



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 08/03/2021

ITEM NO: 12

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DATE: July 15, 2021  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Adopt a Resolution Establishing a Senior Service Committee for Development of a Long-Term Vision and Plan for Senior Service Provision

**RECOMMENDATION:**

Adopt a Resolution establishing a Senior Service Committee for development of a long-term vision and plan for senior service provision.

**BACKGROUND:**

On March 2, 2021, the Town Council held a joint session with the Community Health and Senior Service Commission (CHSSC) to hear the Commission's goals for the coming year. The Council indicated its strong interest in the work of the Commission in light of the inclusion of senior services as a new Council Strategic Priority for FY 2021-2023.

Councilmembers requested that the Commission review the current senior service provision in Town and help identify any gaps that exist in senior services. On June 15, 2021, the Town Council received the Community Health and Senior Service Commission's (CHSSC) assessment report (Attachment 1) on senior service provision in Los Gatos. At the conclusion of the discussion, Council provided direction to staff through two motions.

The first motion was for staff to return to Council with ideas of how to improve the senior services program over the next 12 months utilizing up to \$500,000 of the American Rescue Plan Act (ARPA) funds. The CHSSC and staff are currently reviewing this direction and will return to Council on August 17, 2021 with recommendations.

The second motion was to establish a standing committee that would examine in depth the longer-term issues presented by the CHSSC, prepare a "road map" or plan, and address any additional issues the Committee identifies. The motion directed that the Committee should

**PREPARED BY:** Arn Andrews  
Assistant Town Manager

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Reviewed by: Town Manager and Town Attorney

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BACKGROUND (continued):

develop a long-term vision and strategic plan through extensive community outreach, including workshops, that would culminate in a comprehensive report of how best to serve the needs of the Town's older adult community. The Committee should leverage the breadth of Committee membership and existing coalitions in the identification and prioritization of needs and develop recommended solutions. The Committee should take into consideration the value proposition of recommendations, estimated level of effort, potential providers and service provision models, availability and timing of service delivery, and future funding requirements.

DISCUSSION:

This staff report addresses Council's direction to establish a new Senior Service Committee in the form of a Resolution (Attachment 2) and to discuss the major elements of the scope of work to prepare the road map or plan.

Proposed Committee

In 2017, the Town Council previously authorized the creation and appointment of a seven-member Task Force to proceed with the World Health Organization Age-Friendly application process. The Age-Friendly Task Force was comprised of the following community representation:

- Town of Los Gatos Library Board Member - Lyn Dougherty
- Live Oak Nutrition Center, Director - Mary Goulart
- Los Gatos-Saratoga Recreation, Director of Recreational Services - Cindy McCarthy
- Jewish Community Center of Silicon Valley, Director of Adult Programming - Cherie Ravel
- El Camino Hospital, Director of Community Health and Older Adult Services - Margaret Wilmer
- Coldwell Banker Realty, Partner Callahan Real Estate Group - Don Callahan
- Town of Los Gatos Community and Senior Services Commission Chair - Tom Picraux

Based on Council direction and the prior Age-Friendly initiative, staff recommends the following composition for the Senior Service Committee:

- Community Health and Senior Service Commission – Two (2) members Chair/Youth Commissioner
- Councilmembers – Two (2) Councilmembers Hudes and Rennie
- Service Club Representation – One (1) member Diane Goldberg (primary)/Nancy Pearson (alternate) Kiwanis Club
- Chamber Representation – One (1) member Catherine Somers

DISCUSSION (continued):

- Service Provider Representation – Two (2) members Kathy Milinarich (Live Oak Nutrition) /Lisa Lenoci (Live Oak Daycare)
- Senior Community Leaders – Two (2) members Tom Picraux and Maureen Heath
- County Department of Aging Representation – One (1) member Diana Miller
- Healthcare Provider Representation – One (1) member Grace Benlice (Director of Care Coordination) El Camino Hospital

While Council’s original motion included the entirety of the CHSSC, staff is recommending two members from the Commission, the Chair and the Youth Commissioner. Given the breadth of stakeholders identified in the motion, the Committee would have sufficient voices of the older adult community and would be of a size to allow meaningful discussion amongst its members. The full CHSSC would be kept apprised of the work of the Committee, providing ample input into the process and planning document.

Proposed Work Plan

As outlined in Attachment 1, the CHSSC developed both short-term and long-term proposals for Council consideration. The Committee should use the initial issues and long-term proposals identified by the CHSSC as a baseline Committee workplan. In addition, as the Committee evaluates approaches to the issues identified and new elements emerge, they should be incorporated into the Committee workplan.

Issue(s)		Long Term Proposal(s)
Communication/ Marketing	No dedicated budget or centralized senior communication in relevant mediums	<ul style="list-style-type: none"> <li>• Develop longer range marketing plan for available senior services.</li> </ul>
Facility	Existing facility currently supports limited dedicated senior activity and is not competitive with neighboring jurisdictions facilities	<ul style="list-style-type: none"> <li>• Construction of new facility or complete renovation of existing facility</li> <li>• Establish 501c3 Senior Council (or other exploratory body) to initiate fundraising and awareness for a new senior center</li> </ul>
Service Coordination and Centralization	Currently no centralized oversight for coordinating existing services	<ul style="list-style-type: none"> <li>• Provide funding to whatever service provider solution is pursued</li> </ul>

	Issue(s)	Long Term Proposal(s)
Service Expansion	Due to Covid related budget impacts LGS Rec currently has 0.5 FTE dedicated to senior services	<ul style="list-style-type: none"> <li>• Provide funding to whatever service provider solution is pursued</li> </ul>
Volunteer Opportunities	No centralized platform for senior volunteer opportunities	<ul style="list-style-type: none"> <li>• Encourage LGS Rec or other service provider to recruit volunteers from their membership</li> </ul>

The Committee should establish a monthly meeting schedule with regular reporting on progress to the CHSSC and an initial progress report to Council in six months' time. Assistant Town Manager Andrews would be assigned as the Committee liaison who will be tasked with coordinating meeting agendas, staff reports, Committee presentations, and other assignments as necessary.

The Committee should work toward completion of an initial final report within one years' time to coincide with the expiration of short-term gap funding toward the expansion of senior services. The findings of the report should be based on best practices of similar communities, and extensive community and service provider outreach. The Committee Report should be structured around identified primary strategic goals and accompanied with relevant actionable items. The identified goals in the report should be presented in order of initial priority focus. Goal priority need not reflect the attainment of one goal prior to initiating another but rather provide a function of prioritizing initial senior needs over others. The Committee Report should note which goals and action items are capable of being addressed concurrently, and which are not.

Lastly, in addition to the prioritization of goals, action items should be individually ranked into either Priority 1 (within 2 years) or Priority 2 (within 3 to 5 years). The priority ranking of action items should be a byproduct of establishing reasonable and attainable actions as opposed to signifying certain action items are less important than others.

CONCLUSION:

Council should consider the staff recommendation for the Committee composition and associated draft Resolution establishing a Senior Service Committee for development of a long-term vision and plan for senior service provision.

COORDINATION:

This staff report was coordinated with the Town Manager and Town Attorney

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SUBJECT: Resolution Adopting a Senior Service Committee

DATE: July 15, 2021

FISCAL IMPACT:

None at this time.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. CHSSC Council Report
2. Draft Resolution