

Senior Advisory Committee Meeting Agenda Announcement

On March 12, 2020, Governor Newsom issued Executive Order No. N-25-20, which allows Brown Act Body members to attend meetings telephonically. Please be advised that some, or all, Whittier Senior Advisory Committee Members may attend this meeting telephonically.

Consistent with mandates of Executive Order No. N-29-20, a physical location from which members of the public may observe the meeting or offer public comment will not be made available. City Hall will not be open to the public for this meeting; however public comments can be submitted below as instructed.

To submit Public Comments/Questions:

- Email: romeroj@cityofwhittier.org
- Voicemail: (562) 567-9400

To view live meetings remotely:

- Video and audio: <https://zoom.us/j/94411005165>
- Audio only: Dial (669) 900-9128 (Meeting ID: 944 1100 5165)

Please submit email comments by 12:00 p.m. on the date of the meeting to ensure Senior Advisory Committee Members receive and have time to review them. All emails received by 12:00 p.m. are forwarded to the Committee. Emails received after 12:00 p.m. but before the conclusion of public comments will be entered into the record.

Americans with Disabilities Act

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services Department at least 24 hours in advance of the meeting at (562) 567-9400.

**AGENDA
REGULAR MEETING
CITY OF WHITTIER
SENIOR ADVISORY COMMITTEE
PARNELL PARK, 15390 LAMBERT ROAD, WHITTIER
JULY 14, 2021, 1:30 PM**

1. CALL TO ORDER

2. ROLL CALL

Irene Corral, Member
Geneva Crawford, Member
Rose Mary Garcia, Member
Stella Reyes, Member
Rachael Slifko, Member
Delia Morales, Vice Chair
Shirley Oebel, Chair

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

The public is invited to address the Senior Advisory Committee regarding any item of business, or any matter within the body's subject matter jurisdiction. Consistent with Executive Order No. N-29-20 public comments can be made via:

- Email: romeroj@cityofwhittier.org
- Voicemail: (562) 567-9400

Please submit email and voicemail public comments by 12:00 p.m. on the date of the meeting to ensure Committee Members receive and have time to review them. All emails and voicemails received by 12:00 p.m. are forwarded to the Committee. Emails and voicemails received after 12:00 p.m. but before the conclusion of public comments will be entered into the record.

Pursuant to State law, the Committee cannot take action or express a consensus of approval or disapproval on any communications which do not appear on the printed agenda.

5. STAFF REPORTS

5.A Approval of Minutes

Recommendation: Approve the Minutes of the Regular meetings of March 10 and May 12, 2021.

5.B Information and Referral Updates for April and May 2021

Recommendation: Receive and file the Information and Referral reports for April and May 2021.

5.C Subcommittee Updates

Recommendation: Receive and file the Subcommittee report and select members to serve on a one-year Dial-A-Ride subcommittee starting July 2021 to review the new Dial-A-Ride contract.

6. SECRETARY COMMENTS

7. COMMITTEE MEMBER COMMENTS AND CONFERENCE REPORTS

8. ADJOURNMENT

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services (PRCS) Department at least 24 hours in advance of the meeting at (562) 567-9400.

The agenda packet is available three days before the meeting in the PRCS Department at City Hall (13230 Penn Street), Whittier Central Library (7344 Washington Avenue) and East Whittier Branch Library (10537 Santa Gertrudes Avenue). Additionally, the agenda packet can be viewed on the City's website. Materials distributed to the Senior Advisory Committee within 72 hours of the Committee meeting are available for public inspection in the PRCS Department's Office.

Los servicios relacionados con la discapacidad están disponibles para permitir que las personas con discapacidad participen en esta reunión, de conformidad con la Ley Federal de Estadounidenses con Discapacidades de 1990. También hay intérpretes en español disponibles. Para obtener información o para solicitar servicios, comuníquese con el Departamento de Recreación y Parques al Servicio a la Comunidad al menos de 24 horas antes de la reunión al (562) 567-9400.

El paquete de la agenda está disponible tres días antes de la reunión con El Departamento de Recreación y Parques al Servicio a la Comunidad en el Ayuntamiento (13230 Penn Street), Biblioteca Central de Whittier (7344 Washington Avenue) y Biblioteca sucursal del este de Whittier (10537 Santa Gertrudes Avenue). Además, el paquete de la agenda se puede ver en el sitio web de la Ciudad. Los materiales distribuidos al Comité Consultivo Superior dentro de las 72 horas de la reunión del Concejo Municipal están disponibles para inspección pública en la con el Departamento de Recreación y Parques al Servicio a la Comunidad.

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours in advance of the meeting. Dated this 29 day of June 2021.

/s/ Martin Browne

MARTIN BROWNE, COMMUNITY SERVICES MANAGER



Agenda Report

Senior Advisory Committee

Date: July 14, 2021

To: Senior Advisory Committee

From: Martin Browne, Community Services Manager
Alyssa Rico, Community Services Supervisor

Subject: Approval of Minutes

RECOMMENDATION

Approve the Minutes of the Regular meetings of March 10 and May 12, 2021.

BACKGROUND

None.

DISCUSSION

Staff hereby submits the draft minutes for Committee approval.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

- A. Minutes of the Regular Meeting of March 10, 2021
- B. Minutes of the Regular Meeting of May 12, 2021

**MINUTES
CITY OF WHITTIER
SENIOR ADVISORY COMMITTEE
REGULAR MEETING
PALM PARK AQUATICS AND TENNIS CENTER, 5703 PALM AVENUE, WHITTIER
MARCH 10, 2021 – 1:30 P.M.**

OATH OF OFFICE

The oath of office was administered to new Committee Member Rose Mary Garcia.

1. CALL TO ORDER

The Senior Advisory Committee of the City of Whittier met in Regular Session at the Palm Park Aquatics and Tennis Center, 5703 Palm Avenue, Whittier, California. Vice-Chair Morales called the meeting to order at 1:38 p.m.

2. ROLL CALL

PRESENT: Geneva Crawford, Member – via cell phone
Rose Mary Garcia, Member
Stella Reyes, Member
Rachael Slifko, Member
Delia Morales, Vice-Chair

ABSENT: Irene Corral, Member
Shirley Oebel, Chair

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation and Community Services
Martin Browne, Community Services Manager
Alyssa Rico, Community Services Supervisor
Art Carrasco, Community Services Coordinator
Alex Rodriguez, Office Specialist III

3. PLEDGE OF ALLEGIANCE

Vice-Chair Morales led the Pledge of Allegiance to the United States flag.

4. PUBLIC COMMENTS

Manager Browne reported no public comments had been received.

5. STAFF REPORTS

5.A. Approval of Minutes

It was moved by Member Crawford, seconded by Member Slifko, and approved unanimously by roll call vote, to approve the Minutes of the Regular Meeting of March 11, 2020 as submitted (Absent: Member Corral and Chair Oebel).

5.B. Senior Advisory Committee – Bylaws, Member Terms of Office, and Subcommittees

Manager Browne explained permission was obtained from the City Clerk to temporarily extend the expired terms of Members Crawford, Slifko, and Garcia due to COVID-19 and the closure of the Senior Center. He stated this action enables quorum, and the extension will remain until restrictions are lifted, the Senior Center re-opens, and a new election can be held per the Committee's bylaws.

Vice-Chair Morales distributed a memorandum, written by Chair Oebel and herself, that highlighted a number of suggestions to update the Committee Bylaws, which included a change to the membership rule to allow members residing in Unincorporated Whittier to run for election on the Senior Advisory Committee.

Member Garcia expressed that she wanted to be added to the Programs Subcommittee.

It was motioned by Member Crawford, seconded by Member Garcia, and approved unanimously by roll call vote to approve the current subcommittee roster with the addition of Member Garcia to the Programs Subcommittee (Absent: Member Corral and Chair Oebel).

Manager Browne stated a meeting would be held with the Bylaws Subcommittee to discuss possible changes to the bylaws, which can be presented to the Senior Advisory Committee Members at a future meeting.

In response to a question from Vice-Chair Morales about holding Senior Advisory Committee elections twice a year to fill the vacancies more effectively, Manager Browne stated that the Chair has the authority to appoint a new member throughout the year if a vacancy arises.

It was motioned by Member Crawford, seconded by Vice-Chair Morales, and approved unanimously by roll call vote, to receive and file the update on the Senior Advisory Committee Bylaws regarding Member terms of office and Subcommittees (Absent: Member Corral and Chair Oebel).

5.C. Senior Center Building Update

Manager Browne informed the Committee that the Salvation Army agreement with the City for use of the Senior Center as an Emergency Homeless Shelter has been extended for an additional six-month period. He explained that once

the Salvation Army vacates the building, the Facility/Safety Subcommittee will meet and provide suggestions for renovations to the Senior Center.

Vice-Chair Morales suggested the City install an automatic front door and that bathroom doors be swapped out for something easier to open.

Director Santana updated the Committee on the renovation suggestions. She explained that a meeting is being arranged with the building inspector to determine what changes can be made or will be needed once the center is returned to our Department.

Following discussion, Manager Browne requested that all building improvement suggestions be forwarded to the Facility/Safety Subcommittee.

It was motioned by Member Crawford, seconded by Member Garcia, and approved unanimously by roll call vote to receive and file the Senior Center Building update (Absent: Member Corral and Chair Oebel).

5.D. Information and Referral Update for December 2020

Supervisor Rico gave the update on information and referral status from December 2020 and reported calls for homeless resources, housing referrals, home care, and food programs increased during December 2020.

Manager Browne explained the City has received funds from the CARES Act to purchase two new buses for the Dial-A-Ride services.

Vice-Chair Morales expressed her satisfaction with the Dial-A-Ride service and encouraged all other Committee Members to sign up for the service.

It was motioned by Member Reyes, seconded by Member Garcia, and approved unanimously by roll call vote to receive and file the Information and Referral Report for December 2020. (Absent: Member Corral and Chair Oebel)

5.E. Senior Newsletter Naming Survey

Manager Browne and Supervisor Rico updated the Committee on the reasoning behind changing the name of the Senior Newsletter from "Senior Moments" to "Senior Scoop." They proposed a survey of all Senior Center members, once the center re-opens, to provide everyone with an opportunity to be part of the process of updating the name of the newsletter.

Committee Members voiced concern over not being involved in the initial process to change the Senior Newsletter's name to "Senior Scoop," and there was consensus to change back to "Senior Moments."

Following discussion, Secretary Santana proposed a compromise where the newsletter's name will revert to "Senior Moments" with immediate effect until the Senior Center re-opens and a member survey is conducted.

It was motioned by Member Reyes, seconded by Member Garcia, and unanimously approved by roll call vote to temporarily change the name of the Senior Newsletter back to "Senior Moments" and approve a membership-wide survey for a new name when the Senior center re-opens (Absent: Member Corral and Chair Oebel)

5.F. Senior Center Programming Update

Supervisor Rico provided an update on Senior programming during the COVID-19 pandemic and highlighted the following programs: 'Notes For Nana' pen pal program that helped keep Seniors engaged with the community; the home-delivered meals program that served 150 seniors daily; wellness-check calls; National Senior Citizen Day; monthly Birthday visits to seniors; 'Gobble Gobble' drive-in bingo event; and the 'Curbside Cupid' Valentines giveaway.

It was motioned by Member Reyes, seconded by Member Slifko, and approved unanimously by roll call vote to receive and file the Senior Center Programming update. (Absent: Member Corral and Chair Oebel)

6. SECRETARY COMMENTS

None.

7. COMMITTEE MEMBER COMMENTS AND CONFERENCE REPORTS

Member Crawford requested innovative and creative ideas for programming once Senior Center reopens.

Member Slifko asked if it would be possible to provide new member orientations and confirmation of membership once the Senior Center re-opens.

Vice-Chair Morales commented it would be a good idea to have the concierge program to verify membership and serve as a welcoming committee return; and requested all Committee Members receive advanced notification of events via email

Member Crawford thanked staff for the wellness check calls she had received.

Member Garcia requested the quilting class be held in another room due to the popularity and lack of space in the current room.

8. ADJOURNMENT

Vice-Chair Morales adjourned the meeting at 3:21 p.m.

Respectfully submitted,

Martin Browne
Community Services Manager

**MINUTES
SENIOR CENTER ADVISORY COMMITTEE
REGULAR MEETING
PALM PARK AQUATICS AND TENNIS CENTER, 5703 PALM AVE, WHITTIER
MARCH 12, 2021**

1. CALL TO ORDER:

Vice Chair Morales called the regular meeting of The Senior Advisory Committee to order at 1:40 p.m. at the Palm Park Aquatics and Tennis Center, 5703 Palm Ave, Whittier, California.

2. ROLL CALL:

**ACCESSIBILITY COMMITTEE
MEMBERS PRESENT:**

Geneva Crawford, Member Via Cell phone
Stella Reyes, Member
Delia Morales, Vice Chair

**ACCESSIBILITY COMMITTEE
MEMBERS ABSENT:**

Rachel Slifko, Member
Irene Corral, Member
Rose Mary Garcia, Member
Shirley Oebel, Chair

OTHER OFFICIALS PRESENT:

Martin Browne, Community Services Manager
Alyssa Rico, Community Services Supervisor
Art Carrasco, Community Services Coordinator
Nakiea Sandoval, Office Specialist II

3. ADJOURNMENT:

Due to lack of a quorum, Vice Chair Morales, immediately adjourned the meeting.

Respectfully submitted,

Martin Browne
Community Services Manager/Accessibility Coordinator



Agenda Report

Date: July 14, 2021

To: Senior Advisory Committee

From: Martin Browne, Community Services Manager
Alyssa Rico, Community Services Supervisor

Subject: Information and Referral Updates for April and May 2021

RECOMMENDATION

Receive and file the Information and Referral reports for April and May 2021.

BACKGROUND

None.

DISCUSSION

Staff prepared the Information and Referral reports for April and May 2021 and hereby submits the report for Committee's review. The report will provide a summary of the calls for service, the information presented, and a summary of any local events or trainings offered to residents.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government.

ATTACHMENTS

A. I & R Report, April and May 2021.

I & R Report
April 2021

The month of April we experienced a surge of calls regarding COVID vaccination information and registration. We started signing up seniors 50+ for their COVID vaccination. We still had our regular calls regarding City and County Service, Senior Transportation, Legal services, Senior Benefits and Utilities as well as housing resources. The month of April brought in a total of 185 calls for service.

Senior Taxes (9.73% of calls):

- AARP
- Mexican American Opportunity Foundation
- SASSFA
- Vita
- Liberty Plaza

Senior Transportation (4.32% of calls):

- Individual's health insurance plan
- Dial-A-Ride (City and County)
- ACCESS

COVID Information & Registration (66.49% of calls):

- LA County Department of Health at Parnell
- Primary Care Physician
- Vaccinate LA County
- COW Covid Vaccine Clinic

Sr. Benefits (7.03% of calls):

- SASSFA

Utilities (4.32% of calls):

- Gas Company
- Southern California Edison
- LIHEAP

Housing (2.16% of calls):

- HUD.org
- TSAhousing.com
- LACDA

I & R Report
May 2021

With the counties opening back up, our calls have declined. The month of May we received our regular calls regarding City and County Service, Senior Transportation, and Senior Benefits and legal aid. With a few calls regarding Covid vaccine and information. The month of May brought in a total of 55 calls for service.

Senior Transportation (27.27% of calls):

- Individual's health insurance plan
- Dial-A-Ride (City and County)
- ACCESS

Legal Aid (18.18% of calls):

- LAFLA
- Christian legal

COVID (1.82%):

- Whittier public health

Sr. Benefits (14.55% of calls):

- SASSFA
- SCRS-LACDPH
- Whittier meals on wheels

Utilities (9.09% of calls):

- LIHEAP
- Edison
- Gas company

Housing (9.09% of calls):

- LACDA
- HUD.org
- TSA Housing

City/ County Services (20.00% of calls):

- DPSS
- SASSFA
- PAWS/ LA



Agenda Report

Date: July 14, 2021

To: Senior Advisory Committee

From: Martin Browne, Community Services Manager
Alyssa Rico, Community Services Supervisor

Subject: Subcommittee Updates

RECOMMENDATION

Receive and file the Subcommittee report and select members to serve on a one-year Dial-A-Ride subcommittee starting July 2021 to review the new Dial-A-Ride contract.

BACKGROUND

The Subcommittees were filled at the March 2021 meeting and will continue until the COVID-19 restrictions are lifted and programming resumes in the city buildings.

Bylaws – Chair Oebel and Vice Chair Morales
Nominations - Chair Oebel
Facility and Safety – Members Crawford and Slifko
Liaison – Member Corral
Programs – Vice Chair Morales and Members Corral, Crawford, and Garcia

Staff has prepared a red-line version of the Bylaws for further discussion. Staff desires to form a new Dial-A-Ride subcommittee to review the contract terms prior to release of a new request for proposal in Jan 2022.

DISCUSSION

The Bylaws guide the membership on the Senior Advisory Committee and there are proposals to reduce the membership from nine to seven persons and the terms from two years to four years with elections on even numbered years. The Dial-A-Ride contract ends on June 30, 2022 and staff will release a new request for proposals in January 2022. A new subcommittee is needed to assist staff evaluate changes to the contract terms.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

A. Redline version of the Bylaws.

~~WHITTIER SENIOR CENTERS~~ ADVISORY COMMITTEE
Guidelines/Bylaws

ARTICLE I: NAME

This organization shall be known as the ~~Whittier Senior Center~~ Advisory Committee, ("Senior Advisory Committee") to include the Whittier Uptown Senior Center and Parnell Senior and Community Center ("Centers"), existing in cooperation with the activities and programs of the City of Whittier and its Parks, Recreation and Community Services Department ("Department").

ARTICLE II: OBJECTIVE

The objective of the Advisory Committee is to advise Department staff on the operation of the ~~Whittier Senior Center~~ ("Centers"). ~~This Senior Advisory committee~~ Committee is serves in an advisory capacity committee to the Department only. ~~No Senior~~ Advisory Committee Member has the authority to act on any matter relating to the Centers or to formulate Center policy. ~~Duties~~ shall include participation on sub-committees or work committees as needed and approved by the ~~Center~~ Community Services Supervisor. The Community Services ~~Center~~ Supervisor shall retain the right to make the final decision regarding the implementation of all programs, policies, and decisions of the Senior Advisory Committee, subject to the approval of the Whittier City Council.

The Community Services ~~Center~~ Supervisor shall serve as an ex-officio member (Secretary) of the Senior Advisory committee ~~Committee~~, participating in its discussions and activities, but having no voting privileges.

ARTICLE III: COMPOSITION

~~Nine~~ Seven persons shall be elected to the Senior Advisory Committee. ~~A~~ person is eligible to serve on the Senior Advisory Committee if he/she is:

Section 1. ~~fifty~~ Fifty-five (55) years of age or older; and

Section 2. ~~a~~ A current member of the Center; and

Section 3. ~~r~~ Residing within the city ~~City~~ of Whittier address ~~city limits~~.

Only one member of a family shall serve on the Advisory Committee at any one time.

ARTICLE IV: NOMINATION TO SERVE ON THE SENIOR ADVISORY COMMITTEE

A Nominating Subcommittee, consisting of up to three current Senior Advisory Committee Members, appointed and approved by the Senior Advisory Committee shall oversee the nominations process with assistance from the Community Services Supervisor. The nominations process will be:

1. Application submission for Senior Advisory Committee will only be accepted from Members of the Centers during the ~~second week~~ month of January ~~to February 10~~. All candidates must complete applications provide by the centers and fully comply with Article III eligibility requirements.
2. Nominations Subcommittee and the Chair ~~person~~ to meet the first week of February ~~14-18~~ to review applications.
3. Nominations Subcommittee to present applications at the March meeting ~~to of~~ the Senior Advisory Committee. ~~All candidates must complete applications provide by the centers~~
4. Candidates will be expected to participate in an open forum at the March meeting.
5. The order of names on the ballot will be determined by a randomized alphabet drawing conducted during the March Senior Advisory Committee meeting. ~~Nominations Subcommittee members will pick the order the names of candidates will appear on the ballot.~~

ARTICLE V: ELECTIONS

Senior Advisory Committee Members will be elected by current and paid-up Center Members. -The election shall be by in-person or absentee ballot, available at ~~the both~~ Centers offices. Elections shall take place over a five-day workweek in the second full week of April on even numbered years ~~designated by the current Advisory Committee~~. The first election will take place in 2022 for all seven positions. Three positions will initially be appointed for a two-year term and four positions will be appointed for a four-year term. The second election will be held in 2024 whereby the three initial two-year positions will be appointed to a regular four-year term. A simple majority shall be required to elect Senior Advisory Committee Members. -Election ballots will be counted the Monday after the last day of elections by Nominations Subcommittee, with Senior Center staff present, but not participating in the counting of the votes. Ties shall be determined by a majority vote of the current Senior Advisory Committee. -The election results, excluding numbers, shall be posted in the Centers.

ARTICLE VI: TERMS OF SERVICE

Section I. A term for Senior Advisory Committee membership shall be ~~two~~ four years (except as described in Article V). Senior Advisory Committee Members shall be limited to two consecutive ~~two~~ four-year terms (except as described in Article V). -Senior Advisory Committee Members appointed to complete unexpired terms shall be eligible to run for two consecutive full terms following

the initial appointed term. –After a one-year absence, former Senior Advisory Committee Members may again run for two consecutive terms.

Section 2. Any Senior Advisory Committee Member who is absent from ~~two~~ three consecutive meetings, without a valid excuse, will be considered to have resigned from the Senior Advisory Committee. –Absences shall be reported to the Center office and to the Chairperson. Valid excuses are the same as those defined by the City Council policy. Vacations are not a valid excuse.

Section 3. Resignations shall be in writing and sent to the Chairperson or Secretary of the Senior Advisory Committee within thirty (30) days of the date the Senior Advisory Committee Member intends to resign.

Section 4. Vacancies between ~~annual-biennial~~ elections shall be filled by the current Chairperson, at the next scheduled regular meeting, subject to the majority approval of the Senior Advisory Committee.

ARTICLE VII: INSTALLATIONS

Installation of new members shall be held at the next Senior Advisory Committee meeting at the end of the May meeting after the election process is completed.

ARTICLE VIII: OFFICERS

The following officers of the Senior Advisory Committee shall be elected by majority vote of members present at the July Senior Advisory Committee meeting:

Section 1. ~~Chairperson~~Chair: It shall be the duty of the ~~Chairperson~~Chair to conduct Senior Advisory Committee meetings, appoint committees and draw up meeting agendas with the assistance of the Center Supervisor.

Section 2. Vice-~~Chairperson~~Chair: It shall be the duty of the Vice-~~Chairperson~~Chair to serve as Chairperson in the absence of the elected Chairperson and to coordinate special projects of the Senior Advisory Committee.

Section 3. Subcommittee Members: See Article X.

ARTICLE IX: SENIOR ADVISORY COMMITTEE MEETINGS

Section 1. ___–Regular Meetings will be held at the Whitter Senior Center, or another location as specific on the agenda, the second Wednesday at 1:30 p.m.

~~in the months of January, March, May, July, September, and November every odd number month, January, March, May, July, September and November, on the day decided by majority vote of the Advisory Committee. The date and time of meetings may be changed as needed with the agreement of Advisory Committee Members.~~ Special meetings may be called at any time by the Chairperson, or by a majority vote of the Senior Advisory Committee, or the Community Services Supervisor.

~~SECTION Section 2. _____ An item is passed by the majority of the Senior Advisory Members present at the meeting. Voting ties shall be decided by a vote cast by the Chairperson~~ do not move the item forward.

Section 3. _____ All Senior Advisory Committee meetings are open to the ~~public, and public and~~ are subject to the requirements of the Brown Act. ~~This shall specifically include the duty to post a meetingn agenda at least 72 hours prior to each Regular Mmeeting and at least 24 hours prior to a Special Meeting.~~ Only matters referred to in the agenda may be considered.

Section 4. _____ All Senior Advisory Committee meeting dates are to be posted on the Centers' Bulletin Board.

Section 5. _____ All meetings will follow the requirements of the Brown Act. ~~Where the Brown Act does not apply, the Advisory Committee may look to the parliamentary procedures outlined in Roberts' Rules of Order, Newly Revised, and latest edition.~~

Section 6. _____ A quorum of the Senior Advisory Committee must be present in order to hold a regular, adjourned, or special meeting. ~~A quorum shall consist of a majority of the Advisory Committee Members. A quorum is established with four or more members present for the meeting.~~

ARTICLE X SUB COMMITTEE

Senior Advisory Committee Members shall fulfill Sub-Committee duties as requested by the Chairperson and as directed by the Center Supervisor, to include rotation of Members in such duties. ~~The following Subcommittees are established and known as follows:~~

Section 1. _____ Bylaw Sub-Committee: The majority of the Senior Advisory Committee and the Center Community Services Supervisor must approve all changes in the Bylaws. ~~The Bylaw Sub-Committee will review and amend and revise the Bylaws when deemed as necessary by a majority of the Senior~~

Advisory Committee Members. –The Bylaws Subcommittee will then bring any proposed changes to the Senior Advisory Committee at its next general meeting. Changes shall be sent to the Department Director and the Parks, ~~and~~ Recreation and Community Services Commission for review and to the City Council for approval, as required.

Section 2. ___–Center Facility Subcommittee: –~~SubC~~committee will make a regular inspection of the inside and outside of the Senior Center facility and report all findings to the Center Supervisor.

Section 3. ___–Center Liaison Subcommittee: ~~Subc~~Committee members will visit local senior facilities and clubs to provide copies of the senior newsletter, program information, ideas, and facts relative to the ~~Whittier Senior c~~Centers programs and activities.

Section 4. ___–Senior Center Program Subcommittee: ~~SubC~~committee members shall recommend programs and activities to the Community Services Center Coordinator and Supervisor.

Section 5. ___–Nominating Sub-Committee: ~~Subc~~Committee members will meet in January for the purpose of recommending qualified people to participate in the Senior Advisory Committee election ~~in May~~.

ARTICLE XI: CENTER MEMBERSHIP

A Center member shall be a person fifty-five (55) years of age or older who has completed a membership application and has paid the annual membership fee. Annual Center membership must be valid at the time of submitting a nominating application to join the Senior Advisory Committee and must be an active member throughout the term of office. The Advisory Committee shall establish membership fees.

ARTICLE XII: AFFILIATION

These Senior Advisory Committee Bylaws, and all actions and decisions of the Senior Advisory Committee, shall be subject to the review and/or approval of the Whittier City Council.

APPROVED THIS _____ DAY OF _____, 201521

Senior Advisory Committee Chairperson

Mayor

~~Fran Shields~~Virginia Santana, Director of Parks, Recreation and Community Services

SENIOR ADVISORY COMMITTEE
Bylaws

ARTICLE I: NAME

This organization shall be known as the Senior Advisory Committee, (“Senior Advisory Committee”) to include the Whittier Uptown Senior Center and Parnell Senior and Community Center (“Centers”), existing in cooperation with the activities and programs of the City of Whittier and its Parks, Recreation and Community Services Department (“Department”).

ARTICLE II: OBJECTIVE

The objective of the Advisory Committee is to advise Department staff on the operation of the Centers. This Senior Advisory Committee serves in an advisory capacity to the Department only. No Senior Advisory Committee Member has the authority to act on any matter relating to the Centers or to formulate Center policy. Duties shall include participation on sub-committees or work committees as needed and approved by the Community Services Supervisor. The Community Services Supervisor shall retain the right to make the final decision regarding the implementation of all programs, policies, and decisions of the Senior Advisory Committee, subject to the approval of the Whittier City Council.

The Community Services Supervisor shall serve as an ex-officio member (Secretary) of the Senior Advisory Committee, participating in its discussions and activities, but having no voting privileges.

ARTICLE III: COMPOSITION

Seven persons shall be elected to the Senior Advisory Committee. A person is eligible to serve on the Senior Advisory Committee if he/she is:

- Section 1. Fifty-five (55) years of age or older; and
- Section 2. A current member of the Center; and
- Section 3. Resides within the City of Whittier city limits.

Only one member of a family shall serve on the Advisory Committee at any one time.

ARTICLE IV: NOMINATION TO SERVE ON THE SENIOR ADVISORY COMMITTEE

A Nominating Subcommittee, consisting of up to three current Senior Advisory Committee Members, appointed and approved by the Senior Advisory

Committee shall oversee the nominations process with assistance from the Community Services Supervisor. The nominations process will be:

1. Application submission for Senior Advisory Committee will only be accepted from Members of the Centers during the month of January. All candidates must complete applications provide by the centers and fully comply with Article III eligibility requirements.
2. Nominations Subcommittee and the Chair to meet the first week of February to review applications.
3. Nominations Subcommittee to present applications at the March meeting of the Senior Advisory Committee.
4. Candidates will be expected to participate in an open forum at the March meeting.
5. The order of names on the ballot will be determined by a randomized alphabet drawing conducted during the March Senior Advisory Committee meeting.

ARTICLE V: ELECTIONS

Senior Advisory Committee Members will be elected by current and paid-up Center Members. The election shall be by in-person or absentee ballot, available at both Centers. Elections shall take place over a five-day workweek in the second full week of April on even numbered years. The first election will take place in 2022 for all seven positions. Three positions will initially be appointed for a two-year term and four positions will be appointed for a four-year term. The second election will be held in 2024 whereby the three initial two-year positions will be appointed to a regular four-year term. A simple majority shall be required to elect Senior Advisory Committee Members. Election ballots will be counted the Monday after the last day of elections by Nominations Subcommittee, with Senior Center staff present, but not participating in the counting of the votes. Ties shall be determined by a majority vote of the current Senior Advisory Committee. The election results, excluding numbers, shall be posted in the Centers.

ARTICLE VI: TERMS OF SERVICE

Section 1. A term for Senior Advisory Committee membership shall be four years (except as described in Article V). Senior Advisory Committee Members shall be limited to two consecutive four-year terms (except as described in Article V). Senior Advisory Committee Members appointed to complete unexpired terms shall be eligible to run for two consecutive full terms following the initial appointed term. After a one-year absence, former Senior Advisory Committee Members may again run for two consecutive terms.

Section 2. Any Senior Advisory Committee Member who is absent from three consecutive meetings, without a valid excuse, will be considered to have resigned from the Senior Advisory Committee. Absences shall be reported to the

Center office and to the Chair. Valid excuses are the same as those defined by the City Council policy. Vacations are not a valid excuse.

Section 3. Resignations shall be in writing and sent to the Chair or Secretary of the Senior Advisory Committee within thirty (30) days of the date the Senior Advisory Committee Member intends to resign.

Section 4. Vacancies between biennial elections shall be filled by the current Chair, at the next scheduled regular meeting, subject to the majority approval of the Senior Advisory Committee.

ARTICLE VII: INSTALLATIONS

Installation of new members shall be held at the next Senior Advisory Committee meeting after the election process is completed.

ARTICLE VIII: OFFICERS

The following officers of the Senior Advisory Committee shall be elected by majority vote of members present at the July Senior Advisory Committee meeting:

Section 1. Chair: It shall be the duty of the Chair to conduct Senior Advisory Committee meetings, appoint committees and draw up meeting agendas with the assistance of the Center Supervisor.

Section 2. Vice-Chair: It shall be the duty of the Vice-Chair to serve as Chair in the absence of the elected Chairperson and to coordinate special projects of the Senior Advisory Committee.

Section 3. Subcommittee Members: See Article X.

ARTICLE IX: SENIOR ADVISORY COMMITTEE MEETINGS

Section 1. Regular Meetings will be held at the Whitter Senior Center, or another location as specific on the agenda, the second Wednesday at 1:30 p.m. in the months of January, March, May, July, September, and November. Special meetings may be called at any time by the Chair, a majority vote of the Senior Advisory Committee, or the Community Services Supervisor.

Section 2. An item is passed by the majority of the Senior Advisory Members present at the meeting. Voting ties do not move the item forward.

Section 3. All Senior Advisory Committee meetings are open to the public and are subject to the requirements of the Brown Act. This shall specifically include the duty to post a meeting agenda at least 72 hours prior to each Regular

Meeting and at least 24 hours prior to a Special Meeting. Only matters referred to in the agenda may be considered.

Section 4. All Senior Advisory Committee meeting dates are to be posted on the Centers' Bulletin Board.

Section 5. All meetings will follow the requirements of the Brown Act.

Section 6. A quorum of the Senior Advisory Committee must be present in order to hold a regular, adjourned, or special meeting. A quorum is established with four or more members present for the meeting.

ARTICLE X SUB COMMITTEE

Senior Advisory Committee Members shall fulfill Sub-Committee duties as requested by the Chair and as directed by the Center Supervisor, to include rotation of Members in such duties. The following Subcommittees are established and known as follows:

Section 1. Bylaw Sub-Committee: The majority of the Senior Advisory Committee and the Community Services Supervisor must approve all changes in the Bylaws. The Bylaw Sub-Committee will review and amend and revise the Bylaws when deemed as necessary by a majority of the Senior Advisory Committee Members. The Bylaws Subcommittee will then bring any proposed changes to the Senior Advisory Committee at its next general meeting. Changes shall be sent to the Department Director and the Parks, Recreation and Community Services Commission for review and to the City Council for approval, as required.

Section 2. Center Facility Subcommittee: Subcommittee will make a regular inspection of the inside and outside of the Senior Center facility and report all findings to the Center Supervisor.

Section 3. Center Liaison Subcommittee: Subcommittee members will visit local senior facilities and clubs to provide copies of the senior newsletter, program information, ideas, and facts relative to the Centers.

Section 4. Senior Center Program Subcommittee: Subcommittee members shall recommend programs and activities to the Community Services Coordinator and Supervisor.

Section 5. Nominating Sub-Committee: Subcommittee members will meet in January for the purpose of recommending qualified people to participate in the Senior Advisory Committee election.

ARTICLE XI: CENTER MEMBERSHIP

A Center member shall be a person fifty-five (55) years of age or older who has completed a membership application and has paid the annual membership fee. Annual Center membership must be valid at the time of submitting a nominating application to join the Senior Advisory Committee and must be an active member throughout the term of office.

ARTICLE XII: AFFILIATION

These Senior Advisory Committee Bylaws, and all actions and decisions of the Senior Advisory Committee, shall be subject to the review and/or approval of the Whittier City Council.

APPROVED THIS _____ DAY OF _____, 2021

Senior Advisory Committee Chair

Mayor

Virginia Santana, Director of Parks, Recreation and Community Services