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**DRAFT**  
**Minutes of the Community Health and Senior Services Special Meeting**  
**August 22, 2024**

The Community Health and Senior Services Commission conducted a special meeting in person on Thursday, August 22, 2024, at 4:00 p.m.

**MEETING CALLED TO ORDER 4:00 P.M.**

**ROLL CALL**

Present: Chair Yick, Vice Chair Blum, Commissioner Khanal, Commissioner Konrad, Commissioner Rossmann (entered at 4:05p.m.), Council Liaison Hudes

Absent: Commissioner Sterne

Staff Present: Assistant Town Manager Nomura, Director Baker

**CONSENT**

1. Approve the Minutes of the June 11, 2024 Special Meeting.

The following changes to the minutes were noted:

Add wording "and funded by the Town" to the motion under item 4, pg. 5.

Swap the names Konrad and Khanal on item 6, pg 6.

**MOTION:**      **Motion by Commissioner Yick** to approve the minutes of June 11, 2024 with changes as mentioned. **Seconded by Commissioner Khanal.**

**VOTE:**          **Motion passed 5-0.**

**VERBAL COMMUNICATIONS**

Opened public comment.

Jackie Ward from LGSRec gave an update on 55+ programs.

Closed public comment.

**OTHER BUSINESS**

SUBJECT: Draft Minutes of the Community Health and Senior Services Commission  
Meeting of August 22, 2024

DATE: September 26, 2024

2. Receive Informational Presentation from Los Gatos Thrives Foundation

The CHSSC heard and reviewed the Los Gatos Thrives Foundation's interim progress on its "needs report" for a new Los Gatos Community Center, appreciated the opportunity given to the CHSSC and community to provide input on that report, and encouraged the LGTF to continue its work on finalizing the Los Gatos Community Center's Needs Report.

Opened public comment.

Lee Fagot expressed support of the project.

Stephanie Figeira spoke about the data collection and input methods.

Closed public comment.

3. Approve Minutes of the CHSSC June 11, 2024 Special Meeting

It was noted that this agenda item was duplicative of item 1 and was printed in error.

4. Provide a Recommendation to Town Council Regarding the Senior Services Coordinator Position.

The CHSSC reviewed and discussed the 3 options the Town Staff presented to the Town Council re: an Administrative Assistant, an Administrative Analyst and a Case Manager and the input report submitted by LGSRec 55+ Plus program.

1. The CHSSC agreed that much of the Administrative Assistant position is already being done by the LGSRec 55+ program and they should continue doing so.
2. The CHSSC reviewed the Administrative Analyst position and while it is a more appropriate level of responsibility, it does not exactly capture all the Coordinator Responsibilities envisioned by the CHSSC.
3. The CHSSC noted the Case Manager Position and clarified that the CHSSC already recommended funding up to a 0.5FTE Case Manager position utilizing the grant money that was also used to fund an additional 1.0 FTE position in the Adult Day Care Program.
4. The CHSSC also noted and discussed the report submitted by the LGSRec 55+ Program.
5. The CHSSC furthermore noted that "service providers" cannot be mandated to make changes because they do not come under the purview of the Town. But, it was clarified that any contracts signed between the Town and Service Providers could address this issue.
6. The CHSSC agreed that this new position should be a "pilot, contracted position" in order to fully assess its effectiveness in moving the Roadmap implementation to the next level.

Opened public comment.

Tom Picraux spoke recommending a contractor fill the position.

Closed public comment.

PAGE 3 OF 3

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**MOTION:** **Motion by Vice Chair Blum** to recommend that the Town of Los Gatos hire, as a pilot program, a contracted 0.8 FTE Senior Services Coordinator whose job responsibilities would include the core ideas presented in the two CHSSC Job Responsibilities documents attached here, and that the Town ensure within its contracts with service providers that a collaborative and collegial working relationship is expected in order to implement an integrated Senior Services model. **Seconded by Commissioner Konrad.**

**VOTE:** **Motion passed 4-0.**

5. Discuss CHSSC Participation in Screen on the Green.

No Commissioners volunteered to participate at a booth for Screen on the Green.

Opened public comment.

Closed public comment.

#### **ADJOURNMENT**

The meeting adjourned at 6:02 p.m.

Respectfully Submitted:

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Ryan Baker, Library Director