



Winters Senior Commission on Aging Meeting  
City Hall Downstairs Conference Room  
318 First Street, Abby Street Entrance  
Wednesday, February 8, 6:30 p.m.

**AGENDA**

*Commission Members*

*Marianne Boyer Tina Lowden Cheryl Ann Sandoval Karen Croley Mark Rowan Eleanor Yeatman*

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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. Minutes from the December 14, 2022 meeting
- B. Minutes from the January 11, 2023 meeting

## DISCUSSION ITEMS

1. City Administrative Updates
2. New / Ongoing Projects
  - a. Recruitment for open seats
  - b. Appoint position of secretary
  - c. Senior Center Fund Raising
  - d. Senior center furniture and fixtures, draft/list
  - e. Senior activities development
  - f. Other subcommittee updates?
3. Community Liaison Reports
  - a. Yolo County Commission on Aging
  - b. Winters Senior Foundation
  - c. Winters Community Corazon / HAC
4. Commission advocacy
5. Agenda for next month

## ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the February 8, 2023, regular meeting of the Winters Senior Commission on Aging was posted on the City of Winters website at [www.cityofwinters.org](http://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 February 2, 2023, and made available to the public during normal business hours.

*Ellena Branson*

Deputy City Clerk

Minutes of the Regular Meeting of the Winters Senior Commission on Aging  
December 14, 2022

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

Present: Commission Members Lowden, Boyer, Sandoval and Croley  
Absent: Commissioner Yeatman  
Staff: Kathleen Tropa

APPROVAL OF AGENDA

Motion by Commissioner Lowden, second by Commissioner Boyer to approve the agenda. Motion carried with the following roll call vote:

AYES: Commission Members Lowden, Boyer, Sandoval and Croley  
NOES: None  
ABSENT: Commissioner Yeatman  
ABSTAIN: None

PUBLIC COMMENTS:

None

CONSENT CALENDAR

1. Minutes from November, 2022

Motion by Commissioner Croley, second by Commissioner Boyer to approve the Consent Calendar. Motion carried with the following roll call vote:

AYES: Commission Members Lowden, Boyer, Sandoval and Croley  
NOES: None  
ABSENT: Commissioner Yeatman  
ABSTAIN: None

DISCUSSION ITEMS:

1. Work Plan Discussion: Work plan reviewed and discussed.

Action Items:

- a. Provide written update to Winters City Council regarding progress related to our Work Plan in February, 2023.

- b. Initiate regular updates to the online version of the *Winters Senior Resource Guide* in both Spanish and English. Commissioner Croley to take the lead on this project. Commissioner Sandoval to assist.
  - c. Initiate review of information obtained to date, regarding procurement of furniture/fixtures and equipment for our future Senior Center. Commissioner Boyer has taken the lead on this project. Commissioner Sandoval to assist.
  - d. Work with City Staff regarding a Volunteer Program for training volunteers to support Senior Activities at the Winters Community Center.
  - e. Commissioner Sandoval, in coordination with Commissioner Lowden, to collaborate regarding research/networking for grants and programs which may be appropriate to pursue and work with City Staff to ensure alignment.
2. City Administrative Updates: Completed and discussed.
3. Community Liaison Reports
- a. Yolo County Commission on Aging: Meeting canceled in December. No new information.
  - b. Winters Senior Foundation: Update completed and included information regarding community activities and upcoming events.
  - c. Winters Community Corazon / HAC: Refer to minutes for updates moving forward.
4. New / Ongoing Projects:
- a. Recruitment for open seats: Ongoing
  - b. Meeting Time: Discussed options for change of meeting time.

Motion by Commissioner Lowden, second by Commissioner Boyer to change the start time for the WSCOA to 6:30 p.m. Motion carried with the following roll call vote:

AYES: Commission Members Lowden, Boyer, Sandoval and Croley  
NOES: None  
ABSENT: Commissioner Yeatman  
ABSTAIN: None

- c. Appoint Position of Secretary: Commissioner Sandoval to continue to assist with this position on a temporary basis at this time.
- d. Senior Center Fund Raising: Ongoing
- e. Legislative Updates: Continue with plan to network at the county level to streamline updates.
- f. Other subcommittee updates: None

**ACTION ITEMS:**

- 1) All items listed within the work plan, as noted previously within this document.
- 2) Include the following within the agenda for next month:
  - a. City Administrative Updates.
  - b. New/Ongoing Projects.
    - \*Recruitment for open seats
    - \*Appoint position of Secretary
    - \*Senior Center Fund Raising
    - \*Senior Center furniture and fixtures, draft/list
    - \*Senior activities development
    - \*Other subcommittee updates
  - c. Community Liaison Reports
  - d. Agenda for the following month.

**INFORMATION ONLY:**

The next regular meeting of the Winters Senior Commission on Aging **will be held in person at 6:30 p. m. on January 11, 2023.**

**ADJOURNMENT:** Meeting ended at 6:45 p.m.

Cheryl Sandoval, Temporary Secretary

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Cheryl Sandoval

Minutes of the Regular Meeting of the Winters Senior Commission on Aging  
January 11, 2023

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Meeting called to order at 6:30 p.m.

Present: Commission Members Lowden, Boyer, Sandoval, Croley, and Rowan  
Absent: Commissioner Yeatman  
Staff: Kathleen Trepá

APPROVAL OF AGENDA

Motion by Commissioner Lowden, second by Commissioner Boyer to approve the agenda. Motion carried with the following roll call vote:

AYES: Commission Members Lowden, Boyer, Sandoval, Croley, and Rowan  
NOES: None  
ABSENT: Commissioner Yeatman  
ABSTAIN: None

PUBLIC COMMENTS:

1. None

CONSENT CALENDAR

1. None. Minutes for December 2022 and January 2023 to be reviewed next month at our February meeting.

DISCUSSION ITEMS:

1. City Administrative Updates: Completed.
2. New/Ongoing Projects
  - a. Recruitment for open seats. We welcome Mark Rowan as our newest commissioner. We have one open seat remaining. *Action: Continue to recruit.*
  - b. Appoint position of secretary: No volunteers and no nominations at this time. *Action: Commissioner Sandoval will continue to fill in for this position as needed.*
  - c. Senior Center Fund Raising. Update completed.
  - d. Senior Center Furniture and Fixtures, draft/list: Draft reviewed. *Action: Commissioner Boyer and Commissioner Sandoval will continue to work as a sub-committee to develop this list and identify vendors/pricing.*
  - e. Senior Activities Development: Discussed. *Action: Commissioner Lowden to meet with City Manager, Kathleen Trepá, to help develop protocols for volunteer training. Commissioner Rowan to network and obtain, as able, sample volunteer protocols/policy and procedures. Once volunteers have been identified and trained, senior activity de-*

velopment for implementation at the Winter's Community Center may be initiated. This site may be utilized, as approved by City Staff depending on availability, until the Winters Senior Center is built. Commissioners will use the results from the Winters Senior Center Questionnaire to guide activity development. Additional questionnaires may be utilized to gather community input, as this process proceeds.

f. Other Subcommittee Updates: None

### 3. Community Liaison Reports

a. Yolo County Commission on Aging: Meeting canceled in January. No new information. Trying to reschedule for later this month. Pending.

b. Winters Senior Foundation: Update completed and included information regarding community activities and upcoming events.

c. Winters Community Corazon / HAC: Refer to minutes for updates moving forward.

4. Commission Advocacy: Discussed advocacy guidelines related to the role of Commissioners on the Winters Senior Commission on Aging. Discussed advocacy as private citizens, and advocacy as members of the Commission. Discussed boundaries inherent to these very different roles.

5. Agenda for February, 2023: Discussed. *Refer to Action Items below.*

### ACTION ITEMS:

- 1) All items listed within the new/ongoing projects as noted previously within this document.
- 2) Include the following within the agenda for next month:
  - a. City Administrative Updates.
  - b. New/Ongoing Projects.
    - \*Recruitment for open seats
    - \*Appoint position of Secretary
    - \*Senior Center Fund Raising
    - \*Senior Center furniture and fixtures, draft/list
    - \*Senior activities development
    - \*Other subcommittee updates
  - c. Community Liaison Reports
  - d. Agenda for the following month.

### INFORMATION ONLY:

The next regular meeting of the Winters Senior Commission on Aging will be held in person at 6:30 p. m. on February 8, 2023.

ADJOURNMENT: Meeting ended at 7:45 p.m.

Cheryl Sandoval, Temporary Secretary

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Cheryl Sandoval