



TOWN OF LOS GATOS
COMMUNITY HEALTH AND SENIOR SERVICES
COMMISSION AGENDA REPORT

MEETING DATE: 08/22/2024

ITEM NO: 4

DATE: August 19, 2024
TO: Community Health and Senior Services Commission
FROM: Katy Nomura, Assistant Town Manager
SUBJECT: Provide a Recommendation to Town Council Regarding the Senior Services Coordinator Position

RECOMMENDATION:

Provide a recommendation to Town Council regarding the Senior Services Coordinator position.

DISCUSSION:

On May 21, 2024, the Town Council directed staff to look into the cost of either hiring or contracting for a 0.4 full time equivalent (FTE) for a Senior Services Coordinator.

At its June 11, 2024 meeting, the Community Health and Senior Services Commission (CHSSC) discussed the 0.4 FTE Senior Services Coordinator position and made a motion to recommend to Town Council that the Town hire a full-time Senior Services Coordinator with duties as described in the Commission's Annual Report (page 30) (Attachment 1).

On August 6, 2024, the Town Council received options regarding the Senior Services Coordinator that can be found in the staff report in Attachment 2. The Town Council directed staff to return to the CHSSC for a recommendation to Council regarding the Senior Services Coordinator with the following suggested working parameters: consider elements of Options 1 and 2 from the staff report (Attachment 2), work in collaboration with LGS Recreation, consider a contracted service for the position in the range of about \$110,000 for around one full-time equivalent, and understand the financial implications of the resulting CHSSC recommendation.

In response to the Town Council's direction to work in collaboration with LGS Recreation, LGS Recreation has provided information in Attachment 3 describing existing services provided as well as potential costs for expanded services.

The Commission's discussion may be guided by the following questions:

- Which options and duties does the Commission recommend this position to fulfill?
- Given these duties, would the Commission recommend 1 FTE, a 0.4 FTE, or other part-time option?

PREPARED BY: Katy Nomura
Assistant Town Manager

PAGE 2 OF 2

SUBJECT: Recommendation to Town Council Regarding Senior Services Coordinator
Position

DATE: August 19, 2024

ATTACHMENTS:

1. CHSSC's June 11, 2024 Recommendation for Senior Services Coordinator Duties
2. August 6, 2024 Staff Report on Senior Services Coordinator for Town Council
3. LGS Recreation Senior Service Coordination Information