="checkbox"/> Book Club                  | <input type="checkbox"/> Other _____ |

### What gifts or talents would you like to share with the Senior Center?

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#### Membership Waiver of Liability

In exchange for participating in this activity, I hereby, on behalf of my heirs, estate, insurers, representatives and assigns, hereby fully release, waive, discharge and covenant not to sue the City of Scotts Valley, its employees, elected and appointed officials, volunteers, attorneys, agents and any other person(s) acting on the City's behalf from any and all claims for bodily injury (including death), and other liability, damages, lawsuits, expenses (including but not limited to, medical expenses and attorneys' fees) arising out of or relating to any activities or conduct authorized under my membership in the Scotts Valley Senior Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Office Use Only

Payment received by: \_\_\_\_\_ (Initials)    ☐ Cash \$ \_\_\_\_\_ or ☐ Check # \_\_\_\_\_ on Date: \_\_\_\_\_

New Member Number Assigned: \_\_\_\_\_

Renewing Member Number: \_\_\_\_\_

Notes:

## Volunteer Interest Form

Please consider adding your name to the long list of people who share their time and talents with the Senior Center. Without our much-appreciated volunteers, the Senior Center would not be able to offer so many different fun activities.

### Contact Information

Name:

Best way to reach me:

### Volunteer Activities

Tell us in which areas you are interested in volunteering.

|                                          |                                                       |                                                |
|------------------------------------------|-------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Reception desk  | <input type="checkbox"/> Newsletter production        | <input type="checkbox"/> Special event baking  |
| <input type="checkbox"/> Computer lab    | <input type="checkbox"/> Story writing for newsletter | <input type="checkbox"/> Special event cooking |
| <input type="checkbox"/> Gift Shop       | <input type="checkbox"/> Graphics / Design            | <input type="checkbox"/> Special event helper  |
| <input type="checkbox"/> Activity leader | <input type="checkbox"/> Information gathering        | <input type="checkbox"/> Board Member          |
| <input type="checkbox"/> Gardening       | <input type="checkbox"/> Fundraising                  | <input type="checkbox"/> Other: _____          |

### Special Skills, Qualifications, Previous Volunteer Experience

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Continue to next page for Volunteer Agreement and signature.

## Senior Center Volunteer Waiver & Release of Liability, Assumption of Risk and Indemnity Agreement

*Please print all information, sign where asked for signature.*

I, \_\_\_\_\_, (hereafter the “Undersigned”) being an adult over the age of eighteen (18), desire to participate in volunteer activities (the “Activity”) of the Senior Center of the City of Scott Valley (the “Senior Center”). THE UNDERSIGNED VOLUNTARILY ASSUMES FULL RESPONSIBILITY FOR ANY RISK OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, which otherwise may be sustained as a result of being engaged in such Activity.

1. In exchange for participating in the Activity, the Undersigned on behalf of his or her self, heirs, estate, insurers, representatives and assigns hereby fully releases, waives, discharges and covenants not to sue the City of Scotts Valley, its employees, elected and appointed officials, volunteers, attorneys, agents and any other person(s) acting on the City’s behalf (hereafter the “Releasees”) from any and all claims for bodily injury (including death), and other liability, damages, lawsuits, expenses (including but not limited to, medical expenses and attorneys’ fees) to the Undersigned or any other person, arising out of or relating to the Undersigned’s participation in the Activity or presence at the Senior Center and agrees to waive any rights to make the above claims through a lawsuit or otherwise against the Releasees above.
2. The Undersigned understands and acknowledges responsibility for any injury or damage the Undersigned causes to others during the Activity and hereby agrees to indemnify, defend, and hold harmless the Releasees from any and all claims for bodily injury (including death), and other liability, damages, lawsuits, expenses (including but not limited to, medical expenses and attorneys’ fees) caused by my negligence or willful misconduct, in the performance of the Activity.
3. The Undersigned hereby grants to the City of Scotts Valley and their legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of me, for advertising and any other promotional purposes and in any manner and medium; to alter the same without restriction; and to copyright the same. I hereby release the City of Scotts Valley and their legal representatives and assigns from all claims and liability relating to said photographs.
4. The Undersigned expressly agrees that the foregoing release and waiver and indemnity agreement are intended to be as broad and inclusive as permitted by California law.
5. The Undersigned understands and covenants that this Agreement shall apply to all unknown and unanticipated claims, injuries, causes of action and damages, as well as any known claims, and waives the provisions of Civil Code Section 1542, which reads as follows: “A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.”

By signing below, I, \_\_\_\_\_, acknowledge and represent that I HAVE READ THIS AGREEMENT CAREFULLY; I FULLY UNDERSTAND IT AND I VOLUNTARILY AGREE TO ITS TERMS. No oral representations, statements or inducement, apart from this written agreement have been made. If any portion of this agreement is declared invalid by a court, the remainder shall continue in full force and effect.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I hereby certify I have never been arrested for or convicted of any felony or misdemeanor involving sexual or physical abuse of any adult or child, or any felony narcotics offense. If deemed necessary for the program for which I choose to volunteer, I authorize the City of Scotts Valley to obtain my criminal records and understand that the fact that I am applying to volunteer will be reported to law enforcement agencies. All statements and information submitted on this application are true and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 2023 SCOTTS VALLEY SENIOR CENTER MEMBER SURVEY

1. How frequently do you visit the Scotts Valley senior center?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Less than once a month
- ☐ Never visited

2. How satisfied are you with the facilities and amenities provided at the senior center?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very dissatisfied

3. Which of the following programs or activities have you participated in at the senior center?  
(Select all that apply)

- ☐ Fitness classes
- ☐ Arts and crafts
- ☐ Music and dance
- ☐ Educational workshops
- ☐ Social events and gatherings
- ☐ Volunteer opportunities
- ☐ Other (please specify)\_\_\_\_\_

4. Are there any specific programs or activities you would like to see added to the senior center? Please provide your suggestions.

5. How would you rate the staff and volunteers at the senior center in terms of helpfulness and friendliness?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Poor

Continue to the other side

6. Have you encountered any difficulties or concerns during your visits to the senior center? If yes, please describe.

7. On a scale of 1 to 10, how likely are you to recommend the Scotts Valley senior center to a friend or family member?

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

8. Would you like to continue with the Meals and Wheels program?

- ☐ Yes
- ☐ No

9. How do you like to receive communication from the Scott's Valley Senior Center?

- ☐ Text
- ☐ Email
- ☐ US Mail
- ☐ Facebook
- ☐ Newsletter

10. Do you have any additional comments or suggestions for improving the senior center?

**Thank you for taking the time to complete this survey. Your feedback is valuable in helping us enhance the services and experiences at the Scotts Valley Senior Center.**

Name (optional): \_\_\_\_\_

## City of Scotts Valley

### 2023 Senior Center User Income Survey

The City of Scotts Valley is conducting a survey to gather essential information to support a grant application. If we get the grant up to \$250,000, funds will provide staffing for the expansion of services and programs at the Senior Center. The information in this survey is required by the State of California to qualify for the grant. **All information included on this survey is confidential.** Please take this opportunity to help improve our service by answering the questions below – this should only take you approximately 5 minutes. We appreciate your participation! Your response matters!

#### 1. How many people live in your household? \_\_\_\_\_

*(If you are single, enter 1. If more than one family, each family must complete a separate survey as more than one family can be living in one household)*

#### 2. **Income:** Based on the number of people in your household (question 1), check whether your family's **annual income level** is **above** or **below** the income limit:

| Number of Persons                                    | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
|------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Income limit                                         | \$69,180  | \$79,080  | \$88,980  | \$98,820  | \$106,740 | \$114,660 | \$122,580 | \$130,500 |
| My family is <b>above</b> or <b>below</b> this limit | ( ) Above | ( ) Above | ( ) Above | ( ) Above | ( ) Above | ( ) Above | ( ) Above | ( ) Above |
|                                                      | ( ) Below | ( ) Below | ( ) Below | ( ) Below | ( ) Below | ( ) Below | ( ) Below | ( ) Below |

*(Limits are determined by the 2023 State CDBG Income Limits for Santa Cruz County)*

#### 3. Family Racial and Ethnicity Data

|                                                                                                                    | Write the <b>number</b> of people in your family who are: | Write the <b>number</b> of people of Hispanic Origin and: |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|
| White                                                                                                              |                                                           |                                                           |
| Black/African American                                                                                             |                                                           |                                                           |
| Black/African American and White                                                                                   |                                                           |                                                           |
| Asian                                                                                                              |                                                           |                                                           |
| American Indian/Alaskan Native                                                                                     |                                                           |                                                           |
| Native Hawaiian/Other Pacific Islander                                                                             |                                                           |                                                           |
| American Indian/Alaskan Native and White                                                                           |                                                           |                                                           |
| Asian and White                                                                                                    |                                                           |                                                           |
| American Indian/Alaskan native and Black/African American                                                          |                                                           |                                                           |
| Other Multi-Racial                                                                                                 |                                                           |                                                           |
| <b>Total Persons in Family (should match Question 1)</b>                                                           |                                                           |                                                           |
| Respondents may refuse to provide this information by marking this box: Refuse to answer: <input type="checkbox"/> |                                                           |                                                           |

**City of Scotts Valley**  
**2023 Senior Center User Income Survey**

**4. Additional Demographics**

Female head of household is present:    Yes ☐    No ☐

Veteran is present:        Yes ☐    No ☐

Number of elderly (62 and older) family members: \_\_\_\_\_

Number of severely disabled family members: \_\_\_\_\_

Thank you for completing this survey!



# MINUTES

## Scotts Valley Senior Center Board

Date: May 1, 2023

Time: 1:00 PM

|                                                                                                                                 |                                                                                                             |                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Contact Information</b><br>City of Scotts Valley<br>Recreation Division<br>361 Kings Village Road<br>Scotts Valley, CA 95066 | <b>Meeting Location</b><br>Scotts Valley Senior Center<br>370 Kings Village Road<br>Scotts Valley, CA 95066 | <b>Posting</b><br>Agenda Posted at Scotts Valley Senior Center and Scotts Valley Parks & Rec on April 28, 2023 |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                          |                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Senior Center Board of Directors</b><br>Ferd Bergholz, Chair<br>Harvey Bustichi, Board Member<br>Nancy Diaz, Board Member<br>Lewis Farris, At-large Board Member<br>Anna Pissanetzky, Board Member<br>Margaret Schraft, Board Member<br>Vacant, At-large Board Member | <b>City Staff Members</b><br>Kirsten Powell, City Attorney<br>Chris Lamm, Public Works Director<br>Ali Robinson, Recreation Division Manager<br>Darshana Croskrey, Senior Center Coordinator |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Call to Order

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

### Roll Call

### Consent Agenda

### Public Comment Time

A member of the public requested a more consistent schedule for the newsletter.

### Additions/Deletions to Regular Agenda

None

### Public Works Report Update

PWD Lamm reported that Matthew Spencer-Cook has been hired to fill the Maintenance Division Manager and second round interviews are in process for the Recreation Administrative Secretary.

## **Regular Agenda**

### **1. Election of Officers**

The officers were elected as follows:

Chair – Lewis Farris

Vice Chair – Margaret Schraft

### **2. Advisory Body Training presentation – City Attorney Powell**

City Attorney Powell gave a training session that covered the recent changes to the Senior Center By-Laws, the Brown Act, the Public Records Request Act, and the Code of Conduct.

### **3. Copy Machine Purchase Update**

RDM Robinson noted that a decision will be made regarding the purchase of a copy machine in approximately one month.

### **4. Ad hoc Committee Creation Bocce Cover**

The Board proposed an ad hoc committee with the duration of one year that also includes members of the Parks and Recreation Commission. This ad hoc committee must be approved by the City Council.

### **5. At-Large Member Vacancy Direction**

For any vacancies on the Senior Center Board, the Board recommends the appointment to fill the vacancy and then makes a recommendation to City Council for approval. This will need to be agendaized at the June Senior Center Board meeting.

### **6. Senior Center Coordinator Report – D. Croskrey**

- Ferd Bergholz has been on the Senior Center Board for 25 years
- Please read the newsletter

## **Future Agenda Items**

- Ad hoc Bocce Cover Committee
- At-Large Member Vacancy

## **Adjournment**

## **City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT**

**DATE:** 8/1/2023  
**TO:** Honorable Mayor and City Council  
**FROM:** Mali LaGoe, City Manager  
**APPROVED:**  
**SUBJECT:** Receive Resignation Letter from Director Lewis Ferris

### **SUMMARY OF ISSUE**

Staff received the attached resignation notice from Director Lewis Ferris on 7/24/23 with an effective date of 8/2/23.

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Acknowledge letter of resignation. The letter has already been shared with the City Clerk for filing.

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1. Resignation L. Ferris 7-24-23

**From:** [lanlccjl@cruzio.com](mailto:lanlccjl@cruzio.com)  
**To:** [Mali LaGoe](#)  
**Subject:** Resignation  
**Date:** Monday, July 24, 2023 8:11:54 PM

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**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Mali

Please consider this as my formal notice of resignation from the Scotts Valley Senior Center Board, and the position as President of said BOD, effective on 8/2/2023 (after the next Meeting of the BOD on 8/1/2023). The reasons for my resignation are both personal and medical. I find myself not up to the rigors the Board needs due to my declining health since May, and my belief the situation will probably not change in the near future. It was difficult to come to this decision, but I believe it to be in the best interest of all involved.

Lew Farris

7/24/2023

## **City of Scotts Valley SENIOR CENTER BOARD STAFF REPORT**

**DATE:** 8/1/2023  
**TO:** Honorable Mayor and City Council  
**FROM:** Mali LaGoe, City Manager  
**APPROVED:**  
**SUBJECT:** Consider a recommendation to amend the Senior Center  
Advisory Commission Bylaws

### **SUMMARY OF ISSUE**

The Scotts Valley Senior Center Advisory Commission Bylaws dictate how the Commission, known as the Senior Center Board of Directors, operates. Article VII, Section 3 allows the Board of Directors to recommend amendments to the bylaws to the City Council. Recent updates modernized the bylaws. However, additional changes are proposed as follows:

#### **1. Interim vacancies of board members**

The Bylaws are silent in regard to filling a mid-cycle vacancy for the two member-nominated directors. In 2023, both of these seats were vacated due to resignations without a formal process in place for replacing the directors, outside of scheduling a full member meeting. Staff recommends 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. Once the Board nominates a new director to fill the vacancy, the recommendation will be presented to the City Council for consideration. Once formally appointed by the City Council, the interim board member would then serve until replaced or recommended at the next regular membership meeting and subsequent City Council appointment to a full four year term. (Article IV. Section 5)

#### **2. Off cycle Officer appointments**

Similar to the issue identified above, the bylaws state that a Chairperson and Vice-Chairperson are to be elected by the Board of Directors at the October Board Meeting. 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. (Article IV Section 4)

3. The Bylaws dictate the Board of Directors meet monthly on the first Tuesday of each month at 1:00pm. Staff recommend amending this section to schedule meetings every two months, rather than every month. This change would allow staff and board members to focus on committee work or special projects rather than preparing for meetings each month. A special meeting could still be called if needed between

regularly scheduled board meetings.

**FISCAL IMPACT**

There is no fiscal impact to revising the Senior Center Advisory Commission Bylaws.

**STAFF RECOMMENDATION**

Staff recommend the Board discuss the proposed revisions and make recommendations for each to be presented to the City Council for approval.

**TABLE OF CONTENTS**

1. Resolution 1228.6 Exhibit A - Senior Center ByLaws

# SCOTTS VALLEY SENIOR CENTER ADVISORY COMMISSION

## BYLAWS

### ARTICLE I. NAME

- Section 1. NAME: The name of this organization is the Scotts Valley Senior Center Advisory Commission, hereinafter referred to as the Senior Organization.
- Section 2. PLACE OF BUSINESS: The principal place of business of this Senior Organization shall be the Scotts Valley Senior Center located at 370 Kings Village Road, Scotts Valley, California 95066.

### ARTICLE II. PURPOSE

- Section 1. OBJECTIVES AND PURPOSE: The purposes for which this organization is formed are:
- A. The specific and primary purposes of the Senior Organization are to advise the City Council on issues affecting the senior population of the City of Scotts Valley and to provide an opportunity to persons 50 years of age or older to pursue their interests in educational, recreational, and craft activities and to promote the welfare of the senior citizenry of the City.

### ARTICLE III. MEETINGS

- Section 1. MEETINGS OF THE SENIOR ORGANIZATION: The Senior Organization shall hold meetings follows:
- A. Annual Meeting. One (1) meeting of the Board of Directors shall be held yearly. If there is an at-large member vacancy on the Board of Directors, the Board of Directors shall hear recommendations on who shall fill that vacancy and all the people attending the annual meeting shall vote on that vacancy. The person receiving the most votes of the Board of Directors and the people attending the meeting shall be recommended to the City Council for appointment to the Senior Organization Board of Directors.
- B. Regular Meetings. The Board of Directors shall meet monthly on the first Tuesday of each month at 1:00pm at the Senior Center.
- Section 3. SPECIAL MEETING: Special meetings may be called by written notice and posted not less than ten (10) days or no more than sixty (60) days to the date fixed for said meeting. Said notice shall specify the date, time and place of the meeting and the matters to be considered.
- Section 4. NOTICE OF MEETINGS
- A. Regular Meetings: Notice shall be given each member of the Board of Directors seventy-two (72) hours notice, by email, mail and/or telephone, for any

change in meeting time or place. The agenda for the meeting shall be posted in accordance with State law.

- B. Special Meetings: Notice must be posted in accordance with State law, at the Senior Organization and each member of the Board of Directors shall be given email and/or telephone notice of the time and place of all meetings at least twenty-four (24) hours

Section 5. QUORUM: A majority of the Board of Directors shall constitute a quorum. Any motion receiving the affirmative vote of a majority when a quorum is present shall be a binding act of the Senior Organization unless a greater number is required by law or by these bylaws.

#### **ARTICLE IV. BOARD OF DIRECTORS AND OFFICERS**

Section 1. BOARD OF DIRECTORS: The affairs of the Senior Organization shall be managed and supervised by a seven (7) member Board of Directors five of whom shall be appointed by the City Council in the manner provided for the appointment of Commissioners and Committee members in the Scotts Valley Municipal Code. Two (2) of the seven (7) appointments shall consist of members recommended for appointment in accordance with the terms of Article III, Section 1 to serve for a four (4) year term.

Section 2. AUTHORITY OF THE BOARD: The Board of Directors shall be responsible for the Senior Organization's compliance with its Bylaws. The Board shall advise the City on all matters pertaining to the maintenance of the Senior Organization, its physical properties and its activities. The Board shall advise the City with respect to the conduct of the affairs and business activities of the Senior Organization, as well as with respect to matters of policy.

It is specifically recognized that the authority of the Board of Directors under this Section and under these Bylaws is subject to and limited by the provisions of Resolution Nos. 1228.3, 1228.4 and 1228.5 of the City of Scotts Valley.

It is specifically recognized, notwithstanding anything to the contrary herein, that the use of any Senior Organization building that is owned by the City of Scotts Valley, shall be subject to all rules and regulations of the City of Scotts Valley and that no alteration of any such building may occur without the approval, first had and obtained, of the City Council.

Section 3. TERM OF OFFICE: Each appointed Board Member shall serve for a term as appointed by the City Council. Board Members shall assume duties when directed by the City Council. If a Board Member is unable to complete their term of office, they shall notify the Board of Directors in writing. The Chair Person shall notify the City of said vacancy. A Board Member may be removed from office by the City Council as provided in the Scotts Valley Municipal Code

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.

- Section 5. NOMINATIONS: If required, at the annual meeting, nominations for the two at-large members of the Board of Directors Members may be made by the Board of Directors and/or members from the floor as discussed in Section 1 of Article IV. All nominees must have previously agreed to serve.
- Section 6. BALLOTING: In the event that more nominees are named than there are vacancies, secret balloting shall be conducted. Names on the ballot shall be listed in the order of a random drawing.
- Section 7. PANEL OF CANDIDATES: The candidates shall also be made known through the Senior Center newsletter two months prior and the usual posted notice in the Senior Center at least two weeks prior the election for recommendation.
- Section 8. DUTIES OF THE CHAIR:  
A: The Chair shall preside at meetings of the Board of Directors and at members meetings. The Chair shall, with the approval of the Board of Directors appoint chairpersons of all committees; shall sign all documents on behalf of the Senior Organization as authorized by the Board; shall act as ex-officio member and advisor of all committees other than the nominating committee. The Chair shall exercise general supervision of the activities of the Senior Organization.
- Section 9. DUTIES OF THE VICE-CHAIR: The Vice-Chair, in the absence of the Chair, shall perform their duties and carry out such other duties as authorized by the Board of Directors.

#### **ARTICLE V. COMMITTEES**

- Section 1. STANDING COMMITTEES: The Board of Directors has the authority to form committees to further the purposes of the Senior Organization. All committees and committee members will be on a volunteer basis with prior approval of the Board after consultation with the Coordinator. Standing committees may be, but not limited to, Balloting, Entertainment, Kitchen, Membership, Property, Publicity, Senior Care, Social, Sunshine, Ways and Means or other committees as may be deemed necessary and approved by the majority of the Board. Liaisons to the Board of Directors may be appointed by the Board for any committee. Meetings of Standing Committees shall be subject to the requirement of the Brown Act.
- Section 2. SPECIAL COMMITTEES: Ad-Hoc committees may be appointed from time to time for a limited purpose and limited duration by the Chair with the approval of the majority vote of the Board.

#### **ARTICLE VI. FEES AND DUES**

- Section 1. The City Council, in consultation with the Board of Directors, shall establish dues for participation in events at the Senior Center.

#### **ARTICLE VII. MISCELLANEOUS**

- Section 1.     **RULES OF ORDER:** Robert's Rules of Order shall be adhered to at all meetings of the Board of Directors and members.
- Section 2.     **SOLICITORS OF AGENTS:** No solicitors or agents shall be allowed to display their ware, conduct or transact their business in the Senior Center at any time unless requested to do so by the Coordinator with Board of Directors' approval.
- Section 3.     **AMENDMENTS OF BYLAWS:** The Board of Directors may recommend that these bylaws may be amended, altered or repealed by the City Council. Further, no amendment of these bylaws shall be effective for any purpose unless and until the same is approved by the City Council