

City Hall Council Chambers
29844 Haun Road
Menifee, CA 92586



City of Menifee
Senior Advisory Committee
Meeting Agenda

Chair Gloria Sanchez, Mayor Appointed
Vice-Chair Linda Blanche, District 1
David Morse, District 2
Bruce Atwood, District 3
Anne-Marie Novack, District 4

Tuesday, January 25, 2022
10:00 AM Regular Meeting

AGENDA

PLEASE USE THE INFORMATION BELOW TO WATCH AND PARTICIPATE IN THE MEETING VIA ZOOM:

VIDEO: <https://cityofmenifee-us.zoom.us/j/87448440671>

PHONE: (669) 900-6833, **MEETING ID** #874 4844 0671, **PASSCODE:** 73881

PUBLIC COMMENTS:

- If you are joining the meeting virtually, please click “Raise Hand” icon 🖐️ during the item you wish to speak on. When it is your turn to speak you will be unmuted.
- If you are calling in, please dial *9 during the item you wish to speak on. This will indicate that you would like to provide public comment and you will be unmuted when it is your turn to speak.

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE

4. PRESENTATIONS

- 4.1. **Hospice of the Valley:** Organization and service overview
Caroline Rath, Hospice and Community Resource Provider

5. APPROVAL OF MINUTES

- 5.1. Minutes from November 23, 2021, Regular Meeting

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

- Senior Advisory Committee to conduct annual elections for Committee Chair and Vice Chair officers for the 2021 term, pursuant to Resolution No. 14-362.

**8.2. Senior Advisory Committee Final Draft Outreach Script
Recommended Action**

- Receive and file final draft outreach script
 - Senior Advisory Committee Final Draft Outreach Script

9. COMMUNITY SERVICES DEPARTMENT COMMENTS

9.1. Department Update

- Senior Program Updates
- Citywide Special Event and Program Updates

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS

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
Regular Meeting Minutes
Tuesday, November 23, 2021**

1. CALL TO ORDER

Committee Chair Gloria Sanchez called the meeting to order at 10:05 AM.

2. ROLL CALL

Present were: Committee Chair, Gloria Sanchez; Committee Vice-Chair, Linda Blanche; Committee Member, Anne-Marie Novack; Committee Member, David Morse; Committee Member, Bruce Atwood; Community Services Manager, Mariana Mitchell; Community Services Supervisor, Cynthia Morquecho; Community Services Coordinator, Michael Rinehart; Community Services Coordinator, Martin Gutierrez; Community Services Coordinator, Aisha Wilson.

3. FLAG SALUTE

4. PRESENTATION

4.1. Youth Leaders of Menifee: Youth Leaders of Menifee overview

AJ, Freshman student from Paloma Valley High School; Megan, Junior student Paloma Valley High School and provided information regarding upcoming intergenerational programs including Tech Talks. Community Services Coordinator, Michael Rinehart noted that the flyer passed out was not fully approved yet, dependent on availability of the Senior Center.

Committee Member Morris inquired if reservations would be required, Mr. Rinehart answered that it was thought to be the best method of service. Committee Member Novack inquired how many students would be available to assist, Mr. Rinehart answered with 2 members will be present to assist with the program.

Committee Chair Sanchez provided feedback on how beneficial this program is for seniors who are not as technologically savvy and this will be a great assistance to keep seniors learning.

Committee Atwood inquired on when dates and times are confirmed for Tech Talks to please inform the SAC so they can promote the program to other seniors. Add how to clean up their devices and sign up for social media, share pictures, and sent text messages

5. APPROVAL OF MINUTE

5.1. Minutes from October 26, 2021

A motion to approve the October 26, 2021 minutes was made by Committee Member Atwood

Committee Member Novack seconded motion.

Motion unanimously approved.

6. AGENDA APPROVAL OR MODIFICATION

A motion to approve the Agenda was made by Committee Member Blanche

Committee Member Novack seconded motion

Motion unanimously approved.

7. PUBLIC COMMENTS (non-agenda items only) NONE

8. DISCUSSION ITEMS

8.1. Senior Advisory Committee Outreach Script Recommended Action

- Review and discuss the draft outreach script

Community Services Supervisor provided a brief staff report regarding the draft of the script developed for use of the SAC

Committee Member Novack commented in appreciation of staff for developing the script and helping focus the conversation on how to engage with their peers.

Chair Sanchez requested that the SAC meeting dates and locations to help encourage participation in future meetings. Also, add the question about making an appointment for SAC to meet with HOA and residents.

Ms. Morquecho provided insight on the role of the staff liaison to the SAC so questions and concerns should be directed to City staff and will in turn information will be relayed to SAC.

Committee Member Morse inquired regarding the list of HOA that are sorted by district.

Staff will bring the revised script back in January for final approval.

8.2 Menifee Specialized Transit Project Survey Recommended Action

- Receive and File

Ms. Morquecho provided an update on the survey that is now available for public input both online and on paper.

Chair Sanchez provided input on the progress of the Menifee Specialized Transit Working Group discussing the various methods of transportation currently available to seniors in Menifee.

Vice-chair Blanche inquired if transportation would be available for youth and sought feedback from the Youth Leaders of Menifee who both agreed that transportation available for youth would be beneficial.

Committee Member Atwood added that Dial-A-Ride is now up to \$7 round trip which can be costly for seniors on a fixed income.

Committee Member Morse inquired on whether RCTC has reached out for input of other agencies like Glendora and Pasadena.

Chair Sanchez responded that the cost is prohibitive of running full service programs and working on putting together a plan to help with seeking additional funding.

Community Services Coordinator, Martin Gutierrez, provided insight on what a full service transportation program looks like based on previous experience in senior transportation.

Committee Member Morse inquired about the application for a voucher program for Dial-A-Ride. Community Services Coordinator, Aisha Wilson, and Community Services Manager, Mariana Mitchell, provided additional information regarding the history of the project and how the initial application had changed to a feasibility study to determine the needs and development of a plan to meeting the needs identified.

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1 Department Update

- Senior Program Updates
- Citywide Special Event and Program Updates

Ms. Jemmott provided an update on senior programs and thanked the Committee Members who came out to welcome back seniors to the Senior Center. She also

provided additional information regarding upcoming activities taking place at the Senior Center.

Ms. Jemmott also provided an update on Citywide Special Events including the Menorah Lighting Ceremony, Tree Lighting and Parade, and City Flag Contest public voting at Tree Lighting.

Chair Sanchez requested that the information be emailed out to the SAC and Pastor Kasey Crawford to email out to Menifee Interfaith Council.

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

Committee Member Blanche reported that they have finished the speed limit survey and will have an impact on Sun City Boulevard for the use of golf carts. Murrieta Road is now reopened.

Committee Member Morse reported on his attendance Councilmember Karwin's Town Hall, assisting residents with HICAP, potential meeting with Councilmember Liesmeyer after the holidays, and updated SAC on the current status of the board HOA where he resides.

Committee Member Atwood reported on his recent walk through Palmilla to reach out to all residents, his attendance at the Day of Dead event at Central Park, his attendance at City Council meetings, his attendance at the Veterans Day Ceremony and the judging of the art & essay contest, and Centennial HOA meeting.

Committee Member Novack reported on her involvement in the Youth Leaders of Menifee Youth Awards, her attendance of the tour of Michelle's Place facility, Councilmember Karwin's Town Hall event, return of congregate meals to the Senior Center, and the Veterans Day Ceremony. She also noted that there is an additional resource for food through Western Eagle Foundation for residents.

Chair Sanchez reported on her attendance of the Scam Workshop hosted at the Sun City Golf Course and noted a potential opportunity to work together on similar program on identity theft. She also reported on her involvement in the Build Back Better Act, bringing Meals on Wheels to the City of Menifee, and reaching out to the Riverside County Office on Aging to get them to present on all their services.

11. FUTURE AGENDA REQUEST FROM COMMITTEE MEMBERS

None

12. ADJOURNMENT

Committee adjourned the meeting at 11:54 AM.

Mariana Mitchell, Community Services Manager

CITY OF MENIFEE

SUBJECT: Annual Committee Officer Elections

MEETING DATE: January 25, 2022

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Mariana Mitchell, Senior Management Analyst

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

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 Menifee 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 Menifee Municipal Code.

FISCAL IMPACT

None

ATTACHMENTS

None

RESOLUTION NO. 20-980

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, UPDATING AND REPLACING RESOLUTION NO. 16-578, AMENDING THE SENIOR ADVISORY COMMITTEE COMPOSITION AND GUIDELINES

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 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; and

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; and

WHEREAS, on April 2, 2014 the City Council adopted Resolution No. 14-362, establishing the Senior Advisory Committee; and

WHEREAS, on December 7, 2016 the City Council rescinded Resolution No. 14-362 and adopted Resolution No. 16-578, revising the composition of the Senior Advisory Committee to include seven members; and

WHEREAS, the Senior Advisory Committee Members and staff agree that a five-member committee would be more efficient and follow the same requirements as other City Council established Committees and Commissions; and

WHEREAS, by January 2021 the Senior Advisory Committee shall phase out the two at-large committee member appointments made by the Council as a whole and continue as a five-member committee, four appointed by districts and one at-large appointed by the Mayor; and

WHEREAS, commencing January 2021, following each regular municipal election, and per the Maddy Act, the Mayor and Councilmember committee appointments shall be made; and

NOW, THEREFORE, the City Council of the City of Menifee, California, does hereby resolve, determine and order as follows:

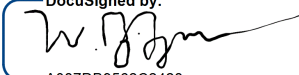
Section 1. Committee Composition That the composition of the Senior Advisory Committee shall consist of five members; four members appointed by each Councilmember from their respective district and one appointed, at-large, by the Mayor.

Section 2. Committee Purpose 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 implementing senior oriented directives related to City projects, events and senior oriented programs.

Section 3. Committee Appointment At the first City Council meeting, commencing January 2021, following each regular municipal election, the Mayor and Councilmembers shall appoint their Committee Members as required by the Maddy Act with the benefit of recommendations made through City staff liaisons. Committee Members shall serve until their successor is appointed and qualifies. In the case of an unexpected vacancy, the appointing Councilmember shall appoint a new Committee Member at the next available Council Meeting after the application process.

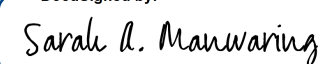
Section 4. Committee Rules and Procedures That the role of the Senior Advisory Committee is contained in "Exhibit A" and the Senior Advisory Committee shall comply with the Ralph M. Brown Act, other applicable local and state laws and regulations, this Resolution and City Council Policy No. 1 (Rules of Decorum).

PASSED, APPROVED AND ADOPTED this 2 day of December, 2020.


DocuSigned by:

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Bill Zimmerman, Mayor

Attest:

Approved as to form:

DocuSigned by:

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Sarah A. Manwaring, City Clerk

DocuSigned by:

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Jeffrey T. Melching, Attorney

EXHIBIT A

Menifee Senior Advisory Committee Guidelines

1. Powers, Duties, and Responsibilities

The Menifee Senior Advisory Committee shall follow the general powers, duties and responsibilities set forth in City Council Policy No. 1, 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 and reside in the district of the Councilmember that has appointed them.
- B. Applicants must be a registered voter in the City of Menifee.
- C. Applicants must be 55 years of age and older.
- D. Members of the Menifee Senior Advisory Committee shall not hold any paid office or employment with the City of Menifee.
- E. Committee members are required to sign that they have read and agree with Policy No. CC-23, the City Council adopted Ethics Policy. Failure to comply could result in removal from the Committee.
- F. Committee members are required to attend Bi-annual AB1234 training. Failure to comply could result in removal from the Committee per Policy No. CC-23.

3. Procedure

A. Composition of the Senior Advisory Committee

1. The Menifee Senior Advisory Committee shall consist of five members: four district-represented members appointed by each Councilmember and one member, at-large, appointed by the Mayor.

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 appointed 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 appointed 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; and
 - Prepare the draft minutes and attach to the agenda for the subsequent meeting for approval; and
 - The City Clerk, or their designee, will maintain records related to the Senior Advisory Committee.

D. Senior Advisory Committee Meetings

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. Future agenda requests may be made and seconded by one of the Committee Members.
6. Senior Advisory Committee Members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Committee Member with three unexcused meeting absences during a twelve-month period may be removed at the close of the meeting during which the final absence occurs and the vacancy shall be filled according to the Maddy Act.

E. Senior Advisory Committee Member Terms and Term Limits

1. Committee Members representing their district and the Mayor may serve two-year terms.
2. There will be no limit to the amount of terms a Committee Member may serve.
3. 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.



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

I, Sarah A. Manwaring, City Clerk of the City of Menifee, do hereby certify that the foregoing Resolution No. 20-980 was duly adopted by the City Council of the City of Menifee at a meeting thereof held on the 2nd day of December 2020 by the following vote:

Ayes: Deines, Liesemeyer, Sobek, Zimmerman

Noes: None

Absent: August

Abstain: None

DocuSigned by:

Sarah A. Manwaring

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Sarah A. Manwaring, City Clerk

CITY OF MENIFEE

SUBJECT: Senior Advisory Final Draft Outreach Script

MEETING DATE: January 25, 2022

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Mariana Mitchell, Community Services Manager

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

Receive and file the finalized Senior Advisory Committee outreach script.

DISCUSSION

At the September 28, 2021, meeting, Senior Advisory Committee (SAC) Members requested for staff to develop a script for Committee members to use during outreach efforts to 55+ HOA communities. SAC members recommended that the script provide talking points and guidelines for Committee Members to utilize while providing a uniform message to 55+ HOA Communities and community groups.

At the November 23, 2021, meeting, SAC Members provided revisions for script outline and requested that staff provide a finalized script at the January SAC meeting.

FISCAL IMPACT

NONE

ATTACHMENTS

Final Outreach Script

Hello My Name, is: _____

Script:

I am a member of the City of Menifee Senior Advisory Committee. The Senior Advisory Committee (SAC) serves as an advisory committee for the City Council of Menifee, CA in all policy matters pertaining to the senior residents of Menifee.

I would like to invite you our monthly meetings held at 10am on the fourth Tuesday of every month at City Hall Council Chambers. As a committee it is our mission to advise the City Council on programs, public services, information, and referrals to aid and assist our senior citizens, and seniors with disabilities, fifty-five (55) years of age or older with physical, mental, and recreational needs.

I am looking for opportunities to engage and encourage seniors to establish and maintain a healthy and creative lifestyle. I would like to ask if there are any opportunities to present information to the _____ housing association, in order to better inform residents of the many resources Menifee has to offer its senior residents.

Additional Notes:

The Senior Advisory Committee promotes 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.

Meetings

Monthly (4th Tuesday of every month)

Meeting Location:

City Hall 29844 Haun Road, Menifee CA 92586

Term of Office: 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. There is not a limit on the number of terms a Senior Advisory Committee member may serve.

Qualifications: Each committee member shall reside within the City of Menifee and shall be 55 years of age or older.

Staff Liaison: Aisha Jemmott- Wilson, Community Services Coordinator

Current Committee Members:

Vice-Chair Linda Blanche- Appointed by Councilman Bob Karwin (District 1)

Committee Vice-Chair Dave Morse- Appointed by Councilman Matt Liesemeyer (District 2)

Committee Member Bruce Atwood - Appointed by Mayor Pro-Tem Lesa Sobek (District 3)

Committee Member Anne-Marie Novack- Appointed by Councilman Dean Deines (District 4)

Committee Chair Gloria Sanchez -Appointed by Mayor Bill Zimmerman (Citywide)