



**TOWN OF LOS GATOS
COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION –
SPECIAL MEETING
AUGUST 22, 2024
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
4:00 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.

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 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 by 2:00 p.m. the day of the 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 CHSSC June 11, 2024 Special 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.](#) Receive Informational Presentation from Los Gatos Thrives Foundation.
- [3.](#) Approve Minutes of the CHSSC June 11, 2024 Special Meeting.
- [4.](#) Provide a Recommendation to Town Council Regarding the Senior Services Coordinator Position.
- [5.](#) Discuss CHSSC Participation in Screen on the Green.

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]



DRAFT

**Minutes of the Community Health and Senior Services Special Meeting
June 11, 2024**

The Community Health and Senior Services Commission conducted a regular meeting in person on Tuesday, June 11, 2024, at 5:00 p.m.

MEETING CALLED TO ORDER 5:04 P.M.

ROLL CALL

Present: Chair Yick, Commissioner Khanal, Commissioner Konrad, Commissioner Rossmann, Council Liaison Hudes

Absent: Commissioner Sterne, Vice Chair Blum

Staff Present: Assistant Town Manager Nomura, Director Baker

CONSENT

1. Approve the Minutes of the May 23, 2024 Special Meeting.

The following changes to the minutes were noted: add wording “discussed LGSRec report” to pg.2, number 3

MOTION: **Motion by Commissioner Konrad** to approve the minutes of May 23, 2024 with changes as mentioned. **Seconded by Commissioner Konrad.**

VOTE: **Motion passed 4-0.**

2. Approve the Minutes of the March 28, 2024 Special Meeting.

The following changes to the minutes were noted: Commissioner Khanal reentered the meeting at 6:15

MOTION: **Motion by Commissioner Konrad** to approve the minutes of March 28, 2024. **Seconded by Commissioner Khanal.**

VOTE: **Motion passed 4-0.**

VERBAL COMMUNICATIONS

Opened public comment.

No comments.

Closed public comment.

OTHER BUSINESS

3. Provide any additional input on near-term improvements to the interim community center and operational support for community partners.

Opened public comment.

No comments.

Closed public comment.

MOTION: **Motion** by **Chair Yick** to recommend one mobile hybrid equipment system on the 1st floor. **Seconded** by **Commissioner Konrad**.

VOTE: **Motion failed 1-3.**

MOTION: **Motion** by **Commissioner Rossmann** to recommend two hybrid meeting carts, one for each floor. **Seconded** by **Commissioner Konrad**.

VOTE: **Motion passed 4-0.**

MOTION: **Motion** by **Commissioner Khanal** to recommend a motorized room divider. **Seconded** by **Commissioner Rossmann**.

VOTE: **Motion passed 4-0.**

MOTION: **Motion** by **Chair Yick** to recommended that the Council proceed with the motorized large hall divider replacement and a lockable, secure second divider so that the portable hybrid meeting equipment could be stored securely **Seconded** by **Commissioner Rossmann**.

VOTE: **Motion passed 4-0.**

MOTION: **Motion** by **Chair Yick** to recommended that the Council explore additional safety lighting on the exterior and interior of the building, including emergency lighting for the bathrooms **Seconded** by **Commissioner Khanal**.

VOTE: **Motion passed 4-0.**

Chair Yick moved agenda item 5 before agenda item 4.

5. Approve Annual Report on Senior Road Map implementation progress to submit to Council.

Opened public comment.

No comments.

Closed public comment.

MOTION: **Motion** by **Chair Yick** to approve the annual report on the senior services road map as contained in the packet. **Seconded** by **Commissioner Khanal**.

VOTE: **Motion passed 4-0.**

4. Provide input on 0.4 FTE Senior Coordinator position

Opened public comment.

No comments.

Closed public comment.

MOTION: **Motion** by **Chair Yick** to recommend the Town hire a full-time Senior Coordinator with duties as described in the Commission's Annual Report. **Seconded** by **Commissioner Khanal**.

VOTE: **Motion passed 4-0.**

6. Select two Commission Members to serve as Community Grant raters.

PAGE 4 OF 4

SUBJECT: Draft Minutes of the Community Health and Senior Services Commission
Meeting of June 11, 2024

DATE: August 22, 2024

Opened public comment.

No comments.

Closed public comment.

Commissioners Sterne and Konrad were volunteered. Commissioner Khanal was volunteered if an alternate is needed.

7. Approve funds for printing CHSSC literature.

Opened public comment.

No comments.

Closed public comment.

MOTION: Motion by Chair Yick to order additional 200 CHSSC flyers on heavier level of paper and 200 hub cards. **Seconded** by Commissioner Rossmann.

VOTE: Motion passed 4-0.

ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Respectfully Submitted:

Ryan Baker, Library Director



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

MEETING DATE: 08/22/2024
ITEM NO: 2

DATE: August 16, 2024
TO: Community Health and Senior Services Commission
FROM: Ryan Baker, Library Director
SUBJECT: Receive Informational Presentation from Los Gatos Thrives Foundation

RECOMMENDATION:

Receive informational presentation from Los Gatos Thrives Foundation

DISCUSSION:

The Los Gatos Thrives Foundation will be presenting on their recent community workshops regarding a community-based proposal for a community center.

The CHSSC may wish to give input to the Los Gatos Thrives Foundation.

ATTACHMENTS:

1. LG Thrives Community Needs Interim Report
2. LG Thrives Community Center Survey
3. LG Thrives Community Center Priorities

PREPARED BY: Ryan Baker
Library Director

Los Gatos Community Center
Community Needs Interim Report to CHSSC
Los Gatos Thrives Foundation
August 22, 2024

The creation of a new intergenerational Community Center for Los Gatos is a goal of the Los Gatos Thrives Foundation. The purpose of this interim report by the Foundation to the Community Health and Senior Services Commission (CHSSC) is to seek input on our study of what Los Gatos community members have said they need in a community center. We especially seek CHSSC input because the CHSSC engages with the older adult community and provides a venue for assessing the needs of this important demographic as future users of a community center.

The Foundation's study of Los Gatos community needs is being carried out in partnership with community leaders and representatives from the Town Council, the CHSSC and other leaders providing services for the community. The origins of our nonprofit foundation and its objective of creating a Community Center for all ages grows out of an earlier study by the Town's Senior Services Committee. The Senior Services Committee provided a Senior Services Roadmap which was unanimously endorsed by the Town Council in February 2023 (<https://www.losgatosca.gov/DocumentCenter/View/32737/Attachment-1---Senior-Services-Roadmap-Report>). The first of the seven goals in the Roadmap is the creation of a Los Gatos Community Center for all ages. Subsequently the Los Gatos Thrives Foundation was formed as a 501(c)(3) to support older adult programs in Los Gatos with a major goal of creating a new intergenerational Community Center.

The Foundation believes it is essential that new developments in our small town of Los Gatos maintain a key historic asset—that of Los Gatos being a charming community where all ages thrive. Thus, it is essential in planning for a community center that the first step be to understand and document the needs and wishes of our local community members and stakeholders, i.e., to learn what will best serve Los Gatos.

To understand community needs our team has taken a three-pronged approach. First, we visited six new or recently refurbished community centers in nearby cities to: a) learn what capabilities they have included, b) what are their most valuable community spaces, and c) to learn from their experience in operating their centers.

Second, we conducted a detailed survey from over 600 respondents to learn what Los Gatos community members would like to see in a center. Third, we held a community workshop with ~100 attendees to discuss in a focus-session format what we learned from other centers and our community survey, and to gain first-hand perspectives on what they viewed as:

- “must haves”,
- “nice to have” and
- “not needed”

in a community center for Los Gatos.

The objective of this Los Gatos Thrives presentation is to inform the CHSSC of the preliminary results of our study and to receive your suggestions for additions and improvements. As additional background in advance of our presentation an analysis of our Community Center Needs Survey and a Community Center Priorities analysis is attached.



Community Center Needs Survey

July 23, 2024

Purpose of Survey and Methodology

Unlike many surrounding towns Los Gatos does not have a community center. The Los Gatos Thrives Foundation is working to bring an intergenerational center to our community.

To determine community needs a survey was conducted targeting town residents. The survey was intended to compliment a workshop to gather additional understanding of community needs; the workshop was held on June 20, 2024.

Towns around the country (and in the bay area) have conducted similar surveys as part of their community center development process. We analyzed many of these surveys and used the most common questions as our starting point. We then added questions of local interest.

The survey was opened on May 4, 2024 and closed on June 23, 2024.

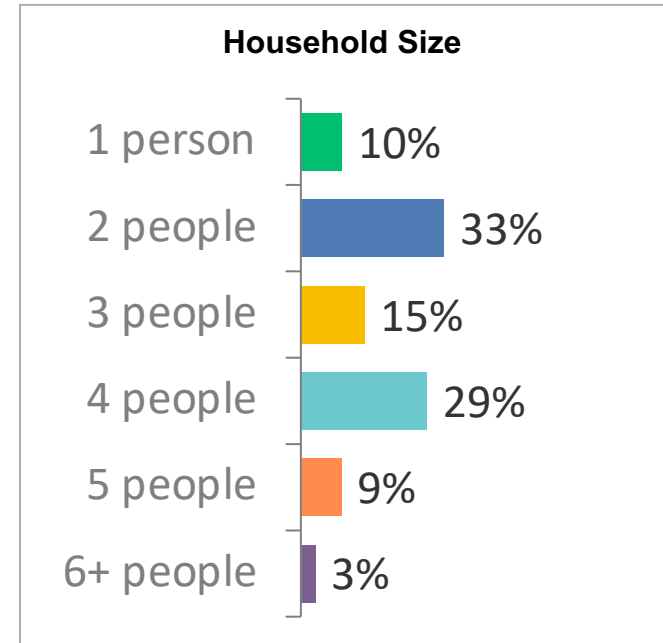
Outreach was through multiple Los Gatos channels.

Key Findings

- Many people responded; our residents are clearly interested in this topic.
- Respondent ages closely aligned with overall Los Gatos demographics.
- There were clear priorities among the options presented.
- Most priorities were the same among age groups but there were a few differences between school age families (age 19-59) and older respondents.
- Options presented covered most things people had in mind. When asked for additional ideas answers were scattered, but a few additional uses did emerge.
- Clubs and organizations are likely to use the center.
- Parking matters; driving is how most people expect to get to the center.
- 76% of respondents see a need for a new community center (only 4% saw no need and the other 20% were unsure).

Response and Demographics

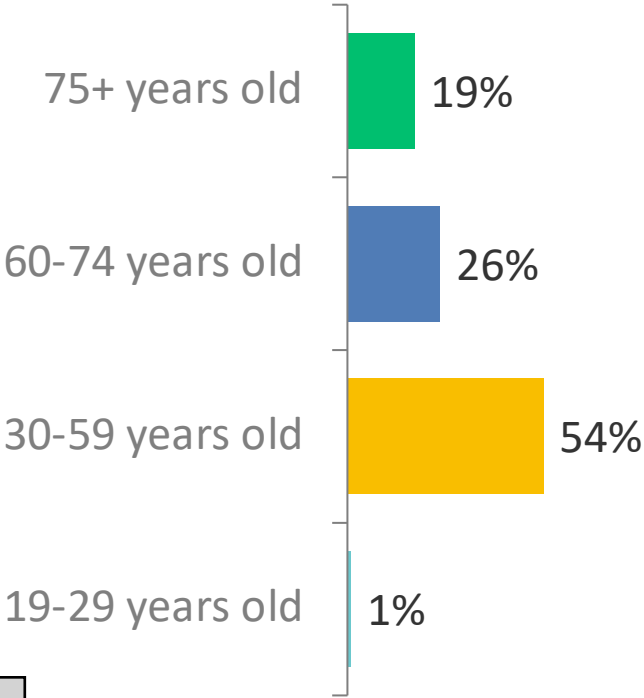
- 620 people responded to the survey
- 92% of respondents live in Los Gatos
(others likely live nearby such as Monte Sereno)
- Average household size is 3.1
- Respondents represent over 1,900 people



Adds to less than 100% due to rounding

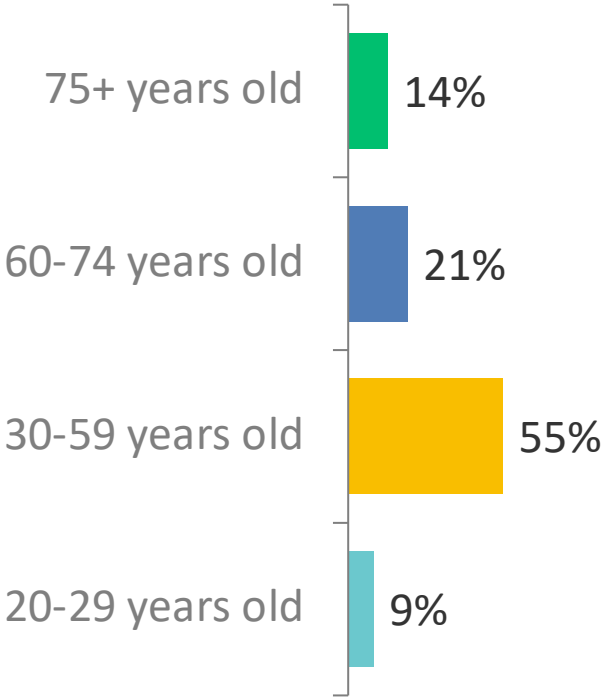
Survey respondent ages are close to overall Los Gatos demographics

Survey Respondents Age



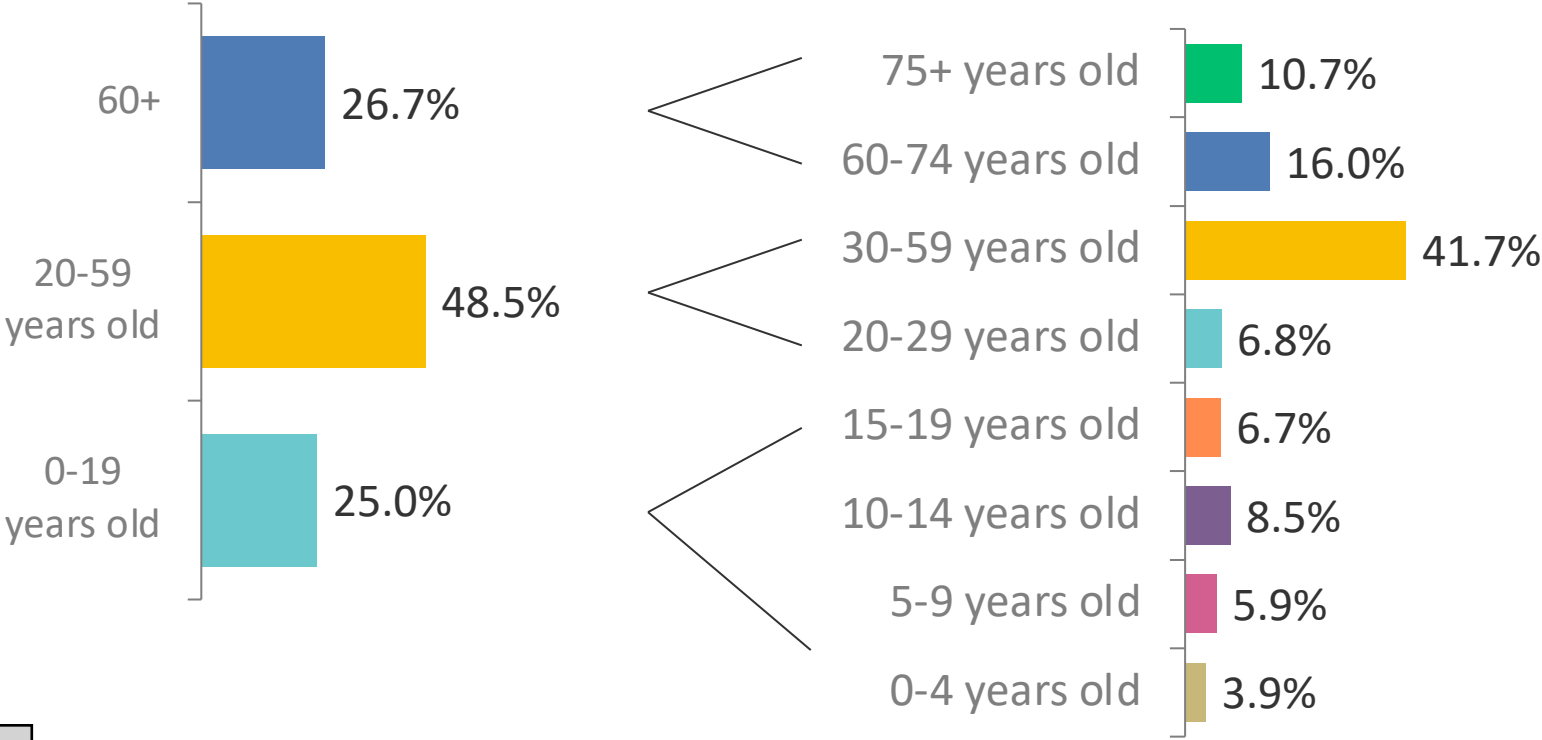
* Less than 1% of respondents were under 19 years old

Los Gatos US Census 2020 (over 19)



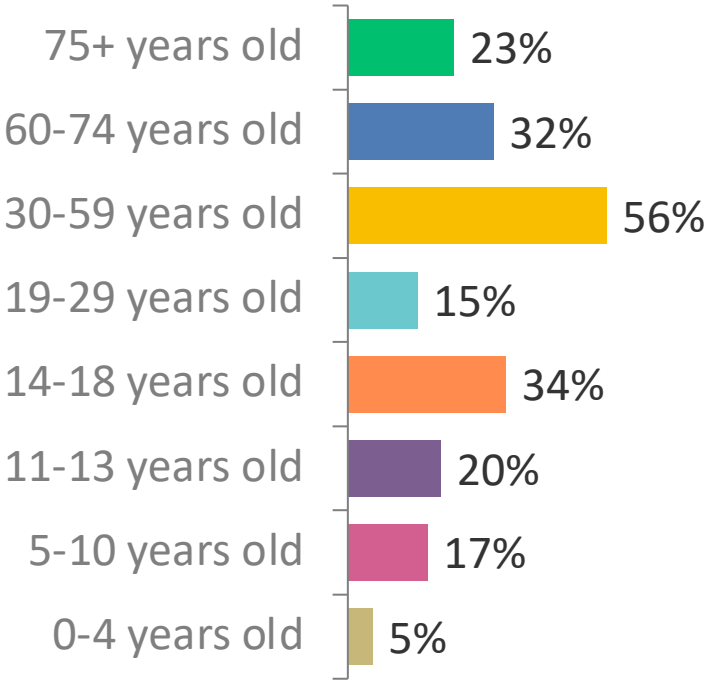
Adds to less than 100% due to rounding

Los Gatos Population By Age, US Census 2020



Survey households represent a wide range of ages

Age of Household Members (choose all that apply)



Adds to more than 100% because many households have multiple members

As you think of new activities (or existing ones), how important to you, your family, or your local organization, are each the following rooms or spaces?

	Very + Somewhat Important	Very Important	Somewhat Important	Neutral	Not Important	Not Sure
Outdoor patio seating and meeting area	82%	48%	34%	14%	3%	1%
Large Community Room	79%	48%	31%	14%	4%	3%
Performance space (for music, drama, and similar activities)	77%	43%	34%	17%	5%	1%
Small / Medium meeting and event rooms (can be reserved by organizations or groups)	76%	40%	36%	17%	6%	1%
Teen center room	73%	40%	32%	18%	9%	2%
Room for fitness classes (such as jazzercise, aerobics, Zumba, yoga)	72%	40%	33%	17%	9%	2%
Outdoor sports courts	71%	37%	33%	18%	11%	1%
Full Service Kitchen (for events)	70%	37%	34%	17%	9%	3%
Spaces for community groups & non-profits to deliver their services	70%	33%	37%	22%	5%	3%
Large Lecture Hall And Presentation Space	69%	33%	37%	20%	9%	1%
Arts & Crafts Studio	68%	31%	37%	24%	7%	1%
Dance floor (for dance classes and activities)	63%	28%	35%	25%	10%	2%
Snack Bar / Cafe	63%	27%	36%	24%	11%	1%
Classrooms	62%	25%	34%	30%	8%	3%
Spaces for card, tile, and board games	61%	25%	36%	25%	12%	2%
Computer & tech center	59%	24%	38%	24%	12%	2%
Preschool or childcare space (can also be used when parent is using community center)	57%	24%	34%	28%	12%	3%
Spaces for elementary & preschool activities and classes	55%	24%	31%	28%	14%	3%
Meeting room preconfigured for remote/zoom meetings	48%	20%	28%	31%	18%	3%
Office space (for community groups & non-profits)	43%	18%	24%	32%	22%	4%
Ping-pong room	40%	16%	24%	37%	20%	3%
Pod Room	34%	12%	22%	36%	27%	3%
Pod Hall	29%	10%	19%	30%	38%	3%

Top 10 spaces among all respondents

(Very Important + Somewhat Important)

1. Outdoor patio seating and meeting area (82%)
2. Large community room (79%)
3. Performance space (77%)
4. Small / medium meeting and event rooms (76%)
5. Room for fitness classes (73%)
6. Teen center room (72%)
7. Full service kitchen (71%)
8. Outdoor sports courts (70%)
9. Large lecture hall and presentation space (69%)
10. Spaces for community groups & non-profit services (69%)

Other spaces

(Very Important + Somewhat Important)

11. Arts & crafts studio (68%)
12. Dance floor (63%)
13. Snack bar / Café (63%)
14. Computer & tech center (62%)
15. Spaces for card, tile, and board games (61%)
16. Classrooms (59%)
17. Preschool or childcare space, can be used when parents visit (57%)
18. Spaces for elementary & preschool activities (55%)
19. Remote / Zoom meeting room (48%)
20. Office space for community groups & non-profits (43%)
21. Ping-pong room (40%)
22. Pool & billiards room (34%)
23. Rock climbing wall (29%)

“Very Important” spaces by age group

	Age 75+	Age 60-74	Age 19-59
Large Community Room	47%	43%	50%
Large Lecture Hall And Presentation Space	40%	27%	32%
Office space (for community groups & non-profits)	23%	20%	16%
Performance space (for music, drama, and similar activities)	39%	36%	48%
Outdoor sports courts	24%	25%	47%
Outdoor patio seating and meeting area	43%	49%	49%
Small / Medium meeting and event rooms (reservable by organizations or groups)	49%	34%	40%
Classrooms	28%	29%	23%
Full Service Kitchen (for events)	45%	38%	34%
Arts & Crafts Studio	28%	25%	34%
Spaces for card, tile, and board games	34%	31%	19%
Snack Bar / Cafe	22%	17%	33%
Teen center room	28%	20%	52%
Rock climbing wall	1%	2%	17%
Room for fitness classes (such as jazzercise, aerobics, Zumba, yoga)	42%	40%	38%
Dance floor (for dance classes and activities)	28%	26%	29%
Meeting room preconfigured for remote/zoom meetings	32%	25%	14%
Computer & tech center	32%	21%	23%
Pool & Billiards Room	3%	5%	17%
Ping-pong room	9%	14%	19%
Spaces for elementary & preschool activities and classes	14%	16%	30%
chool or childcare space (can be used when parent is using community center)	26%	14%	28%
Spaces for community groups & non-profits to deliver their services	35%	32%	33%

Comparing top 10 “Very Important” spaces by age group

19-59 years
(49% of town population)

60-74 years
(16% of town population)

75+ years
(11% of town population)

**SAME
priorities
all age groups**

Outdoor patio seating and meeting area	Outdoor patio seating and meeting area	Outdoor patio seating and meeting area
Large community room	Large community room	Large community room
Performance space	Performance space	Performance space
Small / Medium meeting and event rooms	Small / Medium meeting and event rooms	Small / Medium meeting and event rooms
Room for fitness classes	Room for fitness classes	Room for fitness classes
Full service kitchen	Full service kitchen	Full service kitchen

**SAME
priorities
60-74 and 75+**

Spaces for community groups & non-profits	Spaces for community groups & non-profits
Large lecture hall and presentation space	Large lecture hall and presentation space
Spaces for card, tile, and board games	Spaces for card, tile, and board games

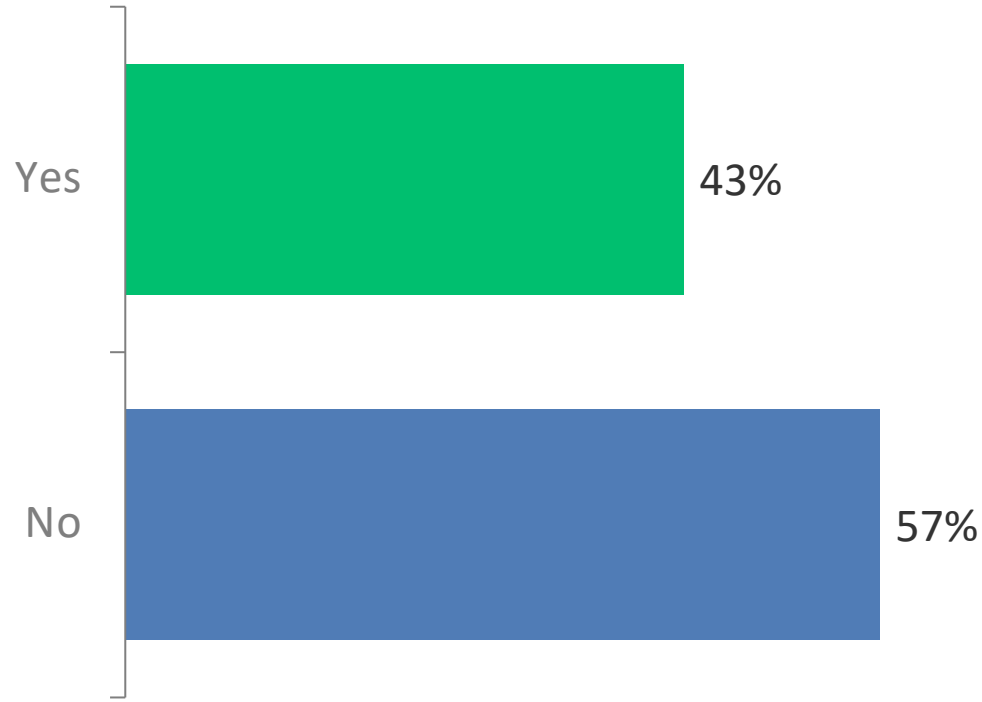
**DIFFERENT
priorities
all age groups**

Teen Center Room (#1 priority for ages 19-59)		
Outdoor sports courts	Classrooms	Meeting room for remote/zoom meetings
Arts & crafts studio		
Snack bar / cafe		

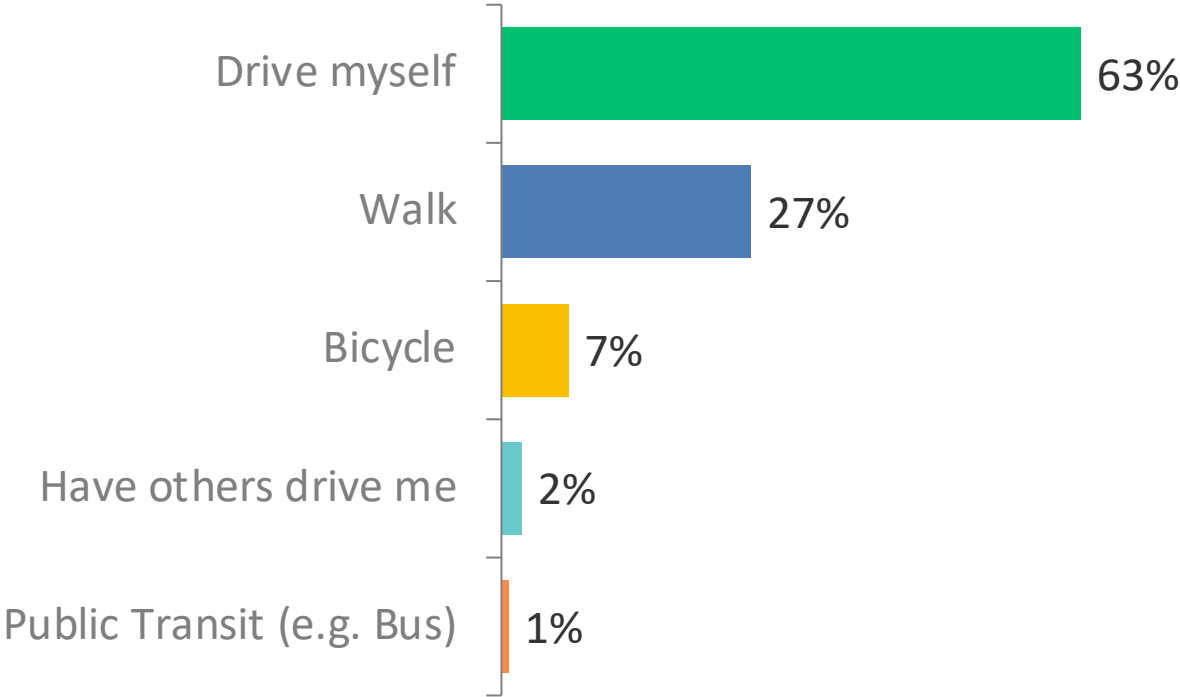
Are there any programs or amenities we did not mention that should be considered for the new community center? 223 people responded. Answers were widely scattered but a few common requests stood out.

Most Frequent Additional Requests	Count
Swimming pool	32
Gym for basketball (also volleyball and badminton)	24
Pickleball courts	12
Garden / community garden / gardening classes	9
Dog park with fence	8
Place to show movies	7
Skateboard park	7
Bocce Ball courts	6
Comfortable lounge area for reading & TV	5
Sports field	5
Game room / arcade (could be part of a teen center)	4
Maker space (could be part of an art & crafts space)	4
Nutrition program (mostly for seniors)	4
Ping pong tables	4
Tennis courts	4
Transportation to center for seniors & from high/middle school	4

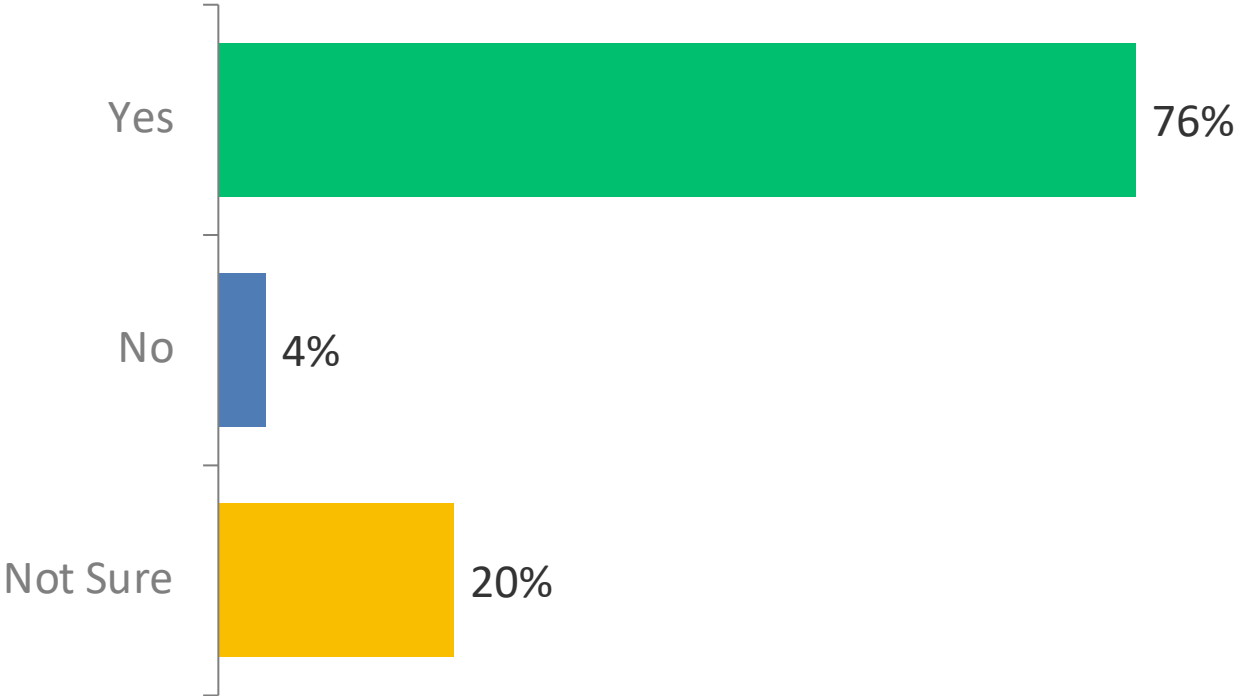
Are you a member of a local club, organization or group that might use a new community center?



If the community center is located downtown (near Los Gatos Town Hall and Library) how would you MOST COMMONLY get there? (choose one)



Do you think that Los Gatos needs a new, multi-generational community center?



Survey Comments

“This is a great idea.”

“Desperately needed.”

“It could encourage more interaction between youth and older adults.”

“I live alone with my dogs and would love to socialize and connect with other people in my community.”

“Please be sure to balance space for different ages.”

“Teens need a place to go in our town!”

“Parking could be a problem.”

“How can we pay for this?”



Community Center Priorities

July 17, 2024

Process for Priority List Development

Priority needs team: Matthew Hudes, Rob Moore, Tylor Taylor, Ryan Rosenberg

Purpose: provide input for the Modules and Model teams

Data available to the team:

1. Community center survey
2. “Community Center Dreaming” workshop comments
3. Site visit notes
4. Experience of the priority needs team

Caveat

While parents of teens (and younger children) were part of the survey, teens themselves were not, and we did not drill into teen-specific requirements. Investigation is underway and when complete their needs will have to be incorporated.

Prioritized List of Spaces

Must Have	Nice To Have	Not Needed
Outdoor patio seating and meeting area	Large lecture hall	A full pre-school/daycare
Large community room & presentation space	Arts & crafts studio	Remote / Zoom meeting room
Performance space (might double as community room)	Dance floor (special flooring material)	Office space for community groups
Small / medium meeting and event rooms	Computer & tech center	Ping-pong room
Room for fitness classes	Childcare space for when parents visit	Pool & billiards room
Teen center room	Classrooms	Rock climbing wall
Spaces for community groups to meet	Remote / Zoom meeting room	Pool
Spaces for service providers to deliver social services	Gym	
Spaces for card, tile, and board games	Snack bar / Café	
Dedicated space for older adults	Game Room (pool & billiards)	
Full service kitchen		
Outdoor sports courts (pickleball, basketball, etc.)		

Prioritized List of Spaces

difficult / expensive

Must Have	Nice To Have	Not Needed
Outdoor patio seating and meeting area	Large lecture hall	A full pre-school/daycare
Large community room & presentation space	Arts & crafts studio	Remote / Zoom meeting room
Performance space (might double as community room)	Dance floor (special flooring material)	Office space for community groups
Small / medium meeting and event rooms	Computer & tech center	Ping-pong room
Room for fitness classes	Childcare space for when parents visit	Pool & billiards room
Teen center room	Classrooms	Rock climbing wall
Spaces for community groups to meet	Remote / Zoom meeting room	Pool
Spaces for service providers to deliver social services	Gym	
Spaces for card, tile, and board games	Snack bar / Café	
Dedicated space for older adults	Game Room (pool & billiards)	
Full service kitchen		
Outdoor sports courts (pickleball, basketball, etc.)		

Rooms and Uses

	Type 1	Type 2	Type 3	Type 4
	Two Large Multipurpose Rooms	Six Small/Medium Multipurpose Rooms	Dedicated Rooms	Outdoor Spaces
Size	One 500 people, one 250	15-50 people per room	Varies	TBD
Uses	<ul style="list-style-type: none"> • Presentations & lectures • Workshops • Performance space • Service club mtgs • Serve meals • Weddings, celebrations 	<ul style="list-style-type: none"> • Small group meetings • Classes • Place for service providers to deliver social services 	<p>Required</p> <ul style="list-style-type: none"> • Lobby area (seating / welcome desk) • Staff office space & room for them to meet • Maintenance room • Tile, card, board game room • Teen center room • Older adult room • Fitness room • Dance room (maybe combined with fitness) • Full service kitchen <p>Nice to have</p> <ul style="list-style-type: none"> ○ Childcare space (for parent visitors) ○ Arts & crafts ○ Snack bar / Café ○ Computer & tech center ○ Dedicated computer bays or workstations ○ Demonstration kitchen for cooking classes ○ Dedicated Gaming room (pool, ping pong, etc.) 	<ul style="list-style-type: none"> • Outdoor patio seating • Outdoor meeting area • Sports courts (pickleball, basketball, etc.) • Outdoor performance space (music, etc.)
Space Requirements	<ul style="list-style-type: none"> ✓ Audio visual ✓ Adjacent kitchen ✓ dividers to make big rooms into smaller spaces 	<ul style="list-style-type: none"> ✓ Most or all to have remote meeting capability ✓ Where possible, a door that opens to outside 	<ul style="list-style-type: none"> ✓ Ping pong, pool, video games, etc. could be located in other rooms, such as a teen center 	

Other Requirements

Other Required Spaces	Add these to rooms...	General Design
<ul style="list-style-type: none">• Parking• Restrooms• Elevator (if multi-floor)• Nooks/areas for 1-2 people to talk or read with comfortable chairs• Place where someone can make a quiet conference call	<ul style="list-style-type: none">• STORAGE:<ul style="list-style-type: none">- Most rooms need storage- Groups need place to store supplies- Storage for operations & maintenance• Sinks (where needed)• AV/computer capabilities (where appropriate)• Devices for hearing impaired (in appropriate rooms)	<ul style="list-style-type: none">• Welcoming and attractive design• Lots of natural light• Consider sliding/folding glass doors to create indoor/outdoor spaces• Facility must be accessible• Separate entrance for senior space• EMERGENCY: can be used as emergency center (generator, etc.)

Other Comments

Topic	Comment
Performance Space	This should be a convertible space with temporary seating, not a permanent theatre.
Flexibility	As much as practical all spaces should be able to be used in multiple ways
Game Room	Perhaps we have places to leave puzzles overnight (as seen in some other community centers).
Storage	Often underestimated or thought of last, but turns out to be critical. Make sure to build in plans for storage.
Piano	We should have at least one piano in the facility
Band practice	Could one of the spaces be appropriate for music groups to practice?



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

MEETING DATE: 08/22/2024
ITEM NO: 3

DATE: August 16, 2024
TO: Community Health and Senior Services Commission
FROM: Ryan Baker, Library Director
SUBJECT: Receive Notes from Chair Regarding Council Input on CHSSC Annual Report

RECOMMENDATION:

Receive notes from Chair regarding Council input on CHSSC Annual Report

BACKGROUND:

The Town Council Received the CHSSC Annual Report on August 6th and provided thoughts and ideas. The Chair has provided their summary of that discussion in the attached notes for the CHSSC to review. In the interest of time, the Chair has asked that this item be received as information only, with the intention of revisiting it as discussion item for a future agenda.

ATTACHMENTS:

1. Notes from Chair regarding Annual Report feedback

PREPARED BY: Ryan Baker
Library Director

August 15, 2024

To: CHSSC Commissioners
Fr: Eleanor Yick & Jeff Blum
Re: Annual Report: questions, feedback, suggestion

The Town Council expressed their appreciation and noted that the Annual Report was comprehensive and excellent! Acknowledgement was given to the hard work of all the Commissioners, as well as the Asst. Town Manager Katie Nomura, Staff Liaison Ryan Baker and Service Providers in compiling the report.

Listed below are some anecdotal comments, suggestions, and/or questions about each goal area:

•Goal 1: Welcoming and Inviting Facility

- All the work the LGTF has undertaken thus far was applauded.
- The Council expressed appreciation for the synergy and collaboration between CHSSC and the LGTF.
- Town Council requested CHSSC to suggest any additional repairs/upgrades that could still be made to the Interim Community Center with the remaining budget dollars.
- Town Council discussed whether or not the “new intergenerational community center” should be identified as a Town Project. This would be a big undertaking where roles and responsibilities would need to be developed. Plus, staff would need to be working directly on this project. Typically, if this were to occur, it would be when Strategic Priorities are being developed each year. There was agreement that this was not needed at this time.

•Goal 2: Core Senior Services

•Service Providers: there was discussion about the request made by Service Providers for free use of a room in the interim Community Center to provide more access for seniors. When the Town issued an RFI proposal, only 2 Service Providers responded. But, the CHSSC had received this input from more groups so it feels this is still a worthwhile request but the fees suggested by the Town could be a barrier for some. The Navigator Program in the library is seen as a model for this kind of program.

•Senior Services: Regarding the need for more awareness in the community of Senior Services, the CHSSC realizes that we need to develop a greater presence in the community not only via increased use of social media to promote programs but for programs to be more advertised in print and local newsletters, i.e. the Town’s Newsletter.

•Goal 3: Communication and Engagement

•HUB: The development of the HUB and its on-going updates has proven to be a very effective way to communicate and engage not only with seniors but also other age groups. The HUB receives an average of 350 clicks per month. CHSSC is interested in increasing awareness of the HUB as evidenced by increasing numbers of clicks.

•The Print: The publication of the monthly LGSRec’ 55+ program’s, *The Print*, effectively promotes senior engagement and awareness.

•The Outlook: delivered to all senior households in LG each month provides more awareness of senior programming and services.

ATTACHMENT 1

*The Los Gatan and the LG Weekly: articles are published in these two newspapers frequently advertising senior services. One Commissioner publishes an almost weekly article in The Los Gatan.

•HUB: The CHSSC will be working to increase awareness of the HUB by additional advertising on social media sites, producing some hard copy flyers, etc.

•HUB – suggestions have been made of additional links on the HUB, which the CHSSC will work with LGS Rec 55+program, to implement.

•**Goal 4: Volunteer Support and Engagement**

•Volunteer: maybe change approach – have local, non member Service Providers provide info on volunteer needs (perhaps another mini Resource Fair.)

•Volunteer: Maybe low tech solution – produce a binder of the HUB and place them strategically throughout the community for easy access.

•Volunteer - Another approach – link to a general page for people going thru transitions and label various volunteer opportunities such as: looking for social interaction, contribute to my local community, help the less fortunate, promote literature, art, etc., preserve the town, put on an event, clean up the community.

•CHSSC recommendation: full time Senior Services Coordinator is needed to make this goal fully achievable.

•**Goal 5: Enhanced Transportation Options**

•Taste & Ride Outcomes – this program was highly praised and appreciated. It was suggested that the main outcomes for each Ride and Taste participant should be that each person learns how to read a bus schedule, learns where the bus stops are located, gets a self-paid or free clipper card, and uses public transit in the future.

•Ride and Taste Funding was clarified. This first year, Complete Streets and Transportation Commission funded the first ride and then Sassy funded the rest of the year. CHSSC was interested in supporting it via our budget but the new Town policy does not allow for donations to another entity.

•The use of Commission budgets was discussed. The new policy was just developed and the issue of donations can be re-examined to possibly include such donations because that was not the expected intent or outcome of the new policy. It was noted that LGTF has applied for a Town grant to ensure funding for this program.

•Senior Signage: - clarification was requested regarding the need for more senior signage. An example given was needed signage to the many walking trails in Los Gatos. Most people do not know about them. A link could also be developed on the HUB re: these trails and/or more info could be included on signage to the parks. Perhaps, the Taste and Ride could point out trails or maybe even drop off for a short walk on one of the trails.

•Highway 17 Interchange: Town inquired if most people are aware of the extensive redevelopment of the H'way 17 interchange with Sar-Sunnyvale Road that is in the works. It is a long term project which most people do not seem to be aware of. It needs to be advertised and highlighted more. It will definitely improve safety at that interchange/intersections.

•**Goal 6: Senior Housing Options and Information**

•Housing Report – it was decided that work on this Goal Area be delayed until the Town’s Housing Element was approved. Since that has occurred, the editing/updating of the Town Housing Report (which one can access from the HUB) will begin. The Town also requested that in addition to the basic editing/updating, that the needs of the Senior Community in terms of what kinds of housing they feel is needed or desired be addressed. If any gaps in the kinds of housing are found, they should be noted as well as responding to : Do we need to build more affordable or some other kinds of housing?

•**Goal 7: Integrated Governance, Funding, and Accountability**

•The CHSSC Goal 7 Task Force has taken first steps in developing a matrix of accountability. Some Service Providers have pushed back on reporting details needed to assess effectiveness and accountability because **they report to their primary organization and/or the Town Council.**

•Funding and Sustainability: Three of our local Service Providers all expressed concerns about their funding and its impact on program sustainability. A question was raised about the One Million Dollar Grant LGS Rec55+ program was awarded and its impact on this issue. The CHSSC was surprised to learn that not all of that money will go towards the 55+ program; rather it will be used more broadly to support older services throughout the community. When asked if the CHSSC could, in our role of assessing program accountability, determine how much is being used specifically to support the LGS Rec 55+Program, it was explained that the CHSSC does not have access to that level of budgetary detail.

•**Suggestions, Requests, Recommendation:**

•Youth Commissioner: has been an on going problem for the CHSSC. Clarity is needed re: expectations of attendance and participation. Ironically, when a recent group of Youth Commissioners was polled – most expressed interest in CHSSC. Ideas: identify project(s) for the Youth Commissioner to do, such as: liaison with school PTA, social media advertising, etc.

•CHSSC recommended that a full time Senior Services Coordinator be funded in order to bring the implementation of the Roadmap to the next level. There was an extensive discussion about this recommendation in the agenda item labeled re: Provide Direction on Senior Services Coordinator Options. The final recommendation was to send this item back to the CHSSC to get their input/recommendation working together with the LGSRec’s 55+ Program. This item will be agendaized on the CHSSC meeting on Aug. 22, 2024.



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

MEETING DATE: 08/22/2024

ITEM NO: 4

DATE: August 19, 2024
TO: Community Health and Senior Services Commission
FROM: Katy Nomura, Assistant Town Manager
SUBJECT: Provide a Recommendation to Town Council Regarding the Senior Services Coordinator Position

RECOMMENDATION:

Provide a recommendation to Town Council regarding the Senior Services Coordinator position.

DISCUSSION:

On May 21, 2024, the Town Council directed staff to look into the cost of either hiring or contracting for a 0.4 full time equivalent (FTE) for a Senior Services Coordinator.

At its June 11, 2024 meeting, the Community Health and Senior Services Commission (CHSSC) discussed the 0.4 FTE Senior Services Coordinator position and made a motion to recommend to Town Council that the Town hire a full-time Senior Services Coordinator with duties as described in the Commission's Annual Report (page 30) (Attachment 1).

On August 6, 2024, the Town Council received options regarding the Senior Services Coordinator that can be found in the staff report in Attachment 2. The Town Council directed staff to return to the CHSSC for a recommendation to Council regarding the Senior Services Coordinator with the following suggested working parameters: consider elements of Options 1 and 2 from the staff report (Attachment 2), work in collaboration with LGS Recreation, consider a contracted service for the position in the range of about \$110,000 for around one full-time equivalent, and understand the financial implications of the resulting CHSSC recommendation.

In response to the Town Council's direction to work in collaboration with LGS Recreation, LGS Recreation has provided information in Attachment 3 describing existing services provided as well as potential costs for expanded services.

The Commission's discussion may be guided by the following questions:

- Which options and duties does the Commission recommend this position to fulfill?
- Given these duties, would the Commission recommend 1 FTE, a 0.4 FTE, or other part-time option?

PREPARED BY: Katy Nomura
Assistant Town Manager

PAGE 2 OF 2

SUBJECT: Recommendation to Town Council Regarding Senior Services Coordinator
Position

DATE: August 19, 2024

ATTACHMENTS:

1. CHSSC's June 11, 2024 Recommendation for Senior Services Coordinator Duties
2. August 6, 2024 Staff Report on Senior Services Coordinator for Town Council
3. LGS Recreation Senior Service Coordination Information

CHSSC Recommends: Appointment of an Age Friendly/Senior Services Coordinator

Vibrant communities provide opportunities for older members to become volunteers and/or to find needed assistance from volunteers. Promoting and supporting volunteerism allows the community to marshal the expertise of older adults and to increase engagement of older adults for the benefit of the entire community. Our Committee found that many older adults want to volunteer, and many others need volunteers for help. With volunteer time in California currently estimated at approximately \$30hr by the Independent Sector organization, the many 1000's of hours available locally represents an important resource for the Town to take advantage of as much as possible.

An Age-Friendly Coordinator could address many of these goals:

- Integrate the delivery of services to older adults
- Assist with implementing the Senior Services Committee's Road Map
- Report and make recommendations to the Town Council about his/her observations concerning the delivery of services and how best to streamline the services provided by service providers
- Act as the point of contact for the Commissions, Service Provider organizations, Los Gatos Foundation For Older Adults To Thrive, and regional nonprofits providing services for Los Gatos older adults
- Be the point of contact for the key provider of recreational services to older adults (currently LGS Recreation)
- Receive information from the three CHSSC activities coordinators involving Communication & Engagement, Roadmap Tracking, and Annual Assessments
- Serve as the point of contact for questions about volunteer opportunities as Roadmap projects advance in support of this goal
- Facilitate review and presentation to Town Council of the Annual Assessment of Senior Services provided by the CHSSC for receipt by the Town Council
- Provide information and support for the Town Council review of the Roadmap progress and governance on a semiannual basis

As the Roadmap successes accrue in future years and senior services delivery advances, there may be considerable leverage gained by increasing the fractional 0.5 FTE allocation to the Town's Age-Friendly Coordinator. This graded approach could facilitate the transition of Los Gatos senior services governance from a fragmented model to an integrated partnership model.

Next steps:

1. An Age-Friendly Coordinator is hired
2. Funding: Town of Los Gatos, Los Gatos Thrives Foundation, Grants,
3. Purposed: Ensure the Coordinator is briefed on the senior services landscape. This position would provide an important step to realizing the Roadmap vision of a coordinated partnership for senior services between the Town, Town commissions and boards, the Los Gatos Foundation For Older Adult to Thrive, community service providers, and other nonprofits and regional providers.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/06/2024

ITEM NO: 19

DATE: July 30, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Provide Direction on Senior Services Coordinator Options

RECOMMENDATION:

Provide direction on Senior Services Coordinator options.

BACKGROUND:

On May 21, 2024, the Town Council directed staff to look into the cost of either hiring or contracting for a 0.4 full time equivalent (FTE) for a Senior Services Coordinator.

At its June 11, 2024 meeting, the Community Health and Senior Services Commission (CHSSC) discussed the 0.4 FTE Senior Services Coordinator position and made a motion to recommend to Town Council that the Town hire a full-time Senior Services Coordinator with duties as described in the Commission's Annual Report (page 30) (Attachment 1).

DISCUSSION:

The cost of a Senior Services Coordinator depends on the specific duties of the position. The following are some options for the Senior Services Coordinator providing varying levels of expertise to older adults. For the Council's consideration, the following information is organized by existing Town classifications with duties for the Senior Services Coordinator identified for each as well as the estimated cost.

For all options, any real-time functions, such as answering phones, would be limited by the number of hours worked and would need to take into account that sick time or time off would result in delayed responses since there would not be a back-up staff person to do the work in the Senior Services Coordinator's absence. In addition, for all options, this position would be

PREPARED BY: Katy Nomura
Assistant Town Manager

Reviewed by: Town Manager, Town Attorney, and Finance Director

DISCUSSION (continued):

under the supervision of the Town Manager's designee and would therefore have their day-to-day role directed by the Town Manager and not any elected or appointed body.

For the purposes of this analysis, costs were estimated as if the position were to be hired as Town staff. If the position is contracted out, it is assumed the costs may be similar; however, until the Town requests proposals, the actual costs could vary. Estimated costs are provided both for 0.4 FTE and 1.0 FTE given the CHSSC's recommendation and the possibility that recruiting for a part-time position may be challenging.

Option 1: Administrative Assistant

- Examples of potential Senior Services Coordinator duties:
 - Answer phone calls regarding senior services
 - Respond to requests for information regarding senior services.
 - Serve as a navigator to help seniors access the appropriate senior services from outside agencies and non-profits, providing some follow up if needed.
 - Compile information from senior services providers that is publicly available or provided directly (does not include analysis or recommendations on such information).
- Cost (calculated using FY 2023/24 salary schedules):
 - 0.4 FTE (unbenefited): \$35,636
 - 1 FTE (benefited including pension costs): \$146,871

Option 2: Administrative Analyst

- Examples of potential Senior Services Coordinator duties:
 - Act as a Town liaison to senior services providers by serving as a key point of contact, communicating any feedback from users regarding their services, and sharing other information that might be useful to the providers.
 - Coordinate among senior services providers.
 - Note: The coordination could involve sharing what other providers are doing, suggesting synergies and opportunities to collaborate among different providers, and to have a general pulse on service provider activities and needs. This would not be the same as directing the providers as they are not under the purview of the Town.
 - Provide suggestions on potential changes in service delivery or ways the Town/providers could better support seniors.
 - Note: Providers would not need to implement any suggestions as the Town does not have authority over them.

DISCUSSION (continued):

- Support implementation of the Senior Roadmap.
 - Note: The amount of support provided would be limited by the number of hours per week and bandwidth after completing other duties. It is also worth noting that not all of the Senior Roadmap actions are for the Town to implement; however, the Senior Services Coordinator could facilitate and monitor the implementation actions of other groups in some instances.
- This higher-level position could also perform duties included in Option 1: Administrative Assistant. If the Council would like the Senior Services Coordinator to perform the duties of Option 1 and Option 2, a full-time position will be necessary for the workload.
- Cost (calculated using FY 2023/24 salary schedules):
 - 0.4 FTE (unbenefited): \$47,322
 - 1 FTE (benefited including pension costs): \$212,042

Option 3: Senior Case Manager

Note: The Town does not have the internal expertise to manage the responsibilities and liability that come with a position at this level and would need to contract out these duties to an outside organization.

- Examples of potential Senior Services Coordinator duties:
 - Provides casework services to individuals in the areas of crisis intervention, stabilization, and goal planning.
 - Conducts intakes, assessments and follow up appointments with individuals and family members to obtain information for formulating program/service eligibility and case plans.
 - Identifies social, economic and physical needs and barriers with clients; and assesses client's support systems, available community resources and other factors to develop an appropriate case plan.
 - Determines client eligibility for services offered by other organizations; collects client information; evaluates and verifies applicable client information.
 - Ensures compliance with all Federal, State, local, and department laws, regulations, and requirements.
- Cost: If this option is chosen, staff would conduct a Request for Proposals (RFP)/Request for Qualifications (RFQ) to determine actual costs.

If there are other duties not represented in the above options, Council should identify them at the meeting and staff can return with further information.

DISCUSSION (continued):

It is worth noting that the Town received a County grant that provides funding for case management for older adults which could be used for senior services navigation support as described in Option 1 or true case management as described in Option 3. This grant could potentially supplement or partially pay for this position with \$74,000 in one-time funds if the position includes either of these functions. As staff understands it, the grant funds are intended to be used for services in alignment with Option 1. However, if the intent for these grant funds was for true case management as described in Option 3, Council's direction would be helpful at this time.

CONCLUSION:

Staff looks forward to Council's direction on this topic. The Council's discussion may be guided by the following questions:

- Which options and duties does Council wish this position to fulfill?
- Would Council prefer this position to be a Town employee or to be contracted out?
- Would Council prefer 1 FTE, a 0.4 FTE, or other part-time option?

FISCAL IMPACT:

There is not fiscal impact associated with this discussion; however, should Council wish to add a Senior Services Coordinator, staff will return with a budget adjustment request to fund such a position as directed by Council.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. CHSSC's Recommendation for Senior Services Coordinator Duties

From: [Emily Sprugasci](#)
To: [Katy Nomura](#)
Subject: Senior Service Coordination
Date: Friday, August 16, 2024 2:32:25 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

[EXTERNAL SENDER]

Hi Katy,

On August 6, 2024, a series of scenarios were presented to Council regarding Senior Service Coordination. It was Council's direction that the CHSSC connect with LGS Recreation to understand our current and potential role in these efforts. Three options were presented initially, and additional discussion highlighted what may be considered a "Navigator" position and a "Case Manager" position. We courteously provide clarification and suggestions toward an even richer collaboration, submitted as a longstanding prominent and favorable community partner to the Town of Los Gatos.

Option 1: Administrative Assistant

- *Examples of potential Senior Services Coordinator duties:*
 - *Answer phone calls regarding senior services*
 - *Respond to requests for information regarding senior services.*
 - *Serve as a navigator to help seniors access the appropriate senior services from outside agencies and non-profits, providing some follow up if needed.*
 - *Compile information from senior services providers that is publicly available or provided directly (does not include analysis or recommendations on such information).*
- *Cost (calculated using FY 2023/24 salary schedules):*
 - *0.4 FTE (unbenefited): \$35,636*
 - *1 FTE (benefited including pension costs): \$146,871*

This role, as specifically described above, is fulfilled by our 55 Plus team and with additional support by LGS Recreation administration. The 55 Plus office receives hundreds of calls, web visits, emails, and in person visits each month specifically for senior services, responds to requests for information, serves as navigator to help seniors access appropriate senior services from outside agencies and non-profits, and provides onsite resources and support. Information from senior service providers is compiled and publicly available both online, by phone, and onsite at the Adult Recreation Center. Specifically, the HUB online resource has been developed, vetted, and maintained by LGS Recreation and continues to scale to the requests and needs of the community. Should Council seek duties beyond what is currently in place, further follow up for example, this effort can be addressed with expanded staffing via Town support. For high-level reference, a full-time assistant position is approximately \$98,540 (benefited) mid-range.

Option 2: Administrative Analyst

- *Examples of potential Senior Services Coordinator duties:*
 - *Act as a Town liaison to senior services providers by serving as a key point of*

contact, communicating any feedback from users regarding their services, and sharing other information that might be useful to the providers.

- *Coordinate among senior services providers.*
 - *Note: The coordination could involve sharing what other providers are doing, suggesting synergies and opportunities to collaborate among different providers, and to have a general pulse on service provider activities and needs. This would not be the same as directing the providers as they are not under the purview of the Town.*
- *Provide suggestions on potential changes in service delivery or ways the Town/providers could better support seniors.*
 - *Note: Providers would not need to implement any suggestions as the Town does not have authority over them.*
- *Support implementation of the Senior Roadmap.*
 - *Note: The amount of support provided would be limited by the number of hours per week and bandwidth after completing other duties. It is also worth noting that not all of the Senior Roadmap actions are for the Town to implement; however, the Senior Services Coordinator could facilitate and monitor the implementation actions of other groups in some instances.*
- *This higher-level position could also perform duties included in Option 1: Administrative Assistant. If the Council would like the Senior Services Coordinator to perform the duties of Option 1 and Option 2, a full-time position will be necessary for the workload.*
- *Cost (calculated using FY 2023/24 salary schedules):*
 - *0.4 FTE (unbenefited): \$47,322*
 - *1 FTE (benefited including pension costs): \$212,042*

This position may best be appointed to a consultant or contracted individual and though not an LGS appointed individual, we'd continue to seek a high level of engagement. While LGS Recreation is not solely responsible for the CHSSC Senior Roadmap implementation, we do serve as a key organization and resource for the senior and greater community. Our agency mission and efforts continue to align with the strategic priorities of the Town.

Option 3: Senior Case Manager

Note: The Town does not have the internal expertise to manage the responsibilities and liability that come with a position at this level and would need to contract out these duties to an outside organization.

- *Examples of potential Senior Services Coordinator duties:*
 - *Provides casework services to individuals in the areas of crisis intervention, stabilization, and goal planning.*
 - *Conducts intakes, assessments and follow up appointments with individuals and family members to obtain information for formulating program/service eligibility and case plans.*
 - *Identifies social, economic and physical needs and barriers with clients; and assesses client's support systems, available community resources and other factors to develop an appropriate case plan.*

- *Determines client eligibility for services offered by other organizations; collects client information; evaluates and verifies applicable client information.*
- *Ensures compliance with all Federal, State, local, and department laws, regulations, and requirements.*
- *Cost: If this option is chosen, staff would conduct a Request for Proposals (RFP)/Request for Qualifications (RFQ) to determine actual costs.*

The LGS Recreation 55 Plus program has advocated and previously proposed to Town Council the need for a non-medical Case Manager hosted at the Adult Recreation Center with Town support. This role would improve social service navigation in complex cases. We are very motivated to revisit this opportunity for LGS to contract/onboard this role as part of an expanded negotiation. While the 55 Plus program currently provides support and referrals, this addition would take it even further via individualized appointments, follow up, need identification, eligibility, and compliance oversight. Our vision was that an onsite case manager, enmeshed with the 55 Plus program, would be able to build rapport with the senior community and further community support by hosting requested support groups and providing educational presentations. This effort supports our program mission to offer recreation programs and services to Older Adults to increase connectedness and improve physical, cognitive, and psychological health, as well as Town initiatives. Our previous study identified that a 0.5 FTE Case Manager may cost anywhere from \$54K to \$135K annually. Pellerin grant funding is allocated to support aligned and supplementary efforts to the Case Manager position, but funds will also be broadly allocated in agency-wide efforts to support the objectives of the grant award. Our hope and expectation is that the Case Manager position may be supported in collaboration with all stakeholders.

We look forward to continuing the discussion and appreciate the consideration.

Kind regards,



Emily Sprugasci
Recreation Manager
 Direct: 408.207.4921
LGS Recreation
 Main Office: 408.354.8700





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

MEETING DATE: 08/22/2024
ITEM NO: 5

DATE: August 16, 2024
TO: Community Health and Senior Services Commission
FROM: Ryan Baker, Library Director
SUBJECT: Discuss CHSSC Participation in Screen on the Green

RECOMMENDATION:

Discuss CHSSC participation in Screen on the Green

DISCUSSION:

The CHSSC has been invited to participate in the annual "Los Gatos Screen into Green" event on Friday, September 20, 2024 at Oak Meadow Park at 7:00 P.M by providing a pre-film activity booth/table suitable for families with younger children including a craft, game, activity, or similar. The opportunity is intended to be for the Commissioners to directly engage with the community should they choose and are available. Staff Liaisons are not expected to attend as the booths will need to be attended by Commissioners. If the CHSSC is interested in having an activity booth, we must provide the names of attending Commissioners by September 6, 2024. This year's featured film is Disney's "Wish." Additional details are below.

Supplies provided: a canopy, six-foot table, and two folding chairs

Supplies the Commissions should bring:

Commissions are responsible for providing all supplies for their booth. This may include table covers, decorations, and an activity of the Commission's choice. Activities could include creative crafts, games, or similar either related to the work of the Commission or related to the feature film.

Tentative timeline of the event:

6:15pm - Children's Activities

6:45pm - Mayor's Welcome

7:00pm - Short Film presented by DEI Commission

7:15pm - Feature Film Begins

PREPARED BY: Ryan Baker
Library Director