



**SENIOR ADVISORY BOARD**  
**Monday, January 14, 2008 Minutes**

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

**Members Present:** Ken Middaugh, Ceaser Hancock, Stan Grubaugh, Richard Lavender, Bobbie Jo Kelly, Bobby Wright, and Fred Cares (arrived at 9:30 a.m.)

**Absent:** Ruth & Clarence James

**Staff Present:** Dalan Walker, Interim Parks Director; Dianne Zachary, Sr. Administrative Assistant to Parks & Recreation, Jennifer Robertson, Recreation Superintendent

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1. The meeting was called to order .at 10:07 a.m. by Chairman Middaugh. (The meeting was moved from the regularly scheduled date of January 21 to January 14 due to an official city holiday for Martin Luther King Day.)
2. Discussed and approved the minutes from the December 17, 2007 meeting.  
  
A motion to approve the minutes with one correction to the spelling of Bobbie Jo Kelly's name was made by Fred Cares, seconded by Bobby Wright and approved unanimously.
3. A quorum was present.

NOTE: At this point, Richard Lavender requested to suspend the rules to discuss agenda item # 5 out of order. His request was approved by the members and is as follows:

"Since we are only a group of citizens acting in an advisory capacity, in order to have less formal and more productive meetings, I make a motion that we eliminate by-laws and Robert's Rules of Order." Mr. Lavender asked for a second on his motion.

A motion was made to suspend discussion about by-laws and standing rules and the motion died because there was not a second.

Dalan Walker reminded the members the Boards & Commissions Handbook states on page 11, #5 Rules of Order that "Robert's Rules of Order Revised shall govern the

proceedings of the Boards and Commissions except that Boards and Commissions may adopt specific revisions to these rules where they are not in conflict with state and local law or other rules contained in this guide". The Board must be guided by these rules.

Ken Middaugh asked if the Board must have bylaws. Dalan Walker stated that no other Board or Commission in the City has bylaws, but that does not rule out this Board having them.

Bobbie Jo Kelly feels we do not need bylaws.

Stan Grubaugh feels we need bylaws and standing rules to establish an audit trail. He questioned the manner in which the date for the January meeting was moved and the agenda for the January meeting was handled. He would like to see rules set up that would determine how and when meetings are scheduled or changed and how agenda items are added to the agenda for each meeting.

Ceaser Hancock agrees with Stan in this regard that we need some form of guidance to conduct meetings and follow a procedure. He stated that if we have problems getting things done on this Board, we may have to eventually establish bylaws, but he is more concerned with Robert's Rules of Order being utilized. Board meetings usually last approximately an hour, and this agenda is extremely long. Following Robert's Rules would speed it up.

Bobbie Jo Kelly made a motion that we use Robert's Rules of Order at our meeting, and it was seconded by Ceaser Hancock. The motion was approved by the Board one negative vote from Richard Lavender.

Ceaser Hancock made a motion that we appoint a Standing Rules Committee to research and determine if the Board is in need of bylaws, and it was seconded by Stan Grubaugh. The vote was 4 affirmative and 2 negative and the motion carried.

4. Mauralee Boersma, Parks Recreation Programmer, discussed volunteer opportunities for the Little Sweetheart Dance, Eggstar-Ordinary Egg Hunt and Breakfast with the Easter Bunny. (See Exhibit A attached.)

Mr. Grubaugh stated that in his opinion this agenda item should have been presented at other senior group activity meetings, and was inappropriate for the Senior Advisory Board.

Ken Middaugh suggested Mauralee place this information in the Rockers Newsletter and prepare a list identifying possible volunteer opportunities to bring to the senior activities.

5. Discuss the necessity for the creation of by-laws and/or standing rules for the Senior Advisory Board. (Dalan Walker) *This item was discussed earlier in the meeting.*
6. Draft a survey for water bills to poll Rowlett Seniors regarding proposed fee increases for senior memberships at the Rowlett Community Centre. (Ken Middaugh)

Mr. Middaugh explained this agenda item is no longer necessary because of the time frame involved in which a decision must be made. He suggested the Board make a decision as to whether they approve the new fee structure. The City Council accepted all the proposed fee changes except the senior fees in their last meeting.

Richard Lavender stated the new Council promised there would be no tax increases, and he looks upon this as a tax increase. Stan Grubaugh suggested that mechanisms other than fee increases could have the same affect, and the City needs to investigate other ways to subsidize the budget. He suggested grants related to seniors should be investigated. He cited a conflict of interest with having the Parks & Recreation as the liaison for the Senior Advisory Board, especially when it comes to fee increases.

Dalan Walker explained that we have neither the staff nor the time to research other avenues. We do not even cover costs at the RCC.

Ceaser Hancock was in favor of the fee increases, and thinks they are fair and minimal. Having this Board formed will eliminate much of the miscommunication we have had in the past.

Richard Lavender made a motion to limit our discussion to those items that are unique to seniors, and it was seconded by Bobbie Jo Kelly. The vote was 5 affirmative and 1 abstention.

7. Discussed renewing the contract with Dallas County Health Department and the Senior Well Check (Ken Middaugh and Stan Grubaugh)

Jennifer Robertson informed the Board the staff is working on a plan to have the checkups performed by firefighters on a monthly basis at the RCC. More details will follow.

8. Discussed scheduling a work session to establish Goals and Objectives for the Senior Advisory Board (Ken Middaugh).

After a brief discussion, the Board voted unanimously to have a work session to establish goals and objectives on Monday, January 28 at 10:00 a.m. in Room D at the RCC.

9. Discussed providing Information for citizens by hard copy as well as on the website, because many seniors do not have access to the internet. (Bobbie Jo Kelly)

This item was tabled until the work session on January 28<sup>th</sup>.

10. Discussed cleaner air and better maintained equipment at the RCC (Clarence James). In Mr. James' absence, Ceaser shared some of his issues with the Board. He feels the workout machines should be lifted and cleaned under to improve the quality of the air.

Jennifer Robertson explained that the RCC has only one custodian for the entire 50,000 sq. ft. facility, and simply cannot clean to that extent. Before October 1, 2007, they had one full time and one part time custodian.

Bobby Wright asked that the treadmills be turned around to save female exercisers the embarrassment at being watched while on the machines.

11. Discussed why appliances at the RCC do not work and have not been repaired or replaced (Stan Grubaugh).

Ken Middaugh stated the items that are not functioning are the dishwasher and ice maker.

Stan Grubaugh asked if the dishwasher was hooked up again after being moved back into the building after the improvements were completed. Jennifer will check with buildings maintenance to determine that fact. A new ice machine has been ordered to replace one that just broke down.

Stan Grubaugh offered to have a volunteer check out the dishwasher, but Jennifer explained there may be an insurance liability involved, and thanked him for his offer.

Stan Grubaugh reported the floor plug for computers does not work. (The plug was checked after the meeting and was found to be in working order.)

12. Discussed the use of cellular phones while driving and improper use of fog lights as "brights" at night or during inclement weather. (Stan Grubaugh)

Stan Grubaugh will attend the Traffic & Safety Committee meeting to bring these items to their attention.

13. Discussed ordering name tags for members of the Senior Advisory Board. (Stan Grubaugh)

The members of the Board decided to purchase their own name tags at \$10.00 each so the seniors in Rowlett will be aware of whom their liaisons to the City are. All members paid in advance except Ruth and Clarence James who were absent.

14. Announcements

Richard Lavender asked to have someone appointed to find a site for the Senior Center and to work with the architect on same. He would also like to choose a subcommittee for the establishment of bylaws or standing rules.

Stan Grubaugh and Ceaser Hancock volunteered to be members of the subcommittee and may chose other seniors outside the Board to be on the committee.

Ceaser questioned the propriety of finding a site for the senior center if the City has not allocated funds for same. Stan explained that in the October 27, 2007 City Council

meeting, the Council put a \$4 million place holder in the budget for a new Senior Center. No funds were actually allocated, but it is a space holder.

Richard Lavender, Stan Grubaugh and Ken Middaugh volunteered to be on the subcommittee to search for a senior center site.

Ken announced a DART Meeting at City Hall at 7:00 pm, Thursday, January 17<sup>th</sup>.

Bobbie Jo asked everyone to bring a wish list to work session on the January 28, 2008.

15. 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 matters have been properly placed on a posted agenda.
  - a. ROOTS representatives and Richard Hunter would like to be on the agenda for February. The Board decided they would direct the ROOTS organization to the City Manager's Office with Grant information.
  
16. Richard Lavender made a motion that the Board adjourn, and it was seconded by Ceaser. The vote was unanimous to adjourn at 11:30 a.m.

  
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Dianne Zachary  
Sr. Administrative Assistant

  
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Ken Middaugh  
Chairman