



**City of Menifee  
Senior Advisory Committee  
Meeting Agenda  
Tuesday, November 22, 2016**

**City Council Chambers  
29714 Haun Road  
Menifee, CA 92586**

**10:00 a.m. Regular Meeting**

THE PURPOSE OF THE SENIOR ADVISORY COMMITTEE MEETINGS ARE TO CONDUCT THE CITY'S  
BUSINESS

PLEASE SEE OUR DECORUM POLICY NOTES AT THE END OF THIS AGENDA

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. FLAG SALUTE**

**4. PRESENTATIONS**

) Riverside County Sheriff: Motorized Wheelchair Safety

**5. APPROVAL OF MINUTES**

**5.1. Minutes from October 25, 2016**

**6. AGENDA APPROVAL OR MODIFICATION**

**7. PUBLIC COMMENTS (non-agenda items only)**

**8. DISCUSSION ITEMS**

**8.1. Resolution No. 16-578 adjustment to SAC membership**

- Recommend that the City Council adopt the Senior Advisory Committee Resolution No. 16-578 adjusting membership regulation for SAC

**8.2. Senior Resource Directory**

- Discuss and identify specific resources, community groups and agencies that would be included in a Senior Resource Directory

### **8.3. Senior Advisory Committee Meeting**

- Discuss and approve Senior Advisory activities and meeting dates for 2017

## **9. COMMUNITY SERVICES SUPERVISOR COMMENTS**

### **9.1. Department Update**

- Thanksgiving Dinner at Kay Cenicerros Senior Center on November 24, 2016
- Breakfast with Santa on Saturday, December 3, 2016
- Parents Night Out Saturday, December 3, 2016
- Christmas Tree Lighting on Saturday, December 10, 2016

## **10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES**

## **11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:**

### **Items Scheduled for Future Agendas:**

- Senior Transportation

## **12. ADJOURNMENT**

### **Decorum Policy Notes**

*Please use a speaker request form when you wish to address the Committee*

*The Committee anticipates and encourages public participation at its Committee meeting, both on agenda items and during the public comments period. Please use respect by not having your cell phones on, refrain from talking in the audience or outbursts that may be disruptive. While we encourage participation, we ask there be a mutual respect for the proceedings.*

### **Staff Reports**

*Materials related to an item on this Agenda, including those submitted to the Committee after distribution of the agenda packet, and are available for public inspection by contacting Jen Allen, Deputy City Clerk, at (951) 672-6777 during normal business hours.*

### **Compliance with the Americans with Disabilities Act**

*If you need special assistance to participate in this meeting, you should contact Jennifer Allen, Deputy City Clerk, at (951) 672-6777. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

**City of Menifee Senior Advisory Committee  
Regular Meeting Minutes  
Tuesday, October 25, 2016**

**1. CALL TO ORDER**

Committee Chair Gloria Sanchez called the meeting to order at 10:07 AM.

**2. ROLL CALL**

Present were: Committee Chair Gloria Sanchez, Committee Vice-Chair Ken Woytek, Committee member Victoria Arendain Committee member Chuck Reutter, Committee member Ruth Goulet, Community Services Supervisor Jason Hendrix, Community Services Coordinator Aisha Wilson and twenty-seven (27) members of the public.

**3. FLAG SALUTE**

**4. PRESENTATIONS**

- ) Riverside Transit Agency: Available Transportation Service for Seniors. \$70 all-day pass.  
Lisa Amilli
- ) Family Services Association: Senior Nutrition Program.  
Tom Donahue

**5 APPROVAL OF MINUTES**

**5.1. Minutes of August 23, 2016**

Committee member noted that the votes on Senior Advisory Resolution No. 16-578 were incorrect.

A motion to approve the minutes after corrections are made to the September 27, 2016 meeting was made by Committee Member Reutter.

Motion was seconded by Committee Member Goulet.

Motion was unanimously approved.

**6 AGENDA APPROVAL OR MODIFICATION**

Community Supervisor Jason Hendrix told the committee members that Veterans Breakfast is on November 15, 2016 not November 11, 2016

A motion to approve of agenda of was made by Committee Member Sanchez.

Motion was seconded by Committee Vice-Chair Woytek.

Motion was unanimously approved.

## **7 PUBLIC COMMENTS (non-agenda items only)**

Dorothy Bradley, Chair of Legislation and Public Policy – Menifee Women’s Club was interested in exploring how we might help each other with mutual goals. I.e. Domestic violence especially relations to senior citizens.

Margarita Cornejo, City of Menifee Administrative Analyst informed committee members about the Block Grant for seniors and 2017-2018 CDBG Consolidated plan.

Ivan Paranda from Home Helpers Home Care, wanted to state who they are and how they can help seniors at home.

Council Members Grep August and Lesa Sobek talked about the partnering with Homeless Alliance and announced that Menifee better Together will be held on Saturday, April 17, 2017

## **8 DISCUSSION ITEMS**

### **8.1 Senior Resource Directory**

- Discuss and identify specific resources, community groups and agencies that would be included in a Senior Resource Directory
- Discuss and assign categories for each Senior Advisory Committee.

Committee Member Goulet needed a group of local home health care business.

Committee Member Reutter suggested disabled resources, Community Access Center.

Committee Vice-Chair Woytek suggested estate planning. Noted that it’s important to have a standalone directory for seniors.

Committee Chair Sanchez stated every senior will need health care, homecare, city services, and transportation. Asked for a mini survey. Suggested we wait to hear feedback from absent member.

### **8.2 Be a Santa to a Senior Program**

- Review “Be a Santa to a Senior” Program.
- Discuss and recommend selection process for seniors to receive holiday gifts.

Committee Chair Sanchez asked who fills out a form and selects the senior to be in the program.

Community Services Coordinator Aisha Wilson tells the committee members that they will be allowed to select a senior from the community and have them fill out the form.

## **9 COMMUNITY SERVICES SUPERVISOR COMMENTS**

### **8.1 Department Update**

- Fall Festival on October 29, 2016 2-9 PM
- Veterans Day Ceremony on Friday November 11, 2016 10 AM–1 PM
- Veterans Day Breakfast November 11, 2016 9-10:30 AM
- Thanksgiving Dinner at Kay Cenicerros Senior Center on November 24, 2016.

## **10 COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES**

Voting on Election Day

## **11 FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS**

### **Items Scheduled for Future Agendas:**

- Concerns about side walk to be wheelchair accessible
- More town hall meetings

## **12 ADJOURNMENT**

Committee Chair Ruetter adjourned the meeting at 11:26 AM.  
Motion was seconded by Committee Member Goulet

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Aisha Wilson, Community Services Coordinator

## **CITY OF MENIFEE**

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SUBJECT: Resolution 16-578: Senior Advisory Committee  
Appointments

MEETING DATE: November 22, 2016

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Robert Lennox, Community Services Director

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### **RECOMMENDED ACTION**

Recommend that the City Council adopt Resolution No.16-578 adjusting membership regulations for Senior Advisory Committee.

### **DISCUSSION**

The purpose of the Senior Advisory Committee (SAC) shall be to promote senior involvement in community events, programs or volunteer projects; and act in an advisory capacity to the City Council in all other policy matters pertaining to seniors. The appointment to serve on the Senior Advisory Committee is made by the Mayor and each City Council member. The Senior Advisory Committee shall be composed of a cross-section of the community's senior population.

Currently five members serve on the SAC, one Mayor appointed and four members appointed by Council Members. All members are considered "at-large". Currently there is no representation from Districts three and four as existing appointees reside in council districts one and two only. Staff requests the adoption of Resolution No. 16-578 to allow up to seven appointments; one from the Mayor, four from the Council Members (one from each district respectively), and two at-large. It is proposed that at-large appointments be appointed by the Mayor and City Council collectively and that all seven members have voting authority.

### **FISCAL IMPACT**

None.

### **ATTACHMENTS**

1. Resolution No. 16-578

**RESOLUTION NO. ~~16-578~~ 14-362**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, RESCINDING RESOLUTION NO. 14-362 AND ADOPTING RESOLUTION NO. 16-578 ESTABLISHING THE SENIOR ADVISORY COMMITTEE OF THE CITY OF MENIFEE

WHEREAS, the City Council is desirous of encouraging citizens of all ages in the community to participate in and serve on city advisory committees; and

WHEREAS, City committees have a primary role to encourage increased public input and citizen participation in the determination of City policies and procedures.

WHEREAS, the City Council recognizes seniors to be a valuable resource when given the opportunity to plan and implement projects to meet real community needs, and recognizes seniors are capable of making a difference with the community.

WHEREAS, the City Council recognizes a Senior Advisory Committee established to serve as an advisory body to the City Council, will empower Seniors, will create opportunities for their input into community projects, programs, and events, and will provide a vehicle by which Seniors become involved in a process which enables them to have an influence and impact on issues and decisions they care about.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That a Senior Advisory Committee consisting ~~of five up to seven (75)~~ members is hereby established. Five members appointed by Mayor and each Council Member from their respective district, and two at-large voting members at large will be appointed by the Mayor and City Council. -

Section 2. That the purpose of the Senior Advisory Committee shall be to promote public service and community involvement, with, for and by Seniors, review proposals for programs, projects and facilities as they pertain to Seniors; promote Senior involvement in community events, programs or volunteer projects; and act in an advisory capacity to the City Council in all other policy matters pertaining to Seniors.

Section 3. That membership on the Senior Advisory Committee shall occur through Appointment by the Mayor and Council with the benefit of recommendations made through City staff liaisons. Each City Council member in his/her sole discretion shall appoint one Committee Member in their respective district. Each City Council member may determine whether or not to utilize the application process in making such appointment. At the time of his or her appointment, and during his or her tenure of office, each committee member shall be 55 years of age or older, shall reside within the City of Menifee and in the district of the council member that has appointed them, ~~and shall be 55 years of age or older.~~

Section 4. That each Committee Member shall serve at the pleasure of his/her appointing City Council member, for the same term as that Council member and until the Committee Member's successor is appointed and qualifies. At the first City Council meeting in January following each regular municipal election, each City Council member shall make his/her Committee Member appointment of a senior resident that resides within the Council Member's district. There shall be no limit on the number of terms a Senior Advisory Committee Member may serve.

Section 5. That the Senior Advisory Committee shall establish its own procedural rules which shall comply with the Ralph M. Brown Act, other applicable local and state laws and regulations, this Resolution and City Council Policy No. 1 (Rules of Decorum).

Section 6. That the following are the Powers and Duties of the Senior Advisory Committee:

- 5.1 That the Senior Advisory Committee shall make recommendations to Council, implementing senior oriented directives related to city projects, events and senior oriented programs.
- 5.2 The role of the Menifee Senior Advisory Committee as contained in "Exhibit A", is hereby approved.

Section 6. The City Manager is hereby authorized to do all things necessary to implement this resolution.

PASSED, APPROVED AND ADOPTED ON January 4, 2016~~April 2, 2014~~.

Neil J. Winter~~Scott A. Mann~~, Mayor

Attest:

Sarah Manwaring~~Kathy Bennett~~, City Clerk

Approved as to form:

Jeffery Melching~~Julie Hayward Biggs~~, City Attorney



EXHIBIT A  
Menifee Senior Advisory Committee Guidelines

1. Powers, duties, and responsibilities.

The Menifee Senior Advisory Committee shall be empowered to establish and maintain written policy and rules and have the following general powers, duties and responsibilities consistent with the City of Menifee, Municipal Code and all other ordinances and regulations of the City of Menifee and with the laws of the State of California:

- A. Promote community involvement, with, for, and by seniors.
- B. Review proposals for programs, projects and facilities as they pertain to seniors.
- C. Assist in the evaluation and planning of arts, recreation and social service programs with an emphasis on seniors.
- D. Review and make recommendations on matters pertaining to senior programming and/or services to the Parks, Recreation, and Trails Commission or City Council.
- E. Promote senior involvement in community events, programs or volunteer projects through public education, service clubs and community organizations.
- F. Act in an advisory capacity to the City Council in all other policy matters pertaining to seniors.

2. Eligibility for the Senior Advisory Committee.

The following criteria will be considered for eligibility as a member of the Menifee Senior Advisory Committee:

- A. Applicants must be residents of the City of Menifee.
- B. The Menifee Senior Advisory Committee shall consist of ~~up to five~~ seven members through appointment by the Mayor and each Councilmember.
- C. Membership is open to all seniors (55 years of age and older) meeting the above criteria.
- D. Members of the Menifee Senior Advisory Committee shall not hold any paid office or employment with the City of Menifee.
- E. Failure of a regular member to attend three consecutive regular meetings of the Senior Advisory Committee without the consent of the Senior Advisory Committee shall be deemed to constitute the retirement of such member and the position declared vacant.

### 3. Procedure

#### A. Composition of the Senior Advisory Committee

1. The number of members of the Senior Advisory Committee ~~shall should~~ be ~~up to five seven (75)~~ persons, ~~5 voting members~~ district represented members, and ~~2 at-large voting members~~.
2. The Senior Advisory Committee shall be composed of a cross-section of the community's senior population.

#### B. Support

1. The City Manager or his/her designee shall be the City Council's liaison to the Senior Advisory Committee.

#### C. Senior Advisory Committee Officers

1. Chairperson: shall be elected by the Senior Advisory Committee members each January to begin office on February 1, annually; The Chair shall facilitate the meetings of the Committee and shall insure committee items are placed on the Agenda.
2. Vice-Chair: shall be elected by the Senior Advisory Committee members each January to begin office on February 1, annually; The Vice-Chair shall assist the Chair as requested and facilitate the meetings in the absence of the Chairperson.
3. The Secretary: A City staff liaison shall act as the Committee Secretary; The Secretary will:
  - Record the minutes of Senior Advisory Committee meetings
  - Format and send meeting minutes to the Chair for distribution to committee for approval
  - The City Clerk will maintain records related to the Senior Advisory Committee

- ~~4. Members at large: Two at large voting members shall be appointed by the Mayor and City Council each January.  
— In the absence of a Senior Advisory Committee Member, the First Member at large will be asked to sit in.  
— In the absence of both Senior Advisory Committee Member and First Member at large, the Second Member at large will be asked to sit in.  
— Mayor will decide the order of members at large.~~

#### D. Senior Advisory Committee Meetings

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1. The Senior Advisory Committee will meet on a regular monthly schedule as determined by the members of the Committee and approved by the City Council.
2. Meetings will be conducted according to the Ralph M. Brown Act.
3. Meetings may take place when a quorum is present; a quorum will be reached when half the Senior Advisory Committee members plus one are in attendance.
4. The City Council or staff liaison shall place items on the agenda according to the necessity and/or urgency of Council to have items reviewed by the Senior Advisory Committee.
5. Senior Advisory Committee members may request agenda items through the Chair for upcoming meetings.

E. Senior Advisory Committee Member Term Limits

1. Committee members hold two (2) year terms to allow for greater participation by all interested parties. Extensions for sitting members will be considered on an individual basis at the pleasure of the City Council.
2. At the discretion of the City Council, a Senior Advisory Committee member may be excused from further participation, in the event it is deemed necessary for the benefit of the Committee as a whole.
3. Senior Advisory Committee members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Senior Advisory Committee member with three (3) unexcused meeting absences in one year may be replaced at the discretion of the City Council.
4. In the event a member is unable or unwilling to continue participation in regularly scheduled activities, alternate members will be considered by City Council to assume regular member status. The names of the alternate members would be presented to Council for appointment.

## **CITY OF MENIFEE**

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SUBJECT: Senior Resource Directory

MEETING DATE: November 22, 2016

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Robert Lennox, Community Services Director

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### **RECOMMENDED ACTION**

Discuss and identify specific resources, community groups and agencies that would be included in a Senior Resource Directory.

### **DISCUSSION**

At the October 25, 2016 meeting, Senior Advisory Committee Members discussed the type of organizations and resources that are needed for a Senior Resource Directory. Senior Advisory Committee Members recommended items such as legal, medical, county-wide information and information from the current Sun City Guide.

Discussions and recommendations shall include: organizations, programs, and services that would be a beneficial addition to the directory and length of directory. Senior Advisory Committee Members will utilize resident and local business feedback to recommend resources that should be included.

In future meetings, staff will provide recommendations to the Senior Advisory Committee on potential printing, production and timeline for completion.

### **FISCAL IMPACT**

None.

### **ATTACHMENTS**

None.

## **CITY OF MENIFEE**

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SUBJECT: Senior Advisory Committee Meeting Dates

MEETING DATE: November 22, 2016

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor  
APPROVED BY: Robert Lennox, Community Services Director

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### **RECOMMENDED ACTION**

Discuss and approve future Senior Advisory meeting dates for 2017.

### **DISCUSSION**

At the October 25, 2016 meeting, discussion occurred about the Senior Advisory Committee Meeting dates and locations. It is recommended the Senior Advisory Committee review the calendar dates and discuss potential offsite meeting locations for committee meetings throughout the year.

It is recommended that the Senior Advisory Committee review and approve the 2017 meeting dates.

### **FISCAL IMPACT**

None.

### **ATTACHMENTS**

1. Senior Advisory Committee 2017 Meetings and Activities Calendar.

## 2017

Date	Time	Activity	Location
January 24, 2017	10:00 AM	Meeting	To be discussed
February 28, 2017	10:00 AM	Meeting	To be discussed
March 28, 2017	10:00 AM	Meeting	To be discussed
April 25, 2017	10:00 AM	Meeting	To be discussed
May 23, 2017	10:00 PM	Meeting	To be discussed
June 27, 2017	10:00 PM	Meeting	To be discussed
June 27, 2017	11:30 AM	Meeting	Tour City parks and centers
July 2017	11:30 AM	Dark – No Meeting	
August 22, 2017	10:00 AM	Meeting	To be discussed
September 26, 2017	10:00 AM	Meeting	To be discussed
October 24, 2017	10:00 AM	Meeting	To be discussed
November 28, 2017	10:00 AM	Meeting	To be discussed
December 26, 2017	10:00 AM	No Meeting City Closure	

**\*Event Time, Dates, and Locations are subject to change.  
Additional events may be added to the calendar throughout the year.**