



SENIOR COMMISSION AGENDA

3:30 PM - Monday, March 07, 2022

Telephone/Video Conference Only

Please Note: Per California Executive Order N-29-20, the Senior Commission will meet via Telephone/Video Conference only.

Members of the Public may join and participate in the Senior Commission meeting at <https://webinar.ringcentral.com/j/1451384000>

TO PARTICIPATE VIA THE LINK ABOVE - Members of the public will need to have a working microphone on their device and **must have the latest version of RingCentral available at this link** <http://www.ringcentral.com/download.html>. To request to speak please use the "Raise hand" feature located at the bottom of the screen.

TO PARTICIPATE VIA TELEPHONE - Members of the public may also participate via telephone by calling 1-650-242-4929 (Meeting ID: 145134000). Press * 9 on your telephone to indicate a desire to speak.

Public testimony will be taken at the direction of the Chair and members of the public may only comment during times allotted for public comments. Once called to speak, speakers will be asked to state their name and place of residence. Providing this information is optional.

TO SUBMIT WRITTEN COMMENTS, prior to the meeting, on matters listed on the agenda email cavina@losaltosca.gov with the subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE.

Emails sent to the above email address are sent to/received immediately by the Senior Commission. Correspondence submitted in hard copy/paper must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Correspondence received prior to the meeting will be included in the public record.

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION**1. Minutes**

Approve minutes of the regular meeting of December 6, 2021

INFORMATIONAL ITEMS**2. Age Friendly Program Update**

Receive update on the proposed assessment agreement with the Center for Age-Friendly Excellence (CAFE)

COMMISSION/SUBCOMMITTEE/STAFF ORAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS**3. Future Agenda Items**

Senior Commission Reorganization - Appoint Chair and Vice Chair (April 4, 2022)
FY 2022-23 Work Plan (April 4, 2022)
Joint Meeting with City Council (May 3, 2022)

ADJOURNMENT**SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: ada@losaltosca.gov.

Agendas, Staff Reports and some associated documents for Senior Commission items may be viewed on the Internet at https://www.losaltosca.gov/meetingsfield_microsite_tid_1=2321.

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

MINUTES OF THE MEETING OF THE SENIOR COMMISSION OF THE CITY OF LOS ALTOS, HELD ON MONDAY, DECEMBER 6, 2021, AT 3:30 P.M. VIA TELECONFERENCE, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ROLL CALL

PRESENT: Chair Nagao, Vice Chair Cohen, Commissioners Basiji, Buchholz and Li

ABSENT: Commissioner Buchholz & O'Reilly

PUBLIC COMMENTS

None

ESTABLISHED A QUORUM 3:40 PM

INTRODUCTION:

Chair Nagao: Introduced new City of Los Altos City Manager, Gabe Engeland. New City Manager for the Town of Los Altos Hills, Peter Pirnejad, wants top 3 priorities from the Senior Commission for the Jan 10 Council Meeting – 10 minute overview for the Jan 25th meeting.

ITEMS FOR CONSIDERATION/ACTION

1. Commission Minutes

Clarification of the minutes by Vice Chair Cohen, Frank Martin’s comments on Grant Park “issue of” not requiring vaccinations.

Action: Upon a motion by Vice Chair Cohen, seconded by Commissioner Li, the Commission approved the minutes of the meeting of November 1, 2021 by unanimous vote

PUBLIC COMMENTS

None

2. Age Friendly Programs

Bridget Matheson, Liaison: Reads the Age Friendly Programs hand out.

Cheri Anderson, Adult 50+ Coordinator: Shares recommendations and findings from her team.

Commissioner Li: Discussion on action plan from subcommittee, conduct survey and focus groups. Recommends MOU and costs.

Action: Upon a motion from Commissioner Li that the Senior Commission recommend that we place the CAFÉ MOU in front of the City Attorney. Seconded by Vice Chair Cohen and voted unanimously.

Action: Upon a motion from Commissioner Li that the Los Altos City Council accept the CAFÉ’s MOU. Seconded by Vice Chair Cohen and voted unanimously

Public Comment

None

3. Senior Commission Name Change

Action: Upon a motion from Vice Chair Cohen that the Senior Commission retain the title of Senior Commission for this commission. Seconded by Commissioner Li and voted unanimously.

Public Comment

None

4. Pickleball

Jaime Chew, Recreation Supervisor gave a presentation on outdoor pickleball. Two pickleball courts same as one tennis court. Used to have indoor pickleball at LAYC. Secure storage for pickleball equipment. Evaluation of interest needed before installation of permanent courts.

Public Comment

Dan Mitchell, Los Altos Pickleball Club.

Diane Edmonds, former Linden Tree Bookstore owner. Claims that the Palo Alto pickleball has 75 members that are Los Altos residents.

Dorit Perry, dues paying members in Mountain View and San Jose.

Commissioner Li: Wants to support plan with limited number of courts for the Spring of 2022.

Next Step: Present pickleball presentation to the Parks and Recreation Commission at their Dec 8, 2021, meeting.

Public Comment

None

INFORMATIONAL ITEMS

5. Receive information and announcements from the City of Los Altos and the Town of Los Altos Hills

Cheri Anderson, Adult 50+ Coordinator: Chris from the Town of Los Altos not available for report.

- Hiring new facility attendants
- Filoli mini trip on Dec 8
- Gingerbread House exhibit finishing and ornament making event on Saturday
- Movie and dessert Holiday social on Dec 16
- New Year's Day Fun Run
- Ongoing On The Move ride care program

Public Comment

None

6. Receive Sourcewise Meeting update from Senior Commission Representative

Commissioner Basiji: Observer of monthly Sourcewise meeting. LGBTQ+ affairs, aging, community needs unmet as well as healthcare needs.

Public Comment

None

COMMISSION AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

None

POTENTIAL FUTURE AGENDA ITEMS

Vice Chair Cohen: Age Friendly CAFÉ proposal's legal opinion from City Attorney

ADJOURNMENT

Action: Motion for adjournment from Vice Chair Cohen and seconded by Commissioner Li. Chair Nagao adjourned the meeting at 5:18 pm



DATE: March 7, 2022

AGENDA ITEM # 2

TO: Senior Commission
FROM: Jaime Chew, Staff Liaison
SUBJECT: Age Friendly Program Update

RECOMMENDATION:

Receive update on the proposed assessment agreement with the Center for Age-Friendly Excellence (CAFÉ)

BACKGROUND & DISCUSSION

At its regular meeting on June 28, 2011, the Senior Commission proposed that City Council consider applying, on behalf of Los Altos, to join the World Health Organization (WHO) Network of Age-Friendly Cities. City Council supported the efforts and directed the Senior Commission to draft the application for Council’s review. Staff was directed to provide an estimate regarding the number of anticipated staff hours required during years 1 and 2 of the planning phase.

On September 27, 2011, City Council approved the Los Altos application to the WHO Network of Age-friendly Cities with an amendment that included the removal of the proposed Senior Commission recommendations from the application to allow the process to be more aspirational in nature.

On June 7, 2021, Anabel Pelham, PhD and Founding Director for the Center for Age-Friendly Excellence (CAFÉ), gave a presentation to the Senior Commission on Age-Friendly Community Sustainability Principles from Grantmakers in Aging. CAFÉ was created to capture all the knowledge, capacity, experience, expertise, and process to become an Age-Friendly City and is currently working with 21 cities. Dr. Pelham has works closely with the California AARP who assists with the process to create a 5-year Age-Friendly Action Plan, as required by the program. The Subcommittee is interested in pursuing Dr. Pelham to assist the City of Los Altos to update its status and create an Action Plan for the WHO.

At the regular meeting of December 6, 2021, the Senior Commission approved the recommendation to engage CAFÉ to create an action plan to update the City of Los Altos Age Friendly status with the WHO.

Following the December 6, 2021, Senior Commission meeting, City staff worked with CAFÉ to update the Draft MOU (attachment 1) and Budget Scope (attachment 2). The updated documents are currently being reviewed by the City Attorney.

At present, engaging CAFÉ to create an action plan to update the City of Los Altos Age Friendly status with the WHO is not currently budgeted in Fiscal Year 2021/2022 which runs July 1, 2021 through June 30, 2022. City staff will plan to include this scope of work during the regular budgeting process for Fiscal Year 2022/2023. Pending budget approval and adoption, work could begin after July 1, 2022.

Attachment:

1. Draft MOU
2. Budget Scope
3. Subcommittee Report

CAFE: The Center for Age-Friendly Excellence
Advancing Livable Communities for all Generations



Memorandum of Understanding/Scope of Work

Between
The City of Los Altos
Los Altos/Mountain View Community Foundation (Center for Age
Friendly Excellence)

This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the City of Los Altos whose address is 1 N San Antonio Road, Los Altos, CA 94022 and Los Altos/Mountain View Community Foundation and the Center for Age Friendly Excellence (CAFE) and whose address is 183 Hillview Avenue, Los Altos, 94022 (collectively referred to as the “Signatory Parties”). When executed by all the Signatory Parties, this MOU shall become effective as of the last signature date. CAFE: cfafe.org.

2. Purpose

The purpose of this agreement is to define the roles and responsibilities of the City of Los Altos and the Center for Age Friendly Excellence (CAFE) in crafting an Age-Friendly City Action Plan on behalf of the City of Los Altos. The Center for Age Friendly Excellence is a program of the Los Altos Community Foundation and CAFE has worked with all cities in the County of Santa Clara and the County itself to become certified as Age-Friendly. The city Action Plan is the next step required in order for a city to continue in good standing and maintain its Age-Friendly designation.

3. Details of the Agreement

CAFE will oversee the gathering of relevant (past) and current data to describe the unmet needs of older adults in Los Altos and propose appropriate interventions to meet those needs. This data gathering will be sensitive to the situation of older adults in a post quarantine and pandemic environment. CAFE will work in collaboration with the Senior Commission to conduct sample focus groups (3) of older adults to gather data on unmet needs. The focus group interviews will be qualitative and based on the 8 evidence-based domains of an Age-Friendly city. The Senior Commission will identify focus group participants, organize the gatherings and provide potential venues (virtual as needed) for the gatherings and take notes. Once the focus groups have been completed, CAFE staff will analyze the focus group data and write a detailed report.

4. Roles and Responsibilities

The City of Los Altos will offer the cooperation of appropriate city staff to assist CAFE with the undertaking and successful completion of this project. *While there is no labor required of any city staff per se*, it is our ethos to work with transparency and collaboration with our community colleagues. There will be occasional update meetings (in person and via Zoom) to keep city staff informed of our progress and to gather input as CAFE progresses. CAFE will need access to current tables and graphics of city-related data and community information. (See other city Action Plans).

The Senior Commission will offer the cooperation of their members to assist CAFE in identifying participants for (3) focus groups of no more than 10 persons each that are representative and inclusive of the population of Los Altos. The Senior Commission will identify potential sites for CAFE staff to conduct the focus groups (or via Zoom). The Senior Commission members will take careful notes of the focus groups and provide those notes to CAFE for our data analysis. We estimate Senior Commission members will provide approximately 55- 60 hours total in support of the project at no cost. We will need for the focus groups to be completed within 60 days of the start of the project.

CAFE will oversee the staff and the project (we estimate a six month time frame), support and supervise the Senior Commission volunteers, conduct the focus groups, analyze the data and write the report. This report will provide current data (along with existing past data) to frame the Action Plan below. CAFE will undertake the community contacts, work with stakeholders and the Senior Commission, organize a strategy for who will implement the plan and develop all appendices to the Action Plan. The Action Plan will be completed and submitted to AARP/WHO within the six-month time frame. If COVID complicates the progress of the project CAFE may require a no cost extension of at least 30 days.

The elements of the Action Plan follow, and this forms the outline of the scope of work that is required to complete the Action Plan. CAFE will attach examples of Action Plans with this document to illustrate the comprehensive nature of these plans. CAFE will also attach a draft/working budget.

Action Plans (per AARP/WHO)

The Format

The action plan is an actual document, presented with the following elements:

1. Cover page
2. Executivesummaryorletterfromthestateorcommunity'stopelectedofficial
3. The table of contents
4. A community profile
5. An introduction to the plan
6. An explanation of how the plan was developed
7. Information about who was involved in the development of the plan
8. Information about who will manage the implementation of the plan
9. Other information that is important to the plan
10. The action plan
11. Appendices and supporting documentation

The Content

While there is flexibility in how a plan is created and what it will do, every action plan should include the following:

- 1) A statement of what must be achieved (aka: the goals or output)
- 2) Activities that have to be followed to reach the objective or goal
- 3) The target date for completion and/or a schedule for when each activity
- 4) Identification of the group or individual responsible for each activity
- 5) Clarification of the inputs or resources for completing the task
- 6) Identification of the indicators that will allow for measuring progress toward the goals

The monitoring

Depending on what's in the plan, determine in advance how to track its progress toward meeting its goals and objectives. If it isn't succeeding, adapt the plan.

5. Confidentiality

The parties agree that they are mutually bound by and shall adhere to all applicable laws and regulations governing the confidentiality of information exchanged pursuant to this agreement.

6. Amendments

This MOU may be amended by the written request of a Signatory Party. Any proposed amendment or modification shall be submitted by one Signatory Party to the other Signatory Party prior to formal discussion or the negotiation of the issue. Any amendment to this MOU must be set forth in writing and such amendment must be signed by all parties to the MOU in order to become effective and to modify or change this MOU.

7. Dispute Resolution

If there are disputes between the Signatory Parties concerning this MOU, the signatories agree to involve the heads of their respective entities in the settlement of disputes, and the Signatory Party Heads or their duly authorized representatives agree to confer to resolve the dispute.

8. Entirety of Agreement

This MOA, consisting of 3 pages, represents the entire and integrated agreement between the Signatory Parties, and supersedes all prior negotiations, representations, and agreements, whether written or oral.

9. Signatory Authority

By the signatures below, the Signatory Parties agree to the terms of this MOU.

City of Los Altos Title
Date

Los Altos/Mountain View Community Foundation Title
Date

CAFE: The Center for Age-Friendly Excellence
Advancing Livable Communities for all Generations



**Center for Age-Friendly Excellence (CAFE) AARP/WHO
Six-Month Action Plan Budget for City of Los Altos**

CAFE Staff community organizer tech @ 8 hour/week	\$9,000
CAFE staff supervision/coord @ 3 hour/week	4,800
Graphic Designer report production	2,600
Admin support/social media/G suite coord	1,875
Office Supplies	630
Travel, community organizer tech	735
Indirect LACF (all fiscal support) @10%	1,964
Total:	\$21,604

Note: The City of Los Altos will pay the costs of Action Plan printing. (See attached examples of other city action plans sent to city staff).

Anabel Pelham phone call with Bill, Mar 1 2022

Anabel had sent an Updated MOU with decreased budget including specific work the Senior Commission and/or an Age Friendly Taskforce can do to decrease costs by \$10,000. She agreed the idea of an ad hoc taskforce is important because we will need input from various city departments.

An example she mentioned about involving additional resources beyond having a functioning Senior Center is the town Pacifica. As part of their CAFÉ process they needed to organize classes and give direct help to get community members into age appropriate housing. This included researching available housing and establishing a core of trained staff to help those who wish to apply. For us, SB9 requires additional housing in Los Altos and Los Altos Hills so we would need to include Housing in the taskforce. Housing resources are an integral part of Age Friendly Cities.

Input from various commissions and departments would be necessary for a multispecialty taskforce to work with CAFÉ, the organization that would do the actual work of preparing an Action Plan for Age-Friendly City recertification

COMMISSIONS: Public Arts, Library, Youth, Finance, Historical, Parks and Rec, Streets, Environmental, Design Review, Planning,

DEPARTMENTS: Community Development: Economic, Building, Planning; Information Technology; Police and Fire;

The MOU includes changes in the scope of responsibilities that would require help from the Senior Commission.

CAFE will work in collaboration with the Senior Commission to conduct sample focus groups (3) of older adults to gather data on unmet needs. The focus group interviews will be qualitative and based on the 8 evidence-based domains of an Age-Friendly city. The Senior Commission will identify focus group participants, organize the gatherings and provide potential venues (virtual as needed) for the gatherings and take notes. Once the focus groups have been completed, CAFE staff will analyze the focus group data and write a detailed report.

The Senior Commission will offer the cooperation of their members to assist CAFE in identifying participants for (3) focus groups of no more than 10 persons each that are representative and inclusive of the population of Los Altos. The Senior Commission will identify potential sites for CAFE staff to conduct the focus groups (or via Zoom). The Senior Commission members will take careful notes of the focus groups and provide those notes to CAFE for our data analysis. We estimate Senior Commission members will provide approximately 55- 60 hours total in support of the project at no cost. We will need for the focus groups to be completed within 60 days of the start of the project.

Thus, having regular meetings of the Commission and/or having Senior Commissioners on the Age Friendly Taskforce will be important. We can provide the candidates for the focus groups from our network using a list of the current demographics of the communities to guide us. I volunteered to obtain current demographics to facilitate this.

We can have 2 members attend the focus groups and take notes as well as use apps to record and transcribe the meetings.

The new Community Center has the ideal equipment and meeting rooms to have the groups.