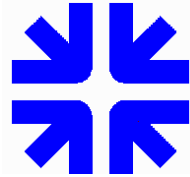


PLEASE POST

Committee Members:
Chair, Jerry Fishman
Vice Chair, Jim Golden
June Abeyta
Kirk Brinkman
Kathryn Connell
Nora Davis
Joyce Jacobson
Judi Oser
Susan Penner
Louis Labat
Lillie Moseley



AGENDA
COMMISSION ON AGING
Meeting of the Advisory Committee
Special Meeting of the Emeryville City Council
Emeryville Senior Center
4321 Salem Street Emeryville, CA 94608

January 13, 2010
10:00 a.m.

All Advisory Committee meetings are noticed as Special City Council Meetings so that any or all of the City Council may attend and participate in the Advisory Committee's deliberations. However, actions taken by Advisory Committees are not official actions of the City Council but must be ratified at a regular City Council. All writings that are public records and relate to an agenda item below which are distributed to a majority of the Commission on Aging (including writings distributed to a majority of the Commission on Aging less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, California during normal business hours (9am to 5pm, Monday through Friday, excluding legal holidays).

AGENDA

- I. Roll Call
- II. Public Comment
- III. Approval of December 9, 2009 minutes
- IV. Action Items
None
- V. Information Items
 - A. Emeryville Housing Rehab Program (Nancy Templeton)
 - B. Lifeline Telephone Program (Contessa Bunn)
 - C. Emeryville Senior Center "Codes of Conduct"
 - D. AED (Cindy Montero)
 - E. Holiday Gala (Jim Golden)
- VI. Staff Comments
- VII. Committee Member Comments
- VIII. Adjournment

FURTHER INFORMATION may be obtained by contacting Cindy Montero, Committee Secretary, at (510) 596-3770. The next regular meeting is scheduled February 10, 2010

DATED: January 8, 2010

Karen Hemphill, City Clerk

Post on: January 8, 2010
Post until: January 15, 2010

Emeryville Senior Center Commission on Aging
ACTION RECAP

Regular Meeting of December 9th, 2009
10:00am

- I. Meeting called to order 10:03
Members Present: Chair Jerry Fishman, Vice Chair Jim Golden, Judi Oser
Louis Labat. Kathryn Connell, Joyce Jacobson, Lillie Mosely and Council
Member Nora Davis and Kurt Brinkman.

Members Absent: June Abeyta, Susan Penner,

Staff Present: Senior Center Manager Cindy Montero, Community Services
Director Melinda Chinn, Administrative Analyst Kevin Laven.

Public and Friends of the Emeryville Senior Center: Lillie Mosley, Rocky
Hart, Frieda Pardo, Rose Hong, Marilyn Fulrath.
- II. Public Comments:
- III. Motion for approval of the minutes from September 9, 2009 meeting.
Motion: Jim Golden
Second: Nora Davis
Ayes: 7
Noes: 0
Abstained: 0
- IV. Action Items
None
- V. Information Items
 - A. "Friends of the Emeryville Senior Center" Jim Golden stated
that 200 donation letters had gone out for the Holiday Raffle
requesting donations from local businesses. He also informed the
members and staff present that raffle tickets were now available for
sale.
 - B. "8 To Go"
Kevin Laven gave a brief report on the on demand transportation
service which is funded by a \$270,000 grant from ACTIA.
 - C. AED
Manager Montero gave the final report on the AED. The city has
recommended that the center purchase the Phillips brand. Montero
will look to see where the funding will come from.

D. Membership Update

The center has completed its membership update. All members that did not respond to filling out a new membership form were deleted from the mailing. The final total of current members is 1260.

- VI. Staff Comments: CS Director Melinda Chinn informed the Commissioners that the CS Department was going through reorganization and the manager of the Senior Center, Cindy Montero would also be manager of the Recreation Department and the Senior Center. The reorganization will be going to Council on December 15th.
- VII. Committee Member Comments: Lillian Moseley (who is being appointed to the COA) showed everyone the buttons that other centers use for trips. Everyone in attendance agreed this was a good idea for Emeryville to use. Commissioner Jacobson talked about alternative transportation and talked about the bus tour she took.
- VIII. The meeting was adjourned at 10:58am

Submitted by: Cindy Montero, Senior Center Manager, December 4, 2009.

Senior Center Report December 2009

Commission on Aging

The Commission on Aging met on December 9th. First item on the Agenda was a welcome to newest Commissioner Lillie Mosley and Council Member Kurt Brinkman. Anastasia and Deborah from Age Song gave a power point presentation to the group and were on hand to invite everyone to the grand opening and ribbon cutting ceremony which is being held on January 27th, 2010. The Commissioners discussed the opportunity for the Center to incorporate intergenerational programming with the re-organization and to also look at including Emeryville Unified School District. Commissioner Jacobson talked about the Ed Roberts Campus that was being built in Berkeley.

Advisory Council/ "Friends of the Emeryville Senior Center"

The Advisory Council met on December 2. The Advisory Council finalized plans for the Holiday Fund Raising Gala on December 11th from 11am-2pm. Manager Montero talked about the Department Re-Organization and how it will benefit the Senior center and also the Community Services Department. The Advisory Council also had an update on the AED that the Center will be purchasing.

Trips

December 1st 22 members and art lovers attended the San Francisco Museum

December 8th 22 members attended Festival of Lights trip.

December 13th 23 members attended Disney Museum at the Presidio.

December 14th 22 members attended the Dine Around trip.

December 16th 22 members attended the Dunsmuir & Cameron trip.

December 19th 53 members attended Cache Creek Casino.

December 22nd 23 members attended Beach Blanket Babylon.

December 28th 35 members attended Monterey Aquarium and Monarch Butterflies.

December 30th 27 members attended Sonora Valley Wine Tour.

Other Events and Activities

On December 2 volunteer and Senior Center member John Semien gave a class on "Electronic Toys" 10 members were in attendance. He also volunteered to teach a basic computer class on Tuesdays and Thursdays throughout the month of December. An average of 6-8 people attended. Unfortunately the last few weeks of the class were canceled due to snow. (John lives in Grass Valley.)

Age Song hosted "What's Love Got to do with it?" a fun and lively discussion around appreciating people for whom they are. Suzanne Fried, the clinical director for Age Song was the presenter. This hour long event was held on December 4th and 24 members attended.

Member of the center gathered on December 4th to assist with the decorating of the senior center in preparation of the upcoming holidays. Over 20 members made bows, stuffed candy bags and strung lights throughout the afternoon while listening to holiday music.

On December 9 the "Friends of the Emeryville Senior Center sponsored a Tango Play with the proceeds going to the centers 501-c 3. Over 50 tickets were sold for the first performance. Another date has been added in April 2010.

The Annual Holiday Fund Raiser Gala was held at the center on December 11. Over 220 people attended. Many volunteers helped with setting up the center, cooking lasagna along with hosting and MC the event. The Tapping Santa's returned along with the Randy Moore Trio and the children from the Emeryville Recreation Departments after school program. Over \$1,800 was raised from business donations and the sale of raffle tickets.

The center hosted an informational transportation presentation on December 14th. Information on 8 To Go and the taxi reimbursement program.

30 members enjoyed free massaged provided by the National Holistic Institute on December 15th.

Sharon Wassermann from Anna Yates Elementary School taught a plate decorating class for members of the center on December 17th. 15 members attended.

The monthly dance hosted by Program Coordinator Joe Melancon had over 65 people in attendance. The dance was held on Monday, December 21.

A trip Escort Training was held at the center on December 29th. The center provided hand written instructions and also gave suggestions for trip and escorting. The center has approximately 20 escorts for trips at this time.

Additional Info

Manager Montero attended the California Parks and Recreation District Summit in Santa Clara on December 3. The new branding and slogans for California Parks and Recreation was released "Parks Make Life Better".

Manager Montero attended a webinar given by Active Net on December 10th. Active Net is the on-line registration system the center uses. This webinar focused on ways to use Active net for marketing purposes.

All staff from the Community Services Department attended an on site training at the Center on December 28. The focus was to create a Mission Statement, receive additional information on the H1N1 virus, and to complete a survey for additional training. In the afternoon staff attended an ergonomic and stretching class.

Many teachers took a break from teaching over the holiday season.

22 Holiday Food bag were picked up or delivered to family on December 21. The food was donated by ECAP.

The center also received holiday cards and food and refreshment for the center members from ? (Kev please fill in the blanks.)

The Center had ???members in December

December 2009 Case Management Report - Rani Visweswaran

	Nature of assistance needed / Identified problems	First Time assistance or follow up	Resolution / Interventions	Length of time client has been receiving assistance through program	Date when client will no longer be needing assistance through program
71-year-old male	Recent diagnosis of Alzheimer's; lives alone with new onset of functional impairments	First Time	In-home assessment; supportive counseling; referrals to community agencies; consultation with family regarding short and long term planning	New	Depends on progression of illness and living situation.
81-year-old female	Moderate dementia - home alone during day with safety issues	First time	Assessment and planning initiated; Consultations with referral source and family; arrangement of joint home	New	Depends on progression of dementia and living situation
72- year-old female	Social Isolation w/ somatic complaints; multiple phone calls to CM; impaired mobility	Follow up	Home visits and supportive counseling; multiple attempts to arrange social outings; education and planning with daughter	4 months	Depends on health condition and living situation

65-year-old female	Chronic pain with very limited mobility	First time	Home visits/ assessment; information/ referral; intake for 2 nutrition programs	New	Depends on health condition and living situation
67-year-old female (lives alone)	Recent surgery/ impaired functioning	Follow up	Home visit; consultation with home health professionals regarding progress and long-term planning; monitoring of support services	One month	2-3 months, depending on extent of recovery/ health status
83-year-old female and 82-year-old male	Chronic illness/ homebound couple	Follow up	Logistical assistance with transfer of services to new housing location; re-started in-home care programs.	5 months	Depends on health condition and living situation
82-year-old female	Poor recovery from surgery 5/09; chronic pain resulting in continuation of homebound status; possible surgery revision	Follow up	Supportive Counseling and discussion/ review of resources and options; re-visit issue next month	7 months	Depends on stability of health condition and living situation
53-year-old female	Disabled mother of special needs children; relationship loss; poor outcomes for recent surgeries.	Follow up	Supportive counseling and advocacy.	2 years	Depends on stability of health condition and living situation

79-year old female	Difficulty understanding and responding to correspondence regarding benefits	Ongoing	Assistance with correspondence and advocacy with appropriate government agencies	5 years	Depends on stability of health condition and living situation.
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Case worker time spent on this client
5 hours
2 hours
5 hours

2 1/2 hours

3 hours

2 hours

2 hours

2 1/2 hours

1 hour



CITY OF EMERYVILLE

INCORPORATED 1896

EMERYVILLE SENIOR CENTER CODES OF CONDUCT



WELCOME

The City of Emeryville is dedicated to promoting a dignified, healthful quality of life for older adults by advocating for vital services, providing opportunities to develop meaningful fellowship, offering lifelong learning activities, being an accessible and trusted community resource.

Welcome to the City of Emeryville Senior Center. The Emeryville Senior Center is committed to serving the residents of Emeryville, as well as those of surrounding cities. Participation in Senior Center activities is limited to its members. Membership will be granted upon request to all adults age fifty (50) years and older.

We hope you will find our Center a friendly and safe place where you can come to participate in a variety of leisure activities, enrichment classes, socialize with others and find intellectual stimulation in addition to a number of helpful services. Staff and volunteers are always available to assist you at any time.

To help ensure a supportive setting for all who attend, the following Codes of Conduct were recommended by the City Manager and adopted by Commission on Aging on _____, ____ to ensure a warm and supportive environment for all who participate at the Center. We hope these rules will allow Center participants to feel at ease, create an enjoyable atmosphere for all, as well as protect the facility we all enjoy using.

Members and Guests are asked to:

1. The Senior Center will uphold all state laws and local ordinances with regard to public behavior.

2. Please treat others with courtesy and respect. Members and guests are expected to be considerate of others. Members and guests are to be treated with kindness, courtesy, and respect. Take a moment to say hello to others or introduce your self to a “newcomer.” The Senior Center’s operation is dependent on volunteers and we encourage you to join our volunteer family. Volunteers should always be treated respectfully.
3. Members shall be engaged in activities associated with the use of the Senior Center while on the premises. Members not participating in scheduled programs and activities may be asked to leave the premises.
4. Service Animals may enter the Senior Center and they must be restrained and with their companion or owner at all times. Animals may not be left unattended outside the Center.
5. Refrain from using abusive, obscene, threatening, harassing, insulting, or suggestive language. Avoid making derogatory comments, slurs, or epithets. Discourteous treatment of other members, guest and staff will not be tolerated. Should you at any time be made to feel uncomfortable by the language or behavior of others, please immediately notify a member of the Senior Center staff or the Senior Center Manager.

6. The Senior Center does not provide sleeping accommodations. Lying out-stretched on furniture or on the floor is not allowed.
7. Refrain from engaging in (or threatening) physical violence, assault, or battery, including but not limited to unwanted/unsolicited harmful touching by the use of hands, arms, feet, or legs which may include pushing, kicking, biting, spitting, and punching. Acts of retaliation against another member, making him/her experience feelings of fear or uneasiness are prohibited.
8. To protect and enhance the life of our facility and furnishings please take care when enjoying your food and beverages in the bar and billiards room.
9. Please be considerate of others while using equipment. Keep feet off of chairs, tables, counters, and treat furnishings, facilities, and equipment with care. Reclining or sleeping on the furniture is prohibited.
10. To circulate a petition or survey, sell tickets for an organization or event, or take pictures in the Center, you must have the approval of the Senior Center Manager. Conduct unrelated to Senior Center sponsored activities may be prohibited in the facility so do not engage in questionable conduct and seek guidance or permission of the Senior Center Manager before undertaking.
11. Solicitation is prohibited (e.g., panhandling, etc.). Under no circumstances are members or staff to be asked for money.
12. Lock bicycles outside in the rack (if available) or in a place that does not block the entrance or any ramp.
13. The Senior Center offers a part-time Senior Case Manager to provide information and outreach services to members of the Center, as well as their family members. The Case Manager is also available to provide Case Management services but only to Emeryville residents.
14. Weapons are not allowed on or around the premises.
15. Individuals must be able to care for themselves while partaking in Center activities. Senior Center staff cannot provide personal care and will determine if members are required to be accompanied by a care attendant while at the Senior Center. Individuals needing assistance (memory impairment, incontinence, persons using mobility devices unable to use restrooms independently, etc.) may participate in Center activities with the aid of a care attendant. The care attendant is required to remain on the premises for the duration of the visit at the Senior Center. Care attendants meeting the eligibility criteria (50 and older) are encouraged to participate in Center activities.
16. Members and guests are expected to maintain an acceptable standard of personal hygiene. Infested clothing or personal effects or unpleasant body odor, which may offend other patrons of the Center, is unacceptable.
17. People under the influence of illegal drugs or alcohol will be asked to leave the Senior Center.
18. Members are to refrain from using the public restrooms and/or other public areas at the Senior Center to maintain or take care of personal hygiene (e.g., shaving, sink bath, etc.).
19. Members are to refrain from using the Center's electrical outlets to charge non-essential electrical equipment (e.g., cell phones, etc.).
20. Smoking is prohibited inside any area of the Senior Center and within 25 feet of any entry way, window, or vent to the Senior Center per Emeryville Municipal Code Sections 5-29.04 and 5-29.11.
21. Drinking of alcoholic beverages, which may include spirits, liquor, wine, beer and every liquid or solid containing alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances is prohibited at the Senior Center, except as authorized by a permit issued by the Emeryville Police Department.
22. Members using the equipment and services available in the computer room must adhere to the Computer Room Guidelines.

23. Leaving or stowing shopping carts and/or other personal possessions at the Center is NOT ALLOWED. Members are permitted to bring privately-owned carts to the Center for participation in the Brown Bag Program, Craft Classes, and Dance Classes. Neither the Center nor the City of Emeryville is responsible for lost or stolen property and reserves the right to dispose of abandoned property.

24. Members possessing electronic devices (e.g., cell phones, pagers, etc.) are asked to turn them to mute or vibrate when participating in classes, programs, and activities. All members receiving incoming calls must take calls outside, away from classrooms, and at a location away from Center activity.

Violations to any of the rules described above may be grounds for a verbal or written warning, suspension or expulsion depending upon the seriousness of the offense. The following procedures maybe used to address such issues:

- First Incident: Verbal admonishment and/or being requested to leave premises by Senior Center Manager or staff to be documented in member's file.
- Second Incident: Written warning and/or request to leave premises from Senior Center Manager to member with copy to be placed in file.
- Third Incident: Suspension (up to 1-3 months and/or permanent expulsion, depending upon severity of the offense) from Center documented by letter to member.

Depending on the nature and severity of the offense, staff reserves the right to enforce immediate suspension or take appropriate measure(s) (e.g., contact police).

Senior Center members who return to the Center before the suspension is fulfilled will be asked to leave by Senior Center staff. If this approach is unsuccessful, the local police may be called to protect the safety and welfare of others. A suspended or expelled individual will have the right to ask for an appeal through the City Manager. The suspension or expulsion will be maintained during the appeal period.

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF CODE OF CONDUCT

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE Emeryville Senior Center Code of Conduct and do hereby acknowledge that I have read the foregoing and that I am aware of the consequences of this agreement. I further acknowledge that no oral representations, statements or inducements have been made to me.

Print Name: _____

Signature Required: _____ **Date:** _____