

**MINUTES**  
**REEDLEY COMMISSION ON AGING**  
***Thursday, August 28, 2014***

1. **CALL TO ORDER**

A regular meeting of the Reedley Commission on Aging was called to order by at 8:33 a.m. at the Reedley Community Center, Sierra Room, 100 North East Avenue, Reedley, California.

2. **ROLL CALL AND INTRODUCTION OF GUESTS**

A. **Commissioners Present:** Dolores Edwards; Tom Llewellyn; Marie Medcalf (left at 10:10 a.m.); Carl Smith; Cheri Witter-Lawrence, Alternate.

B. **Commissioners Absent:** None.

C. **Staff Present:** Christina Ontiveros, Senior Citizen Coordinator; Joel Glick, Community Services Director; Denise Phariss, Administrative Assistant; Sarah Reid, Community Services Superintendent; Sylvia Plata, City Clerk.

D. **Others Present:** Betty Llewellyn; Liz Angangan; Marilyn Vose; Scott Cross, City Attorney.

3. **OATH OF OFFICE**

City Clerk, Sylvia Plata administered the Oath of Office to Cheri Witter-Lawrence, Alternate Commissioner and Marie Medcalf, Commissioner.

4. **APPROVAL OF MINUTES**

It was moved by Commissioner Smith and seconded by Commissioner Edwards that the minutes of July 10, 2014 be approved. The motion carried.

5. **PRESENTATION BY CITY CLERK, SYLVIA PLATA**

Sylvia Plata, City Clerk went over the City of Reedley's Municipal Code as it pertains to the Commission on Aging and Commissions in general. She also talked about the process for appointing Commissioners. Copies of the Municipal Code and other information regarding terms for current Commissioners were distributed to the Commission for their review and reference. Plata explained that Commissions are advisory groups to City staff and City Council. Plata indicated that requests should go to Christina Ontiveros, the Senior Coordinator first, who will then run it by her boss Joel Glick, the Community Services Director, who may take it to the City Manager, and ultimately to City Council. She informed them that copies of their approved minutes are given to City Council so they can keep up with their actions and activities. Copies of the agendas and minutes are also posted on the City's website.

6. **PRESENTATION BY CITY ATTORNEY, SCOTT CROSS**

Scott Cross, City Attorney explained how Commissions are subject to the Brown Act (Open Meetings for Local Legislative Bodies). He explained that since the Commission on Aging (COA) members also serve on the Reedley Senior Commission, Inc. (non-profit), it makes it very complicated. The important thing is that items that will be discussed in the COA cannot be discussed in the non-profit meeting. The COA is subject to the Brown Act (post meetings 72 hours in

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advance, a quorum of the members cannot discuss items that will be or have been on the agenda, etc.) but the non-profit isn't. He explained that clear lines need to be drawn on items that could be talked about in both meetings (i.e. discuss only the financial aspect in the non-profit, but discuss other aspects of the activity/project in the COA).

7. **ORAL COMMUNICATIONS** – None.

8. **CORRESPONDENCE** - None.

9. **UNFINISHED BUSINESS**

A. **Senior Prom** – Christina Ontiveros reported that the dance floor has been ordered (paid for by YMCA). Ticket sales are going well; she will pick up the list of paid participants at Sierra View Homes (SVH) today; Commissioner Smith will work on getting a price to make a few more corsages; entertainment is secured (Ron Surabian & Betty Crum). Commissioner Smith reported that he has a selection of music on his computer that he is willing to play.

7. **POTLUCK REPORT**

A. **September Potluck Planning – September 9, 2014**

Emcee: Commissioner Smith

Food items: Pizza from Me N Ed's, Green Salad

Door Prizes: Donations/Stash

Theme: Football

Volunteer of the Month: ??

Entertainment: Ron Surabian??? River City Theatre Company???

9. **STAFF REPORTS**

A. **Christina Ontiveros, Senior Citizen Coordinator**

1) The trip waiver process is changing – Seniors will need a waiver for each trip. There will be 2 different waivers – City co-sponsored events and non-profit group trips. The possibility of entering the participant's information into a database was discussed. In this case, the information could be updated and printed for each trip.

B. **Joel Glick, Community Services Director**

1) Suggested presenting past Commissioner Ruben Ramirez with a plaque for his years of service to the Commission and Senior Center. This could be presented to him by 2 commissioners and possibly the mayor.

2) As soon as new Commissioners are in place, elections will be held for Chairperson and Vice Chairperson.

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10. **COMMISSIONER REPORTS**

A. **Commissioner Smith**

- 1) Requested that contact information be included with the money/checks that are received for non-profit trips. Since waivers ask for the contact information, it was discussed that having the senior fill out the waiver when turning in their money might be a good way to obtain this information.
- 2) Reported that the Armory will be selling tri-tips again – October 3, 2014; need to order by September 23, 2014.

11. **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

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Denise Phariss, Administrative Assistant

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Carl Smith, Acting Chairperson

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Joel Glick, Community Services Director

***Next meeting date: September 11, 2014 – Both the Commission and Staff felt it was important to have monthly meetings for a few months to get things sorted out.***