



**SENIOR ADVISORY BOARD
Monday, April 21, 2008 Minutes**

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

Members Present: Ken Middaugh, Stan Grubaugh, Bobbie Jo Kelly, Bobby Wright, Fred Cares, Ceaser Hancock, Richard Lavender, Clarence James

Absent: Ruth James

Visitors: B J Middaugh, Larry & Gaylyn Beckham, Gene Roughton

Staff Present: Heath Olinger, Recreation Division Manager; Dianne Zachary, Sr. Administrative Assistant

1. The meeting was called to order by Ken Middaugh at 10:02 a.m.
2. A quorum was present.
3. The board discussed and approved the minutes from the March 17, 2008 meeting after a motion by Ken Middaugh and a second by Bobby Wright. The vote was unanimous.

The visitors were recognized by the Chair.

4. Heath Olinger presented the staff update to the Board.
 - a. The exercise equipment has been repaired in the workout area with the exception of one treadmill that requires a special bolt that will arrive in two weeks.
 - b. Staff is proposing three janitorial contracts for the RCC equipment repair to expedite repairs at all the same pricing.
 - c. A new dishwasher has been installed that is 32" tall, because an ADA issue necessitated a special height.
 - d. Our programming position is currently open, and that position will be responsible for Senior Programming as well. Heath encouraged ideas be shared by Board members.
 - e. A company is being brought in to thoroughly clean the RCC and the new budget will request 1 full time person and one half-time janitor to keep the building clean.
 - f. Heath emailed the user fee study to email to the Senior Board and copies are available.

- g. An ADA independent inspection team certified by the State will be conducting an inspection today to be sure the RCC meets all standards.
 - h. Richard Lavender commended Heath on his thoroughness in addressing senior needs and question.
5. Bobbie Jo Kelly gave a report on Garland and Rockwall senior centers that she and Bobby Wright visited. (Exhibit A)

The senior age requirement begins at age 55, and there are no fees to join. Class teachers receive 75% of the class registration fee and the center receives 25%. These monies go into the park fund...not the general fund. A nutrition program is in place and you must be 60 for the free meal. 6 buses are on site to transport seniors as early as 7:30 a.m. and only transport seniors that are eligible for the free lunch program. Tom Thumb provides day old bread for activity prizes. There are also monthly newsletters. Day trips are available at no charge to the seniors, and Rockwall has a 15-passenger van for day use. One overnight trip is planned per year at the Garland Center. They have weekend mystery trips and trips to other countries as well. Dances are provided and the money goes to the Parks & Rec. They produce a newsletter in house.

Bobbie Jo also gave Board members a schedule for Rowlett Senior Computer classes to be held at the Library. (Exhibit E)

6. Heath offered Room E for strictly senior use and electric scooters to transport seniors down to room E. Grants are available for senior programs in the City. Heath suggested that the Rowlett Historical Building might also be available for seniors. A motion was made by Bobbie Jo Kelly that the Senior Advisory Board not consider any rooms located in the basement of the RCC because of increased liability. Richard Lavender seconded the motion and the Board voted unanimously to recommend this to the Council and staff.
7. Community Centre senior fees were discussed. A survey was taken on March 30 and April 1 of seniors to receive feedback on possible increases in fees. The result was 76% of the seniors were against any increase in fees and 98% against moving downstairs. (Exhibit D)

Stan Grubaugh argued that senior fees that were established by the 2004 study were not based on the truth. There was no recommendation that fees be established for seniors.

A motion was made by Bobbie Jo Kelly that the Board recommend to Council that senior fees at the RCC not be increased. Caesar Hancock seconded the motion and the vote was unanimous in favor of this motion.

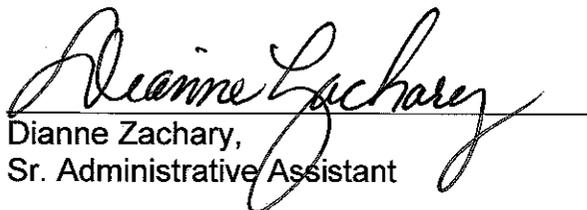
8. Item 8 was tabled until the June meeting.
9. Draft By-Laws were presented by the subcommittee comprised of Stan Grubaugh, Larry Beckham and Caesar Hancock. (Exhibit B) Since the Board has an official

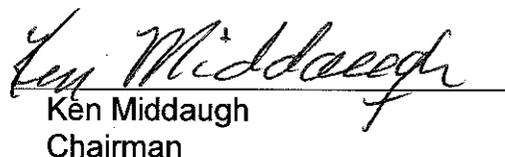
handbook provided by the city, arguments against having by-laws were presented by Ken Middaugh (Exhibit C)

Stan made a motion to accept the by-laws with Section 2 changes, and was seconded by Caesar Hancock. Discussion by Bobbie Jo Kelly who felt by-laws were repetitious and redundant; and Richard Lavender who felt by-laws would bog down the processes of the Board. A vote was taken resulting in 2 yes, 4 no and 1 abstaining on the matter of having by- laws. The motion did not pass.

A motion was made by Ken Middaugh that the Senior Advisory Board have no by laws, and it was seconded by Richard Lavender. The vote was unanimous, 7-0, that by-laws would not be adopted for the Senior Advisory Board.

10. Announcements
 - a. Heath will get a count of all seniors in Rowlett and how much is budgeted per senior in Rowlett.
 - b. Class schedules for the RCC will be available at the next meeting.
 - c. A tour of the Historical Society building will take place directly following today's meeting.
11. Members of the board may request topics for future agenda meetings. No member of the board or commission may discuss any of the requested subjects until such matter has been properly placed on a posted agenda.
 - a. Discuss and consider the number of seniors in Rowlett and how much is budgeted for each senior by the City. (Bobbie Jo Kelly)
 - b. Discuss the Dell Grant for computers for seniors (Bobbie Jo Kelly)
12. Adjournment was at approximately 11:30 a.m.


Dianne Zachary,
Sr. Administrative Assistant


Ken Middaugh
Chairman

GARLAND SENIOR CENTER

OPEN 8a.m.-9 p.m. Mon.-Fri. Closed Sat. & Sun.

15,000 square feet, 8 handicapped parking spaces

Bobby Wright and I met with Kenny McCord, Director of the Garland Senior Center on Feb. 18th, 2008. He has been the manager for 7 years, and sits on the city Budget Committee. The Center opened in 1994. Money to build the center came from a bond vote and was under the Capital Improvements category. The Center's Operational Funds are through that.

**FEEES TO JOIN :NONE FOR RESIDENTS OR NON-RESIDENTS
FEEES FOR CLASSES ARE THE SAME FOR RESIDENTS AND NON-RESIDENTS**

AGE REQUIREMENTS: 55 FOR ACTIVITIES AND 60 FOR THE MEALS PROGRAM. PEOPLE MUST SIGN PAPER WORK FOR THE MEAL PROGRAM.

OPERATING BUDGET	\$676,000.00 personnel and materials
	77,000.00 operations (including fuel for buses)
Total	\$750,000.00

Total includes the Carver Senior Center that has shorter hours, less activities the meal program and is smaller.

Population of Garland 220,000 # of seniors runs 10-12% of population, now about 25,000
Budget for seniors, about \$30.00 per senior

Rowlett population	55,000	3500 seniors	Senior Budget???
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Average of 400 people per day use the center and 65 per day participate in the hot lunch program

STAFF 11 full time (one is a full time building attendant) 5 regular part time 20hrs./ week and get vacation holidays, Recreational aides are seasonal part time and only work 1000 hrs/year
Part timers start at \$9.00/hr

INCOME Classes that have fees: outside teachers get 75% and Center gets 25% average. Some get 80%
Week end room rentals for senior related events generates more income.

ALL INCOME GOES INTO AN ENTERPRISE AND PERFORMANCE FUND IN THE PARKS AND REC. DEPT.

CENTER HAS: 6 BUSES, 22 passenger (class c commercial drivers license required,) and one is 24 passenger Class B drivers license required. 3 full time drivers. All staff must obtain a commercial license with 6 months from hire. Buses start at 7:30A.M to pick up seniors and bring them to the center. They r signed up for the lunch program to get a ride and make a reservation the day before. Three bus ro north, south and central Garland. Buses take them home later in the day.

HOT LUNCHES: Title 3 funds ,(federal and state) contract with Dallas County Agency on Aging. Must have : counselor from the agency to receive funds. They call it the "Nutrition Program" and the meals are as Meals On Wheels. Delivered to the Center on wrapped trays. There are certain kitchen requirer for a complete commercial kitchen. Volunteers serve, clean up etc. Suggested donation for lunch i not required. Visiting Nurse Association actually provide the meals through a contract with Dallas C Average of 65 people eat lunch daily and more on Mon. & Fri.

DAY TRIPS 3-4 hour drive free. Trips to shows, cultural events etc. Trips to casinos-buses are free and get \$20 toward gambling from the casino!

4/12/08 KSL

WEEK END TRIPS Friday, Sat. & Sunday Mystery trips are most popular. Fees involved.
4 overnight trips per year

1-2 big trips/year, such as Cruise, Germany, etc.

HEALTH SCREENING

Visiting Nurse or firefighters do cholesterol, glucose and blood pressure 1/mo.
Local foot Dr. comes 1/mo. He charges \$25.00. Center does not take a percentage of it.

DANCES Thursday \$5.00, Fri. \$6.00 paid to the band and 3-4 "dance hosts", (men hired to attend to dance with the women!!) Same as most cruise lines have.!

NEWSLETTER": Produced In house. Copies placed in the lobby of the center, all Garland public libraries, Garland Public Buildings, nursing homes and assisted living centers and on line. People can subscribe to it for \$12.00/year,

MOST POPULAR ACTIVITIES:

Bingo 70-110 people attend

Bridge

Texas Hold Um: fills 4-5 tables and they have started tournaments

Dances: 100 may attend

Kroger provides day old bread from their bakery that is used for prizes for various activities.

PROBLEMS: They need more space for general use (like Bridge), Thursday dances, tread mills and exercise bikes

4/21/08 13976

Exhibit B

ROWLETT SENIOR CITIZENS ADVISORY BOARD

BY-LAWS

ARTICLE I. NAME AND AUTHORITY

Section 1. There is hereby established a Board of the City of Rowlett, Texas, to be referred to hereafter as the Senior Citizens Advisory Board.

Section 2. This Board is empowered by the authorization of the City of Rowlett, Texas, through the City Code of Ordinances, Resolution adopted 10-19-041 amended September 19, 2006 Resolution 138-06.

Section 3. This Board shall adopt such rules and regulations it deems necessary to govern its actions and meetings. Such rules and regulations shall conform to the laws of the State of Texas, the City Charter of Rowlett, Texas, as well as ordinances and other actions of the City Council.

ARTICLE II PURPOSE OR MISSION STATEMENT

Section 1. The Senior Citizens Advisory Board is a member body whose mission is to generate broad-base public awareness of and support for senior citizens' issues. This is to be accomplished by a membership of the community interested in senior concerns. The Board shall be advisory to the City Council, City Manager, and Departments and shall evaluate current issues affecting quality of life for senior citizens living in Rowlett and shall bring them to the attention of the City Council, City Manager or Department as appropriate.

Section 2. The Senior Citizens Advisory Board shall review the City manager's budget for the Office of Aging, Senior Centers and other senior activities and make appropriate recommendations to the City Council.

Section 3. The Senior Citizens Advisory Board shall represent the City on boards or commissions related to the interests of seniors and shall sponsor, co-sponsor or recommend appropriate forums, programs, and services for seniors that are needed in the community.

Section 4. The Senior Citizens Advisory Board shall endeavor to raise public awareness of seniors' needs and quality of life issues to the City Council, City Manager, and Departments as warranted or requested.

ARTICLE III. BOARD MEMBERS QUALIFICATIONS AND TERMS OF OFFICE

DRAFT

Exhibit B

Section 1. Qualifications for Senior Citizens Advisory Board members shall be the same as for City Council members.

Section 2. The Senior Citizens Advisory Board shall consist of seven (7) members and two alternates, appointed by the City Council, and all members shall reside within the corporate limits of the City of Rowlett, Texas.

Section 3. The membership shall include a cross-section of the community currently active in senior issues. It is recommended, but not mandatory, that members be persons who are at least fifty-five (55) years of age and who are active in and concerned with senior affairs in the community, including members of local chapters of retirement organizations such as the American Association of Retired Persons, Retired Teachers Association, National Association of Retired Federal Employees, City Employees Retirement Association, or other similar organizations or members of a church which has an active and identifiable seniors program.

Section 4. The term of the office of each member of the Board shall be two years. Should a vacancy on the Board occur, the City Council shall be appraised of the vacancy and shall be asked to appoint a new member to the Board to fill the unexpired portion of the term.

Section 5. A member of the Senior Citizens Advisory Board who is absent for more than three (3) regular meetings, or twenty-five (25) percent, whichever ever is greater, in one (1) appointment year, shall forfeit appointment, unless the absence is for medical reasons, or is excused by the Board. When a member has forfeited appointment due to absences, the City Council shall be asked to declare the position vacant and appoint a member for the unexpired portion of the term.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. The presiding officer of the Senior Citizens Advisory Board shall be the Chair and shall be elected annually by Senior Citizens Advisory Board members at the October meeting.

Section 2. The Chair shall represent the Board in all formal communications with the City Council.

Section 3. The Senior Citizens Advisory Board shall also elect a Vice-Chair, who shall preside in the absence of the Chair.

Section 4. The Managing Director of Parks and Recreation or designee shall serve as Staff Liaison to the Board. The Secretary of the Board shall be a City Staff member who shall keep an accurate record of actions taken at board meetings, keep the minutes of the committee, and perform other duties appropriate. The position of Secretary to the Board shall not be an elected office.

DRAFT

Comments to proposed Seniors Citizens Advisory Board By-laws

Although the Board voted to allow these proposed by-laws be written, It is the opinion of this writer that the Board majority does not wish to have or adopt by-laws. The majority of what this writer sees is redundant to the following documents, Rowlett Ordinance: ORD-027-07, and Rowlett Boards and Commissions Handbook. This writer further believes trying to adopt regulations by quoting other documents not controlled by the Board leads to the possibility of mistakes, and misquotes. This writer does believe if we were a separate legal entity apart from the City of Rowlett as is noted in the above mentioned Boards and Commissions Handbook, Section 1 Item 3, a set of by-laws would be prudent and effective. These comments presented below are examples of what this writer has viewed.

Article I.

Section 1. This is covered in Ordinance: Ord-027-07, File Number 2007-374

Section 2. The Board is empowered by Ordinance: Ord-027-07, File number 2007-374

Section 3. The rules and regulations for the board are covered in City of Rowlett Ordinance: Ord-027-07, City of Rowlett Boards and Commissions Handbook Adopted October 19, 2004 Resolution 10-19-041, Amended September 19, 2006 Resolution 138-06, and Roberts Rules of Order, all as applicable.

Article II.

Our mission statement is covered in Ordinance: Ord-027-07 Sec 2-255

Section 2. None of the above mentioned documents gives us the authority to review the City Managers Budget, and to the best of my knowledge there is no Office of Aging.

Section 3. This is covered to the extent that the city has charged us to respond, within Ordinance Ord-027-07 Sec. 2-255.

Section 4. This would be an item to propose in accordance with Ordinance: Ord-027-07.

Article III.

Section 1. The qualifications are spelled out in Ordinance: Ord-027-07 Sec.2-256.

Section 2. This is covered in Ordinance: Ord-027-07 Sec. 2-256.

Section 3. This is also adequately covered in Ordinance: Ord-027-07 Sec. 2-256.

Section 4. Again this is covered in Ordinance: Ord-027-07, plus referencing staggered terms

Section 5. Attendance is covered in the City of Rowlett Boards and Commissions Handbook. Section 3. Item 1.

Article IV.

Chairpersons are described in the Boards and Commissions Handbook Section 4. Paragraph 1a & 1b.

When to select new officers is a valid point with the exception that the appointments to the Board are not effective until November 1st. At which time there may be new members added.

Section 2. All formal communications with the City Council are to be in accordance with The Boards and commissions Handbook section 3 item 6.

Section 3. This requirement is covered in Ordinance: Ord-027-07 Sec.2-255.

Section 4. The staff liaison is appointed by the by the City Manager, and might not be Director of the Parks and Recreation. In accordance with Ordinance: Ord -027-07 Sec. 2-255.

The position of secretary is a staff member designated by the City Manager, If the City Manager does not appoint one, then the board selects one from among its group. In accordance with the Boards and Commissions Handbook section 4. Item 3. The City is much better staffed to furnish a secretary, and other services.

Article V.

Section 1. No Special Meeting shall be called or held without the knowledge and participation of the Board Chairman, or the Vice- Chairman if the Chairman is not available. If there is a Special meeting required and neither the Chairman or Vice-Chairman are available the Staff Liaison shall be notified, and shall Chair the meeting. The Staff Liaison is not a voting member, therefore a minimum of 4 Board members are required. An Alternate may be called to compose a 4 member board if 4 regular voting members are not available. However every regular voting member shall be notified before a meeting can be scheduled.

An agenda is required , and "The agenda shall be prepared by the city's staff Liaison, in conjunction with the board or commission's chairperson, and City Secretary to be posted at least seventy two hours before any meeting."

SENIOR FEE INFORMATION

The proposed fee schedule was presented to the Parks and Recreation Advisory Board on December 12, 2007 and adopted by the City Council. It is based on recommendations from the 2004 Pros Study, an Activity-based cost analysis, and verified by a benchmark survey performed by City staff. The proposed fees more accurately represent the market rate for services offered and improve the perceived value for those services. These fees were implemented at the Rowlett Community Centre on February 1, 2008.

Rowlett Community Centre

Fee & Description	Current	Proposed	Proposed
	Rate	Rate	Rate
	FY07-08	FY08-09	FY09-10
Family	\$180	\$216	\$230
Individual	\$60	\$72	\$72
Youth	\$24	\$25	\$25
Corporate	\$140	\$140	\$140
Daily Admission	\$5	\$5	\$5
Family Non-Resident	\$360	\$460	\$460
Individual Non-Resident	\$144	\$144	\$144
Youth Non-Resident	\$50	\$50	\$50

The fee structure below (Option 1) was presented to the Senior Advisory Board in December 2007. A formal motion was not taken at that time; however, the comments from the Board were not in favor of the proposed fees.

Option 1

FEE & DESCRIPTION	PROPOSED	PROPOSED	PROPOSED
	FEE 07/08	FEE 08/09	FEE 09/10
Activity Membership - Resident	\$6	\$7	\$9
Activity Membership - Non-Resident	\$12	\$14	\$18
Senior Individual Pass - Resident	\$12	\$14	\$17
Senior Individual Pass - Non-Resident	\$34	\$34	\$34

Since the meeting in December, City staff reviewed the comments given by the Senior Advisory Board and offered another recommendation (Option 2) at the last Senior Advisory Board meeting. This recommendation includes leaving the Activity Membership fee the same as it is currently.

The Activity membership fees include the following:

- Mothers Day Breakfast
- Grandparents Day Breakfast
- Holiday Luncheon
- Fathers Day Luncheon
- Senior Fitness
- Bus Transportation 3 trips
- RCC Membership
- Mondays Table Talk
- PACE Classes
- Coffee & Donuts
- Walking Track

Exhibit E

Press Release for Senior Computer Classes

FREE COMPUTER CLASSES FOR SENIORS

Typewriters and snail mail are soooo last century!! Catch up with technology!!

Learn the basics such as:

Tips on what you need to know when buying a computer. How to set up a free email account, create an address book, open or add attachments, reply and forward messages, and insure privacy. How to write letters, and create documents using word-processing. How to use the Internet to search for medical information, ordering prescriptions on line, and genealogy research, etc.

Classes at the Rowlett Library 9:30-11:30

June 11th, 2008 Equipment Familiarization & E-Mail

June 12th Experiencing E-Mail

June 18th E-Mail Review & Internet Access

June 19th Browsing & Searching

Call the Rowlett Library to register 972-412-6161

Hurry, class size limited!

Brought to you by the Senior Advisory Board, City of Rowlett