



Gladstone Senior Center Advisory Board Meeting Agenda

Tuesday, August 15, 2023, 3:30 pm-5:00 pm

City Hall Council Chambers, 18505 Portland Avenue

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

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CALL TO ORDER

- a. Roll call of advisory board
- b. APPROVAL OF MINUTES FROM June 18, 2023

BUSINESS FROM THE STAFF - General Updates - Tiffany

- a. *Music on the Green* – how'd it go?
 1. Next is Friday, September 8, 2023 at 6:00 p.m.
- b. *American Legacy Construction* – reclaimed wood wall, new cabinets, new redwood dining tables – arrived/arriving this month
- c. *Mural* – artist Cathy Rowe and team installed
- d. *New Signage out in front of the Center*

BUSINESS FROM THE BOARD – Mindy/Board

- a. Community Festival informational booth – how'd it go? Suggestions or questions from community?
- b. Board members – discussion around the **revisions on the “boards, commissions and committees” and Renaming the Advisory Board**
 1. Jacque Betz, City Administrator, will share how we can consider membership additions of Board in alternate ways – ad hoc committees for the Board.

BUSINESS FROM THE AUDIENCE

- a. Gladstone Senior Foundation update

NEXT MEETING: September 19, 2023

ADJOURN

MEETING ACCESSIBILITY SERVICES AND AMERICANS WITH DISABILITIES ACT (ADA) NOTICE

The Civic Center is ADA accessible. Hearing devices may be requested from the City Recorder at least 48 hours prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder at bannick@ci.gladstone.or.us. Staff will do their best to respond in a timely manner and to accommodate requests.

GLADSTONE SENIOR CENTER ADVISORY BOARD MINUTES FOR JULY 18, 2023

Meeting was called to order by Chair Mindy Proski at 3:33 P.M.

ROLL CALL:

Chair Mindy Proski, Evelyn Johannesen, Sylvia Kelner, Roxanne McMullin, Josie Whitaker, Maria Mitchell, Simona Gherghisan

Senior Center Foundation: Bonnie Duncan

ABSENT:

None

STAFF:

Tiffany Kirkpatrick, Community Services Manager; Hayley Kratz, Office Assistant

Chair Proski called the meeting to order. She advised that the City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to the extent reasonably possible, to make all meetings accessible remotely through technological means and provide the opportunity for members of the general public to remotely submit oral and written testimony during meetings to the extent that in-person, oral, and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Chair Proski went over the agenda for the meeting.

APPROVAL OF MINUTES:

Roxanne McMullin made a motion to approve the minutes from the June 20, 2023 meeting. Motion was seconded by Josie Whitaker. Ms. Kratz took a roll call vote, and the minutes were approved with a unanimous vote.

BUSINESS FROM STAFF:

a) Music on the Green Events:

Ms. Kirkpatrick said she has created flyers and yard signs for the events (August 11th and September 8th from 6:00 P.M. to 8:30 P.M.) – the information will be in the newsletter as well. It will be held at the Senior Center on the green space (Abernethy/Portland Avenue). The community is invited to come and listen to live music/bands. Their goal is to have a fun community/family event. People can bring their own lawn chairs, food, beverages, etc. They are working on borrowing a stage/platform, as well as pop up tents for shelter. There was a suggestion regarding recording the events. There was discussion regarding future events – locating it on the waterfront, etc.

BUSINESS FROM THE BOARD:

a) Community Festival Informational Booth Ideas/Suggestions/Volunteers:

Chair Proski said the sign-up sheets has been passed around – there are still some open time slots.

b) Ideas for name of the Advisory Board:

The current name is Gladstone Senior Center Advisory Board, however, the Center's new name is Gladstone Community Center – the Spirit of Generations, so they need a board name that aligns more with that. Chair Proski asked for suggestions/comments. Gladstone Community Center Advisory Board – it would encourage a broader spectrum of citizenship to participate. Generations Advisory Board, Spirit Board, and Center Board were other suggestions.

Simona Gherghisan made a motion to change the name from the Gladstone Senior Center Advisory Board to the Gladstone Community Center Advisory Board. Motion was seconded by Evelyn Johannesen. Motion passed with a unanimous vote.

They will now take this to the City Council on September 12th.

c) **City Council/Senior Center Advisory Board meeting in August to discuss amending membership and duties of the Advisory Board to include diverse multigenerational/youth participation, this includes renaming the Advisory Board:**

Everyone received a copy of Chapter 2.70 and Chapter 2.10 – a rough draft for doing what is necessary to revise the ordinance (name change and the established purpose). Chair Proski went over the changes. She asked if there were any questions/issues. There were none.

Josie Whitaker made a motion to accept the proposed changes to Chapter 2.70 for presentation to the City Council. Motion was seconded by Sylvia Kelner. Motion passed with a unanimous vote.

Josie Whitaker made a motion to accept the proposed changes to Chapter 2.10 for presentation to the City Council. Motion was seconded by Simona Gherghisan. Motion passed with a unanimous vote.

Chair Proski said that currently all advisory boards have a total of seven members. They have discussed increasing theirs to nine. She asked if they wanted to bring that idea to City Council at the same time as the proposed name change/amendments. There was discussion regarding reasons why they would want to add two more members (expanding, adding activities, more age groups, extra creativity, power in numbers, expanding diversity {ages, skills, ideas, etc.}, sub-committees, etc.). There was discussion regarding voting and age requirements.

Ms. Kirkpatrick will gather information from some other local centers regarding some of these topics and bring that to the August meeting for discussion.

BUSINESS FROM THE AUDIENCE:

None.

BUSINESS FROM THE SENIOR FOUNDATION:

They had a meeting last Friday. Their name is going to stay the same. Their emphasis will always be on the senior aspect of the Community Center. They achieved their goal of renewing their bylaws. They will be sharing the booth at the Community Festival with the City and GEMS. They will offer seniors who attend the Festival a coupon for a hot dog, beverage, and seven bingo games. They will have the coupons at the booth and at the Center. They are working on the tram trip scholarships for people who would like to go on the trip but can't afford the fee. They are always looking for ways to help seniors in our community – they welcome ideas.

ADJOURN:

Roxanne McMullin made a motion to adjourn the meeting. Motion was seconded by Evelyn Johannesen. Motion passed with a unanimous vote. Meeting was adjourned at 4:29 P.M.

UPCOMING MEETINGS:

August 15th - 3:30 P.M. in Council Chambers

Revision of
**BOARDS,
COMMISSIONS, AND
COMMITTEES**

Chapter 2.10

BOARDS, COMMISSIONS, AND COMMITTEES GENERALLY

Sections:

- 2.10.010 Applicability.
- 2.10.020 Definitions.
- 2.10.030 Board, commission, and committee appointments.
- 2.10.040 Removal.
- 2.10.050 Organization and operation.

2.10.010 Applicability.

This chapter applies to all city boards, commissions, and committees unless mandated otherwise by state statute or city ordinance, including but not limited to the following boards, commissions and committees:

- (1) Budget Committee (ORS 294.336);
- (2) ~~Senior Center~~ Community Center Advisory Board;
- (3) *Repealed by Ord. 1506.*
- (4) Park and Recreation Advisory Board;
- (5) Planning Commission (ORS 227.090);
- (6) Traffic Safety Advisory Board; and
- (7) Audit Committee.

History: Ord. 1484 §1 (Exh. A), 2018; Ord. 1506 §1 (Exh. A), 2020.

2.10.020 Definitions.

“Ad hoc” means a public body created by Council for a particular purpose, issue, or need.

“Board” means a public body created by ordinance or resolution which acts in an advisory capacity to the Council in all matters set forth by the enactment establishing the board.

“Commission” means a public body created by ordinance or resolution which acts as a decision making body on behalf of the Council in all matters set forth by the enactment establishing the commission.

“Committee” means a public body other than a board or commission. Each committee has the authority and responsibility established for it by this code and by Oregon law as applicable.

History: Ord. 1484 §1 (Exh. A), 2018.

2.10.030 Board, commission, and committee appointments.

- (1) Any individual or group is encouraged to submit names for consideration to the city. Unless otherwise specified, all members must be residents of the city.
- (2) Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, commission, or committee. In the event of any inconsistencies between this chapter and any chapter relating to a specific board, commission, or committee, the specific chapter shall control.
- (3) In order to become more familiar with the applicants’ qualifications, the Council may interview all applicants for a vacancy.

- (4) Unless otherwise specified, all boards, commissions and committees will consist of seven members. The City Council may assign liaisons to boards, commissions and committees.
- (5) Council members may not serve as voting members.
- (6) Reappointment to a board, commission, or committee shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, commission, or committee and ~~his or her~~their stated willingness to continue. No person may serve more than two successive terms on the Budget Committee unless there is an interval of at least one term prior to the reappointment.
- (7) Consideration should be given to residents outside the city when the board, committee, or commission or function serves residents outside city boundaries.
- (8) No individual should be considered for appointment to a position on any board, commission, or committee where a conflict of interest may result. Board, commission, and committee members are public officials and shall not participate in any proceeding or action to gain a financial benefit or to avoid a financial cost for themselves or a relative, any business in which the member is serving or has served within the previous two years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. A relative includes the public official's spouse or domestic partner and children, siblings, spouses of siblings, or parents of the public official and spouses. If the public official has a legal support obligation for an individual or provides or receives benefits from another individual, they also may be defined as a relative of the public official. Any actual or potential conflict of interest shall be disclosed at the meeting of the board, commission, or committee.
- (9) Board, commission, and committee vacancies are filled by appointment of the Council. Appointments are made for terms not to exceed four years and will expire the last day of December unless mandated by state statute or by the city ordinance that established the board, commission, or committee. All board, commission, and committee members shall serve without compensation.
- (10) Individuals may not be appointed to more than two boards, commissions or committees at one time. If an individual is serving on more than one board, commission or committee they may not serve as the chair of both. This limitation does not apply to service on the City Budget Committee.

History: Ord. 1484 §1 (Exh. A), 2018; Ord. 1495 §1 (Exh. A), 2018; Ord. 1506 §1 (Exh. A), 2020.

2.10.040 Removal.

Members of a board, committee, or commission serve at the pleasure of the City Council and, except as may be limited or prohibited by law, may be removed at any time and for any reason by a majority vote of the City Council. Members of a board, committee or commission who are absent from more than three regular meetings in a calendar year are considered to have resigned from the board, committee or commission.

History: Ord. 1484 §1 (Exh. A), 2018.

2.10.050 Organization and operation.

- (1) Annual Work Plan. Each board, commission, and committee shall prepare an annual work plan which will have elements of the city's strategic plan. These work plans shall be discussed with and approved by the City Council in a joint work session.
- (2) Staff Support. The city will provide for necessary staff support for the board, commission, or committee including postage, meeting place, administrative support service, new member orientation and training.
- (3) Meetings. Staff sets the agenda. Each board, commission, or committee should meet at least once each month or as needed to conduct its business and shall meet on the call of the staff person in conjunction with the chairperson. All meetings shall be subject to the requirements of ORS 192.610 to 192.690 (Open Meetings Law). A majority of the voting members shall constitute a quorum for the conduct of business and concurrence of a majority of those members present shall be required to decide any matter. These meetings shall be an opportunity for public involvement in the discussion of issues relating to that particular board, commission, or committee.

(4) Authority to Bind. Neither a board, commission, nor committee, as a whole, or any member or members individually or collectively, shall exercise authority to bind the city, its officers or agents to financial commitment or obligations. Any funding for projects must be budgeted by the Council, and authorized expenditures presented to the staff for payment. The city may enter into agreements with other public agencies, associations, and individuals for services which will assist the board, commission, or committee in carrying out elements of its work plan.

(5) Annual Reports and Minutes. Each board, commission, or committee shall report on its activities in a work session with the City Council at least annually. The audio or written minutes for each board, commission, or committee shall be made available to Council for information.

(6) Chairperson and Vice-Chairperson. At its first meeting in January of each year members of the committee shall elect a chairperson and vice-chairperson.

(7) Ethics Law. Board, commission, and committee members appointed by the Council are considered “public officials.” As such, they are expected to abide by the Oregon Government Ethics Law of the State of Oregon (ORS 244.010 to 244.400).

(8) Boards, commissions, and committees may be asked to provide comments to other advisory bodies and staff when matters under consideration relate to their functional area of expertise.

History: Ord. 1484 §1 (Exh. A), 2018.

Chapter 2.70

COMMUNITY CENTER SENIOR CENTER ADVISORY BOARD

Sections:

- 2.70.010 Established—Purpose.
2.70.020 Membership—Qualifications.

2.70.010 Established—Purpose.

The ~~Senior Center~~Community Center Advisory Board is established for the purpose of advising the City Council and the Community Center – The Spirit of Generations~~Senior Center~~ staff regarding the needs of a multigenerational community~~senior~~ citizens. The Board shall be responsible for, but not limited to, the following activities:

- (1) Reviewing and commenting on rules and policies for the operation of the Community Center – The Spirit of Generations ~~Senior Center~~;
- (2) Commenting on the acceptance or rejection of donations of real or personal property or funds donated to the ~~Senior Center~~Community Center – The Spirit of Generations;
- (3) Commenting on the annual operating budget for the ~~Senior Center~~Community Center – The Spirit of Generations;
- (4) Commenting on sites for senior-community services buildings or for location of senior-community services facilities;
- (5) Such other activities as the Council may assign.

History: Ord. 1484 §1 (Exh. A), 2018.

2.70.020 Membership—Qualifications.

It is desirable that an applicant be familiar with and willing to support the ~~Senior Center~~Community Center – The Spirit of Generations and its programs, understand the needs of the Gladstone area seniors and the general community relative to senior-multigenerational programs, have the ability to gather information regarding needs, and have experience in working with committees or other task groups.

History: Ord. 1484 §1 (Exh. A), 2018.