



**TOWN OF LOS GATOS  
COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION  
SEPTEMBER 25, 2025  
110 EAST MAIN STREET  
TOWN COUNCIL CHAMBERS  
4:00 PM**

*Eleanor Yick, Chair  
Martha Sterne, Vice Chair  
Gregory Gentile, Commissioner  
Dick Konrad, Commissioner  
George Rossmann, Commissioner  
Jeffrey P. Blum, Commissioner  
Matthew Hudes, Council Liaison*

**HOW TO PARTICIPATE**

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov).

**Public Comment During the Meeting:**

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

**Deadlines to Submit Written Comments:**

If you are unable to participate in person, you may email [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the agenda packet: 11:00 a.m. the Friday before the Commission meeting.

For inclusion in the agenda packet supplemental materials: by 11:00 a.m. the day before the Commission meeting.

For inclusion in a desk item: 11:00 a.m. the day of the Commission meeting.

**CALL MEETING TO ORDER**

**ROLL CALL**

**CONSENT ITEMS** *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve Minutes of the August 28, 2025 CHSSC Meeting

**VERBAL COMMUNICATIONS** *(Members of the public are welcome to address the Community Health and Senior Services Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Commission. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

**OTHER BUSINESS** *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Select Two Commissioners to Serve as Community Grant Raters
3. Introduce the Senior Service Coordinator
4. Discuss the Introduction of a Volunteer Connections Los Gatos Newsletter Through the Thrives Foundation
5. Discuss Reports from June 12, 2025, Complete Streets and Transportation Commission Meeting that Relate to the Senior Services Roadmap Goals
6. Discuss Commissioner Updates, Including Updates on Goals 1-7 of the Senior Services Roadmap

## **ADJOURNMENT**

**ADA NOTICE** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104].

**NOTE** The ADA access ramp to the Town Council Chambers is under construction and will be inaccessible through June 2025. Persons who require the use of that ramp to attend meetings are requested to contact the Clerk's Office at least two (2) business days prior to the meeting date.

**NOTICE REGARDING SUPPLEMENTAL MATERIALS** Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packets are available for public inspection in the Clerk's Office at Town Hall, 110 E. Main Street, Los Gatos and on Town's website at [www.losgatosca.gov](http://www.losgatosca.gov). Commission agendas and related materials can be viewed online at <https://losgatos-ca.municodemeetings.com/>.



## TOWN OF LOS GATOS

### COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION AGENDA REPORT

MEETING DATE: 09/25/2025

ITEM NO: 1

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#### DRAFT

### Minutes of the Community Health and Senior Services Meeting August 28, 2025

#### MEETING CALLED TO ORDER AT APPROXIMATELY 4:00 P.M.

#### ROLL CALL

Present: Chair Yick, Vice Chair Sterne, Commissioner Gentile, Commissioner Konrad, Commissioner Rossmann, Commissioner Blum, Council Liaison Hudes.

Absent: Youth Commissioner Krawez.

Staff Present: Town Manager Chris Constantin, Town Clerk Wendy Wood, Assistant Town Manager Katy Nomura, and Senior Services Coordinator Leif Christiansen.

#### CONSENT ITEMS

1. Approve the Minutes of the June 18, 2025 Meeting.

**MOTION:**      **Motion by Commissioner Konrad** to approve the minutes of June 18, 2025.  
                     **Seconded by Commissioner Blum.**

**VOTE:**            **Motion passed unanimously.**

#### VERBAL COMMUNICATIONS

Opened public comment.

A representative from LGS Recreation provided program updates.

Closed public comment.

## OTHER BUSINESS

2. Receive Board, Committee, and Commission Roles and Responsibilities, Including Code of Conduct Policy Training

The Town Clerk Wendy Wood provided the Commissioner Code of Conduct Policy training.

The Commission discussed the item.

Opened public comment.

No one spoke.

Closed public comment.

3. Review and Provide Input on the Draft Service Provider Survey.

The Commission discussed the item.

Opened public comment.

No one spoke.

Closed public comment.

4. Receive and Approve for Submission the Housing Task Force's Edits to the Housing Resource Guide

The Commission discussed the item.

**MOTION:**      **Motion** by **Vice Chair Sterne** to approve the edits made to the 2015 Housing Guide as written and as suggested. **Seconded** by **Commissioner Blum**.

**VOTE:**          **Motion passed unanimously.**

Chair Yick clarified that it should be submitted to Town staff.

Opened public comment.

No one spoke.

Closed public comment.

5. Senior Services Roadmap Update

Senior Service Coordinator Lief Christiansen provided staff report.

The Commission discussed the item.

Opened public comment.

No one spoke.

Closed public comment.

6. Discuss Reports from June 12, 2025, Complete Streets and Transportation Commission Meeting that Relate to the Senior Services Roadmap Goals

Due to the time, this item was not discussed.

7. Discuss CHSSC Work Plan to Identify Areas of Focus for the Remainder of the Year.

Due to the time, this item was not discussed.

**ADJOURNMENT:**

The meeting adjourned at 5:52 p.m.

Respectfully Submitted:

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Katy Nomura, Assistant Town Manager



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION AGENDA REPORT**

MEETING DATE: 09/25/2025

ITEM NO: 2

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DATE: September 25, 2025  
TO: Community Health and Senior Services Commission  
FROM: Katy Nomura, Assistant Town Manager  
SUBJECT: Select Two Commissioners to Serve as Community Grant Raters

**RECOMMENDATION:**

Select two commissioners to serve as Community Grant raters.

**REMARKS:**

The Town of Los Gatos has been offering Community Grants for non-profit organizations for over 30 years. This is a competitive process. Applications are read and rated by two members of the Community Health and Senior Services Commission, two members of the Arts and Culture Commission, and one member of the Diversity, Equity, and Inclusion Commission.

Two CHSSC Commissioners should be selected to read and rate applications for this year's grant cycle. The selected commissioners will be using a standard rubric for judging applications. The time commitment will be approximately 4 to 5 hours between October 7th and October 14th. Commissioners will be working independently as their schedule allows as there are no meetings or scheduled obligations for completing this work other than submitting by the deadline.

**PREPARED BY:** Katy Nomura  
Assistant Town Manager



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION AGENDA REPORT**

MEETING DATE: 09/25/2025  
ITEM NO: 3

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DATE: September 25, 2025  
TO: Community Health and Senior Services Commission  
FROM: Katy Nomura, Assistant Town Manager  
SUBJECT: Introduce Senior Service Coordinator

**RECOMMENDATION:**

Introduce the Senior Service Coordinator.

**REMARKS:**

After the departure of the Town's previous Senior Service Coordinator in August, staff is pleased to announce that our new Senior Service Coordinator Jen Fosco started with the Town on September 17, 2025. Please join us in welcoming her to the Town team.

It should be noted that Commissions do not have authority or decision-making capacity over job descriptions, labor relations, labor issues, hiring practices, or directing staff work. This update is provided as information only.



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION AGENDA REPORT**

MEETING DATE: 09/25/2025

ITEM NO: 4

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DATE: September 25, 2025  
TO: Community Health and Senior Services Commission  
FROM: Katy Nomura, Assistant Town Manager  
SUBJECT: Discuss the Introduction of a Volunteer Connections Los Gatos Newsletter  
Through the Thrives Foundation

**RECOMMENDATION:**

Discuss the introduction of a Volunteer Connections Los Gatos Newsletter through the Thrives Foundation.

**REMARKS:**

Vice Chair Sterne requested this item be added to the agenda to discuss an effort for volunteer enablement by introducing a Volunteer Connections Los Gatos Newsletter through the Thrives Foundation. The intent would be to offer an emailed monthly newsletter where service organizations serving Los Gatos could market their upcoming volunteer needs and those interested in volunteering can sign up to receive the newsletter. It would then be up to the prospective volunteer to reach out to the organization requesting support to pursue further. The Newsletter would be operated through the Thrives Foundation with 3-4 volunteers.

This would support the efforts of Goal 4 in the Senior Roadmap including promoting volunteerism, increasing volunteer engagement for older adults, developing a volunteer opportunity exchange, and supporting connections between service providers, clubs, and those interested in volunteering.

**ATTACHMENTS:**

1. Commissioner Comments

**PREPARED BY:** Katy Nomura  
Assistant Town Manager

# Volunteer Connections Los Gatos

Introducing a New Monthly Newsletter to  
Support Volunteering in Our Community



Martha Sterne  
msterne@yahoo.com

# Why?

To help Service Providers (SPs) serving Los Gatos make connections with adults wanting to volunteer.

To increase the visibility of volunteering opportunities to adults who want to contribute more in the community.



# Senior Services Roadmap for Los Gatos

1. Appealing and Inviting Facility
2. Core Senior Services
3. Communications and Engagement
4. **Volunteer Support and Engagement**
  - Develop a New Volunteer Opportunity Exchange
  - Support Connections between SPs, Clubs and those interested in volunteering
5. Enhanced Transportation Options for Older Adults
6. Senior Housing - Information on Approaches and Options
7. Integrated Governance, Funding, and Accountability for Senior Services



# Concept

**Establish a *Volunteer Connections* newsletter** that would be emailed out on a (proposed) monthly basis.

Newsletter would be a platform whereby **SPs can market their upcoming volunteer needs.**

- Supplement existing channels used (SP websites and other established marketing channels)

Supported SPs would be those serving the Los Gatos and surrounding communities.

- West Valley Service Providers network



# Target Audience

**Initial newsletter recipients = MMMM email list**

First email to MMMM audience will outline the *Volunteer Connections* newsletter objective. Recipients will be given the option to unsubscribe if not interested in volunteer opportunities.



# Proposed Process

- Newsletter **emailed the first Thursday of each month.**
- Submissions must be received by the Tuesday at 12pm preceding that first Thursday of the month. Text or PDF/JPEG format.

## **Suggested content to be provided by SP:**

- Headline
- Organization Name
- Brief Description of Organization Mission
- Overview of Volunteer Needs
- Location of Volunteering Activity
- Dates and Times Volunteers Needed
- Organization Website
- Contact Information for More Details or to Sign Up

# Example Submission

**Headline:** Volunteers Needed to Help Pack and Deliver Groceries

**Organization Name:** Jewish Family Services of Silicon Valley

**Brief Description of Organization Mission:** Jewish Family Services of Silicon Valley (JFSSV) is an inclusive nonprofit social services organization providing comprehensive support services to individuals and families facing life's challenges. We engage community partners and collectively we make a positive impact in the lives of those we serve.

**Overview of Volunteer Needs:** The Berkowitz Kosher Food Assistance Program provides all JFSSV clients with access to our kosher food pantry, emergency grocery store gift cards and holiday food bags. Volunteers are needed to help prep, pack, distribute or deliver food bags to JFSSV clients.



# Example Submission Continued

## **Location of Volunteering Activity:**

Grocery Packing: JFSSV office at University Ave, Los Gatos

Delivery: Pick-up groceries at JFSSV office in Los Gatos and deliver to JFS clients in Santa Clara County

**Dates and Times Volunteers Needed:** Beginning November 1, 2025, 1-3 hour shifts as needed Monday through Friday. Volunteers may choose shifts that align with their availability.

**Organization Website:** <http://jfssv.org>

## **Contact Information for More Details or to Sign Up:**

(408) 556-0600

<https://www.jfssv.org/getinvolved>



Would a *Volunteer Connections* newsletter be helpful?

What needs to be adjusted/added?



Feedback to Martha Sterne  
[msterne@yahoo.com](mailto:msterne@yahoo.com)



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION AGENDA REPORT**

MEETING DATE: 09/25/2025

ITEM NO: 5

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DATE: September 25, 2025  
TO: Community Health and Senior Services Commission  
FROM: Katy Nomura, Assistant Town Manager  
SUBJECT: Discuss Reports from June 12, 2025, Complete Streets and Transportation Commission Meeting that Relate to the Senior Services Roadmap Goals

**RECOMMENDATION:**

Discuss reports from the June 12, 2025, Complete Streets and Transportation Commission meeting that relate to the Senior Services Roadmap goals.

**REMARKS:**

On June 12, 2025, the Complete Streets and Transportation Commission Meeting considered the following reports:

1. [Item 5: Report from the Community Health and Senior Services Commission](#)<sup>1</sup>
2. [Item 6.a: Beach Traffic Ad Hoc Committee Final Report](#)<sup>2</sup>
3. [Item 6.b: VTA Bus Pass Ad Hoc Committee Final Report](#)<sup>3</sup>

The CHSSC Chair requested that these be included on this agenda for the CHSSC's discussion to the extent that they relate to the goals in the Senior Services Roadmap.

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<sup>1</sup> <https://mccmeetingspublic.blob.core.usgovcloudapi.net/losgatos-meet-2aa078460e6343afbbaad93542f6a9fca/ITEM-Attachment-001-ea57c68f31514bd6b0cdeb78d9fa26b8.pdf>

<sup>2</sup> <https://mccmeetingspublic.blob.core.usgovcloudapi.net/losgatos-meet-2aa078460e6343afbbaad93542f6a9fca/ITEM-Attachment-001-ab481d2828894a78aa8ba48537e1d033.pdf>

<sup>3</sup> <https://mccmeetingspublic.blob.core.usgovcloudapi.net/losgatos-meet-2aa078460e6343afbbaad93542f6a9fca/ITEM-Attachment-001-902f92dfcdf84b5b99ed71d8573b64d6.pdf>

**PREPARED BY:** Leif Christiansen  
Senior Service Coordinator



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR**  
**SERVICES COMMISSION AGENDA REPORT**

MEETING DATE: 09/25/2025

ITEM NO: 6

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DATE: September 25, 2025  
TO: Community Health and Senior Services Commission  
FROM: Katy Nomura, Assistant Town Manager  
SUBJECT: Discuss Commissioner Updates, Including Updates on Goals 1-7 of the Senior Services Roadmap

RECOMMENDATION:

Discuss Commissioner updates, including updates on Goals 1-7 of the Senior Services Roadmap.

REMARKS:

Commissioners will have the opportunity to provide updates, including updates on Goals 1-7 of the Senior Services Roadmap.

PREPARED BY: Katy Nomura  
Assistant Town Manager