

**Minutes of Regular Meeting of the
San Jose Senior Center Advisory Board
Held at San Jose Senior Center
2814 San Jose Blvd
On December 6, 2017**

VOTING MEMBERS PRESENT:

Pat Jones	Chairperson
Jim Grantner	Board Member
Franceal Lucia	Board Member
Lionel Munoz	Board Member
Eugene Thompson	Vice Chairperson
Julia Williams	Board Member

VOTING MEMBERS ABSENT:

Jackie Rayroux	Board Member
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OTHERS PRESENT:

Amparo C. Vasquez	San Jose Senior Center Manager
Corina Yrigollen	San Jose Senior Center Assistant Manager
John Lowe	Director of Community Development

EX-OFFICIO MEMBERS ABSENT:

Dale Janway	Mayor
Steve McCutcheon	City Administrator

1. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:

Roll call of those present was taken by Pat Jones, Chairperson. It was determined that a quorum was present. The meeting was called to order at 1:00 p.m.

2. APPROVAL OF THE AGENDA OF DECEMBER 6, 2017:

After a review of the December 6, 2017 agenda, J. Grantner moved that the agenda be approved and seconded by J. Williams.

The vote was as follows: Yes: J. Grantner, P. Jones, F. Lucia, L. Munoz, E. Thompson and J. Williams.

No: None. The motion carried.

3. APPROVAL OF MINUTES OF NOVEMBER 1, 2017 REGULAR MEETING:

The motion was made by L. Munoz and seconded by J. Grantner that the Minutes of the November 1, 2017 regular meeting be approved. The vote was as follows: Yes: J. Grantner, P. Jones, F. Lucia, L. Munoz, E. Thompson and J. Williams.

No: None. The motion carried.

4. APPROVAL OF DECEMBER 2017 CALENDAR OF WEEKLY ACTIVITIES:

- Daily meals served from 11:30 – 12:30
- Daily entertainment 11:00-11:30
- Monday Crochet Class 8:00 – 10:00
- Monday Low Impact Exercise 9:00-9:30
- Monday Creative Coloring 9:00 - 10:00
- Monday Computer Class - by appointment
- Monday Mexican Bingo 10:00 – 11:00
- Monday Line dancing 1:30-4:00
- Monday CCVN Advisory Board 12:00
- Tuesday Computer Class – by appointment
- Tuesday Mexican Bingo 10:00 – 11:00
- Tuesday Blood Pressure/Sugar Levels 10:30-11:30
- Tuesday Bingo 1:00-4:00
- Tuesday Dominos 3:00
- Wednesday Crochet Class 8:00 – 10:00
- Wednesday Quilting Class 9:30-5:00
- Wednesday Computer Classes – by appointment
- Wednesday Mexican Bingo 10:00 – 11:00
- Wednesday Amateur Hour - 10:45
- Wednesday San Jose Advisory Board - 1:00
- Thursday Computer Classes – by appointment
- Thursday Mexican Bingo 10:00 – 11:00
- Thursday Line Dancing 1:30-4:00
- Thursday Dominos 3:00
- Thursday Ceramics/Crafts 10:00-4:00
- Thursday Blood Pressure/Sugar Levels 10:30- 11:30
- Friday Crochet Class 8:00 – 10:00
- Friday Low Impact Exercise 9:00-9:30
- Friday Creative Coloring 9:00 – 10:00
- Staff Safety Huddle – 9:00

- Friday Computer Classes – by appointment
- Friday Mexican Bingo 10:00 – 11:00
- December 4th – CCVN Advisory Board Meeting – 12 noon
- December 6th – San Jose Advisory Board Meeting – 1:00 p.m.
- December 15th – Christmas Dance – 6 pm to 10 pm
- December 20th – Christmas Party/Ugly Christmas Sweater Contest – 10:30 a.m.
- December 25th – Center closed for Christmas Holiday
- December 26th – Center closed for Christmas Holiday
- December 29th – December Birthdays

A motion was made to approve the December activities by L. Munoz and seconded by J. Grantner.

The vote was as follows: Yes: J. Grantner, P. Jones, F. Lucia, L. Munoz, E. Thompson and J. Williams.

No: None. The motion carried.

5. MONTHLY REPORT FOR NOVEMBER 2017:

Ms. Vasquez reported the number of patrons served in November was 1,911 and the nutritional program served 1,749, for a total of 3,660 patrons served.

Ms. Vasquez stated that in November we received \$4,227.00 in bingo money. The sum of \$42.00 was held out in order to purchase more bingo cards. The amount paid out to the bingo players was \$4,185.00.

We had 4 new members sign up during this month.

6. MANAGER'S REPORT:

Ms. Vasquez stated that the following transpired during the month of November:

The San Jose Advisory Board met on the 1st of November. Josh Moore, Director of Carlsbad Transit gave a presentation to the seniors on Nov 1st. He explained the city bus routes and services they offer to seniors. The Craft and Bake Sale was held on Saturday, November 4th. We had a good crowd and everyone enjoyed the sale. We celebrated Veteran's Day on November 9th. We had about 45 vets honored with a thank you card, Walmart gift card and IHOP Certificate for Red, White and Blue Pancakes meal. Thank you to the American Legion for their contribution to our senior vets. The Honor Guard was present for the posting of the flags. The CCVN held their Advisory Board meeting on the 6th of November. The kitchen staff served the Thanksgiving meal on the 16th of November. There were 185 persons served that day. We celebrated the November

birthdays on November 30th. We had an Active Shooter Training class on the 30th by Police Officer Alan Franzoy. He stated it would be a good idea to give the seniors a class on what to do if the situation would present itself here or anywhere else.

Upcoming events for the month of December are Mega Bingo on the 5th, Christmas Dance on the 15th, Christmas Party for our Advisory Boards (CCVN and SJSC) on the 18th, Christmas Party for the seniors, along with an Ugly Christmas Sweater Contest on the 20th. The Center will be closed on December 25th and 26th for the Christmas Holiday. The December birthdays will be celebrated on the 29th.

7. DISCUSSION – GRIEVANCE/COMPLAINT POLICIES:

Jim Grantner presented a final draft of a Grievance/Complaint and Code of Conduct form for the Board's review. A discussion was held concerning same. After discussion, J. Grantner made a motion that the board accept this Grievance/Complaint and Code of Conduct form as presented and recommended that we present this form to City Administration for their review and approval, and P. Jones seconded.

The vote was as follows: Yes: J. Grantner, P. Jones, F. Lucia, L. Munoz, E. Thompson and J. Williams.

No: None. The motion carried.

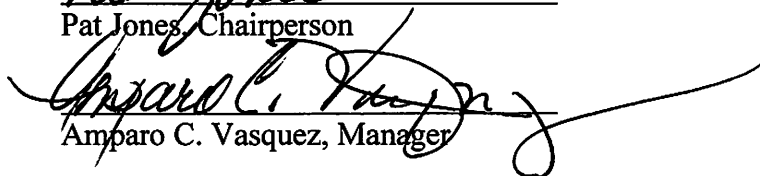
8. ADJOURNMENT:

With no further business to discuss Chairperson Pat Jones declared the Meeting adjourned at 1:55 p.m. The next meeting is scheduled for Wednesday, January 3, 2018 at 1:00 p.m.

Approved by:



Pat Jones, Chairperson



Amparo C. Vasquez, Manager

Patsy Jackson, Director