



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact the **Senior Services office at (805) 385-8019**. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

**CITY OF OXNARD  
SENIOR SERVICES COMMISSION  
AGENDA  
REGULAR MEETING  
Oxnard Public Library, 251 S A Street  
Tuesday, February 14, 2017, 9:00 a.m.**

**A. ROLL CALL**

**B. PLEDGE OF ALLGIANCE**

**C. PUBLIC COMMENTS**

A person may address the **Senior Services Commission (SSC)** 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 that is 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 on the agenda should do so during public comments.

**D. APPROVAL OF MINUTES**

1. **SUBJECT:** Minutes of the SSC meeting from **January 10, 2017**  
**RECOMMENDATION:** That the Commission approve the minutes of **January 10, 2017** regular meeting.

**E. CEREMONIAL CALENDAR**

1. **SUBJECT:** Recognition of 2016 Holiday Parade float volunteers.

**F. PRESENTATION TO THE COMMISSION**

1. **SUBJECT:** Presentation of Senior Wellness services provided by St. John's Regional Medical Center.

**G. REPORT OF 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 item presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

**H. OLD BUSINESS**

1. **SUBJECT:** 2017 Commission Goals  
**RECOMMENDATION:** That the Commission review, discuss, and adopt goals for the 2017 calendar year.

## **I. NEW BUSINESS**

1. **SUBJECT:** Formation of a Senior Legends dance Ad-Hoc Committee  
**RECOMMENDATION:** That the Commission Chair appoint four Commissioners to an ad-hoc committee to plan a Senior Legends dance during the month of May.
2. **SUBJECT:** Senior Services Programs and Events  
**RECOMMENDATION:** That the Commission receives updates on senior services programs and events.

## **J. SUBCOMMITTEE REPORTS/COMMISSION BUSINESS**

1. Ventura County Agency on Aging Advisory Council- Commissioner Sweetland, Commissioner Brainard
2. New Senior Center- Commissioner Brainard, Commissioner Owens, Commissioner Lanker

## **K. COMMISSION COMMENTS**

Commissioners may individually report on items of interest or concern outside of sub-committee reports. The SSC cannot enter into detailed discussion or take action on any item presented during these reports.

## **L. ITEMS OF FUTURE CONSIDERATION**

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

## **M. ADJOURNMENT**

The next regular meeting is scheduled for **Tuesday, March 14, 2017, at 9:00 a.m. at the Oxnard Public Library, 251 S. A Street, Oxnard, CA 93030.**

**City of Oxnard Website:** **Senior Services Commission** agenda is available on the city Oxnard website at **www.oxnard.org** 72 hours prior to a regular meeting and 24 hours prior to a special meeting.



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**CITY OF OXNARD  
SENIOR SERVICES COMMISSION  
AGENDA  
REGULAR MEETING  
Wilson Senior Center, 350 North C Street  
Tuesday, January 10, 2017, 9:00 a.m.**

Chair Sweetland called the Senior Services Commission meeting to order at 9:00 a.m.

**A. ROLL CALL**

Commissioners Present: K. Brainard, A. Clemens, R. Fischer, K. Lanker, A. Madrid, C. Owens, A. Sweetland

Commissioners Absent: L. Villareal Yu

Staff Present: R. Rakestraw, Interim Recreation Supervisor

Staff Absent: M. Eastlake, RSVP Director

**B. PLEDGE OF ALLGIANCE**

**C. PUBLIC COMMENTS**

None.

**D. APPROVAL OF MINUTES**

Commissioner Fischer moved and Commissioner Clark seconded approval of the November 8, 2016 meeting minutes.

AYES: Brainard, Clemens, Fischer, Lanker, Madrid, Owens, Sweetland,.

NOS: none.

ABSENT: Yu.

ABSTAIN: none.

**E. CEREMONIAL CALENDAR**

None.

**F. PRESENTATION TO THE COMMISSION**

None.

**G. REPORT OF COMMISSION SECRETARY**

Renee Rakestraw notified the Commission that interviews with the Mayor are set for the week of January 30, 2017 for those that submitted CAG applications. The Mayor's recommendations will be taken to Council on February 14, 2017.

## **H. OLD BUSINESS**

None.

## **I. NEW BUSINESS**

1. **SUBJECT:** Formation of a Grant Application Ad-Hoc Committee

Commissioner Fischer moved and Commissioner Owens seconded the appointment of A. Clemens, K. Lanker, A. Sweetland to an ad-hoc committee to review and update the grant application and process.

AYES: Brainard, Clemens, Fischer, Lanker, Madrid, Owens, Sweetland,.

NOS: none.

ABSENT: Yu.

ABSTAIN: none.

2. **SUBJECT:** 2017 Grantee Presentation Calendar

Commissioner Fischer moved and Commissioner Owens seconded the approval of the updated 2017 Grantee Presentation Calendar.

AYES: Brainard, Clemens, Fischer, Lanker, Madrid, Owens, Sweetland,.

NOS: none.

ABSENT: Yu.

ABSTAIN: none

3. **SUBJECT:** 2017 Commission Goals

2017 Commission goals were discussed and process reviewed. The Commission plans to continue working on the goals and approving once the Commissioners are appointed for the new term.

4. **SUBJECT:** Annual Presentation to the City Council

Commissioner Owens moved and Commissioner Lanker second the approval of the annual presentation to the City Council based on suggested revisions.

AYES: Brainard, Clemens, Fischer, Lanker, Madrid, Owens, Sweetland,.

NOS: none.

ABSENT: Yu.

ABSTAIN: none

5. **SUBJECT:** Senior Services Programs and Events

Renee Rakestraw shared a recap on the Holiday events.

## **J. SUBCOMMITTEE REPORTS/COMMISSION BUSINESS**

1. Ventura County Agency on Aging Advisory Council- Commissioner Sweetland, Commissioner Brainard

Commissioner Sweetland shared information regarding dementia friendly communities.

2. New Senior Center- Commissioner Brainard, Commissioner Owens, Commissioner Lanker

Commissioner Brainard shared progress regarding the development of bylaws and articles of incorporation with the goal of forming a nonprofit.

3. Marketing Plan- Commissioner Sweetland, Commissioner Owens

Commission Sweetland shared updates on a marketing plan for Senior Services.

**K. COMMISSISON COMMENTS**

Commissioners Sweetland expressed interest in having a SS Commissioner sit on the CDBG review panel.

**L. ITEMS OF FUTURE CONSIDERATION**

Commissioner Lanker proposed a SSC sponsored dance in May .

Commissioner Madrid asked for the holiday float volunteers to be placed on agenda as a ceremonial item to be recognized for their time volunteered.

**M. ADJOURNMENT**

Commissioner Fischer moved and Commissioner Owens seconded adjournment at 11:03.

AYES: Brainard, Clemens, Fischer, Lanker, Madrid, Owens, Sweetland,.

NOS: none.

ABSENT: Yu.

ABSTAIN: none

**City of Oxnard Website: Senior Services Commission** agenda is available on the city Oxnard website at **[www.oxnard.org](http://www.oxnard.org)** 72 hours prior to a regular meeting and 24 hours prior to a special meeting.



## Senior Services Commission Goals

**Action Plan****Short Term Goals:**

- 1. Identify, promote, and meet the needs of our senior population to help seniors stay healthy and active**
2. Create annual report on community services and senior needs
3. Review and update Senior Services Commission application and application process

**Long Term Goals:**

1. Seek and obtain the support/approval of City Management, the community and City Council to move forward with plans to build a new state of the art senior center.
2. Develop support for new and ongoing senior programs including the reopening of Colonia Senior Center
3. Create awareness of senior population and their needs to the public, government officials, and community groups

**Subcommittee:** Alice Madrid, Ron Fischer

|                                           |                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy/Activity                         | <ol style="list-style-type: none"> <li>1. Form subcommittee to oversee execution of goal</li> <li>2. Visit Inter Neighborhood Council- ask for needs of seniors in their neighborhood</li> <li>3. Identify programs to meet the needs of the senior population including technology training</li> </ol> |
| Cost or Resources & Sources               | Minimal-paper, printing                                                                                                                                                                                                                                                                                 |
| Person(s) Responsible for Implementation  | Senior Services Staff<br>Senior Services Commission                                                                                                                                                                                                                                                     |
| Process for Monitoring                    | Subcommittee will report every 3 months at the Commission meeting                                                                                                                                                                                                                                       |
| Process for Communication to Shareholders | Report back to Commission in 3 and 6 months<br>Display survey results at each senior center<br>Flyers and monthly calendars                                                                                                                                                                             |
| Timeline                                  | 6 months plan. Should be ongoing strategy for senior needs                                                                                                                                                                                                                                              |

City of Oxnard Cultural & Community Services

Senior Services Commission Goals

**Action Plan**

**Short Term Goals:**

1. Identify, promote, and meet the needs of our senior population to help seniors stay healthy and active
- 2. Expand technology training at the three senior centers with virtual senior center in mind**
3. Create annual report on community services and senior needs

**Long Term Goals:**

1. Seek and obtain the support/approval of City Management, the community and City Council to move forward with plans to build a new state of the art senior center.
2. Develop support for new and ongoing senior programs including the reopening of Colonia Senior Center
3. Create awareness of senior population and their needs to the public, government officials, and community groups

**Subcommittee:** Kathie Lanker, Alice Sweetland, Lourdes

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy/Activity                         | <ol style="list-style-type: none"><li>1. Form subcommittee to oversee execution of goal</li><li>2. Conduct a survey to find out what the seniors need in the computer labs</li><li>3. Identify software &amp; hardware currently used at each senior center computer lab</li><li>4. Identify senior friendly software &amp; hardware that respond to the seniors needs</li><li>5. Identify resources to purchase additional software &amp; hardware</li><li>6. Identify services and products available to seniors at a reduce cost</li></ol> |
| Cost or Resources & Sources               | <ol style="list-style-type: none"><li>1. Seek financial donations and apply for grants</li><li>2. Educational materials and hardware</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                |
| Person(s) Responsible for Implementation  | Senior Services Staff<br>Senior Services Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Process for Monitoring                    | Subcommittee will report every 3 months at the Commission meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Process for Communication to Shareholders | Flyers and website.<br>Send flyers to the different centers to display it in their computer room.<br>Advertise computer based programming via monthly calendars                                                                                                                                                                                                                                                                                                                                                                               |
| Timeline                                  | 2 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

City of Oxnard Cultural & Community Services

Senior Services Commission Goals

**Action Plan**

**Short Term Goals:**

1. Identify, promote, and meet the needs of our senior population to help seniors stay healthy and active
2. Expand technology training at the three senior centers with virtual senior center in mind
- 3. Create annual report on community services and senior needs**

**Long Term Goals:**

1. Seek and obtain the support/approval of City Management, the community and City Council to move forward with plans to build a new state of the art senior center.
2. Develop support for new and ongoing senior programs including the reopening of Colonia Senior Center
3. Create awareness of senior population and their needs to the public, government officials, and community groups Commission

|                                           |                                                                                          |
|-------------------------------------------|------------------------------------------------------------------------------------------|
| Strategy/Activity                         | Review previous years activity with Senior Services                                      |
| Cost or Resources & Sources               | Staff time                                                                               |
| Person(s) Responsible for Implementation  | Senior Services Staff<br>Senior Services Commission                                      |
| Process for Monitoring                    | Agendize review process and discuss as Commission                                        |
| Process for Communication to Shareholders | Create PowerPoint presentation to share with City Council, other CAGS, and the community |
| Timeline                                  | Report completed by April Annually                                                       |

City of Oxnard Cultural & Community Services

Senior Services Commission Goals

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**Long Term Goals:**

- 1. Seek and obtain the support/approval of City Management, the community and City Council to move forward with plans to build a new state of the art senior center**
2. Develop support for new and ongoing senior programs including the reopening of Colonia Senior Center
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**Subcommittee:** Kay Brainard, Kathie Lanker, Clark Owens

|                                           |                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy/Activity                         | <ol style="list-style-type: none"><li>1. Meet with City Management</li><li>2. Tour other centers –building ideas</li><li>3. YMCA presentation to Commission</li><li>4. Set up meeting with City Attorney to develop foundation</li><li>5. Work with City Staff to develop architectural plans</li><li>6. Seek funding support</li></ol> |
| Cost or Resources & Sources               | TBD                                                                                                                                                                                                                                                                                                                                     |
| Person(s) Responsible for Implementation  | Senior Services Staff<br><br>Senior Services Commission                                                                                                                                                                                                                                                                                 |
| Process for Monitoring                    | Subcommittee will provide monthly updates at Senior Services Commission Meeting                                                                                                                                                                                                                                                         |
| Process for Communication to Shareholders | Use flyers and social media to communicate to CAGs, Inter Neighborhood Councils, and at Community Events                                                                                                                                                                                                                                |
| Timeline                                  | Ongoing                                                                                                                                                                                                                                                                                                                                 |

City of Oxnard Cultural & Community Services

Senior Services Commission Goals

**Action Plan**

**Short Term Goals:**

1. Identify, promote, and meet the needs of our senior population to help seniors stay healthy and active
2. Expand technology training at the three senior centers with virtual senior center in mind
3. Create annual report on community services and senior needs

**Long Term Goals:**

1. Seek and obtain the support/approval of City Management, the community and City Council to move forward with plans to build a new state of the art senior center.
2. **Develop support for new and ongoing senior programs including the reopening of Colonia Senior Center**
3. Create awareness of senior population and their needs to the public, government officials, and community groups

**Subcommittee:** Alice Sweetland, Alice Sweetland, Reynaldo Unzueta-Garcia

|                                           |                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy/Activity                         | <ol style="list-style-type: none"><li>1. Continue to support ongoing and new programs</li><li>2. Reopen Colonia Senior Center, seek update from Housing</li><li>3. Develop and evaluate new programs</li><li>4. Create outreach surveys to existing and potential seniors and center directors</li></ol> |
| Cost or Resources & Sources               | Staff time<br>Colonia Center building project                                                                                                                                                                                                                                                            |
| Person(s) Responsible for Implementation  | Senior Services Staff<br>Senior Services Commission                                                                                                                                                                                                                                                      |
| Process for Monitoring                    | Surveys and existing/potential participants                                                                                                                                                                                                                                                              |
| Process for Communication to Shareholders | Include in annual report and post at individual centers                                                                                                                                                                                                                                                  |
| Timeline                                  | Annually                                                                                                                                                                                                                                                                                                 |

City of Oxnard Cultural & Community Services

Senior Services Commission Goals

**Action Plan**

**Short Term Goals:**

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**Subcommittee:** Al Clemens, Alice Sweetland, Clark Owens

|                                           |                                                                                                                                                                                                                                           |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy/Activity                         | <ol style="list-style-type: none"><li>1. Form subcommittee to oversee execution of goal</li><li>2. Gather senior survey results</li><li>3. Attend Inter Neighborhood Council Meetings</li><li>4. City Council Meetings and CAGs</li></ol> |
| Cost or Resources & Sources               | Printing of survey                                                                                                                                                                                                                        |
| Person(s) Responsible for Implementation  | Senior Services Staff<br>Senior Services Commissioners<br>Volunteers                                                                                                                                                                      |
| Process for Monitoring                    | 6 months                                                                                                                                                                                                                                  |
| Process for Communication to Shareholders | Use flyers and social media to communicate to CAGs, Inter Neighborhood Councils, and at Community Events                                                                                                                                  |
| Timeline                                  | 1-2 years                                                                                                                                                                                                                                 |