



**City of Menifee  
Senior Advisory Committee  
Meeting Agenda  
Tuesday, August 26, 2014**

**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. AGENDA APPROVAL OR MODIFICATION**
- 4. PRESENTATIONS**  
**Menifee Better Together Volunteer Opportunities**
- 5. PUBLIC COMMENTS (non-agenda items only)**
- 6. APPROVAL OF MEETING MINUTES**
  - 6.1. Minutes of July 22, 2014**
- 7. DISCUSSION ITEMS**
  - 7.1. Committee Strategic Planning Workshop**
    - Mission Statement
    - Priority and Goal Setting
- 8. COMMUNITY SERVICES DIRECTOR COMMENTS**
  - 8.1. Dial-A-Ride Service in Gated HOA Neighborhoods**
  - 8.2. Caregiver Rules and Regulations (live-in)**

## 9. COMMITTEE MEMBER COMMENTS

## 10. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

### Items Scheduled for Future Agendas:

- Presentation from TRIP organization (Riv Co Office on Aging)
- Speakers' Forum for Seniors
- Golf Cart Accessibility
- Senior Transportation

## 11. 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 Jenn 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  
Meeting Minutes  
July 22, 2014**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Present were: Committee Chair Gloria Sanchez, Committee member Chuck Reutter, Committee Vice-Chair Ken Woytek, Committee member Victoria Arendain, Committee member Ruth Goulet, Community Services Director Robert Lennox, Senior Administrative Analyst Allen Yun, Management Analyst Margarita Cornejo, and six (6) members of the public.

**3. AGENDA APPROVAL OR MODIFICATION**

As Posted

**4. PRESENTATIONS**

**Kay Cenicerros Programming Overview**

Kay Cenicerros Senior Center Director Leslie Covey provided a report on the existing programming at the Center.

**5. Public Comments**

Resident #1 asked if the City has a long-term plan for senior programs/activities.

Committee Chair Sanchez indicated the formation of the Senior Advisory Committee is to represent and define the needs of the senior community. The Senior Needs Assessment Survey conducted in 2013 provided some general ideas of the existing needs.

Resident #2 expressed his concern about the shrinking population of seniors and feels seniors are being pushed aside.

Committee Chair Sanchez stated the focus of the Senior Advisory Committee is to represent the seniors and work with the City and community.

Vice Chair Woytek indicated he would like to see some mechanism/forum to receive input from the public who may be hesitant to speak in public.

Committee member Goulet stated there is a need to collaborate and communicate with HOAs and other community members.

Committee member Reutter indicated a need for discussion of renovating the Sun City Shopping Center.

Community Services Director Robert Lennox provided some general information on development plan and advised if the Senior Advisory Committee could request a report on different projects relevant to seniors.

Committee Chair Sanchez mentioned considering holding meetings at different locations.

Community Services Director Robert Lennox indicated staff could provide some outreach to HOAs if directed by Senior Advisory Committee.

Committee Chair Sanchez stated that would be a good start after compiling information on 55+ and older HOA/communities.

Resident #2 stated the importance of including the 55+ and older mobile home park communities.

## **6. APPROVAL OF MEETING MINUTES**

### **6.1 Minutes of June 24, 2014 Meeting**

Approved on a unanimous vote of by Committee members.

## **7. DISCUSSION ITEMS**

### **7.1 VFW Facility Lease Agreement**

Community Services Director Robert Lennox presented a brief summary on the proposed facility lease agreement between the City of Menifee and Veterans of Foreign War (VFW) Post 1956 for the Kay Cenicerros Senior Center: North Annex Building.

Committee Chair Sanchez asked if the building would be strictly used by the VFW.

Committee Community Services Director Robert Lennox responded the agreement would be between City and VFW with no options to sub-lease.

Committee member Goulet asked what the hours of operation for building would be.

Community Services Director Robert Lennox indicated this would be up to the VFW.

Committee Chair Sanchez stated she would like to see the VFW work side by side with the existing programming/activities at the senior center.

Committee Vice-Chair Woytek indicated he would like to know additional detail on the scope of work for the VFW and any planned uses of the facility involving alcohol.

Community Services Director Robert Lennox advised that agreement allowed for alcohol on premises only if appropriate licensing requirements were secured first.

Committee Chair Sanchez expressed her concern about allowing alcohol.

Resident and VFW member Grant Yoders stated his concern about starting contract negotiations before VFW membership meets and discusses. He indicated he doesn't believe alcohol would be used on the site, but cannot speak on behalf of VFW.

Committee Chair Sanchez asked about generating funds as from rentals of facility and indicated the August 6<sup>th</sup> deadline seems too soon.

Community Services Director Robert Lennox indicated sub-leasing would not be permitted per proposed agreement.

Committee member Victoria Arendain stated she would like to see a presentation from the VFW about how they plan on using facility.

Community Services Director Robert Lennox stated a summary of activities/hours could be requested from the VFW.

Committee member Goulet asked if the Senior Advisory Committee could provide some input/feedback to the City Council.

Committee Chair Sanchez indicated committee could reach out to Council members.

Community Services Director Robert Lennox indicated the committee could identify one member to represent Committee at August 6<sup>th</sup> Council Meeting.

Community Services Director Robert Lennox asked for a recommendation from the Senior Advisory Committee regarding the proposed agreement.

Committee member Goulet made a motion to approve. No second motion was received. Motion died.

Committee member Arendain asked for a motion to put lease agreement on hold and receive a presentation from the VFW of programs/activities.

Committee member Reutter seconded motion.

Motion was approved unanimously.

## **7.2 FSA Professional Services Agreement**

Community Services Director Robert Lennox presented a brief summary on the proposed professional services agreement between the City of Menifee and Family Service Association (FSA) for the Senior Nutrition Program at the Kay Cenicerros Senior Center.

Committee member Reutter asked about the bidding process for future programs.

Community Services Director Robert Lennox advised the Senior Nutrition Program is provided as a free service so there is no need for a bid process as there is no cost to the City for this program.

Vice Chair Woytek asked Kay Cenicerros director Leslie Covey if donations are cost prohibitive to participation.

Leslie Covey stated donations are not prohibitive to participation. Menifee donations are typically around \$1.80, with recommended donation at \$3.

Committee member Goulet asked about food selection options.

Leslie Covey stated food choices are diverse.

Committee member Reutter asked about the number of persons served.

Leslie Covey indicated 30-50 persons per day are served.

Committee Chair Sanchez indicated Office on Aging advised it serves 54 home-bound residents and has an extensive wait list.

Resident Grant Yoders spoke in favor of the approving the agreement as it provides meals to seniors at no cost to the City and the program has many recurring participants.

Leslie Covey expressed concern about agreement restrictions to Menifee residents only.

Committee Chair Sanchez asked about guests.

Community Services Director Robert Lennox clarified purpose of clause in agreement and treatment of guests.

Committee member Reutter made a motion to recommend City Council approval of professional services agreement with Family Services Association (FSA) for Senior Nutrition Program.

Committee member Goulet seconded motion.

Motion was passed unanimously.

### **7.3 Arts Council MOU**

Community Services Director Robert Lennox presented a brief summary on the proposed Memorandum of Understanding (MOU) between the City of Menifee and Arts Council Menifee for the use of the Kay Cenicerros Center.

Vice-Chair Woytek asked if there should be a fee collected for sale of art.

Committee member Goulet indicated she did not have enough information to vote on if fee should be collected for sale of art.

Committee member Goulet made a motion to recommend City Council approval of MOU between the City of Menifee and Arts Council Menifee for the use of the Kay Cenicerros Center.

Committee member Arendain seconded motion.

Motion was passed unanimously.

### **7.4 Committee Strategic Planning Workshop**

Committee member Reutter made a motion carry-over items to next meeting.

Committee member Goulet seconded motion.

Motion was passed unanimously.

## **8. COMMUNITY SERVICES DIRECTOR COMMENTS**

### **8.1 Kay Cenicerros CDBG Improvements**

Management Analyst Margarita Cornejo provided a brief presentation on planned improvements to Kay Cenicerros Senior Center.

Committee Chair Gloria Sanchez asked about the status of the Annex (former EDA building) at the senior center.

Community Services Director indicated the additional costs associated with using the facility were not part of the approved 2014-2015 budget, so there are no current plans for the facility at this time.

## **9. COMMITTEE MEMBERS COMMENTS**

Committee member Reutter indicated he has heard a number of complaints about the Sun City Shopping Center existing conditions.

Committee member Goulet expressed her concern on the impact of the Countryside Marketplace to commercial businesses in Sun City.

Committee member Arendain would like committee to consider meeting later in the day to allow for more public attendance.

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

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

- Discussion on water conservation

## **11. ADJOURNMENT**

Committee Chair Gloria Sanchez adjourned the meeting at 12:00 pm.

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Margarita Cornejo, Management Analyst



## **CITY OF MENIFEE**

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### **SENIOR ADVISORY COMMITTEE STRATEGIC PLANNING WORKSHOP**

MEETING DATE: August 26, 2014  
TO: Committee Chair and Committee Members  
PREPARED BY: Robert Lennox, Community Services Director  
SUBJECT: Senior Advisory Committee Strategic Planning  
Workshop

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### **RECOMMENDED ACTION**

That the Senior Advisory Committee:

1. Review and prioritize Senior Needs and Issues Discussion Items Summary

### **DISCUSSION**

During its first meeting on June 24, 2014, the Senior Advisory Committee meeting, the Committee determined it beneficial and necessary to hold a special workshop specifically focused on strategic planning for future discussion items. By conducting a strategic planning special workshop soon after the Committee's inception, the Committee will be able develop an organized plan of action on what, when, and the priority of existing senior needs and issues at future meetings.

A summary of the key senior needs and issues discussion items, as identified by the Committee, has been prepared by staff and provided to the Committee for review/discussion.

It is staff's recommendation the Committee review and prioritize senior needs and issues discussion items and determine rankings for each item with respect to future discussions agenda.

### **FISCAL IMPACT**

None.

### **ATTACHMENTS**

1. Senior Needs and Issues Discussion Items Summary

City of Menifee: Senior Advisory Committee

Planning Workshop (August 26, 2014)

Senior Needs and Issues Discussion Items Summary



<u>Item Number</u>	<u>Topic</u>	<u>Committee Member</u>	<u>Item Description</u>	<u>Priority Ranking</u>	<u>Main Category</u>	<u>Notes</u>
1	Communication	2013 Senior Needs Assessment Survey	Discuss Enhancing and expanding existing communication methods to seniors: senior dedicated webpage, newsletters, email alerts.		Communication	
2	Directory/Resource Guide	2013 Senior Needs Assessment Survey	Discuss developing a central directory/resource guide for senior residents.		Directory/Resource Guide	
3	Emergency Response Program	Ken Woytek	Discuss establishing emergency response programs and benefits to individual and senior community as a whole.		Emergency Preparedness	
4	Public Safety Issues	Ken Woytek	Discuss improving additional efforts individual residents/business owners can take to prevent home invasions, vandalism, carjackings		Public Safety	
5	Senior Center Programming	Ken Woytek	Review existing programming at senior center and discuss updating/changing/adding new programming reflective of the senior community's interests		Senior Center Programming	
6	Social and Recreational Opportunities	2013 Senior Needs Assessment Survey	Expand existing social and recreational opportunities available to seniors. Discuss adding free fitness classes at senior center, providing subject specific classes/services on topics like: financial planning, emergency preparedness, using PCs, smartphones, and tablets. Establish cultural program led by senior authorities.		Social and Recreational Opportunities	
7	Transportation	2013 Senior Needs Assessment Survey	Discuss Improving transportation options for seniors. Review existing resources available and potential collaborations.		Transportation	
8	Golf Cart Accessibility	Chuch Reutter	Discuss/review golf cart accessibility throughout City.		Transportation	
9	Develop/Expand Senior Volunteer Opportunities	Ken Woytek	Establish different senior volunteer program opportunities, including emergency preparedness, volunteers for aquatics programs		Volunteer Opportunities	
10	Water Conservation	Ruth Goulet	Discuss water conservation throughout community		Other	