

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

March 25, 2024
MONDAY
9:00 A.M.

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

ROLL CALL: Present: Commissioners Christina Fraijo; Patricia Gonzales; Robert Lopez; Vice Chair Acosta, Chair Iris Rodriguez

Also present: Elizabeth Rodriguez, Public Works Services Director; Eloise Beltran, Senior Center Manager; Sylvia Tapia, Office Specialist

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION A motion was made by Commissioner Gonzales, seconded by Chair Rodriguez, to approve the Consent Calendar. The motion was unanimously approved; Vice Chair Acosta abstained

ITEM NO. 1A
MINUTES

MINUTES
The minutes of the regular meeting held February 26, 2024, were approved.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS There were no speakers.

NEW BUSINESS
ITEM NO. 8A
FIELD TRIP UPDATE
POLICY

Presenting a field trip policy update to the Senior Citizen Commission. The recommendation is for the Senior Citizen Commission to finalize the Field Trip Policy and recommend approval to the city council.

On February 26, 2024, during the Senior Citizen Commission meeting, staff presented the first draft of the Field Trip Policy to the Dan Diaz Recreation Center, Aquatic Center, and the Senior Center. The Senior Citizen Commission discussed the policy as it relates to the Senior Center, including field trip guidelines for waiting in line, signing up, holding participants accountable for attending field trips, seating arrangements, and filling seats in the event of cancellations. At the time, the commission has made no changes or additions to the policy. Staff also presented the same policy to the Parks & Recreation Commission on March 6, 2024, to discuss the policy as it

relates to the Dan Diaz Recreation Center and Aquatic Center. The Parks & Recreation Commission considered the policy, accepted community feedback, and agreed on the many revisions and additions that the staff requested. The Senior Citizen Commission is currently considered to be as consistent as possible with other public service departments.

The Parks and Recreation Commission has requested the following changes:

Education & Outreach:

Adding the following language to this section:

*During the registration process, staff will make an announcement reminding participants to notify staff of their cancellation by the deadline if they are no longer able to make the trip.

Lining up for a Field Trip Registration:

Adding the following language under this section:

*A Resident ID or City Employee Card is required if the attendee is registering as a Resident or placed on the Standby List as a Resident.

The second addition that was made by staff was presented at the last Senior Commission Meeting, February 26, 2024, and the March 6, 2024, meeting, but it was not included in the policy, so staff wanted to add the second sentence that is on bold:

*Those individuals calling in only apply to being placed on the standby list in the event that a field trip is full and must do so starting the day after registration up to the Friday before the event. **Any spots that are still open for a field trip require the individual to come in person to sign up for the trip, fill out all necessary paperwork, and pay fees, if applicable.**

Failure to Cancel after the Deadline:

Parks & Recreation Commission wants to provide individuals with an opportunity to be given a warning.

- i. First time cancelling after the deadline, the participant will receive a warning.
- ii. Second time cancelling after the deadline, the participant will not be able to sign up for the next trip until the non-resident registration date for the Dan Diaz Recreation Centers and Irwindale Aquatic Center's field trips and the standby registration date for the Irwindale Senio Center's field trips. Typically, departments will provide one trip per month.

- iii. Third time cancelling after the deadline, the participant will not be able to sign up for the next trip.
- iv. Should there be a fourth time cancelling after the deadline, the participant will meet with the Department Manager/Supervisor and Public Services Director to determine why the participant continues to sign up for trips but does not attend the trip or cancel before the deadline.
- v. The procedures listed under i.– iv. above will reset each fiscal year. Fiscal year is from July 1st – June 30th.

Appeals Process

The following changes will be made to this section:

*Forms may be submitted by email to Public Service Director Rodriguez prior to the next trip and are available at the Irwindale Senior Center.

*Good reasons include emergencies such as medical emergencies, custodial issues, etc.

Additional Comments:

Parks & Recreation Commission requested staff to look into creating a form or a box that can be checked using the City's software system that states, "Please call me in the event there are tickets available for field trips."

- DIRECTOR RODRIGUEZ The intention is for staff to call the people on the standby list and if no one is available to accept the extra ticket, staff will begin calling other people who have gone on past trips but maybe didn't sign up for that trip. By implementing this procedure, whoever marked the box indicating that they wanted to receive a call might be contacted first. We encourage people to sign up for the standby list, you may be called.
- VICE CHAIR ACOSTA Responding to a question by Vice Chair Acosta, Director Rodriguez stated that the deadline to register will be specified on the flyer.
- COMMISSIONER GONZALES Responding to a question by Commissioner Gonzales, Director Rodriguez stated that the Senior Center and Parks & Recreation Departments will notify individuals by phone, not email.
- COMMISSIONER LOPEZ In response to a question by Commissioner Lopez, Director Rodriguez indicated that if someone is not feeling well, they can contact staff or drop off a note.
- VICE CHAIR ACOSTA Responding to a question by Vice Chair Acosta, Manager Beltran stated that residents will be contacted first, followed by non-residents on the standby list.

- LINDA MAREZ Linda Marez expressed concern about field trip participants' absences. She wants to know whether the staff can find a way to prevent tickets from going to waste.
- DIRECTOR RODRIGUEZ Director Rodriguez stated that this is a starting point for people to attend field trips. Anyone unable to attend must call by Wednesday, before 6 pm, before the trip. We will lose the money if someone does not show up for the trip on the scheduled day. Staff have contacted people who have gone on previous trips to see if they are interested in going up until Friday. Many of them that are on the standby list either want two tickets or have already made plans, making them no longer available. We don't have anything in place to call the morning of because the staff is getting ready for the trip, bus check, and other things. As people come, the staff prepares them to board the bus.
- LINDA MAREZ Linda Marez emphasized the significance of preventing tickets going to waste.
- DIRECTOR RODRIGUEZ Director Rodriguez indicated that this would have to be approved by the council. We cannot sell individual tickets purchased as a group. She would need to check.
- LINDA MAREZ Linda Marez suggested that if people do not arrive 15 minutes before the trip, the staff may contact those on the standby list to see if they are interested in going on the trip and signing a waiver. This prevents tickets from going to waste.
- YOLANDA GARCIA Yolanda Garcia suggested on the standby list. She recommends that everyone who signs up for the trip also sign a waiver. If someone does not show up on the day of the trip, and the individual on the standby list is present, the person should be allowed to go. She stated that priority will be given to the first person on the standby list. This ensures that the ticket doesn't go to waste.
- COMMISSIONER GONZALES Commissioner Gonzales proposed requiring a deposit for field trips registrations.
- DIRECTOR RODRIGUEZ Director Rodriguez stated that at the next council meeting, staff will be given directions on a possible field trip deposit. If we go with a deposit, we will be unable to hold cash and return it at the end of the trip due to financial reasons; instead, we will be required to cut a check.
- COMMISSIONER LOPEZ In response to a question by Commissioner Lopez, Director Rodriguez stated that adding the warnings is new to the policy for the Senior Commission. Once approved by the Council, we will present it

to all Commissioners next year to see whether there are any changes to be made.

CHAIR RODRIGUEZ

Chair Rodriguez indicated that she anticipates that by implementing the policy, people will attend field trips.

COMMISSIONER
GONZALES

Commissioner Gonzales addressed the two items that were brought up by Yolanda Garcia and Linda Marez. On the next trip, if someone doesn't show up, we will lose the money. Director Rodriguez confirmed as of right now, nothing is in place. Unfortunately, we will lose the money.

COMMISSIONER
GONZALES

In response to a question by Commissioner Gonzales, Manager Beltran did not have the number of people who did not show up for the Knott's Boysenberry field trip. She confirmed that the staff calls everyone on the standby list.

COMMISSIONER
LOPEZ

In response to a question by Commissioner Lopez, Director Rodriguez indicated that if someone happens to show up on the day of the trip, staff will need to have the person sign a waiver and then a staff member will need to go into the Senior facility and enter the money into their system and the vault. The policy states that we cannot have any money sitting outside due to audits.

COMMISSIONER
GONZALES

Commissioner Gonzales noted that most field trips fill up quickly. She advised non-residents to sign up in case someone can't go on the trip. She asked why not offer the ticket to someone who is present at the time of the trip or have non-residents pay at the time of registration and if the trip is full, staff can reimburse them with a check.

COMMISSIONER
GONZALES

In response to a question by Commissioner Gonzales, Director Rodriguez stated that she has everyone's suggestions and would need to wait for the direction of the City Council on Wednesday then it will be something that will be discussed internally to see how it would affect the Senior Center and the Finance Department. Regarding the policy that is something that needs to be discussed today or wait till the next meeting.

YOLANDA GARCIA

Yolanda Garcia recommends signing a waiver at the time they signed up for the waitlist. The other option is to limit the number of persons attending the field trip.

DIRECTOR RODRIGUEZ

Director Rodriguez indicated that we need the recommendation of the motion to accept the changes, but not approve the policy. This will allow staff to regroup and look at the policy to see how to make it work for everyone.

MOTION

A motion was made by Commissioner Gonzales, seconded by Chair Vice Chair Acosta, to approve the changes, but to wait for council approval on the other items recommended for non-residents and those on standby waiting at the bus. The motion was unanimously approved.

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Beltran provided the following update:

- 1) Special events and activities:
 - A) The Spring Boutique was a huge success. Pozole was sold out.
 - B) The St. Patrick's Dance on March 15th was well attended and enjoyable for all.
 - C) Bunco went extremely well.
 - D) Bingo is scheduled for March 27th. Registration is not required.
 - E) On March 29th, enjoy a birthday breakfast at 11 a.m. followed by an Easter Egg Hunt
 - F) Non-residents are starting to sign up for Spring classes.
- 2) Seminars:
 - A) On March 13th, Dr. Talk Stroke Prevention had a great turnout.
 - B) Dr. Talk will present a Grief and Loss workshop at 1 p.m. on April 10th. Registration is not required.
- 3) Field Trips:
 - A) On March 23rd, went to Knott's Berry Farm Boysenberry Festival. Admission was included, along with a wristband voucher.
 - B) The Ramona Pageant is scheduled for April 20th. Accepting registrations now for residents only. Standbys can register on April 1st and non-residents on April 8th.

**COMMISSIONER
GONZALES**

In response to a question by Commissioner Gonzales, Manager Beltran stated they tried in the past to have Mt. Sac and Senior classes sign up at the same time, but they run differently.

CHAIR RODRIGUEZ

In response to a question by Chair Rodriguez, Manager Beltran Indicated that they use a van on field trips in case of an emergency.

DIRECTOR RODRIGUEZ

Director Rodriguez noted that if someone needs special accommodations, they should contact staff ahead of time.

VICE CHAIR ACOSTA In response to a question by Vice Chair Acosta, Director Rodriguez stated that if someone wants to stay longer at an event, they can choose to drive on their own.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez announced that the Recreation Center will be holding an Annual Easter Eggstravaganza on Saturday, March 30th at 10:30 a.m.

Due to a reroofing project, the Recreation Center will temporarily relocate to Recreation Modules 1 and 2 on Calle de Paseo, and the Irwindale Library will temporarily relocate to the Irwindale Senior Center. This relocation is scheduled from Monday, April 1st, to Saturday, June 15th. Also, passports are by appointment only. A flyer has been sent out to the community.

COMMISSIONER ITEMS
AND REQUESTS

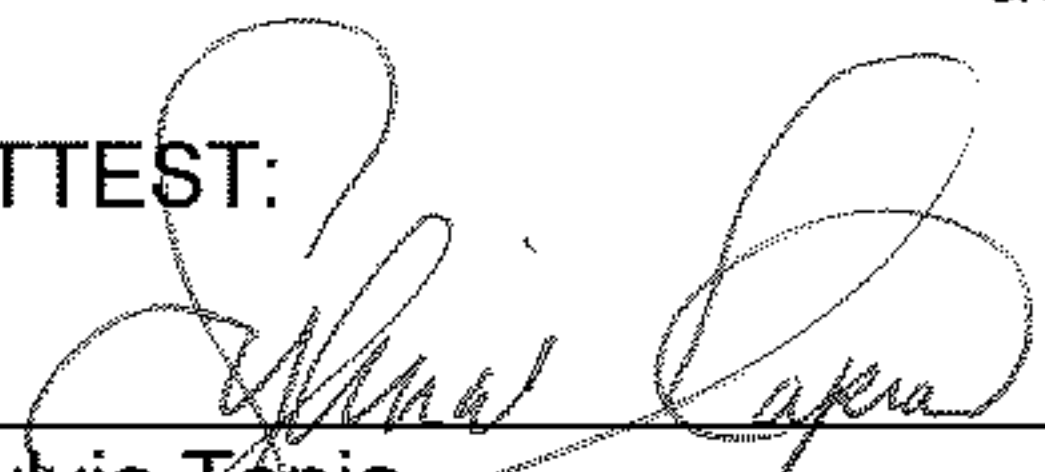
COMMISSIONER GONZALES Replying to a question by Commissioner Gonzales, Manager Beltran confirmed that line dance, pickleball, and Zumba classes will be held at the basketball courts starting April 8th.

COMMISSIONER GONZALES In response to a question by Chair Gonzales, Director Rodriguez indicated the electrician will provide an extension cord for music.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:53 a.m.

ATTEST:



Sylvia Tapia
Office Specialist

Approved as presented at the meeting held April 22, 2024.