



Winters Senior Commission on Aging Meeting

Teleconference Meeting

Wednesday, January 12, 2022 5:30 p.m.

To join this meeting via Zoom:

<https://us02web.zoom.us/j/88098197361?pwd=Ty8rciVvckxhZkpWclJ6V2M4ZzhrQT09>

Meeting ID: **880 9819 7361**

Passcode: **991915**

AGENDA

Commission Members

Glenn Ripley Marianne Boyer Tina Lowden Wally Pearce Cheryl Ann Sandoval Dawn Van Dyke Valerie Whitworth

PLEASE NOTE – The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Commission Members. Public comments time may be limited, and speakers will be asked to state their name.

Pledge

Roll Call

Approval of Agenda

PUBLIC COMMENTS

At this time, any member of the public may address the Commission on matters, which are not listed on this agenda. Citizens should reserve their comments for matter listed on this agenda at the time the item is considered by the Commission. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

CONSENT CALENDAR

All matters listed under the consent calendar are considered routine and non-controversial, require no discussion, and are expected to have unanimous Council support and may be enacted by the City Council in one motion in the form listed below. There will be no separate discussion of these items. However, before the Commission votes on the motion to adopt, members of the Commission, staff, or the public may request that specific items be removed from the Consent Calendar for separate discussion and action. Items(s) removed will be discussed later in the meeting as time permits.

- A. 20211013 Minutes amended
- B. Approval of November 9, 2021 Minutes
- C. Approval of November 10, 2021, Minutes

DISCUSSION ITEMS

- 1. City Administrative Updates
- 2. Community Liaison Reports
 - a. Yolo County Commission on Aging
 - b. Winters Senior Foundation
 - c. Winters Community Corazon / HAC
- 3. Projects
 - a. Senior Resource Guide
 - b. Senior Center Funding Raising
 - c. Senior Center Program Questionnaire
 - d. Other subcommittee updates?

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the January 12, 2022 regular meeting of the Winters Senior Commission on Aging was posted on the City of Winters website at www.cityofwinters.org and Commission Members were notified via e-mail of its' availability. A copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street on January 6, 2022, and made available to the public during normal business hours.

Kathleen Salguero Tropa



Minutes of the Regular Meeting of the Winters Senior Commission on Aging Held via
Teleconference (Zoom)
October 13, 2021

Meeting called to order at 5:30 p.m.

Present: Commission Members Boyer, Ripley, Lowden, Pearce, Sandoval,
Commission Member Whitworth joined at 5:35 pm
Absent: Commission Member VanDyke
Staff: City Manager Kathleen Trepa

Approval of Agenda:

Commission Member Boyer no longer belongs to WCCA and AS.

The above was noted. No additional changes to the agenda. Motion by Commissioner Lowden, second by Commission Member Boyer to approve the agenda. Motion carried with the following roll call vote:

AYES: Commission Members Boyer, Ripley, Lowden, Pearce, Sandoval
NOES: None
ABSENT: Commission Members Whitworth, VanDyke
ABSTAIN: None

PUBLIC COMMENTS:

None.

CONSENT CALENDAR

A. Minutes of the Regular Meeting of the Winters Senior Commission on Aging Held on Wednesday, September 8, 2021

Motion by Commission Member Pearce, with a second by Commission member Lowden to approve the Consent Calendar. Motion carried with the following roll call vote:

AYES: Commission Members Boyer, Ripley, Lowden, Pearce, Sandoval
NOES: None
ABSENT: Commission Members Whitworth, VanDyke
ABSTAIN: None

DISCUSSION ITEMS:

1. City Administrator Updates/Items
 - a. Senior Center: City needs to buy the plans from Domus Management Company, in order to move forward with a competitive bid process for the construction of the Senior Center. The plans will need to be finalized. No major changes anticipated. We will be able to look at the floor layout once the plans are finalized.
2. Community Liaison Reports:
 - a. YCCA & AS: County ARP funding discussed, and possible allocations for projects, etc. Continue to monitor and participate in the process. Note: When the county is using/allocating these funds they will be requesting a contribution from incorporated cities receiving funds. Something to keep in mind. This is similar to a *fund matching* program. Formula has not been clarified.
 - b. Winters Senior Foundation: No sponsored Christmas dinner this year. The *Santa Bag program* will be rolled out over the next couple months.
 - c. Hispanic Advisory Committee: *Carnitas Festival* was canceled. The committee decorated the downtown area to celebrate *Hispanic Heritage Month*. Continuing to iron out the difference between HAC and Community Corazon Foundation.
 - d. WEDC: Have not been able to do much secondary to COVID. Elder Day changed to the end of June.
 - i. Note: Commission discussed putting together a calendar that outlines all of the activities in our area as a reference for our community.

ONGOING PROJECTS:

1. Projects:
 - a. Senior Resource Guide (SRG): Spanish translation to include recent revisions, pending completion. Cross checking English to Spanish versions. Goal, to finish this quarter.
 - i. Note: 10/29/2021- Winters Community Expo: Winters Senior Commission on Aging will have a booth. If the SRG is completed, we will have copies available. Thank you, Glenn, for securing a booth!
 - b. Senior Center Program Questionnaire (Planning Sub-Committee): Reviewed two proposed options for the questionnaire. Commission provided input. Discussed content and some corrections. Final draft pending. Discussed methods of distribution and methods for tabulating the data.
 - c. Legislative Platform: Discussed— one of our Charter items is to monitor legislation and make recommendations to the City regarding any bill that may impact seniors. Discussed initial draft and overview of a possible legislative platform. Noted legislative calendar and upcoming bills. Discussed follow-up meetings to review all of the data as well as to determine a process and framework for moving forward.

- d. Goal Setting (2022 Objectives): Objectives are pending at this time.
Discussed possible objectives related to goals.

ACTIONS/MOTIONS:

1. Special Meetings to be scheduled, as needed to work on 2022 Objectives and Legislative Platform

INFORMATION ONLY:

The next regular meeting of the Winters Senior Commission on Aging will be held via teleconference November 10, 2021, at 5:30pm.

ADJOURNMENT:

Meeting ended at 7 p.m.

Cheryl Sandoval

Cheryl Sandoval, Secretary
On behalf of Dawn Van Dyke



Minutes of the Special Meeting of the Winters Senior Commission on Aging Held
at Winters City Hall
Nov. 9, 2021

Meeting called to order at 5:35 p.m.

Roll Call Present: Commission Members Boyer, Ripley, Lowden, Sandoval, Pearce,
VanDyke, Whitworth

Absent: None

Staff: City Manager Kathleen Trepá

PUBLIC COMMENTS: None

DISCUSSION ITEMS:

Review goals and objectives for coming year including how to move forward with a legislative platform.

Chairman Ripley reviewed each objective for 2021-2022 and the Commission assigned ad hoc committees/point people to implement and report on progress.

1. Advise on grants and proposals.
 - a. Agreed that Commission Member Whitworth would be the point person for grants and proposals and the Commission would provide input based on the opportunity, budget and the City's bandwidth to apply for and implement a specific grant or project.
2. Define unmet needs.
 - a. Agreed that Commission Members Lowden, Sandoval and Van Dyke would review the assessment report by Sheila Allen, RN, PhD, Executive Director of the Yolo Healthy Aging Alliance (YHAA), determine any additional needs and present an annual report to the City Council in September.
3. Improved standards of service.
 - a. Same as above

4. Senior Center operation.
 - a. In addition to equipment procurement and the work the Furniture, Fixtures & Equipment subcommittee is doing, there is need for a Senior Center Operations Manual. The manual would provide guidelines for programs, meeting management, hours of operation, staff, volunteers, scheduling. The manual needs to be complete before the center opens. Agreed that Chairman Ripley and Commission Members Boyer and Sandoval will form an ad hoc committee to develop the manual in coordination with City Manager Trepa, who will then take it to the City Council for approval.
5. Current inventory of services.
 - a. To be included in Senior Resource Guide, which will be updated every two years. Commissioner Lowden will be the point person for this objective.
6. Dissemination of information.
 - a. To be included in Senior Resource Guide. Also, senior center program surveys to be distributed via multiple platforms and on the City's website.
7. Monitor legislation.
 - a. Commission Member Pearce drafted a legislative platform for legislation specific to seniors. The Commission that Chairman Ripley and Commission Member Pearce would form an ad hoc committee. A process will be put in place for the Commission to submit letters of support or opposition to the City Manager, who will then submit to the Mayor for signature. Any letters drafted and signed will be included in the City Council packet for that time period.
8. Coordinate programs and resources.
 - a. The Commission agreed to assess services in addition to the Senior Center, especially those related to transportation, health and recreation. The Commission agreed to make three recommendations to the City Council for programs and resources related to seniors. Agreed that recommendations should be achievable, within the City's budget and align recommendations with funding. Also agreed that recommendations may include free programs and resources.

Other discussion items included:

INFORMATION ONLY:

The next regular meeting of the Winters Senior Commission on Aging will be held via teleconference Nov, 10 2021.

Meeting ended at 6:37 p.m.

Dawn Van Dyke

Dawn Van Dyke, Secretary



Minutes of the Regular Meeting of the Winters Senior Commission on Aging
held via Zoom
Nov. 10, 2021

Meeting called to order at 5:30 p.m.

Roll Call Present: Commission Members Boyer, Ripley, Sandoval, Pearce,
VanDyke. Commissioner Whitworth joined at 5:34 p.m.

Absent: Commission Member Lowden
Staff: City Manager Kathleen Tropa

Approval of Agenda.

Motion by Commissioner Pearce, seconded by Commissioner Van Dyke. Approved
unanimously.

PUBLIC COMMENTS: None
Consent Calendar

1. Approval of the Minutes from the regular meeting on October 13, 2021
Motion by Commissioner Whitworth, seconded by Commissioner Boyer.
Roll Call vote:

Ayes: Boyer, Pearce, Sandoval, Ripley, Whitworth.
Abstain: Van Dyke

2. DISCUSSION ITEMS:

1. City Admin Updates/Items

- a. Senior Center / FFE

City Manager Tropa provided an update on the history of the Senior Center
construction, and CDBG funding approval and splitting from the original Blue
Mountain Terrace project to a public project. The city is working to secure the

original architect under a contract and update the plans to incorporate new building codes and add a generator.

She also reported that a plan to recognize significant donors will be presented to the City Council at the next meeting. The fundraising committee has secured a campaign consultant, a videographer and an event coordinator and is ready to develop the next phase of the campaign. A webpage is set up under www.winterseniorcenter.com, where interested parties can find updates on the project.

2. Community Liaison Reports

a. YCCA&AS—The Executive Director of Meals on Wheels has retired. The County received \$42 million under the CARES Act, including \$250,000 for aging and adult services. A request was made to allocate additional funds commensurate with the population, which was granted to increase the allocation to \$600,000. A good deal of the meeting was spent on a discussion of redistricting. The next meeting will focus on older adults who are caregivers for adults or children.

b. WSF—Santa bags were being assembled, with plans to add the Senior Resource Guide and Senior Center Program Questionnaire. Art classes and chair yoga are also underway.

c. HAC—no report.

ONGOING PROJECTS:

1. Senior Resource Guide

The guide is ready for printing pending a couple of corrections. The subcommittee will develop a distribution strategy.

2. Senior Center Program Questionnaire (Planning Sub-committee—Cheryl)
Chairman Ripley distributed 18 questionnaires at the Community Expo. City Manager Trepa will work with the subcommittee to convert it to a Survey Monkey format. Chairman Ripley will coordinate with the Hispanic Advisory Committee to help distribute questionnaires among the Hispanic community.

INFORMATION ONLY:

The next regular meeting of the Winters Senior Commission on Aging will be held via teleconference Jan. 12, 2022.

Commissioner Pearce moved to adjourn the meeting. Meeting ended at 6:05 p.m.

Dawn Van Dyke

Dawn Van Dyke, Secretary