



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION**  
**APRIL 25, 2024**  
**110 EAST MAIN STREET**  
**TOWN COUNCIL CHAMBERS**  
**5:00 PM**

*Eleanor Yick, Chair*  
*Jeffrey P. Blum, Vice Chair*  
*Dick Konrad, Commissioner*  
*George Rossmann, Commissioner*  
*Pradeep Khanal, Commissioner*  
*Martha Sterne, Commissioner*  
*Lincoln Withrow, Youth 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.

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to [clerk@losgatosca.gov](mailto:clerk@losgatosca.gov) by 3:00 p.m. the day of the meeting.

## CALL MEETING TO ORDER

## ROLL CALL

## PRESENTATIONS

- i. Presentation by Los Gatos Foundation for Older Adults to Thrive

**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.)*

- [1.](#) Receive Presentations by Local Service Providers.
- [2.](#) Discuss Organization and Content of CHSSC Annual Report.
- [3.](#) Receive a Policy on Commission Expenditures and Approve Allocation of Increased Funds for Tablecloth.
4. Commissioner Reports (If Time Allows).

## 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]



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

MEETING DATE:  
04/25/2024  
ITEM NO: 1

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DATE: April 22, 2024  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Receive Presentations by Local Service Providers

**RECOMMENDATION:**

Receive Presentations by Local Service Providers

**BACKGROUND:**

The CHSSC has requested four (4) of our local service providers to provide an update on their program so that this information can be incorporated into CHSSC's Annual Report to the Town of Los Gatos. These four (4) programs provide "core, essential" services to our senior residents and address many goals set in the Senior Roadmap.

In addition to data related to enrollment numbers, budget allocations, program and sustainability needs and other special highlights, Chair Yick asked the service providers directly to address these 4 questions in their reports:

1. How can the CHSSC better support and assist your program?
2. How does your program help to addresses the goals in the Senior Roadmap?
3. What are your funding needs/wishes for the next two fiscal years?\*
4. What changes, if any, to the Town's budgeting process would be helpful for your budget planning?\*

The CHSSC is most concerned that these "core, essential programs" receive the support needed for their continued sustainability and accessibility for our Los Gatos seniors.

**PREPARED BY:** Ryan Baker  
Library Director

PAGE 2 OF 2

SUBJECT: Presentations by Local Service Providers

DATE: April 25, 2024

BACKGROUND (continued)

Three of our service providers will make their presentations in this order tonight:

1. Live Oak Adult Daycare Program: Lisa Lenoci, Director
2. Live Oak Adult Nutrition Program: Kathy Mlinarich, Director
3. KCAT Director's Program: Melissa Toren

Our fourth service provider (LGSRecreation 55+ Program) has submitted a written report. The Commissioners will review and discuss this report.

Attachments:

1. Live Oak Nutrition Report
2. Live Oak Adult Daycare Program Report
3. LGSRec 55+ Program Report

**Live Oak Senior  
Nutrition & Service Center**



**Since 1974**

# **PROGRAM UPDATE**

**APRIL 25, 2024**

**Kathy Mlinarich  
Executive Program Director**

# Supporting a Healthy Senior Community

## Senior Dine-in Lunches

Monday thru Friday

\* SC County Senior Nutrition Program

## Open Table Food Bank 3x

Monday, Tuesday, Wednesday, Friday

\*Second Harvest Food Bank

## Senior Activities & Socialization

Yoga, Tai Chi, BINGO, Special Events



# Our Live Oak Dine-in Clients

- **Seniors 60+**
- **Registered with SCC Senior Nutrition Program**
- **Live in Los Gatos & surrounding communities**
- **Average 85 people served Monday-Friday**
- **Many Clients:**
  - Have only 1 healthy meal a day
  - Eat & live alone. Need Socialization
  - Have poor access to food and/or unable to cook



# Live Oak Dine-in Funding

	FY 2023-24	FY 2024-25	
Projected \$ Shortfall	<b>\$114,234</b>	<b>\$213,234</b>	
Projected Income	\$229,663	\$262,395	County Grants Town of Los Gatos Donations Fundraisers
Projected Spending	\$343,897	\$475,570	Food Occupancy Payroll Insurance Supplies





# Funding Needs For Next 2 Fiscal Years

- Reimbursement for meals not covered by County
- \$213,174 shortfall for 2024-25 fiscal year
- Payroll: 1 full time director, 2 part time employees
- Additional employee hours expected as we expand.
- Growth, an aging facility and our newly donated van add to program operating costs



# What changes are needed to help with the LG Town budget planning process?

- Ongoing information about our program offerings and financial status?
- Participation in LG budgeting decisions that affect us?
- Parks & Rec and Senior 55+ Center resource sharing?  
Limited instructors & supplies for on-site programs.

*Live Oak strives to be a model for some aspects of the new community center. This includes, **no or low senior fees**, food service, social activities and learning events.*

Live Oak Senior  
Nutrition & Service Center



Since 1974

# How is the Roadmap Supported by Live Oak?

## Socialization identified as Senior Roadmap Priority

- Dine-in meals provide a safe place to eat nutritious meals and socialize with friends
- Many clients arrive at 10:45am and stay until 3:00pm
- A recent surveys found that over **65% come to our program for socialization**



# Live Oak Socialization & Health Programs

## No Cost Senior activities & opportunities

- Chair Yoga, Tai Chi, BINGO
- Museum Tours
- Health screening & seminars
- Entertainment: *Dance & theatre groups, musicians*
- Holiday special celebrations
- Live Oak Volunteering (20+ senior volunteers)
- Senior 'volunteer' lead social outings
  - \* hiking, plays, meals



# Open Table Food Bank

- Partnering with Second Harvest of SV
- Groceries offered 4 days/week
- 64,000 lbs. of food provided in 2023
- 25-30% increase expected in 2024-25
- Refrigerated van donated by SHFB
- Additional information, pictures, & a recent news article in the agenda packet.



# CHSSC Supporting Growth & Sustainability?

- Promote & keep us visible within the community
- Help with Social Media development
- Monitor & inform us of new grant opportunities
- Assist with Grant Writing
- Support volunteer recruitment

# Thank You

**Live Oak Senior  
Nutrition & Service Center**



**Since 1974**

**LIVE OAK ADULT DAY SERVICES - CHSSC REPORT**  
**Program Update**  
**April 25, 2024**

**FROM: LISA LENOCI, Program Director**

Live Oak Adult Day Services ("Live Oak") operates a specialized adult day program. It was started in 1983 in Los Gatos in response to a demand for services for an aging population and an increased rate of dementia. That need has continued to grow. Live Oak currently has four sites in Santa Clara County, including the one in Los Gatos. It is a 501(c)(3) organization.

**Live Oak and the Roadmap Goals:**

Live Oak's program addresses a few goals of the Senior Roadmap, namely, core services (an adult day program), caregiver respite and support, and volunteer engagement.

**Scope of Services:**

Live Oak's mission is to improve the quality of life of its senior participants by removing them from social isolation and offering a variety of stimulating activities to improve their psychological and physical well being. The program includes a variety of activities such as music, art projects, chair exercise, bingo, trivia, reminiscing and many cognitive activities. The program also includes the service of a nutritious breakfast, lunch and snack each day. A corresponding objective is to extend the time the seniors can remain in their homes and avoid or delay a move to long-care. A companion goal is to provide support and much needed respite to their family caregivers. In addition to providing respite, Live Oak currently hosts three caregiver support group meetings each month and shares information with the family caregivers regarding useful resources such as health fairs and conferences.

**Seniors Served:**

The seniors served by the program are seniors who suffer from various cognitive and/or physical impairments including Alzheimer's, mild to moderate dementia, Parkinson's, stroke, and cerebrovascular diseases. Eligible seniors are those who are unable to participate in mainstream community programs and who would benefit from socialization, physical activity and mental stimulation.

Since the Los Gatos site reopened in June 2023, it has served 10 Los Gatos residents. That number has and will continue to fluctuate. Live Oak currently serves a total of 23 seniors at its Los Gatos site. Seven of those are residents of Los Gatos and the others reside in the surrounding communities of Campbell and San Jose.

Not too long ago, the Los Gatos site was on the verge of starting a waiting list but with staffing and turnover that was averted. Live Oak operates Monday - Friday from 9 AM - 3 PM. The participants do not all attend every day. There is not a minimum number of days required for attendance but at least two days per week is recommended to help establish a routine. The roster fluctuates based on turnover and ongoing enrollments.

Capacity is partly dictated by staffing and partly by the size of the Los Gatos site. Live Oak maintains a 1:5 ratio (one staff for every 5 participants). Currently, based on staffing, the number of participants is limited to 15 per day. A new Assistant Director has been hired and is scheduled to start the middle of May. At that time, the number of daily participants can be increased but given space limitations, the total will only increase to about 18-20. However, this is beneficial in many respects. A smaller size group is less chaotic and helps to maintain the supervised, structured setting of the program.



### **Volunteers/Intergenerational Activity:**

Live Oak welcomes volunteers of all ages. Volunteers help to keep the program vibrant and greatly assists with the budget. Some of the volunteers spend time interacting and socializing with the senior participants and assist staff in the service of the daily activities. Those volunteers join us for either the whole 6 hour day or a partial day. Others volunteer their time for a specific one-hour activity such as providing musical entertainment or leading an exercise class. Several of those volunteers are seniors so we have seniors entertaining seniors.

Other times the volunteers are high school students working on their community service hours. Many of those student volunteers come from Bellarmine. Bellarmine mandates that their students complete a certain number of community service hours each year and in their sophomore year, the hours must be completed at either an environmental organization or one that serves the elderly or the physically/mentally challenged. However, the number of volunteers from Los Gatos High School has recently increased, including a significant number of students recently from the badminton team.

In addition to the intergenerational interaction between the senior participants and high school volunteers, the program participants enjoy watching the young children at the adjacent Grace Preschool play outside and on occasion, an interactive activity is planned with the preschool.

### **Financials:**

Live Oak is supported by a diversified funding portfolio which includes client fees, government funding, foundation grants, individual donations and fundraising. The total budgeted revenue for the year is \$139,792.24, although the YTD Actual is \$167,417.81. From the clients, there is a recommended daily contribution for attendance, ranging from \$25 - \$90 a day, based on income. The client fees generally account for only about 50% of the operating budget so outside funding is needed to enable Live Oak to bridge the gap and fully cover expenses. Our total budgeted expenses for the year are \$213,985.29 (the YTD Actual is \$151,255.17). The major expenditures include payroll, rent, performers/independent contractors and food/supplies. A totality of all funding sources is needed to fully cover expenses and there is an ongoing need for further grants and donations.

Also, about 70% of the clients fall in the very low to extremely low income range. Live Oak abides by the philosophy that no one will be denied enrollment due to inability to pay. Some sponsorship opportunities are available. The Veterans Administration provides financial assistance to veterans in some cases. For the past few years, Santa Clara County offered an adult day services subsidy pilot program to assist low income seniors who might otherwise lack the financial means to participate in an adult day program. Each of the adult day programs in the County were allocated a certain number of slots. Since Live Oak's Los Gatos site reopened last June 2023, five of the program's participants have benefited from that County program. However, the subsidy program is slated to end at the end of this fiscal year. There is a need for financial sponsorship opportunities for low income seniors.

### **Ways the CHSSC and Town Can Best Support Live Oak and Its Sustainability:**

- **Publicization or Promotion:** The CHSSC and Town can assist Live Oak in its efforts to familiarize the community with the services offered by the adult day program. For the program to be sustainable, there is an ongoing need to increase or at least maintain enrollment. Live Oak maintains a website, participates in various local resource and health fairs, and receives referrals from a number of sources including

Kaiser and similar health providers, the Alzheimer's Association, LGS Rec 55+, and Live Oak Senior Nutrition. However, the Hub would be a great additional resource. To increase the effectiveness of the Hub, it is requested that a cross-reference amongst categories be added. Currently Live Oak is listed under the category for "Adult Day Program". However, not everyone is familiar with adult day programs and in their search for resources, they may search under other categories such as "Alzheimer's & Dementia" or "Caregiver Support".

Efforts are already under way to list Live Oak under the Volunteer Opportunities category on the Hub. That is much appreciated. Many of Live Oak's performers are paid but a few provide entertainment and assistance on a volunteer basis which helps with the budget and helps Live Oak offer an eclectic array of activities.

- **Funding:** It may go without saying that funding is certainly a way the Town can support Live Oak. As referenced above, Live Oak depends on a myriad of funding sources to operate the program and continuously is searching and applying for further grants. In the past, Live Oak has generously received a \$12,000 grant from the Town. A continuation of that grant and/or an increase in the amount of the grant for the next two years would greatly assist Live Oak in continuing to provide services to the residents of Los Gatos and the surrounding communities.

If additional funding is available, consideration of a sponsorship for low income seniors to attend Live Oak would be desirable. The County subsidy program was covering attendance at the adult day programs for up to 3 days a week at a daily rate of \$85.

### **Budget Planning:**

Live Oak is not currently familiar with the Town's budgeting processes. Information regarding the process and timing would be helpful. Similarly it would be helpful to know which committees and/or commissions make funding recommendations to the Council regarding senior services and the meeting schedules of those committees and commissions and the timing of their recommendations to the Council.



**Prepared For: Town of Los Gatos Community Health and Senior Services Commission**  
**Prepared By: Lisanne Kennedy, Recreation Coordinator, [lkennedy@lgsrecreation.org](mailto:lkennedy@lgsrecreation.org)**  
**Prepared On: 4/15/2024**

This document provides an update about 55 Plus Program activity as requested by the CHSSC.

### Program Update

LGS Recreation 55 Plus Program provides comprehensive free or low-cost programs for people ages 55 and over. For a full listing of programs visit The PRINT archive [www.lgsrecreation.org/55-plus/the-print/](http://www.lgsrecreation.org/55-plus/the-print/). Office hours are Monday through Friday from 9am-5pm for drop-in and calls to 55 Plus Office.

From July 2023-April 12<sup>th</sup>:

- 55 Plus phone line received 2381 calls which is an average of 238 calls/month \*this does not include calls that go to the front office, or directly to staff extensions.
- The HUB resource page was visited 3503 times which is an average of 350 visits/month
- The APRIL Print had 800 online visits and physical copies printed and picked up from our center.
- We also receive and respond to emails sent to [55plus@lgsrecreation.org](mailto:55plus@lgsrecreation.org)

### 55 Plus Annual Membership

- 2023 Membership - 806 \*record high year
  - 40% ages 70-79, 32% ages 80-89, 5% ages 90+
- 2024 Membership as of 4/15/2024 - 681 \*great start to 2024

<b>Membership Historical Data:</b> 2017- 395 2018 - 394 2019- 372 * 2020 – 270 2021 – 277 2022- 652**	Membership is annual and expires in December, typically the largest growth in membership is within the first quarter. *LGS membership numbers were 372 at onset of the SASSC outsourcing agreement in 2019, at the conclusion of the SASSC contract membership numbers were 270 as reflected in Q1 of year 2020. The onset of COVID 19 Pandemic in March 2020 prevented rebuilding of membership. **Town of Los Gatos ARPA Grant Funding Year
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## Participation and Programs

- From July 2023-December 2023
  - **572 programs with 7389 participants.**
  - Special Events Included: July Picnic (200 Participants), July Social Dance (47), Halloween Hula (25), Thanksgiving Lunch (150), November Social Dance (29), Holiday Morning Social (50), Swinging into the Holidays Dance with live music (53)
  - Guest Speakers included: Brain Health, and Cellphone Training Courses
  - Not included in these statistics 143 participants attend Great Getaway Bus Trips
  
- From January 2024 – April 12
  - **371 programs** have been offered with **4623 participants**
  - Special Events Included: February Dance (36), March Dance (51), April “Pi”e Day Social (30), and Mah Jong Tournament (20)
  - Guest Speakers Included: Identify/Avoid Scams, Sleep, Dementia Panel, and Healthy Eating
  - Added low-cost 55+ Yoga class and Zumba Toning classes and are now offer exercise classes 5 times a week
  
- Upcoming April-June 30
  - April Celebration of Arts theme with additional Hands-on Art Classes (materials provided), Free Zumba Dance Party, Author Talk, and Drumming Circle
  - Upcoming Special Events: Mother's Day High Tea, Resource Fair, Vasona Boats & BBQ

## Feedback from Members (Quotes Collected at the end of 2023)

- Really appreciate all the fun and creative activities you and your team put together for the community. We are very lucky.
- Helps with isolation to socialize.
- We look forward to continuing meeting new, fun people from our community.
- My social circle has broadened significantly. I look forward to further enjoyment of senior life.
- I thoroughly enjoy the activities Los Gatos Senior center offers and always look forward to your newsletters and information.
- I can't say enough good things about this program from the number of offerings to the wonderful people that work there, it's just great. Also, the newsletter that is put out is great.
- I have improved my balance, and I am very grateful for the fitness classes. Getting older is not easy and any help is appreciated. The group is always supportive of each other. We have created a community within these classes. I love that the classes are held at the Los Gatos Rec center.
- My experience joining 55+ has been very positive. I have never been able to enjoy exercise until I enrolled in Zumba Gold and met (the instructor). She is the reason I am always excited to go to Zumba. It is what I look forward to each week.

- I love this organization and what it provides for seniors.

## **Fiscal Update**

The 55 Plus program is nearly non-revenue generating. Historically, our Agency subsidized the 55 Plus program from the profits of fee-based programming from other departments within our Agency and this approach is no longer sustainable. In 2022, LGS Recreation was allocated a \$328,500 ARPA grant from the Town of Los Gatos to restore services to pre-pandemic levels. With support, we demonstrated we were able to grow our community in both membership and program expansion. The funds highlighted that the program can be successful and impactful when in partnership with the Town, but to be sustainable, financial support is required. From January 2023-June 2023, LGS Recreation assumed the full financial burden of the 55 Plus program. LGS Recreation was proactive in supporting program sustainability by creating donation opportunities, seeking additional grant opportunities, and advocating to Town Council for continued support. In July 2023, the Town appropriated \$225,000 to LGS Recreation to provide Senior Services.

LGS Recreation continues to seek long term sustainability for the 55 Plus Program. The Agency continues to do our part to seek grants to fund the 55+ program. While State funding has been awarded for \$250,000/year over the next 4 years, it is to be used for adult enrichment (age 18+) with a focus on mental wellness and decreasing social isolation for adults of all ages. The awarded funding certainly supports components of the 55+ roadmap and aligns with both agency goals and those of the 55+ roadmap; it is not exclusive to that program area and does not cover all goals and objects.

## **CHSSC Support**

The Commission can support the 55 Plus Program by continuing to promote to seniors and other service providers and advocating for an equitable partnership between the Town and LGS Recreation to deliver the 55 Plus program through ongoing funding and lease abatement. LGS Recreation and the 55 Plus Program are in a unique position to support and implement many of the projects outlined as priorities in the roadmap because it greatly aligns with the goal of our program. The purpose of our 55 Plus Program is to offer recreation programs and services to Older Adults to increase connectedness and improve physical, cognitive, and psychological health. Our goal is to use recreation and leisure activities to improve the behavioral wellbeing of seniors in our community. Crossover between 55 Plus and Roadmap was outlined in detail in our report showing High, Medium and Low plans for Senior Services to the Town Council when we asked for financial support for FY23/24. The Town allocated an amount below the Low plan request and with great effort and funding to subsidize the differential, we anticipate our good work to continue. The Agency is anticipating Adult Recreation Center and Youth Recreation Center lease negotiations and seeks free use of space, as is customary in all other aligned programs and communities. 55 Plus Programs have an impactful presence and hub at the ARC and over 50% of programs at the YRC are for 55+/Adult Enrichment. Below are a few examples of how we are currently addressing the goals outlined in the roadmap.

- Core Senior Services:
  - Providing social opportunities for seniors through events and programs
  - Providing a variety of engaging guest speakers
  - Promote other local service providers to members, connecting seniors to resources
  - Maintain HUB Resource Page
  - Expanded fitness options for members (ex. addition of Yoga, Zumba Toning)
  
- Communication & Engagement
  - Monthly publication of the PRINT with a community board highlighting other programs/events
  - HUB Web Resource
  - Annual Resource Fair (planned for 5/16) \*networking for providers and seniors!
  - Volunteer engagement and development with a vetting process and Agency best practices

Our Agency is passionate about offering a 55 Plus Program and continuing to build a community of active and engaged older adults!



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

MEETING DATE:  
04/25/2024  
ITEM NO: 2

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DATE: April 22, 2024  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Discuss Organization and Content of CHSSC Annual Report

**RECOMMENDATION:**

Discuss organization and content of CHSSC annual report.

**BACKGROUND:**

The Chair has submitted the attached draft to consider as a template for the annual report to the Town Council.

**Attachments:**

1. Draft report template

**PREPARED BY:** Ryan Baker  
Library Director

**COMMUNITY HEALTH & SENIOR SERVICES COMMISSION**

**(CHSSC)**

***DRAFT DRAFT DRAFT DRAFT***

**Goals for Senior Services in Los Gatos**



Making Los Gatos an age-friendly community where older adults are engaged, valued and provided equitable opportunities to thrive

**ANNUAL REPORT  
JUNE 2024**

ATTACHMENT 1



The major accomplishment of the CHSSC in Fiscal Year 2004 has been the implementation of the Year One goals of the Senior Service Committee Roadmap endorsed by the Los Gatos Town Council on February 7, 2023.

This report identifies the specific activities that the CHSSC undertook to attain those goals.

Goal 1 – Welcoming & Inviting Facility

1. CHSSC co-hosted a Community Meeting to receive community input on near term improvements to the ARC/Community Center.
2. CHSSC identified the top 3 recommendations for near term improvements of the Interim Community Center.
3. Made recommendations on items relevant to the RFIs for community partners

Goal 2 – Core Senior Services

1. Determine what services are currently being offered by Los Gatos service providers and assess their impact. Seven service providers were interviewed to determine to what extent they are fulfilling the goals.

Goal 3 – Communications and Engagement

Goal 4 – Volunteer support and Engagement

Goal 5 – Enhanced transportation options

Goal 6 – Senior Housing options and information

Goal 7 – Integrated governance, funding, and accountability

Other Outreach Activities

Suggestions/Recommendation



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

MEETING DATE:  
04/25/2024  
ITEM NO: 3

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DATE: April 22, 2024  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Receive a Policy on Commission Expenditures and Approve Allocation of Increased Funds for Tablecloth

**RECOMMENDATION:**

Receive a policy on Commission expenditures and approve allocation of increased funds for tablecloth.

**BACKGROUND:**

1. On April 16, 2024, the Town Council approved a policy on use of funds allocated to Town Commissions. The policy is attached for reference.
2. At the March meeting of the CHSSC, the Commission allocated funding to purchase a branded tablecloth for outreach events. Initial quotes for purchase of the tablecloth have exceeded the amount allocated by the Commission. The Commission may wish to allocate a higher threshold for spending for this item.

**Attachments:**

1. Town Policy on Use of Commission Funds

**PREPARED BY:** Ryan Baker  
Library Director



**TITLE: COMMISSION BUDGETS**

**POLICY NUMBER: 5-03**

**EFFECTIVE DATE: 04/17/2024**

**PAGES: 2**

**ENABLING ACTIONS:**

**REVISED DATES:**

**APPROVED:**

**I. PURPOSE:**

The Town Council may allocate funding to Town Boards, Commissions, and/or Committees (hereafter, Commissions) for the purpose of communicating the work of the Commission to the Los Gatos community. This Policy sets forth the criteria for the use of these funds, should they be allocated.

This Policy works in concert with the Town’s Purchasing Policy and other procedures.

**II. USE OF COMMISSION BUDGET**

**A. Appropriate Uses:** Appropriate uses of a Commission’s budget, include:

1. Purchasing supplies and materials for Commission activities
2. Printing flyers or other materials for distribution to the community
3. Purchasing give away items at Town events (e.g., the Youth Commission giving away succulents at Spring into Green)
4. Paying for the registration for a table or booth at a non-Town event in conformance with State law
5. Attending relevant workshops (registration only)

**B. Inappropriate Uses:** Inappropriate uses of a Commission’s budget, include:

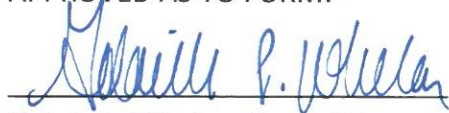
1. Hiring a vendor to perform services
2. Paying Town employees or other individuals
3. Granting or donating funds to a third-party organization(s), including being a sponsor or financially supporting a third-party organization’s activities and/or events

**C. Modification of Appropriate Uses:** Should a Commission identify a new use for its Town funds, this Policy must be updated by the Town Council.

III. PROCEDURE FOR EXPENDITURES

- A. **Prior to Expenditure:** Prior to any expenditure that is an appropriate use, the following procedure must be followed:
  - 1. The request for use of the Commission’s budget must be agendized for Commission consideration.
  - 2. The staff liaison to the Commission would verify that the intended use of the funds meets this Policy.
  - 3. The staff liaison would verify available funds for the expenditure.
  - 4. If approved by the Commission, the staff liaison would explain how the purchase would occur.
  
- B. **Expenditure:** The staff liaison would be responsible for the expenditure, following the Town’s Procurement Policy, State law, and local regulations.
  
- C. **Post-Expenditure:** The staff liaison would be responsible for submitting all receipts and documentation associated with the expenditure to the Finance Department, and retaining the documentation consistent with Town policies, procedures, and practices.

APPROVED AS TO FORM:



Gabrielle Whelan, Town Attorney