

Kay Cenicerros Senior Center-N.Annex
29844 Haun Road
Menifee, CA 92586



Menifee Senior Advisory Committee
Meeting Agenda

Chair Gloria Sanchez, Mayor Appointed
Linda Blanche, District 1
VACANT, District 2
Vice-Chair Helen Alexander, District 3
Anne-Marie Novack, District 4
Ruth Goulet, Member at Large
David Morse, Member at Large

Tuesday, January 28, 2020
10:00 AM

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE
4. PRESENTATIONS
5. APPROVAL OF MINUTES
 - 5.1. Minutes from November 26, 2019
6. AGENDA APPROVAL OR MODIFICATION
7. PUBLIC COMMENTS (non-agenda items only)
8. DISCUSSION ITEMS
 - 8.1. Election of Officers to Senior Advisory Committee (SAC)
Recommended Action
 - For the Senior Advisory Committee to conduct annual elections for Committee Chair and Vice Chair officers for the 2020 term, pursuant to Resolution No. 14-362.
 - 8.2. Menifee Citizens Advisory Committee (MCAC) Appointments
Recommended Action
 - Appoint two representatives from the Senior Advisory Committee to serve on the Menifee Citizens Advisory Committee to assist in reviewing the annual Community Development Block Grant Program
 - 8.3. Strategic Planning and Goal Setting 2020
Recommended Action
 - Senior Advisory Committee will create goals, action plans and set completion dates.

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1. Department Update

- Police interaction & Autism Workshop at Kay Cenicerros Senior Center Tuesday, Jan 28th at 6:30pm
- Menifee Point and Time Count on Wednesday, January 29th at 5:00am
- Active Transportation Meeting with Seniors at Kay Cenicerros Senior Center on Wednesday, January 29th at 1:00pm
- Senior Scam Workshop at Kay Cenicerros Senior Center on Thursday, February 20th at 1:00pm

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

- Seniors Helping Seniors program
- Park Amenities

12. ADJOURNMENT

The purpose of the Senior Advisory Committee meetings are to conduct the city's business. Please see our decorum policy notes below.

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.

Agenda Material

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 Aisha Jemmott-Wilson at (951) 672-9673 during normal business hours.

Compliance with the Americans with Disabilities Act

If you need special assistance to participate in this meeting, you should contact Stephanie Roseen, Deputy City Clerk, at (951) 672-6777 during normal business hours. 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
Meeting Minutes
Tuesday, November 26, 2019**

1. CALL TO ORDER

Committee Chair Gloria Sanchez called the meeting to order at 10:02 AM.

2. ROLL CALL

Present were: Committee Chair Gloria Sanchez, Committee Vice-Chair Helen Alexander, Committee Member David Morse, Committee Member Linda Blanche (arrived at 10:08am), Committee Member Ruth Goulet, Community Services Supervisor Jason Hendrix, Community Services Coordinator Aisha Wilson and four members of the public.

3. FLAG SALUTE

4. PRESENTATION

**4.1 U.S Census Bureau: 2020 Census
Recruiting Assistant, Claudia Nicolosi**

Ms. Nicolosi gave information on Census needs

Committee Vice-Chair Alexander inquired if all information is available online.

Ms. Nicolosi informed that anyone with questions could call for more information or fill out application online.

Committee Chair informed that residents in the OASIS community would assist their residents with filling out census.

5. APPROVAL OF MINUTES

5.1. Minutes of August 22, 2019

A motion to approve the August 27, 2019 minutes was made by Committee Vice-Chair Alexander

Committee Member Novak seconded motion.

Motion was unanimously approved.

6. AGENDA APPROVAL OR MODIFICATION

No modifications made

A motion to approve agenda made by Committee Vice-Chair Alexander

Committee member Morse seconded motion.

7. PUBLIC COMMENTS (non-agenda items only)

Resident James Adams talked about upcoming events in Sun City

8. DISCUSSION ITEMS

8.1. Menifee Advisory Committee Guidelines

Recommended Action

- Discuss current guidelines and make recommendations to staff on minimum amount of attendance to events and meetings

Community Service Coordinator Aisha gave overview of guidelines

Committee Vice-Chair Alexander inquired who "we" referred to in guidelines

Community Services Supervisor Hendrix and Community Service Coordinator Aisha informed Community Services Department is "we"

Committee member Goulet stated she represents 8k people and is confused about the guidelines

Committee member chair Sanchez made it clear what SAC members represent

Committee member Goulet stated she was unclear she signed up for that when she joined SAC

Committee Vice-Chair Alexander stated she spoke to Lesa Sobek and was told that expectations for SAC members are to attend events that involve SAC

Community Service Supervisor Hendrix stated by laws have not changed and that SAC need to attend senior based events because they are sponsored

Committee Vice-Chair Alexander stated she believes SAC should not to attend specific events

Community Service Supervisor Hendrix stated only senior specific activities are in guidelines

Committee chair Sanchez stated it is nice to have SAC members' participation at events in order for the community to become familiar with SAC members and know what they represent

Community Services Supervisor Hendrix stated committee is to decide

Committee chair Sanchez stated she would like a list of activities and check to see which would be optional

Committee Vice-Chair Alexander stated there should be a specified minimum number of events listed

Community Services Supervisor Hendrix stated there will be a list given to SAC members

Committee member Goulet stated she is not okay with verbiage on guidelines and is not okay with having to attend any events since she is a volunteer and is not getting paid

Committee member Blanche stated that when she joined the committee she signed up to partake on non-senior based events and senior based events for District 1 which she represents

Committee member Goulet stated her only job is to take information back to her area
Community Services Supervisor Hendrix stated guidelines are needed and being present at events allows the community to get to know SAC members

Committee chair Sanchez stated guidelines verbiage should be changed

Committee Vice-Chair Alexander stated guidelines do not say to attend events

Committee Chair Sanchez stated committee has a partnership with the city; there are goals set and should have those goals with them at every event

Committee Vice-Chair Alexander stated she does not feel the duties listed on the guidelines are being met by SAC members

Community Services Supervisor Hendrix stated most of the activities include those said guidelines

Motion made if committee members miss three or more meetings in a calendar year they will be automatically removed from committee.

Committee Chair Sanchez stated phone conferences should be counted as attending

Community Services Coordinator Wilson stated she would verify if it was listed on the Brown Act and will be revised for January

Community Services Supervisor Hendrix stated any changes or recommendations to be discussed in January meeting

Committee Chair Sanchez stated motion is still on the table

Committee Vice-Chair Alexander made the motion to change the guidelines for committee members that if they miss three or more meetings in a calendar year will be automatically removed from committee

Motion seconded by Committee member Goulet

Motion approved

Committee Chair Sanchez inquired if in January another meeting could be set for goals

Community Services Supervisor Hendrix stated it could be

Committee Vice-Chair Alexander inquired if there could be a workshop instead of a meeting

Community Services Coordinator Wilson informed meeting still needs to occur

Community Services Supervisor Hendrix suggested there could be a goal setter present to help

Committee Chair Sanchez stated it is okay to have a facilitator and have meeting according to Brown Act

8.2. Two on One Meetings

Recommended Action

- Establish Senior Advisory Committee Member monthly meetings with coordinator

Community Services Supervisor Hendrix provided information on two on one meetings

8.3. Senior Advisory Committee Meeting Location

Recommended Action

- Discuss and recommend possible relocation of Senior Advisory Committee Meetings to the Kay Cenicerros North Annex

Motion made to have SAC meeting with room flexibility

Motion seconded by Committee Member Goulet

Committee Chair Sanchez stated she would like meetings to be held at City Hall for continuity and consistency

Community Services Supervisor Hendrix stated Senior Center would not be a place where there would be consistency

Committee Vice-Chair Alexander rescinded motion

Motion to have SAC meeting in City Hall made by Committee Member Morse

Motion seconded by Committee Member Blanche

Motion made to have SAC meetings at City Hall effective January and moving forward

Motion approved

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1 Department Update

- Veterans Day Recap
- Fall Festival-Recap
- Senior Recourse Guide
- Christmas Tree Lighting and Parade on Saturday, December 7th at MSJC
- Menorah Lighting-Central Park on Monday, December 23rd at Central Park

Community Services Supervisor Hendrix thanked SAC members for attending events

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

Committee Member Blanche reported complaints of cars have been broken into, transients befriending seniors and moving into their homes

Community Services Supervisor Hendrix suggested to attend Public Safety meetings and speak on those issues

Committee Vice-Chair Alexander stated she doesn't believe the Recourse Guide looks like a booklet for seniors

Committee member Morse stated he would like to be more involved in senior issues

Committee member Goulet expressed her gratitude toward Thanksgiving Day volunteers

Committee Vice-Chair Alexander stated the Fall Festival turned out nice along with the City Hall ribbon cutting

Committee member Novak informed members that teen leaders received money for leadership training

11. FUTURE AGENDA REQUEST FROM COMMITTEE MEMBERS

- Strategic Planning and Senior Surveys
- Senior Helping Seniors Program
- Park Amenities
- Attendance to events and meeting discussion
- Senior Advisory Meeting Location

12. ADJOURNMENT

Committee adjourned the meeting at 11:40am

Aisha Wilson, Community Services Coordinator

CITY OF MENIFEE

SUBJECT: Annual Committee Officer Elections

MEETING DATE: January 28, 2020

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

For the Senior Advisory Committee to conduct annual elections for Committee Chair and Vice Chair offices pursuant to Resolution No. 14-362.

DISCUSSION

On April 16, 2014, City Council adopted Ordinance No. 2014-143 adding Chapter 2.30 to the Meniffee Municipal. It requires that annual elections for the offices of Committee Chair and Vice-Chair occur in January of each year.

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

FISCAL IMPACT

None

ATTACHMENTS

None

CITY OF MENIFEE

SUBJECT: Meniffee Citizens Advisory Committee (MCAC) Appointments

MEETING DATE: January 28, 2020

TO: Committee Chair and Committee

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Jonathan Nicks, Community Services Director

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 2020-2021, 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)
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

RESOLUTION NO. 15-414

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, ESTABLISHING THE MENIFEE CITIZENS 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; and

WHEREAS, the City Council recognizes Committee and Commission members to be valuable resources when given the opportunity to plan and implement projects to meet real community needs, and recognizes they are capable of making a difference with the community; and

WHEREAS, in July of 2012 the City of Menifee became an entitlement agency and recipient of the Federal Department of Housing and Urban Development, Community Development Block Grant. 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 Menifee through delivery of Public Service grants to qualifying local non-profit; and

WHEREAS, part of the requirements to becoming an entitlement community the City Council adopted a Citizen Participation Plan on October 18, 2011, establishing the policies and procedures to be followed in the 2012-17 Consolidated Plan, the 2012-13 Annual Action Plan, future Annual Action Plans, and the Analysis of Impediments to Fair Housing; and

WHEREAS, the adopted Citizens Participation Plan incorporated the participation of the Menifee Citizen's Advisory Committee as part of the annual review for public services programs/activities included within the Annual Action Plan(s); and

WHEREAS, the City Council recognizes a Menifee Citizens Advisory Committee established to serve as an advisory body to the City Council, will empower community groups and non-profit organizations, will create opportunities for their input into community projects, programs, and events, and will provide a vehicle by which they can become involved in a process which enables them to have an influence and impact on services and programs 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 Menifee Citizens Advisory Committee consisting of eight (8) members is hereby established.

Section 2. That the purpose of the Menifee Citizens Advisory Committee shall be to promote and review Community Development Block Grant applications and reports for qualified

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sub-recipient public service and community organizations, review proposals for programs, projects and facilities as they pertain to residents; promote 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 the Community Development Block Grant program.

Section 3. That membership on the Menifee Citizens Advisory Committee shall occur through ad-hoc committee appointment by each of the community advisory boards serving the City Council: Youth Advisory Committee, Senior Advisory Committee, Parks, Recreation and Trails Commission, and the Planning Commission, with the benefit of recommendations made through City staff liaisons. Commissions and Committees shall appoint two (2) Members from their respective boards to server in ad-hoc capacities on the Menifee Citizens Advisory Committee. At the time of his or her appointment, and during his or her tenure of office, each committee member shall reside within the City of Menifee.

Section 4. That each Committee Member shall serve at the pleasure of his/her appointing Committee or Commission, for a single year term commencing January 1st and expiring December 31st of each year. There shall be no limit on the number of terms a Menifee Citizens Advisory Committee Member may serve.

Section 5. That the Menifee Citizens 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 Menifee Citizens Advisory Committee:

- 6.1 That the Menifee Citizens Advisory Committee shall make recommendations to City Council, implementing Community Development Block Grant directives related to city projects, events and Public Service programs.
- 6.2 The role of the Menifee Citizens Advisory Committee as contained in "Exhibit A", is hereby approved.

Section 7. The City Manager is hereby authorized to do all things necessary to implement this Resolution.

PASSED, APPROVED AND ADOPTED ON January 7, 2015.



Scott A. Mann, Mayor

Attest:

City of Menifee Resolution No. 15-414
Citizens Advisory Committee Formation



Kathy Bennett, City Clerk

Approved as to form:



Jeffery T. Melching, City Attorney

EXHIBIT A
Menifee Citizens Advisory Committee Guidelines

1. Powers, duties, and responsibilities.

The Menifee Citizens 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 residents.
- B. Review proposals for programs, projects and facilities as they pertain to the City of Menifee Community Block Grant Program.
- C. Assist in the evaluation and planning of arts, recreation and social service programs with an emphasis on low to moderate income populations as defined by the Federal Department of Housing and Urban Development.
- D. Review and make recommendations on matters pertaining to the City of Menifee Community Development Block Grant program.
- E. Promote 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 City of Menifee Community Development Block Grant program.

2. Eligibility for the Menifee Community Advisory Committee.

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

- A. Applicants must be residents of the City of Menifee.
- B. The Menifee Community Advisory Committee shall consist of eight members through appointment of each community advisory board: two members of the Youth Advisory Committee, two members of the Senior Advisory Committee, two Parks, Recreation and Trails Commissioners, and two Planning Commissioners.
- C. Membership is open to all residents meeting the above criteria with current Committee/Commission membership status.
- D. Members of the Menifee Community Advisory Committee shall not hold any paid office or employment with the City of Menifee.

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- E. Failure of a regular member to attend any regular meeting of the Menifee Community Advisory Committee without the consent of the Menifee Community Advisory Committee shall be deemed to constitute the retirement of such member and the position declared vacant.

3. Procedure

A. Composition of the Menifee Community Advisory Committee

1. The number of members of the Menifee Community Advisory Committee should be eight (8) persons.
2. Menifee Community Advisory Committee shall be composed of a cross-section of the City's community advisory boards.

B. Support

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

C. Menifee Community Advisory Committee Officers

1. Chairperson: shall be elected by the Menifee Community 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 Menifee Community 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 Menifee Community 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 Menifee Community Advisory Committee

D. Menifee Community Advisory Committee Meetings

1. The Senior Advisory Committee will meet, at minimum, twice per year: once in February and once in August. Additional regular and special meetings can

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be scheduled 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 Menifee Community 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 City Council and the Community Development Block Grant program, to have items reviewed by the Menifee Community Advisory Committee.
5. Menifee Community Advisory Committee members may request agenda items through the Chair for upcoming meetings.

E. Menifee Community Advisory Committee Member Term Limits

1. Committee Members shall serve at the pleasure of his/her appointing Committee or Commission, for a single year term commencing January 1st and expiring December 31st of each year. There shall be no limit on the number of terms a Menifee Citizens Advisory Committee Member may serve.
2. At the discretion of the City Council or the appointing Committee/Commission, a Menifee Community 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. Menifee Community Advisory Committee members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Menifee Community Advisory Committee member with any unexcused meeting absence may be replaced at the discretion of the City Council or the respective appointing Committee/Commission.



Scott A. Mann
Mayor

John V. Denver
Mayor Pro Tem

Wallace W. Edgerton
Councilmember

Greg August
Councilmember

Matthew Liesemeyer
Councilmember

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss
CITY OF MENIFEE)

I, Kathy Bennett, City Clerk of the City of Menifee, do hereby certify that the foregoing Resolution No. 15-414 was duly adopted by the City Council of the City of Menifee at a meeting thereof held on the 7th day of January, 2015 by the following vote:

Ayes: August, Denver, Edgerton, Liesemeyer, Mann
Noes: None
Absent: None
Abstain: None



Kathy Bennett, City Clerk

CITY OF MENIFEE

SUBJECT: STRATEGIC PLANNING AND GOAL SETTING 2020

MEETING DATE: January 28, 2020

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

The Senior Advisory Committee will create Goals, Action Plan and set completion dates.

DISCUSSION

By conducting a strategic planning 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.

SAC Members will discuss, create and recommended new action items for the 2020 year. SAC members will set goals and completion dates. After goals completion dates have been set SAC members will provide monthly updates on action items.

FISCAL IMPACT

None.

ATTACHMENTS

