



SENIOR ADVISORY BOARD
Monday, September 15, 2008 Minutes

Rowlett Community Centre
5300 Main Street, Room D
Rowlett, Texas

Members Present: Ken Middaugh, Bobbie Jo Kelly, Fred Cares, Bobby Wright

Members Absent: Clarence James, Ruth James, Ceaser Hancock (Excused Absence), Stan Grubaugh (Excused Absence)

Visitors: Penny Prieto, Verla & Otis Marquardt, B J Middaugh, Larry & Gaylyn Beckham, Mickey & Dianne Shaw, Lloyd Copeland

Staff Present: Heath Olinger, Recreation Division Manager; Jennifer Gomez, Assistant Recreation Division Manager; Katy Corder, Assistant City Manager; Brad Weber, Intern to City Manager's Office, Dianne Zachary, Sr. Administrative Assistant

1. The Chair called the meeting to order at 10:03 a.m.
2. A quorum was present.
3. Discuss and approve the minutes from the August 11 Special Session and the August 18, 2008 meeting. Bobby Wright made a motion to accept the minutes of August 11 Special Session and the minutes of the regular August 18th meeting. The motion was seconded by Fred Cares, and the motion passed with a vote of 4 in favor and 1 abstention.

Bobbie Jo Kelly questioned the validity of appointing a committee of non-board members to determine a list of recommendations for a new Senior Center for presentation to the Facilities Bond Committee. She stated that the board had a special session in early August to formulate a list of amenities for a new senior center, and was to have finalized those suggestions at the regular meeting on August 18. However, at that meeting a special three person committee of Stan Grubaugh (SAB member), Penny Prieto and Verla Marquardt (members of the Rockers), was appointed by the Chair to complete that task. Bobbie Jo would like to know if the process was appropriate based upon what she has read in the Boards & Commissions Handbook and the fact that it was not on the agenda at the agenda. Staff will seek clarification of this matter with the City Secretary's office and report at the next meeting.

4. Staff update (Heath Olinger)

The Chair introduced Michael Whipps, Information Technology Manager for the City of Rowlett.

Heath reported the city council approved a new 2008 Boards & Commissions Handbook which each of the Senior Advisory Board members were given at today's meeting. All board members who completed the training during 2008 are grandfathered and do not have to take it again until next year. Those who took training prior to December 31, 2007 must take it again within 30 days of reappointment.

5. Jennifer Gomez gave an update on Meals on Wheels Program for the RCC. Dallas Area Agency on Aging gave her some information from Tammy Smith. They look for a sight that can hold a program of lunch for adults 60 and over, Monday through Friday lunch. Recordkeeping for the program is extensive, and the city would have to match 10% of the cost. Vendors to provide the meals would have to bid through the city and the least expensive bid would be awarded. We do not have a facility or staff that meeting these requirements, but this would work when we have a dedicated senior center with dedicated staff, due to extensive reporting and nutritional training that are required.

Jennifer provided a list of sites in Dallas that serve Meals on Wheels. (Attached)

A suggestion was made that the Visiting Nurses Association delivered meals directly to homes in Rockwall County, and that may be an alternative for Rowlett seniors.

The Garland Senior Center has Meals on Wheels service is provided by VNA and meals cost no more than \$3.00 each and usually about \$.75 each. Volunteers were used for the program. Meals were delivered on a tray wrapped in plastic, and someone from the VNA was the nutritionist for classes. They use the same room that they used for classes and/or dances at the center. This program will be available when a new senior center is created.

Jennifer suggested a flyer be created and available at the RCC and the Action Center for the City with contact information for at least getting meals delivered to seniors' homes at this time. She will also look into acquiring brochures from "Meals on Wheels", if available, and will put together the flyer at the Board's direction.

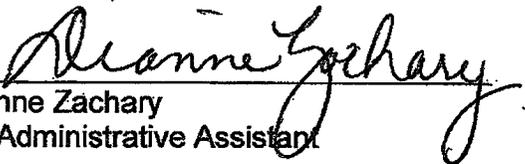
6. Jennifer Gomez gave an explanation of the "Going Green" initiative at the RCC. Kasey Rutledge at the Wet Zone is the division manager over "Going Green". At the RCC, Styrofoam dishes and cups have been replaced with plastic plates and glasses, and for larger groups, they will look into paper products that are recyclable.

There are also two recycle bins in the foyer that patrons are urged to use for paper and/or plastic. We are using eco-friendly cleaners throughout the city offices and to turn off lights when rooms are not in use to preserve energy. A suggestion was made by to put recycle bins at the athletic fields and parks.

The Chair reported that many of the dishes in the kitchen are not clean, even when they come out of the dishwasher, and the seniors will not use them. They are unsanitary. Plastic glasses do not seem to clean, even when they are rinsed before washing. The seniors will not use what is currently being furnished by the RCC.

7. Sandy Beffa discussed future Senior Programs and upcoming events for seniors. Fall registration began September 1st with a designated page in the Lakeside Leisure for the seniors. She is updating a calendar with upcoming events which will be placed in the lobby. She is starting to work on winter programs now, and wants ideas for those classes for seniors. Seniors are interested in activities with no charge and possibly taught by volunteers.
8. Michael Whipps, IT Manager, explained how the city replaces computers and laptops in a regular cycle. He hopes to be able to set aside the laptops that are still good, but have been recycled with new versions, for the seniors to use for classes at the RCC. Michael will report to the board when he receives information about this possible program. Hewlett Packard hardware has been more reliable historically, and preferred by the I.T. staff. The Board asked staff to research grants for computers through federal funding.
9. Ken Middaugh shared a list of amenities and needs for a new Senior Center that was prepared by a subcommittee appointed by the Senior Advisory Board consisting of Penny Prieto, Verla Marquardt and Ken Middaugh. The list will be presented to the Facility Subcommittee by the Katie Corder, Assistant City Manager, who is a liaison, and she will invite them to attend a meeting of the Senior Advisory Board in the near future.
10. No recommendations for Council were made at this time.
11. Public Announcement. Members of the Board and/or staff may make announcements of local civic events. No member of the board or commission may discuss nor taken any action with regard to the announcements.
 - a. The Holiday Festival in Rowlett will be on November 22, and hosted by the Noon Exchange Club. The seniors may have a booth at this event and the Rockers will help to organize it.
12. Members of the board may request topics for future agenda meetings. No member of the board or commission may discuss any of the requested subjects until such matter has been properly placed on a posted agenda.
 - Invite Facilities Subcommittee for the Bond Election to the next meeting.
13. Adjournment was at 11:26 a.m.





Dianne Zachary
Sr. Administrative Assistant

ATTACHMENT

Tammi Steward-Smith

Dallas Area Agency on Aging

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Response to questions about being a Congregate Meals provider:

1. No, we do not have a preferred vendor or group of vendors to provide the meals. All of our current providers either prepare the meals themselves on-site or have them catered in by The Visiting Nurse Association. Because the meals will be required to meet 1/3 of the Dietary Reference Intake levels for a person 60+ years old, you will need to keep the vendor's experience working with senior populations in mind when selecting your meal provider. Should you decide to contact VNA as a potential provider, the contact person there is Shegala Smith. I do not have a direct number for her, but you can reach her through the main number 214-689-0000.
2. The 10% match means that your organization must provide a minimum of 10% of the total project budget with local funds or in-kind goods and services. In the meals program at the 10% match level, this is figured as a portion of the cost of each meal served.
3. Documentation that is required:
 - a. Daily:
 - i. Sign-in sheets for the seniors receiving meals: These are generated from an on-line database of seniors that you serve.
 - ii. Participant Contribution Logs: Participants are asked to make a voluntary, confidential donation which is used to provide additional meals for seniors. Two individuals count and log the contributions on a daily basis. (sample log attached – cost figures outdated)
 - b. Weekly: There is no specific weekly documentation required; however, it is highly recommended that programs enter client and meal data into the on-line database (SAMS) on a no less than weekly basis rather than performing monthly.
 - c. Monthly:
 - i. Program Narrative Report: Submitted to DAAA monthly to report program activities, changes, and challenges. (sample attached)
 - ii. Nutrition Education Report: Nutrition sites conduct monthly Nutrition Education sessions with the seniors. Topics must relate to the nutritional needs of a person 60 or over. (sample attached)
 - iii. Outreach Report: Programs are required to perform Outreach activities to try to reach and engage seniors in their service area, particularly those who