

CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200 • FACSIMILE: 962-4209

MAGGIE GUZMAN
CHAIR

IRIS RODRIGUEZ
VICE CHAIR

CAROL ACOSTA
COMMISSIONER

CHRISTINA FRAJO
COMMISSIONER

PATRICIA
GONZALES
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE

SENIOR CITIZEN COMMISSION

AUGUST 28, 2023

9:00 A.M.

IRWINDALE COUNCIL CHAMBER

Via Zoom Webinar: <https://us02web.zoom.us/j/88366337251>

Webinar ID: 883 6633 7251

Spontaneous Communications: The public is encouraged to address the Senior Citizen Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Senior Citizen Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Senior Citizen Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Senior Citizen Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

Americans with Disabilities Act: In compliance with the ADA and Government Code section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can be found on the City's website: <https://www.irwindaleca.gov/DocumentCenter/View/8075/AB-2449-Reasonable-Accommodation-Policy>. If you need special assistance to participate in a City Council or Commission meeting or other services offered by this City, including an electronic or printed copy of the City's reasonable accommodation policy, please contact City Hall at (626) 430-2200. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. **Note:** Staff reports are available for inspection at the office of the Chief Deputy City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).

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Code of Ethics

As City of Irwindale Senior Citizen Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Commissioner.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

IRWINDALE SENIOR CITIZEN COMMISSION



CALL TO ORDER**PLEDGE OF ALLEGIANCE****INVOCATION**

ROLL CALL: Commissioners: Carol Acosta, Christina Fraijo, Patricia Gonzales,
Vice Chair Iris Rodriguez; Chair Maggie Guzman

AB 2449 DISCLOSURES

Remote participation by a member of the legislative body for just cause or emergency circumstances.

CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

1. Minutes

Recommendation: Approve the following minutes:

A. Regular meeting held July 24, 2023

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot (except as stated) participate it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action.

Any public member addressing the Board shall limit his or her address to three (3) minutes regarding the subject under discussion. If a member of the public wishes to donate their time to another speaker, both persons must be physically present and in attendance of the meeting. In no event shall any donations of time exceed six minutes of total speaking time per person on any one item. The Presiding Officer may, in his or her discretion, extend the 3-minute time limitation for the particular subject under discussion for all speakers. In no event shall the total amount of speaking time exceed 6 minutes per person for the subject under discussion. Organized group of persons wishing to address the Board on the same subject matter, should select a spokesperson to represent the group, so as to avoid unnecessary repetition. The Commission may regulate a speaker who is speaking too long, being unduly repetitious, or extending discussion of irrelevancies.

In the hybrid format, both in-person and hybrid audience members will participate in the following order:

Tier 1: In-person attendees

Tier 2: Teleconference attendees

Tier 3: In-person and teleconference attendees who have not previously provide comments on the matter(s) being discussed by the legislative body

NEW BUSINESS

At this time, members of the audience may ask to be heard regarding an item on New Business.

2. Attendance Policy

Recommendation: Provide input to staff regarding the attendance policy for programs and classes due to lack of attendance and recommend approval to the City Council.

SENIOR CENTER MANAGER UPDATE

PUBLIC SERVICES DIRECTOR UPDATE

COMMISSIONER ITEMS AND REQUESTS

ADJOURN

AFFIDAVIT OF POSTING

I, Laura M. Nieto, Chief Deputy City Clerk, certify that I caused the agenda for the regular meeting of the Irwindale Senior Citizen Commission to be held on August 28, 2023, to be posted at the City Hall, Library, and Post Office on August 24, 2023.

Laura M. Nieto

Laura M. Nieto, MMC
Chief Deputy City Clerk

**IRWINDALE COUNCIL CHAMBER
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706**

**JULY 24, 2023
MONDAY
9:00 A.M.**

The Irwindale **SENIOR CITIZEN COMMISSION** met in regular session at the above time and place.

ROLL CALL:

Present: Commissioners Carol Acosta, Patricia Gonzales;
Vice Chair Iris Rodriguez; Chair Maggie Guzman

Absent: Commissioner Christina Fraijo

Also present: Elizabeth Rodriguez, Public Works Services Director;
Eloise Beltran, Senior Center Manager; and Armando Hegdahl,
Management Analyst

CONSENT CALENDAR

MOTION

A motion was made by Chair Guzman, seconded by Vice Chair Rodriguez, to approve the Consent Calendar. The motion was unanimously approved; Commissioner Fraijo absent.

**ITEM NO. 1A
MINUTES**

MINUTES

The minutes of the special meeting held June 26, 2023, were approved.

END OF CONSENT CALENDAR

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Beltran provided the following update:

- 1) The Senior Center participated in the Red, White, and You BBQ event with a Chili Cookoff. She congratulated the winners and thanked the participants of the activity.
- 2) She thanked the Recreation Department for allowing the Senior Center to sell root beer floats at its fundraiser during the July 13 Music in the Park concert.
- 3) The Senior Center held a luau at the Aquatics Center last Friday. She advised that staff took many notes on slight changes to make at next year's event in order to improve on it.
- 4) Registrations are being accepted for the Carnival Dance scheduled for August 18.
- 5) The following trips have been scheduled:
 - A) Santa Monica Pier – August 5
 - B) Catalina Island – September 16
- 6) Registrations for Mt. Sac classes begin tomorrow; registrations for Irwindale classes begin August 7.
- 7) The Birthday Celebration activity is scheduled for this Friday.
- 8) A Bingo fundraiser is scheduled for August 4.

- 9) Representatives from CA State Northridge will visit the Senior Center today to conduct a survey on Senior Centers and older adults. Participants will be provided \$10 gift cards.
- 10) Representatives from Athens Services will visit the Senior Center today to help show Seniors which bins their waste should go.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez provided the following update:

- 1) The 2nd Annual "Taste of Irwindale" event has been scheduled for August 3.
- 2) The Irwindale Police Department will host its annual "National Night Out" event on August 1 at the Memorial Garden area.
- 3) Work on the Irwindale Park Improvement Project Phases 4 and 5 will likely last from September 2023 to May 2024.
- 4) She also provided an update on the new public library project.

COMMISSIONER ITEMS
AND REQUESTS

COMMISSIONER
ACOSTA

Commissioner Acosta asked about the type of food that would be made available during the Taste of Irwindale event, to which Director Rodriguez advised that Assistant to the City Manager Espino would have more details.

COMMISSIONER
GONZALES

Commissioner Gonzales stated that some individuals did not attend the luau since they received their invitations late. She also spoke very highly of the event.

CHAIR GUZMAN

Chair Guzman thanked the members of the Police Department that called to check on the seniors at the Las Casitas senior apartment complex due to the recent heatwave.

COMMISSIONER
ACOSTA

Commissioner Acosta thanked Aquatics Supervisor Grijalva, the Parks & Recreation Commission, and the City Council for honoring her family and particularly her mother by naming the new snack bar in her honor.

VICE CHAIR
RODRIGUEZ

Vice Chair Rodriguez requested that the next luau include swimming. She also spoke highly of the food that was offered.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:20 a.m.

ATTEST:

Armando Hegdahl
Management Analyst

City of
IRWINDALE
AGENDA REPORT

SENIOR CITIZENS
COMMISSION

Date: August 28, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Attendance Policy

Recommendation:

Provide input to staff regarding the attendance policy for programs and classes due to lack of attendance and recommend approval to the City Council.

Administrative Action:

Submitted by:

Eloise Beltran, Senior Center Manager
(626) 430-2286



Reviewed / Approved by:

Elizabeth Rodriguez, Public Services Director
(626) 430-2211



Background and Analysis:

At the regularly scheduled Parks & Recreation Commission meeting held on September 7, 2022, staff introduced a draft Dismissal Policy, now renamed Attendance Policy, to address the challenges staff is facing with enrollment in the free programs and classes offered by public services. The Attendance Policy was first brought forth by Irwindale Recreation in an effort to ensure that everyone who is interested in the programs/classes offered by the City of Irwindale are able to participate. Staff is seeking to implement an Attendance Policy, which would allow for those on the waiting list to have an opportunity to join the program/class should a registered participant not attend either at all or on a regular basis. At this meeting, the Parks & Recreation Commission requested the policy include Aquatics programs and classes, and that "personal reasons" be moved to the excused section. Additionally, the Commission requested that staff bring the policy back in order to provide additional review and comments.

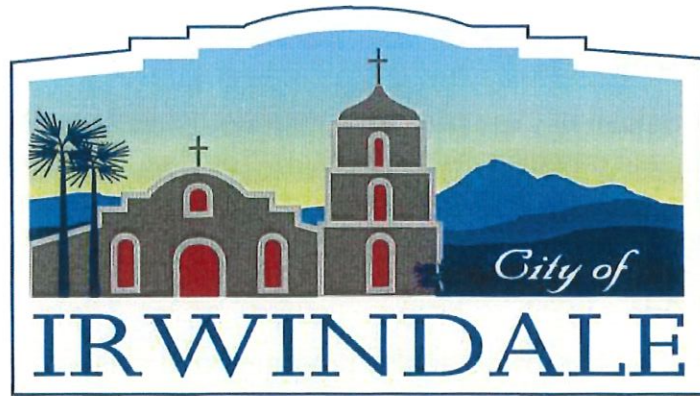
The Attendance Policy was brought forth before the Parks & Recreation Commission once again for review and comments at the June 7, 2023 meeting. The Commission requested the policy add a section on appeals. Staff has added a section in the policy that allows for appeals. Additionally, the Commission requested that staff bring the policy back in order to provide more time to review and provide comments at the next Parks & Recreation Commission meeting.

At the regularly scheduled Parks & Recreation Commission meeting on July 5, 2023, staff presented a third draft of the proposed Attendance Policy for approval. Additional changes were requested along with the inclusion of Aquatics classes/programs. The Commission also wanted to make sure the Swimming Lessons program was separated out with a different attendance requirement since it is a two week consecutive class for a total of 10 days. Furthermore, staff did add language that states this policy would only go into effect if there was a waiting list.

Exemptions will be made for excused absences which may include illness, custodial issues, family vacations, advanced notification to staff, and/or personal reasons (up to 3 times per class/program).

Staff is requesting the Senior Citizen Commission review the Attendance Policy as it relates to the Irwindale Senior Center and its classes and programs.

This policy will go back to the Parks & Recreation Commission for a final review and recommendation to the City Council for approval at its regularly scheduled meeting on September 6, 2023.



Attendance Policy

8/28/2023

I. SCOPE

This policy will provide guidelines as it relates to attendance for the Dan Diaz Recreation Center, and Irwindale Aquatics Center and Irwindale Senior Center programs and classes.

II. PURPOSE

The purpose of this policy is to establish guidelines that will govern the process by which staff can dismiss participants from the Dan Diaz Recreation Center, and Irwindale Aquatics Center and Irwindale Senior Center programs and classes based on attendance.

III. PROCEDURES

In an effort to provide quality programs and classes for patrons of the Dan Diaz Recreation Center, and Irwindale Aquatics Center and Irwindale Senior Center, an attendance policy will be implemented for any class or program that has a waiting list. The attendance policy will provide guidelines for participants as it relates to their attendance to any and all programs and/or classes they are registered for at the Dan Diaz Recreation Center, and/or Irwindale Aquatics Center, and Irwindale Senior Center. These programs and/or classes include but are not limited to:

Dan Diaz Recreation Center

Kidzone Program	Teen Club	Youth Sports
Tots Programs	Adult Classes	Adult Sports
Cheer Program	Youth Classes	Day Camp

Irwindale Aquatics Center

<u>Swimming Lessons</u>	<u>Aquafitness</u>	<u>Parent & Me</u>
<u>Paddleboarding</u>	<u>Aqua Stand Up (Paddle Board Yoga)</u>	<u>Waterpolo</u> <u>Swim Team</u>

Senior Center

<u>Fitness Classes</u>	<u>Arts and Crafts Classes</u>
<u>Band Resistance</u>	<u>Canvas Painting</u>
<u>Beginning Line Dancing</u>	<u>Computer Class</u>
<u>Chair Zumba</u>	<u>Greeting Card Workshop</u>
<u>Gentle Mat Yoga</u>	<u>Rock Painting</u>
<u>Line Dancing</u>	<u>Senior Crafts</u>
<u>Rock Out Drumming</u>	<u>Sewing</u>
<u>Silver Stretch</u>	<u>Sewing II</u>
<u>Zumba Gold</u>	<u>Wine Bottle Painting</u>

Notifications

Participants*, parent(s), or a legal guardian must notify staff of the reason for an absence. There are 3 ways to notify staff of absence:

1. Participant*/Parent/Legal Guardian calls and leaves a message as follows: ~~on the main~~

Dan Diaz Recreation Center ~~line~~ (626) 430-2224.
Irwindale Aquatics Center (626) 430-2247
Irwindale Senior Center (626) 430-2283

- 1.2. Participant*/Parent/Legal Guardian emails staff as listed below:

Kidzone Program/Day Camp	<u>aquinones@irwindaleca.gov</u>
Tots Programs	<u>dponce@irwindaleca.gov</u>
All other <u>Recreation</u> programs/classes	<u>srosales@irwindaleca.gov</u>
Irwindale <u>Aquatics Center</u> programs/classes	<u>dmgrijalva@irwindaleca.gov</u>
Irwindale <u>Senior Center Fitness classes</u>	<u>rbardales@irwindaleca.gov</u>

- 2.3. Written Note signed and dated by Participant*/Parent/Legal Guardian

*If participant is a minor, then only a parent or legal guardian may notify staff of an absence.

Excused Absences

Excused absences include illness**, health appointments**, funerals, school sponsored events, custodial issues (shared custody), vacation (with prior notification) and personal reasons (allowed no more than 3 times per class/program).

**Documentation by a doctor must be provided for illness or health appointments, lasting 3 days or longer.

Unexcused Absences

Notifications not received within 72 hours of an absence, and an illness over 3 days that does not have proper documentation, ~~and personal reasons~~.

For Irwindale Cheer, timely attendance is also required. This is a TEAM sport and regular on time attendance is necessary to ensure that the team is prepared for competition. Leaving early or arriving late can impact the team. Excessive tardies or early dismissals can result in an unexcused absence classification. We understand that some situations cannot be prevented; however, excessive means on more than two occurrences.

Swimming Lessons will also have a different attendance requirement as this class is scheduled for two consecutive weeks for a total of 10 days.

Dismissal

Participants must be in attendance for 75% of the class/program with the exception of Competition Cheer, with a 90% attendance requirement. Failure to meet the attendance percentage will result in dismissal ~~from~~ the class/program.

A registered participant in Swimming Lessons who does not show up for the first three days of swimming lessons will be dismissed from the class.

Dismissals may be appealed at the Administrative level. Appeals must be submitted in writing prior to consideration by the Public Services Director. Forms may be submitted to erodriguez@irwindaleca.gov no later than 3 days after dismissal and are available at the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Senior Center.

ATTENDANCE POLICY

Irwindale Recreation The City of Irwindale provides a variety of classes and programs to patrons of all ages. The zero to low cost of said programs and classes has made participation increase and often results in several individuals on the waiting list. In order to provide opportunities for all interested in participating ~~in Recreation offerings~~, the City of Irwindale has adopted an Attendance Policy for all Irwindale Recreation, ~~and~~ Irwindale Aquatics Center And Irwindale Senior Center classes and programs.

If you, or your child(ren), will be absent from _____, please contact the Department/Division Dan Diaz Recreation Center as soon as possible, but no later than 72 hours of the absence date. If you have missed 3 or more days without notification, you may be dismissed from the class/program and your spot will be made available to the next person on the waiting list.

Examples:

Excused Absences

Excused absences include illness*, health appointments*, funerals, school sponsored events, custodial issues (shared custody), vacation (with prior notification) and personal reasons (allowed no more than 3 times per class/program).

*Documentation by a Doctor must be provided for illness or health appointments, lasting 3 days or longer

Unexcused Absences

Notifications not received within 72 hours of an absence, and an illness over 3 days that does not have proper documentation, ~~and personal reasons~~.

For Irwindale Cheer, timely attendance is also required. This is a TEAM sport and regular on time attendance is necessary to ensure that the team is prepared for competition. Leaving early or arriving late can impact the team. Excessive tardies or early dismissals can result in an unexcused absence classification. We understand that some situations cannot be prevented; however, excessive means on more than two occurrences. _____ initial

Swimming Lessons are scheduled for two consecutive weeks for a total of 10 days; therefore, if the participant misses for the first consecutive three days, then this will result in the dismissal from this class session. _____ initial

Dismissal

Participants must be in attendance for 75% of the class/program with the exception of Competition Cheer, with a 90% attendance requirement. Failure to meet the attendance percentage will result in dismissal of the class/program.

A registered participant in Swimming Lessons who does not show up for the first three days of swimming lessons will be dismissed from the class.

Participants/Parents/Legal Guardian are required to notify staff within 72 hours of absence.

I have received a copy of the Attendance Policy and understand that I am required to notify ~~Recreation~~ staff within 72 hours of my/my child(ren) absence to avoid dismissal from the class/program registered for.

Participant Name: _____

Date: _____ Parent/Legal Guardian (print): _____

Participant/Parent/Legal Guardian Signature: _____

Received by (print): _____ Initial: _____