

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection on the City of Oxnard website. Commission agendas are available on the City of Oxnard website 7 days prior to regular meetings, at www.oxnard.org/city-meetings



AGENDA
Senior Services Commission Regular Meeting
Oxnard Joslyn Lawn Bowls Clubhouse, 350 N. C Street
July 8, 2025
10:00 a.m.

To join remotely, click on the link below:

https://us06web.zoom.us/j/81702270611?pwd=gjaRU9rHAZVEyVYU5kqxss5stepd1DQ.xBED1_V5qlEbzAjC

Dial (for higher quality, dial a number based on your current location):

888 475 4499 US Toll Free

Webinar ID: 817 0227 0611

Passcode: 950520

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call in steps listed above. Once the Chair calls for public speakers, press *9 to raise your hand, or if online, click the raise hand icon in the Zoom interface to inform the Chair you would like to speak during the public speaking section for that particular item on the agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE OR VIA ZOOM
 2. EMAIL COMMENTS OR REQUESTS TO SPEAK BEFORE THE MEETING
 - a. Submit a request to speak no later than 9:00 a.m. on the day of the meeting by contacting the Commission Secretary Marisue Eastlake at marisue.eastlake@oxnard.org. Please indicate the agenda item number in the subject line.
 3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. To provide a public comment during the meeting dial (888) 475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press *9 to raise your hand. Once called on, press *6 to unmute your phone.
 - b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment.
-
1. ROLL CALL/PLEDGE OF ALLEGIANCE
 2. APPROVAL OF MINUTES
 - a. SUBJECT: Minutes of the Special Meeting of May 21, 2025 & Regular Meeting of June 10, 2025
RECOMMENDATION: Approve.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Marisue Eastlake at 805-385-8019. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

3. PUBLIC COMMENTS

At a regular meeting, a person may address the Senior Services Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three minutes. The Commission cannot enter into detailed discussion or take action on any item presented during public comments not on the agenda. Such items may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion. Unless otherwise approved by the Commission, persons wishing to speak on items not on the agenda should do so during public comments.

4. PRESENTATIONS/REPORTS

a. SUBJECT: Presentation by Susana Lemos, Oxnard Housing Program Supervisor
RECOMMENDATION: That the Senior Services Commission receive and file the presentation focused on housing options for Oxnard seniors.

b. SUBJECT: Report by Commissioner Sweetland on Ventura County Area Agency on Aging (VCAAA) Advisory Committee Business.
RECOMMENDATION: That the Senior Services Commission receive and file the report.

5. COMMISSION BUSINESS

a. SUBJECT: Cancellation of August regular meeting
RECOMMENDATION: That the Senior Services Commission discuss and approve canceling the August 12, 2025 meeting.

b. SUBJECT: Review of Proposed Citizen Advisory Group (CAG) Bylaws Updates
RECOMMENDATION: That the Senior Services Commission review the proposed updates to the CAG Bylaws and recommend approval

6. AD HOC COMMITTEE REPORTS

a. SUBJECT: Ad-Hoc Committee Report on Technology Education Goal
RECOMMENDATION: That the Senior Services Commission discuss next steps on this goal.
Members: Commissioners Gloria Massey China and Gloria Postel.

b. SUBJECT: Ad-Hoc Committee Report on Center Signage and Accessibility Goal
RECOMMENDATION: That the Senior Services Commission discuss any update on signage.
Members: Commissioners Linda Calderon and Gloria Postel.

c. SUBJECT: Ad-Hoc Committee Report on Creation of Senior Housing List Goal
RECOMMENDATION: That the Senior Services Commission review information received to date on senior housing in Oxnard. Members: Commissioner Gloria Postel and Chair Alice Sweetland.

d. SUBJECT: Ad-Hoc Committee Report on Monthly Health Presentation Goal
RECOMMENDATION: That the Senior Services Commission receive a report on the evaluation form selected. Members: Commissioners Linda Calderon and LaRita Montgomery.

7. REPORT OF THE COMMISSION SECRETARY

The Commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Secretary for administrative

action or scheduled on a subsequent agenda for discussion.

- a. SUBJECT: Report from Staff on Senior Services Programs and Events in June and July.
RECOMMENDATION: That the Senior Services Commission receive and file the report.

8. COMMISSIONER COMMENTS

Commissioners may individually report on items of interest or concern outside of Ad Hoc Committee reports. The Commission cannot enter into detailed discussion or take action on any item presented during these reports. The Commissioner's report shall not exceed three minutes.

9. ITEMS FOR FUTURE CONSIDERATION

Commissioners may request that items be placed on future agendas for extended discussion.

10. ADJOURNMENT

MINUTES
Senior Services Commission
5/21/25

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 5 p.m. a special meeting was convened at Council Chambers, 305 W Third Street, Oxnard.

Commissioners present: Linda Calderon, Gloria Massey-Chinea, LaRita Montgomery, Gloria Postel, and Alice Sweetland (virtual).

Commissioners absent: None

Staff members present: Jorge Cruz, Recreation Coordinator

B. REPORTS

1. SUBJECT: Brown Act, Bylaws, and Powers & Duties Training by City Attorney's Office

RECOMMENDATION: That the following CAGs and Committee receive a training on the Brown Act, Bylaws, and Powers & Duties by the City Attorney's Office: Community Relations Commission; Cultural Arts Commission; Measure O Citizen Oversight Committee; Parks, Recreation and Community Services Commission; and Senior Services Commission.

ACTION: Training received.

C. ADJOURNMENT

At 1:11 p.m., Commissioner Montgomery moved to adjourn and Commissioner Calderon seconded. The motion passed unanimously.

Marisue Eastlake, Secretary

Alice Sweetland, Chairperson

MINUTES
Senior Services Commission
6/10/25

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 10:00 a.m. a regular meeting was convened at the Oxnard Joslyn Lawn Bowls Clubhouse, 350 North C Street, Oxnard, CA 93030.

Commissioners present: Linda Calderon, Gloria Massey-Chinea, LaRita Montgomery, Gloria Postel, and Alice Sweetland.

Commissioners absent: None

Staff members present: Pam Morrison, Recreation Manager; Marisue Eastlake, Recreation Supervisor; and Jorge Cruz; Recreation Coordinator.

Chairperson Alice Sweetland presided and called the meeting to order at 10:00 a.m.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of May 13, 2025.

RECOMMENDATION: Approval of prior meeting minutes.

ACTION: Commissioner Postel moved to approve the minutes; Commissioner Massey-Chinea seconded. Motion passed unanimously.

C. PUBLIC COMMENTS

None.

D. PRESENTATIONS/REPORTS

1. SUBJECT: Presentation by Laura Lindsay with Love on a Leash, a non-profit organization offering pet therapy for those in need of comfort and stress relief.

RECOMMENDATION: That the Senior Services Commission receive and file the presentation, with a better understanding of the value of pet therapy for seniors.

DISCUSSION: Laura Lindsay gave information on the benefits of pet therapy and the availability of the same in the senior centers.

2. SUBJECT: Report by Chair Sweetland on Ventura County Area Agency on Aging (VCAAA) Advisory Committee business.

RECOMMENDATION: That the Senior Services Commission receive and file the report.

DISCUSSION: Chair Sweetland provided an update on the Ventura County Area Agency on Aging, including its new location, and passed out nomination forms for the annual Legacy Award.

E. AD-HOC COMMITTEE REPORTS

1. SUBJECT: Ad-Hoc Committee Report on Technology Education Goal
RECOMMENDATION: That the Senior Services Commission discuss the progress of the Cyber Seniors program. Members: Commissioners Gloria Massey China and Gloria Postel.
DISCUSSION: Commissioners shared the program continues to be successful.
ACTION: Report was received.

2. SUBJECT: Ad-Hoc Committee Report on Center Signage and Accessibility Goal
RECOMMENDATION: That the Senior Services Commission discuss potential locations of signage for Senior Services facilities at the South Oxnard Center. Members: Commissioners Linda Calderon and Gloria Postel.
DISCUSSION: Commissioners discussed sign location.
ACTION: Report was received.

3. SUBJECT: Ad-Hoc Committee Report on Creation of Senior Housing List Goal
RECOMMENDATION: That the Senior Services Commission receive and discuss standardized questions for gathering information on housing in Oxnard. Members: Commissioner Gloria Postel and Chair Alice Sweetland.
DISCUSSION: Commissioner Sweetland shared a list the committee had started and Commissioners made suggestions on additional information to collect.
ACTION: Report was received.

4. SUBJECT: Ad-Hoc Committee Report on Monthly Health Presentation Goal
RECOMMENDATION: That the Senior Services Commission receive a report on monthly health presentation speakers and the evaluation form selected. Members: Commissioners Linda Calderon and LaRita Montgomery.
DISCUSSION: Rec Coordinator Cruz shared about presentations being made for Alzheimer's Awareness month.
ACTION: Report was received.

F. REPORT OF THE COMMISSION SECRETARY

1. SUBJECT: Report from Staff on Senior Services Programs and Events for May and June.
RECOMMENDATION: That the Senior Services Commission receive and file the report.

Cruz reported that in May, 1,800 home-delivered meals and 1,944 congregate meals were served. He reviewed past month events, including Father's Day celebrations at each center and a new monthly Afternoon at the Cinema. Eastlake shared the City had received the RSVP grant and she had started work on a new program. There is proposed Measure O funding for ADA improvements at Wilson Center. She updated Commissioners on VCAAA appointments, a TCMBB refresher and progress on a new floor for Wilson Center.

G. COMMISSIONER COMMENTS

Commissioner Montgomery invited fellow commissioners to attend the Juneteenth celebration on June 21. Commissioner Calderon shared Oxnard PD officers have dementia training.

H. ITEMS FOR FUTURE CONSIDERATION

None.

Commissioner Massey-Chinea left the meeting at 12:17pm.

I. ADJOURNMENT

At 12:20 p.m., Commissioner Postel moved to adjourn and Commissioner Calderon seconded. The motion passed unanimously, 4-0.

Marisue Eastlake, Secretary

Alice Sweetland, Chairperson



TO: Senior Services Commissioners

FROM: Marisue Eastlake, Cultural and Recreation Services Supervisor
marisue.eastlake@oxnard.org, 805-385-8019

A handwritten signature in blue ink, appearing to read "ME", is written over the "FROM:" line.

DATE: July 8, 2025

SUBJECT: Review of Proposed Citizen Advisory Group (CAG) Bylaws Updates

RECOMMENDATION

That the Senior Services Commission review the proposed updates to the CAG Bylaws and recommend approval.

DISCUSSION

On June 21, 2022, Resolution No. 15,589 established uniform bylaws for the following Citizen Advisory Groups (CAGs): Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Library Board, Parks, Recreation, and Community Services Commission, and Senior Services Commission. These bylaws standardized administrative processes for all CAGs, providing additional clarity for staff and volunteers. The City Council approved minor changes to these bylaws on December 19, 2023, which set a deadline for CAGs to elect officers, set a timeframe for when a quorum must be met to hold a meeting, and established the rules of order to be *Robert's Rules of Order Newly Revised*.

On May 20, 2025, the City Council approved changes to the Library Board to align its structure with the California Education Code. These changes primarily impacted its membership structure. As a result, the Library Board is required to establish its own set of bylaws, and the current CAG bylaws must be amended to reflect these changes.

The proposed updated bylaws include some administrative clean-up and formatting changes, as well as the following items:

- Removal of the Library Board
- Definition of CAG membership requirements
 - This was previously only listed in the City's administrative manual
- Modifications to the required number of meetings per year, now requiring at least four (4) per year (currently requires monthly meetings)
 - This is intended to provide flexibility to CAGs and volunteer time is respected by only holding meetings when there is business to discuss or action to take.
- Additional special meeting circumstance permitting CAGs to hold additional meetings should it be necessary
- Requires a bylaws review every two years (currently every year)
 - This is considered a standard timeframe for reviewing bylaws.



These recommendations were presented to three (3) CAG chairs in June 2025 at a chair training. City staff will be presenting these bylaws to City Council for approval on September 16, 2025 and request CAG support.

EXHIBIT 1
Citizen Advisory Groups (“CAG”) Bylaws

**BYLAWS FOR CITIZEN ADVISORY GROUPS AS PROVIDED IN CHAPTER 2,
ARTICLE II OF THE OXNARD CITY CODE**

Article I
Application

The following bylaws shall apply to the following City of Oxnard Citizen Advisory Groups (“CAGs”): Senior Services Commission, Community Relations Commission, ~~Library Board~~, Parks and Recreation and Community Services Commission, Commission on Homelessness, and Cultural Arts Commission.

Throughout these bylaws, “Commission” refers to each individual CAG.

Article II
Powers and Duties

The powers and duties, eligibility and qualifications of each Commission shall be established in the Oxnard City Code.

Article III
Membership

- A. Each Commission shall consist of seven members appointed by the Mayor, with the approval of the City Council. Each council member shall strive to nominate a commissioner from the council members’ district to serve on each commission. The mayor shall nominate one commissioner at-large for each commission.
- B. Each Commissioner shall successfully undergo the City’s formal background check procedures prior to appointment to serve on a Commission.
- C. The term of a member of a Commission shall be established in the Oxnard City Code.
- D. In the event of a vacancy, the City Council shall appoint a replacement to complete the term of the member creating the vacancy.
- E. ~~Members shall be 18 years of age, a resident of the City of Oxnard, and not be concurrently serving on any CAG, Board, Committee, or Agency which advises the City Council.~~

Article IV

Officers

- A. Each Commission shall elect a Chairperson and Vice-Chairperson (the “Officers”).
- B. At **the first scheduled meeting** ~~an annual meeting scheduled in January~~ of each **calendar** year, the Officers shall be elected by a majority of the Commission members present. The Officers shall serve a one-year term.
1. If the Commission has not elected Officers by the second scheduled meeting of the year due to lack of volunteers, the City Manager or his or her designee may place the Commission on hiatus until current Commissioners volunteer to serve as Officers.
- C. The duties of the Officers shall be as follows:
1. Chairperson - (a) To preside at all meetings of the Commission; (b) To call special meetings with concurrence from the Staff Liaison; (c) Sign approved meeting minutes; and (d) Prepare, submit, and present an annual report of activities of the Commission to the City Council
 - i. ~~Special Meetings shall be limited to the following circumstances:~~
 1. ~~The regular meeting cannot be held that month because it lands on a holiday;~~
 2. ~~The time or location of the meeting is different from its regular meeting time/location;~~
 3. ~~The meeting must be rescheduled due to a lack of quorum;~~
 4. ~~The Commission must vote on an urgency item. An urgency item is one in which the Commission’s direction is vital to the City Council’s decision, and the Commission cannot consider the item at a regularly scheduled Commission meeting, before the City Council considers the item, without violating the City’s Sunshine Ordinance; or~~
 5. ~~For the purpose of having an annual retreat or tour of City facilities.~~
 2. Vice-Chairperson - To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.
- D. Secretary and Staff Liaison

1. Each Commission shall have a secretary and a staff liaison. The Secretary and Staff Liaison may be the same person.
2. The Secretary shall have the following duties at all Commission meetings: (a) Attend; (b) Keep minutes; (c) Assist the Chairperson and Staff Liaison in preparing agendas; (d) Prepare and distribute agendas and agenda packets; (e) Ensure agendas are prepared and noticed in accordance with the City's Sunshine Ordinance; (f) Ensure agendas are reviewed and approved by the City Attorney's Office prior to posting; (g) Maintain attendance records; and (h) Provide the City Clerk an attendance list within 24 hours of a Commission meeting.
3. The Liaison shall have the following duties: (a) Attend; (b) Prepare agendas in collaboration with the Chairperson; (c) Coordinate presentations on behalf of the Commission; and (d) Communicate the Commission's concerns to the City Manager or other staff when necessary.

Article V

Meetings/Quorum

- A. The Commission shall **schedule at least four (4)** ~~conduct~~ regular meetings **each calendar year.** ~~once each month.~~ The exact dates, time and location of the meetings shall be determined by a vote of the Commission at the **last scheduled meeting of the prior year.** ~~annual meeting in January.~~ The Staff Liaison may cancel a scheduled meeting, with concurrence from the Chairperson, if the Commission does not have any business to consider at that meeting.
- B. Meetings shall be public and shall be conducted in a publicly owned building or facility with adequate space for members of the public to attend the meetings.
- C. A majority of the commission positions filled at the time of a meeting shall constitute a quorum for the transaction of business.
- D. The Commission may establish Ad Hoc, but not Standing Committees. An Ad Hoc Committee is:
 1. Comprised solely of members of the Commission; and
 2. Consists of less than a quorum of the Commission; and
 3. Has a defined purpose and time frame to accomplish that purpose; and
 4. Is dissolved after the purpose is complete; and
 5. Is solely advisory to the Commission.

- E. A majority of the Commission or the Chairperson may call a Special Meeting with the concurrence of the Staff Liaison.
1. Special Meetings shall be limited to the following circumstances:
 - i. A regular meeting cannot be held because it lands on a holiday;
 - ii. The regular time and location of the meeting is different from its regular meeting time/location;
 - iii. The meeting must be rescheduled due to a lack of quorum;
 - iv. The Commission has relevant updates or business to discuss which must be shared before its next scheduled meeting (e.g. presentation of an item related to its powers that is being presented to Council);
 - v. The Commission must vote on an urgency item. An urgency item is one in which the Commission's direction is vital to the City Council's decision, and the Commission cannot consider the item at a regularly scheduled Commission meeting, before the City Council considers the item, without violating the City's Sunshine Ordinance; or
 - vi. For the purpose of having an annual retreat or tour of City facilities.
- F. A quorum must be met within ten (10) minutes of the scheduled meeting start time. Under special circumstances, and with the approval of a majority of members present, the Chair is permitted to wait an additional five (5) minutes for a quorum to be present. If a quorum is not met at that point, the meeting shall be canceled due to lack of quorum and adjourned to the next month's scheduled meeting.

Article VI

Absences

- A. If any member of the Commission has three or more consecutive unexcused absences, or is absent, excused or unexcused, for more than half of the meetings in a calendar year, the member shall be deemed to have resigned from the Commission.
- B. If a commissioner is going to be absent, the commissioner shall notify the Secretary no less than sixty minutes prior to the start of the meeting. Failure to do so shall be deemed an unexcused absence.
- C. An absence may be deemed excused for the following reasons: sickness/illness, an emergency beyond the commissioner's control, observance of a religious holiday or a medical appointment that cannot be rescheduled.
- D. The Secretary shall notify the City Clerk in writing of any such consecutive absences. The member shall be deemed to have resigned from the Commission on the date that the

City Clerk receives notice from the Secretary.

- E. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.

Article VII
Coordination with City Council

The Staff Liaison shall as soon as possible inform the City Council, through the City Manager, of recommendations made by the Commission. The Staff Liaison shall inform the Commission on the status of the recommendations as warranted.

Article VIII
Rules of Order

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall constitute the parliamentary authority for the meetings.

Article IX
Amendments

- A. Once **every two** ~~per~~ years, each Commission shall review these bylaws, and make recommendations to their respective Chairpersons.
- B. The Chairpersons of each Commission shall convene **after the Commission reviews these bylaws** ~~once per year~~ with the City Clerk's Office, City Manager's Office and City Attorney's Office to review and approve, if desired, the recommended changes to these bylaws.
- C. The City Council shall approve amendments to these bylaws.

Article X
Effective Date

These bylaws shall go into effect upon approval by City Council.