

City of Carlsbad
San Jose Senior Center Advisory Board
February 6, 2013

The San Jose Senior Center Advisory Board met on Wednesday, February 6, 2013 at 1:00 p.m. Pat Jones, Chairperson, called the meeting to order.

BOARD MEMBERS PRESENT

Pat Jones	Chairperson
Eugene Thompson	Vice Chairperson
Barbara Dennis	Board Member
Frank Sapien	Board Member
Lupe Hernandez	Board Member
Julia Williams	Board Member

BOARD MEMBERS ABSENT

Mary Lou Lopez	Board member
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OTHERS PRESENT

Cecilia Franco	San Jose Senior Center Manager
Natie Saiz,	San Jose Senior Center Attendant
Robert Echavarria	Southeastern Community Action area Manager

APPROVAL OF AGENDA

The motion was made by Mr. Sapien and seconded by Ms. Dennis that the February 6, 2013 agenda be approved.

The vote was as follows: Yes- Dennis, Sapien, Hernandez, Williams, Thompson and Jones.

No-None. The motion carried.

APPROVAL OF MINUTES FROM JANUARY 2, 2013

The motion was made by Ms. Dennis and seconded by Mr. Sapien that the Minutes of the January 2, 2013 meeting be approved.

The vote was as follows: Yes-Dennis, Sapien, Hernandez, Williams, Thompson and Jones.

No –None. Motion carried.

FEBRUARY CALENDAR

- Daily meals served from 11:30 – 12:30
- Daily entertainment 11:00-11:30
- Monday Low Impact Exercise 9:00-9:30
- Monday Line dancing 1:30-4:00
- Tuesday Blood Pressure 10:30-11:30
- Tuesday Bingo 1:00-4:00
- Wednesday Low Impact Exercise 9:00-9:30
- Wednesday Quilting Class 9:30-5:00
- Wednesday 15 How make Angel Pendant 1:00-3:00
- Wednesday 13 Preparing State Tax 1:00-4:00
- Thursday Line Dancing 1:30-4:00
- Thursday Ceramics/Crafts 10:00-4:00
- Thursday February 14th Valentine Dance 1:00
- Friday Low Impact Exercise 9:00-9:30
- Friday Ceramics/Crafts 1:00-4:00
- Friday Matinee 10:00
- Friday Line Dancing 1:30- 2:30

The motion was made to approve the February calendar by Ms. Dennis and seconded by Mr. Sapien.

The vote was as follows: Yes- Dennis, Sapien, Hernandez, Williams, Thompson and Jones.

No-None. Motion carried.

MONTHLY REPORTS FOR JANUARY 2013

Ms. Franco reported that a total number of patrons served in January were 4,975. We gave out \$3,695.00 in bingo money. The nutritional program served 1,344.

The motion was made to approve the monthly reports by Ms. Dennis and seconded by Mr. Sapien.

The vote was as follows: Yes- Dennis, Sapien, Hernandez, Williams, Thompson and Jones.

No-None. Motion carried.

MANAGER'S REPORT

Consider Approval of Pamphlet

Ms. Franco gave each board member a copy of a hand out pamphlet and explained to the Board that she would like to have Natie Saiz, San Jose Senior Center Attendant to

distribute these to hotels, the library, Riverwalk Recreation Center and other areas to help promote the center. Ms. Franco stated that she would have to get permission first.

The motion was made to approve the Pamphlet by Ms. Dennis and seconded by Mr. Sapien.

The vote was as follows: Yes- Dennis, Sapien, Hernandez, Williams, Thompson and Jones.

No-None. Motion carried.

Ms. Franco gave each board member a copy of Introduction to Robert's Rules of Order and Ordinance 2012-2013, Automatic Board and Commission Member resignations for excessive absences; she explained to the Board that these Policy and Procedures pertain to the Advisory Board.

Consider Approval of Policies and Procedures

Ms. Franco explained to the board that she needed to create some Policy and Procedures for the Center. She asked the board to please review and let her know if there are any changes.

- A. Policy and Procedure for Advisory Board. Ms. Franco stated that was formerly By-laws and was changed to Policy and Procedure.
- B. Rules and Regulations Policy. Ms. Franco stated that she added the word Policy
- C. Code of Conduct Policy. Ms. Franco stated she got a copy of North Mesa Policy and Procedures.
- D. Policy and Procedure for Usage of Center. Ms. Franco stated she got a copy of North Mesa Policy and Procedures.
- E. Policy and Procedures Fire Emergency. Ms. Franco stated this is a new Policy.
- F. Evacuation Policy Plan- Ms. Jones stated that we should add on this policy that after the building is secured family members will be reunited with the aid of center staff. Once a year we should have the Fire Department do a fire or evacuation drill, especially since we have a lot of seniors that are handicapped. Every quarter we should have a Fire Safety reminder, hand out the Evacuation Plan and maps to show where to go in case of a fire. Ms. Franco explained that there are maps already by each door showing where to go from the area the seniors are sitting.
- G. Policy and Procedure Usage of City Vehicle for out-of Town Trips

The motion was made to approve the monthly reports by Ms. Dennis and seconded by Mr. Sapien.

The vote was as follows: Yes- Dennis, Sapien, Hernandez, Williams, Thompson and Jones.

No-None. Motion carried.

Consider Approval of Dances to be held at the Center

Ms. Franco introduced Mr. Robert Echavarria, Southeastern Community Action area Manager. She reported to the board on February 14th she is planning to have a dance for the seniors and refreshments will be provided by Southeastern Community Action. Ms. Franco stated that she plans on having dances in the evening for special occasions and that Ms. Saiz will be working the dances.

The motion was made to approve the monthly reports by Mr. Sapien and seconded by Ms. Dennis

The vote was as follows: Yes- Dennis, Sapien, Hernandez, Williams, Thompson and Jones.

No-None. Motion carried.

Ascertain Board's recommendation for a resolution on complaints received

Ms. Franco handed a copy of the letter that will be sent to her supervisor regarding a senior. Ms. Franco had Mr. Echavarria explain to the board the problems the center is having with this senior. He explained to the board that this senior is going around telling the other seniors not to pay because the State gives the program money. Mr. Echavarria stated the donations have come down and that they have to meet a third of what they receive from the State. The seniors do not have to donate the suggested donation of \$1.75, but the organization depends on the donation. This senior is hurting the program and that a lot of seniors depend on these meals. Mr. Echavarria mentioned that this senior was taking meals home in sandwich bags. He would get two trays and take the food from one of the trays home. No food is allowed to be taken home unless it's from Walmart or Food Bank Program. This senior also gives the table caller a hard time. Mr. Echavarria has spoken to this senior regarding these matters. He also has the habit of moving the table numbers.

Ms. Franco mentioned that she has gotten several complaints regarding this senior. She stated that there have been three different table callers and all three have been given a hard time by this senior and she had witnessed this herself. She has also spoken to him in her office and had her Assistant witness the conversation. He feels that when the caller pulls out his table number they hold on to it and will not call it out and feels their prejudice toward him. Ms. Franco stated that no volunteer should be mistreated.

Ms. Franco explained to the board that she needs them to come up with a solution to this problem. Ms. Franco feels since both she and Mr. Echavarria have talked to this senior and he still continues to cause problems, the board needs to create some kind of action to be taken.

Ms. Jones stated that she would write a warning letter to this senior and have all the board members sign it next Wednesday and will hand deliver the letter to him. If the letter does not work, the board will vote for three days suspension. If he still continues, it will be total suspension from the center.

Mr. Thompson stated that he wanted it to go on record that he refuses to sign the letter because he feels this senior should be suspended. Mr. Thompson mentioned that when he was a table caller this senior constantly gave him a hard time. He later stated he would sign the letter.

The motion was made to approve the letter to this senior by Ms. Dennis and seconded by Mr. Sapien.

The vote was as follows: Yes- Dennis, Sapien, Hernandez, Williams, Thompson and Jones.

No- None Motion carried.

Comments and questions for discussion

Ms. Franco mentioned that the Activity Committee will meet for the first time the first Friday of next month around 9:30 a.m. Ms. Cecilia Hernandez will be in charge. They will help her out with new activities for the center. For example a Fiesta in the summer, dances, and other fun ideas. Robert Echavarria, Southeastern Community Action Area Manager, Amparo Vasquez, RSVP Manager and herself and staff will be involved.

Ms. Franco mentioned that Natie Saiz will be recognizing the seniors celebrating a birthday once a month. Ms. Franco stated that she will try to order some kind of badges that have Happy Birthday on them and let the seniors keep the badges.

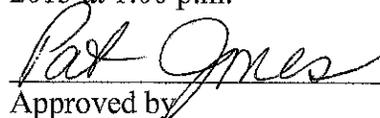
ADJOURN

The motion was made to adjourn by Mr. Thompson and seconded by Ms. Williams.

The vote was as follows: Yes- Dennis, Sapien, Hernandez, Williams, Thompson, and Jones.

No-None. Motion carried.

Meeting adjourned at 2:15 p.m. The next meeting is scheduled for Wednesday, March 6, 2013 at 1:00 p.m.


Approved by _____

AGENDA STANDARDIZATION

The first two items on each agenda shall read as follows:

- 1 **Roll call of voting members and determination of quorum.**
- 2 **Approval of the Agenda.**

The Chair will call roll for each voting member and then announce on the record whether or not a quorum is present.

If no quorum is present, the Chair will adjourn the meeting without a vote to adjourn, since no vote can be taken without a quorum. (A quorum is one more than half)

If the Chair determines that a quorum is present, the meeting continues as set by the agenda. If a ~~person~~^{members} leaves in the middle of meeting - meeting ends.

MINUTES STANDARDIZATION

The minutes of all boards, commissions, and committees are to be standardized to this format and wording:

Voting Members Present:

Voting Members Absent:

Ex-Officio Members Present:

Ex-Officio Members Absent:

Board Secretary Present (Absent):

Others Present:

Some boards, commissions, and committees do not have ex-officio members; some may not have a designated secretary. In such cases, eliminate those listings that are inapplicable.

VOTING PROCEDURE

Voting on all matters is to be done by a roll-call vote of each member. In addition to complying the the Open Meetings Act, a roll-call vote will accurately identify that a quorum continues to be present at all times action is taken. The roll-call vote will also help ascertain when a member arrives late or leaves early, determinations that may be necessary to complying with the terms of Ordinance 2012-13.

San Jose Recreation Center
Bingo

February 2013

Date	Number of players	Money received \$3,773.00	Expenses	Expense Item	Total after expenses \$3,673.00
1st					
2nd					
3rd					
4th					
5th	48	\$1,075.00	\$20.00		\$1,055.00
6th					
7th					
8th					
9th					
10th					
11th					
12th	43	\$924.00	\$40.00		\$884.00
13th					
14th					
15th					
16th					
17th					
18th					
19th	41	\$905.00	\$20.00		\$885.00
20th					
21st					
22nd					
23rd					
24th					
25th					
26th	37	\$869.00	\$20.00		\$849.00
27th					
28th					
29th					
30th					
31st					

San Jose Senior Recreation Center

Monthly Report

January 2013

No. of Patrons served: 7,331

No. Of Incidents/Complaints: 0

Nutritional Program: 1,220

Date of next board meeting

February 6, 2013

Activities/Project	
Amateur Hour	9
Arts & Crafts	48
Bingo	169
Bunco	7
Cards	21
Friday Matinee	0
Exercise Equipment	164
FLU Shots	0
Line Dancing	127
Commission for deaf	0
Mexican BINGO	206
NM State Tax Filing	114
Party	0
Pool	157
Quilters	21
Sing - Along	8
Low Impact Exercise Class	154
Vitals (BP/Sugar/Oxygen)	17
Wii	0
Zumba Gold	0

Meetings	
AARP Drivers Safety Class	0
Coalition Wise Eye	6
Foster Grandparents	21
Lawyer Referral	0
Leadership Carlsbad	0
Public Meeting	13
RSVP Advisory Board	0
SENMCA Adv./Project	3
SJ Adv.	8

Services	
Announcements	76
Copies	2,780
Forms	238
In-coming calls	1,602
Notaries	2
Referrals (Walk-Ins)	137
Transportation	3

Board/Committee Reports or Directives

Problems/Complaints/Resolutions

N/A

Minutes Attached: Yes **No**

Signed: Cecilia Franco 3/4/13
Date

