



**City of Menifee
Senior Advisory Committee
Meeting Agenda
Tuesday, January 23, 2018**

**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**
- 5. APPROVAL OF MINUTES**
 - 5.1. Minutes from October 24, 2017**
- 6. AGENDA APPROVAL OR MODIFICATION**
- 7. PUBLIC COMMENTS (non-agenda items only)**
- 8. DISCUSSION ITEMS**
 - 8.1. Menifee Citizens Advisory Committee(MCAC) Appointments**
 - Appoint two representatives from the Senior Advisory Committee to serve on the Menifee Citizens Advisory Committee and assist with review of the annual Community Development Block Grant program.

8.2. Election of Officers to SAC

- Conduct Senior Advisory Community annual elections for Committee Chair and Vice Chair offices for 2016 term, pursuant to Resolution No. 14-362.

8.3. Strategic Planning

- Complete Strategic Action Plan Items and set completion dates

8.4. Senior Advisory Committee Meeting

- Discuss and approve Senior Advisory activities and meeting dates for 2018

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1. Department Update

- Senior Resource Guide Distribution Plan
- Menifee Training Workshop for Commissions and Committees- January 31, 2018, 6-8pm, City Council Chambers
- Homeless Task Force Coalition Meeting- Wednesday, February 28, 2018 at 3:00pm
- Point in Time Count updates
- Spring Festival, March 24, 2018
- Menifee Better Together, April 28, 2018 at Sun City Civic Association
- Music and Art Festival- Date and Location: TBD

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

Strategic plan updates

12. ADJOURNMENT

Next meeting: February 27, 2018 at 10:00am

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
Special Meeting Minutes
Tuesday, October 24, 2017**

1. CALL TO ORDER

Committee Chair Gloria Sanchez called the meeting to order at 10:06 AM.

2. ROLL CALL

Present were: Committee Chair Gloria Sanchez, Committee Vice-Chair Ken Woytek, Committee Member Helen Alexander, Committee Member Anne-Marie Novack, Community Services Supervisor Jason Hendrix, Community Services Coordinator Aisha Wilson and one members of the public.

3. FLAG SALUTE

4. PRESENTATION

5. APPROVAL OF MINUTES

5.1. Minutes of June 27, 2017

A motion to approve the previous minutes of was made by Committee Member Novack

Motion was seconded by Committee Member Alexander

Motion was unanimously approved.

6. AGENDA APPROVAL OR MODIFICATION

A motion to approve the previous minutes of was made by Committee Member Novack

Motion was seconded by Committee Member Alexander

Motion was unanimously approved.

7. PUBLIC COMMENTS (non-agenda items only)

None

8. DISCUSSION ITEMS

8.1 Strategic Planning

- Review the 2016/2017 Strategic Planning Items.

Committee Member Alexander suggest to table items to next meeting

A motion is made by Committee Member Alexander to table the discussion item to next meeting.

Motion is seconded by Committee Member Novack and Vice-Chair Woytek

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1 Department Update

- Homeless Task Force Coalition Meeting – Wednesday, October 25, 2017 at 3:00pm
- Fall Festival – Saturday, October 28, 2017 at 3:00pm, Audie Murphy Sports Ranch Park
- Veterans Day Celebration, November 10, 2017 at 6:00 pm, Wheatfield Park

Community Services Supervisor Jason informed the committee members that City Clerk recommended that the Senior Advisory Committee members refrain from participating in the safety meeting so that they don't violate the brown act. They may participate as residents of the community.

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

11. FROM COMMITTEE MEMBERS

Items Scheduled for Future Agendas:

Caregiver's information
Nursing home information

12. ADJOURNMENT

Committee adjourned the meeting at 9:43pm

Aisha Wilson, Community Services Coordinator

CITY OF MENIFEE

SUBJECT: Meniffee Citizens Advisory Committee (MCAC) Appointments

MEETING DATE: January 23, 2018

TO: Committee Chair and Committee

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Gina Gonzalez, Economic Development Manager

RECOMMENDED ACTION

Appoint two representatives from the Senior Advisory Committee to serve on the Meniffee Citizens Advisory Committee and assist with review of the annual Community Development Block Grant program and selection of the Meniffee Citizen of the Year.

DISCUSSION

In July of 2012, the City of Meniffee became an entitlement agency and recipient of the Federal Department of Housing and Urban Development, Community Development Block Grant (CDBG). As a recipient of annual grant funds, the City assists with the enhancement and support of low to moderate income populations within the City of Meniffee through delivery of various programs and activities.

As part of the requirement for the City to become a qualified entitlement community, the City was required to adopt a Citizen Participation Plan, which established the policies and procedures to be followed in the preparation of the 2012-17 Consolidated Plan and other future plans needed in the process. The City adopted that original plan on October 18, 2011 and it incorporated the participation of the Meniffee Citizens Advisory Committee (MCAC) as part of the annual review for public services programs/activities included within the Annual Action Plan(s).

Each year the City must prepare and submit to HUD an Annual Action Plan which identifies all the programs/activities to be completed in the upcoming program year, which runs from July 1st to June 30th. The Annual Action Plan is formally approved by City Council at a Public Hearing typically held at the first City Council meeting in May.

The Annual Action Plan will generally include the following main categories of activities/programs:

- * Planning & Administration (20% Cap)
- * Fair Housing Services (Mandatory for Participation)
- * Housing (Senior Minor Home Rehabilitation Grant Program)
- * Public Facilities/Infrastructure Projects
- * Public Services (15% Cap)

In the past, the Menifee Citizens Advisory Committee (MCAC) has reviewed Public Services Applications each year (around February) and provided funding recommendations for City Council's consideration during approval of the Annual Action Plan presented to City Council in May.

Commencing with the upcoming program year 2017-2018, the MCAC also participates as an advisory role for the following, with respect to the City's CDBG Program:

1. Meet and Review Public Services Applications (Dates to be determined by Finance department)
 -) First Meeting - February 13, 2018 – 6:00pm – Council Chambers
 -) Second Meeting - February 27, 2018 – 6:00pm – Council Chambers
2. Meet and Review Public Facilities/Infrastructure Projects included in the draft Annual Action Plan in March/April and provide input.
3. Meet to review Comprehensive Annual Performance and Evaluation Report (CAPER) in August (report of what has occurred in program year completed).

Additionally, in the spring of 2016 the Menifee City Council designated the MCAC as the committee responsible for selecting the Menifee Citizen of the Year.

City Council formalized the establishment of the MCAC as a City committee at the January 7, 2015 City Council Meeting by adoption of Resolution No. 15-414. Pursuant to the adopted resolution, the reorganized MCAC consists of two (2) existing members from each commission and/or committee for a total eight (8) members.

It is staff's recommendation that the Committee appoint two representatives from the Senior Advisory Committee to serve on the Menifee Citizens Advisory Committee and assist with review of the annual Community Development Block Grant program and selection of the Menifee Citizen of the Year.

FISCAL IMPACT

None

ATTACHMENTS

1. Resolution No. 15-414

CITY OF MENIFEE

SUBJECT: Annual Committee Officer Elections

MEETING DATE: January 23, 2018

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Gina Gonzales, Economic Development Manager

RECOMMENDED ACTION

For the Senior Advisory Committee to conduct annual elections for Commission Chair and Vice Chair offices pursuant to Ordinance No. 2014-143, Chapter 2.30.110 of Menifee Municipal Code.

DISCUSSION

On April 16, 2014, City Council adopted Ordinance No. 2014-143 adding Chapter 2.30 to the Menifee Municipal Code providing for a Parks, Recreation and Trails Commission in the City of Menifee. Section 2.30.110 of the chapter identifies the "Conduct of Commission Meetings". It requires that annual elections for the offices of Commission Chair and Vice-Chair occur in January of each year:

"(a) The Commission shall establish its own procedural rules which shall comply with the Ralph M. Brown Act, other applicable local and state laws and regulations, this Chapter and City Council Policy No. 1 (Rules of Decorum).

(b) The presence of three (3) Commissioners shall constitute a quorum of the Commission which may take action unless otherwise required by law. Such rules shall provide that during the January meeting of each year, the Commission will elect or re-elect a Chair and Vice-Chair. The Chair and Vice-Chair shall serve until their replacements are elected and qualify.

(c) The Chair shall be the presiding officer for meetings and hearings. An alternate serving in the Chair's absence shall not act as the Chair, but the Vice-Chair shall serve as Chair in the absence of the Chair, unless both the Chair and Vice Chair are absent at the same time."

As the first meeting of January, staff recommends that the Commission conduct annual elections for Commission Chair and Vice Chair offices pursuant to Ordinance No. 2014-143, Chapter 2.30.110 of Menifee Municipal Code.

FISCAL IMPACT

None

ATTACHMENTS

None

CITY OF MENIFEE

SUBJECT: STRATEGIC PLANNING 2017/2018

MEETING DATE: January 23, 2018

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Gina Gonzales, Economic Development Manager

RECOMMENDED ACTION

That the Senior Advisory Committee complete the Strategic Action Plan items and set completion dates.

DISCUSSION

By conducting a strategic planning special workshop, the Senior Advisory Committee (SAC) will be able to develop an organized plan of action to prioritize and address the needs of the senior community at future meetings.

Committee members reviewed the 2016/2017 action plan and recommended further action on incomplete items at the last meeting on September 26, 2017. SAC Members also discussed and recommended new action items for fiscal year 2017-2018. SAC members will finalize action plan items and provide completion dates for each item. SAC members will also discuss who will take the lead for each action item and provide monthly updates.

After strategic planning has concluded, staff will compile results and send to the committee as a working document.

FISCAL IMPACT

None.

ATTACHMENTS

1. 2017/2018 Strategic Planning Summary

Strategic Planning Topics

Intergenerational Programming

Program Type

1. Mentoring YAC
2. Technology
3. Crime watch (ride along)
4. SR Housing Help (liability issue)

Funding

- Volunteer
Volunteer
Volunteer
Participant Homeowner

Partnerships

- Schools, Libraries, collaborations
Youth Advisory Committee (YAC) (teach seniors)
School District/YAC
Youth Groups, Athlete Teams, Church groups

Transportation

Program Type

1. Van/Shuttles, Special Event Taxis
2. Carpools to Shopping
3. Local RTA Bus
4. Trolley System

Funding

- Grants
Participants
County
Grants

Partnerships

- RTA/City/ council etc., other cities?
HOA's
RTA

Senior Recreation Programs

<u>Program Type</u>	<u>Funding</u>	<u>Partnerships</u>
1. Expand senior outdoor park exercise activity	Grant, Businesses, Developers, Nonprofits	Developers, Nonprofits, State/Fed Grants Medical Businesses
2. Expand KC free programs	Volunteer Led	Riverside County and Local
3. Health programs	Volunteer Led	Medical Providers
4. Walking Program	Volunteer Led	City (Parks), Valley-Wide

Other

<u>Program Type</u>	<u>Funding</u>	<u>Partnerships</u>
1. Menifee City Park/Trails Brochure (Park: what is in park, type of ground cover, disabled accessibility, parking/restrooms; Trails: difficulty level, length, location/amenities, paved/non-paved/hills/rocks)	City Council	With Valley-Wide if possible, Youth groups can also benefit
2. Senior Home Exterior Help	Homeowner, Habitat, Interfaith Council	Youth Groups, Church Groups, Baseball/Athletic teams
3. Identifying those most at risk in our neighborhoods	HOA's, Neighborhood Watch	HOA's, Neighborhood Watch
4. Health related seminars (Alzheimer's, Dementia, etc.)		

CITY OF MENIFEE

SUBJECT: Senior Advisory Committee Meeting Dates

MEETING DATE: January 23, 2018

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Gina Gonzalez, Economic Development Manager

RECOMMENDED ACTION

Discuss and approve future Senior Advisory meeting dates for 2018.

DISCUSSION

At the beginning of each calendar year, it is proposed that the Senior Advisory Committee review the calendar dates for committee meetings throughout the year.

It is recommended that the Senior Advisory Committee review and approve the 2018 meeting dates.

FISCAL IMPACT

None

ATTACHMENTS

1. Senior Advisory Committee 2018 Meetings and Activities Calendar.

2018

Date	Time	Activity	Location
January 24, 2018	10:00 AM	Meeting	City Council Chambers
February 27, 2018	10:00 AM	Meeting	City Council Chambers
March 27, 2018	10:00 AM	Meeting	City Council Chambers
April 24, 2018	10:00 AM	Meeting	City Council Chambers
May 22, 2018	10:00 PM	Meeting	City Council Chambers
June 26, 2018	10:00 PM	Meeting	City Council Chambers
June 26, 2018	11:30 AM	Meeting	Tour City parks and centers
July 2018	11:30 AM	Dark – No Meeting	
August 28, 2018	10:00 AM	Meeting	City Council Chambers
September 25, 2018	10:00 AM	Meeting	City Council Chambers
October 23, 2018	10:00 AM	Meeting	City Council Chambers
November 27, 2018	10:00 AM	Meeting	City Council Chambers
December 25, 2018	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.**