



“The City with a Heart”

Joyce Satow, Chair
Linda Boscono, Vice Chair
Bonnie Bonzani
Carolyn Chin
Joanna Dunn
Liz Hom
Pam Madden

**AGENDA
SENIOR ADVISORY BOARD REGULAR MEETING
April 21, 2026
9:00 AM**

<p>IN PERSON* MEETING LOCATION</p> <p>San Bruno Senior Center 1555 Crystal Springs Road, Conference Room San Bruno, CA 94066</p> <p>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</p>	<p>Zoom Link: https://sanbruno-ca-gov.zoom.us/j/81809218045</p> <p>Phone Line: 1-669-444-9171 Webinar ID: 818 0921 8045 Webinar Password: 049403</p> <p>*Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public.</p> <p>**No public comment accepted via Zoom</p>
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PUBLIC COMMENT: In person attendees who want to provide public comment will be asked to fill out a speaker card and turn it into Meghan Rosin. Public comment may also be emailed to Mrosin@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Meghan Rosin 48 hours prior to the meeting at (650) 616-7151 or via email at Mrosin@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Senior Advisory Board less than 72 hours prior to that meeting are available for public inspection at the City Clerk’s Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City’s Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

1. **CALL TO ORDER/ROLL CALL** – Chair Joyce Satow, Vice Chair Linda Boscono, Bonnie Bonzani, Carolyn Chin, Joanna Dunn, Liz Hom, Pam Madden
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES:** March 17, 2026
5. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**
Individuals allowed up to three minutes, subject to the Chair’s discretion based on the anticipated length in the meeting. It is the Senior Advisory Board’s policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Senior Advisory Board from discussing or acting upon any matter not agendaized pursuant to State Law.

6. NEW BUSINESS

- a. Receive and File Historical Front Desk Sign-In Data, Monthly Class Attendance, and Monthly Meal Statistics for March 2026
- b. Report Out - Nutrition Site Council

7. UNFINISHED BUSINESS

- a. Senior Center Improvements Update
- b. Approval of the Fiscal Year 2026-27 Advisory Board Work Plan
- c. Updates from Ad-Hoc Subcommittees:
 - i. Volunteer Appreciation Event
- d. Senior Advisory Board By-Laws Update

8. ITEMS FROM STAFF

City staff are always available to discuss matters of concern with the public around Senior Services and the San Bruno Senior Center, from informal quick chats to scheduled meetings – the door is always open.

- a. Update on new City work week

9. ITEMS FROM BOARD MEMBERS:

This is a report out from board members. No discussion will occur on items reported out by board members unless they are specifically listed for discussion.

10. ADJOURNMENT

The next regular Senior Advisory Board Meeting will be held on May 19, 2026 at 9:00 a.m. at the San Bruno Senior Center.

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on April 16, 2026, by 6:00 p.m.



Meghan Rosin, Senior Services Manager



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MEETING MINUTES

Senior Advisory Board March 17, 2026

1. **CALL TO ORDER/ROLL CALL:** **Senior Service Manager Rosin** called the meeting of the Senior Advisory Board to order at 9:00 a.m. Board Members Present: Chair Joyce Satow, Vice Chair Linda Boscono, Bonnie Bonzani, Carolyn Chin, Joanna Dunn, Liz Hom, and Pam Madden. Staff Present: Karlen and Rosin.
2. **PLEDGE OF ALLEGIANCE:** **Chair Satow** led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** The Board accepted the agenda.
4. **APPROVAL OF MINUTES:** The Board accepted the minutes of the February 17, 2026 meeting.
5. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** None.
6. **NEW BUSINESS:**
 - a. Receive and File Nutrition Site Report for December 2025 – February 2026
 - i. Reports for January and February 2026 will be provided at the meeting.
 - b. Receive and File Historical Front Desk Sign-In Data and Monthly Class Attendance for February 2026 – **Senior Services Manager Rosin** presented. **Chair Satow** asked whether it was the County that requested the historical sign-in data. **Senior Services Manager Rosin** explained that staff partnered with the Nutrition Site Council to compile the figures. She added that the information helped the Nutrition Site Council understand which communities were being served and provided staff residential information for individuals attending the Senior Center. **Director Karlen** stated the data was critical for grant funding.
 - c. Report Out - Nutrition Site Council – **Board Member Madden** stated Big Bingo would occur on Sunday. She noted that much of the Nutrition Site Council’s profits were donated to the Senior Center.
 - d. Senior Advisory Board By-Laws Updates - Introduction – **Senior Services Manager Rosin** presented the staff report. **Director Karlen** explained that the current City Attorney’s view was that by-laws should define the advisory board’s role and responsibilities and anything already outlined in the municipal code didn’t need to be in the by-laws. He stated feedback should be emailed to Senior Services Manager Rosin.
 - e. Formation of Ad-Hoc Subcommittees:
Senior Services Manager presented the staff report. **Board Member Dunn** asked about standing committees versus ad-hoc committees and, if ad-hoc, the duration. **Senior Services Manager Rosin** stated they would be ad-hoc committees for now to assess where they were and what to focus on for the upcoming year. **Director Karlen** spoke about the 2024 initiatives and where they needed to go with this and spoke about the possibility of building a dashboard on the website with accomplishments.

- i. Age Friendly City Initiative – Board Members Bonzani, Chin, and Dunn volunteered.
 - ii. Senior Memberships 2027 – Chair Satow, Board Members Bonzani and Madden volunteered.
 - iii. Senior Nutrition Program Education and Funding – Discussion about donations and where the funds go. Chair Satow, Vice Chair Boscono, and Board Member Hom volunteered.
 - iv. Senior Programming Prioritization – **Director Karlen** stated that this committee would likely not start work until there was a schedule. **Board Member Bonzani** asked whether there would be a survey for feedback from the patrons. **Director Karlen** stated that this could be discussed in the committee. All board members expressed interest. Chair Satow, Board Members Hom and Madden were chosen randomly through a drawing.
- f. Fiscal Year 2026-2027 Work Plan - Introduction – **Director Karlen** presented the staff report and suggested that the four ad-hoc committees could be four of their work plan items. **Board Member Bonzani** expressed the need for additional volunteers and shared ideas for outreach. **Board Member Madden** spoke about Day in the Park. **Director Karlen** stated Recreation Supervisor O'Malley and Recreation Coordinator Toscano were managing Community Day this year and would be reaching out to all boards. **Board Member Dunn** expressed a desire for consistent communication across all of Community Services. **Director Karlen** asked whether the Board would like to include a work plan item focused on volunteer support.

7. UNFINISHED BUSINESS

- a. Senior Center Improvements Update – **Director Karlen** stated he and the engineering group from the City strategized about next steps. He had requested a meeting with the design group for the final design. He spoke about funding.
- b. Volunteer Appreciation Event Update – **Board Member Hom** announced that the event would take place on Saturday, May 16th at lunchtime, with a Hollywood Walk of Fame theme. She reviewed the event details and costs. Discussion about caterers and performers.

8. ITEMS FROM STAFF:

- a. City staff are always available to discuss matters of concern with the public around Senior Services and the San Bruno Senior Center, from informal quick chats to scheduled meetings – the door is always open.

Senior Services Manager Rosin reiterated that she was available to make time to meet.

9. ITEMS FROM BOARD MEMBERS

This is a report out from board members. No discussion will occur on items reported out by board members unless they are specifically listed for discussion.

Board Member Bonzani asked whether the remodel included a designated smoking area and speed limit signage in the parking lot. **Director Karlen** stated that a designated area was being designed. The parking lot was under Public Works so there would need to be some coordination. She asked for the number of volunteer hours for last year. **Senior Services Manager Rosin** stated the hours were 15,400 from the last volunteer appreciation event.

Board Member Chin spoke about May Day and the possibility of celebrating it next year.

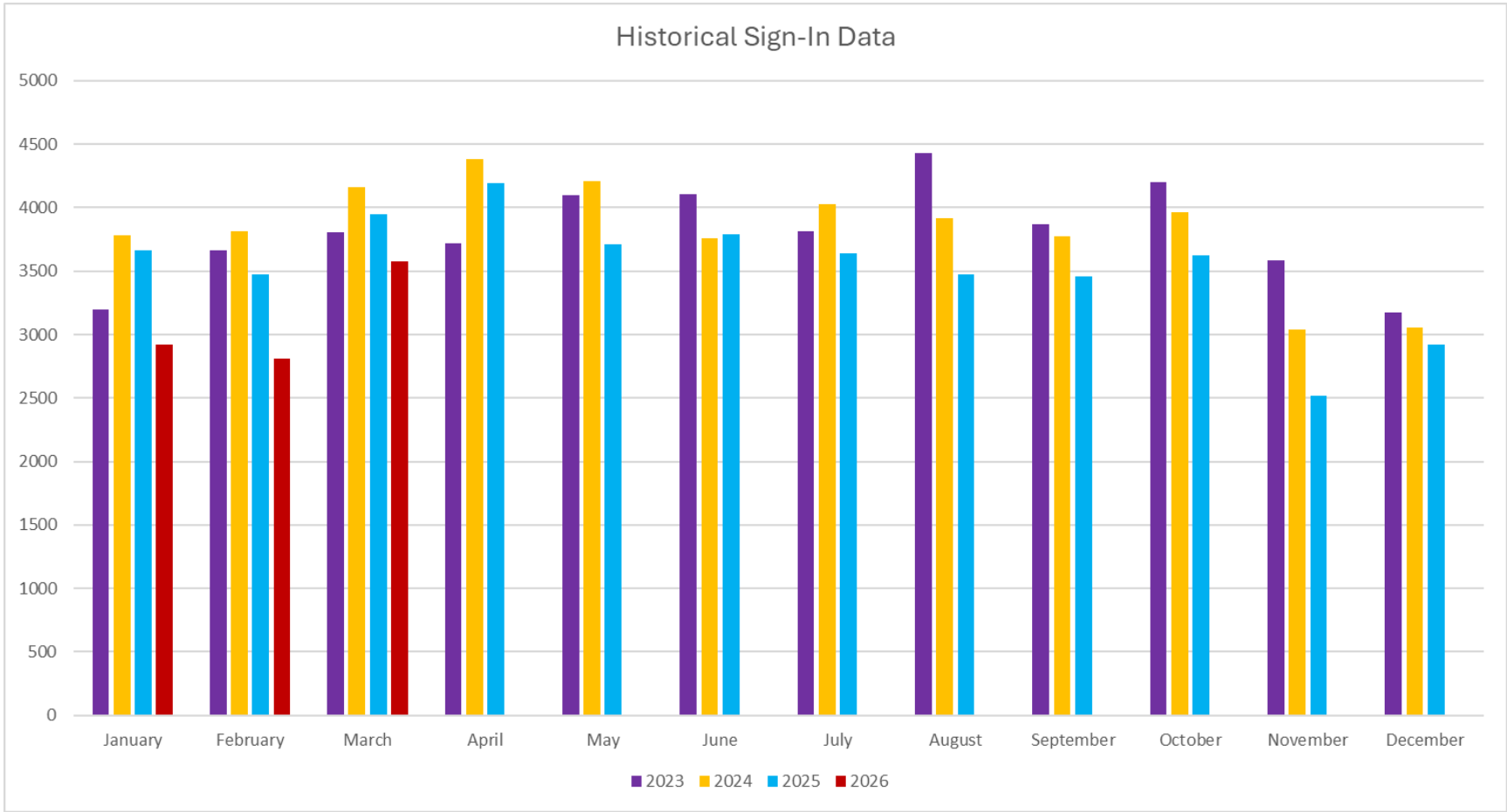
Vice Chair Boscono asked about a volunteer's free lunch ticket not being accepted at the St. Patrick's Day party. **Senior Services Manager Rosin** asked to talk about this offline.

Vice Chair Boscono stated that, according to Maria at Peninsula Food Runners, the new manager decided that Trader Joe's donations would go to Second Harvest. She added that she would reach out to other Trader Joe's locations.

Vice Chair Boscono reported receiving a complaint from a patron that not all shuttle riders were paying. **Senior Services Manager Rosin** explained that the program operated on a contribution basis and noted that staff would work on education. **Director Karlen** suggested referring this to Senior Nutrition Program ad-hoc committee for review.

10. ADJOURNMENT: Meeting was adjourned at 10:13 a.m.

DRAFT



	January	February	March	April	May	June	July	August	September	October	November	December
2023	3195	3663	3805	3718	4098	4107	3813	4434	3867	4204	3585	3177
2024	3781	3814	4165	4387	4207	3755	4031	3919	3772	3967	3040	3058
2025	3664	3476	3947	4196	3713	3787	3639	3472	3460	3624	2518	2919
2026	2922	2812	3578									

Class Attendance March 2026 Totals

Coding: W Weekly Program
 M# Monthly Program x # times per month
 SP Special Program - not regular
 A By Appointment w/Justine
 SE Special Event

Monday			
Class	FREQ	2025	2026
Billiards	W	28	39
BINGO	W	265	199
Bocce	W	71	116
Ceramics	W	47	48
Gentle Yoga	W	43	56
Hiking	W	66	54
MahJong	W	90	107
Pilates/Yoga Fusion	W	61	53
Tap	W	37	42
Art Appreciation	M1	7	10
Tech Talk (Mandarin)	M1	NA	5
Circle Dance	M2	NA	17

Thursday			
Class	FREQ	2025	2026
American Line Dance	W	30	25
Billiards	W	37	18
Creative Writing	W	50	39
Music & Motion	W	70	76
Painting	W	18	27
Pedro	W	96	108
Senior Softball	W	NA	57
Yoga for Health	W	66	58
Escape Artist Book Club	M1	8	9
Grief Support Group	M1	6	9
Collette Travel	SP	NA	7

Tuesday			
Class	FREQ	2025	2026
Beginner Line Dance	W	96	129
Billiards	W	25	27
Creative Writing	W	NA	44
Sit & Workout	W	57	56
Spanish	W	28	37
Ukulele	W	25	28
Zumba Gold	W	191	219
Let's Talk About Death and Dying	M1	NA	11
Origami	M1	NA	15
AARP Tax Prep	SP	116	143
Bocce: Intro for Beginners	SP	NA	12

Friday: Party 3/13			
Class	FREQ	2025	2026
Billiards	W	12	24
BINGO	W	40	181
Hiking	W	15	36
Knitting & Crocheting	W	8	25
Ping Pong	W	9	35
Stretch with Joy	W	8	26
Zumba Gold	W	40	126
Movie: The Intern	M1	0	5
Orientation	M1	NA	4
Pole Walking for Mobility	Canc	NA	0

Wednesday			
Class	FREQ	2025	2026
American Line Dancing	W	42	20
Beginner Line Review w/Dolly	W	44	49
Billiards	W	26	18
BINGO	W	187	266
Hiking	W	50	45
Hula	W	15	35
Stained Glass	W	48	39
Sound Bath	M1	NA	11

Sunday			
Class	FREQ	2025	2026
Come Back BINGO	SP	NA	0

Nutrition Site Report - March 2026

Day	Date	Congregate Meals	Guests	Disabled Under 60	Total Meals	Guest Fees
Mon	2	99			99	
Tue	3	101	2		103	\$16.00
Wed	4	102			102	
Thu	5	88	2		90	\$16.00
Fri	6	113	1		114	\$8.00
Mon	9	112			112	
Tue	10	101	8		109	\$64.00
Wed	11	120			120	
Thu	12	60	1		61	\$8.00
Fri	13	133	3		136	\$24.00
Mon	16	108	1		109	\$8.00
Tue	17	108	3		111	\$24.00
Wed	18	111	1		112	\$8.00
Thu	19	81			81	
Fri	20	91			91	
Mon	23	109			109	
Tue	24	111	3		114	\$24.00
Wed	25	120			120	
Thu	26	87	1		88	\$8.00
Fri	27	93	1		94	\$8.00
Mon	30	109			109	
Tue	31	100			100	
Total		2,257	27	0	2,284	\$216.00



DATE: April 21, 2026
TO: Senior Advisory Board
FROM: Meghan Rosin, Senior Services Manager
SUBJECT: Approval of the Fiscal Year 2026-27 Advisory Board Work Plan

BACKGROUND:

The Senior Advisory Board serves in an advisory capacity to City staff and the City Council on matters affecting older adults and programs offered through the San Bruno Senior Center. In addition to reviewing program updates and providing feedback on specific topics, the Board identifies key priorities it wishes to focus on during each fiscal year.

Establishing a clear set of goals allows the Board to focus its efforts, collaborate effectively with City staff, and provide meaningful recommendations to City Council. The Board's work plan may also help ensure alignment with broader City priorities and initiatives.

City Council recently identified several priority initiatives for Fiscal Year 2026-2027. These initiatives reflect major areas of focus for the City and provide an opportunity for advisory bodies to support community engagement, provide input, and help advance efforts that impact residents.

The initiatives include:

- **Building Better in San Bruno – Long Range Economic Development**
Focused on strengthening fiscal health by encouraging real estate investment and establishing funding districts for public improvements and public safety.
- **Main Street 2030 – Downtown Strategic Planning**
Development of a strategic plan to support the downtown area in response to evolving economic conditions and retail trends.
- **Reaffirming Our Legacy – Senior Center Remodel**
Renovations and accessibility improvements to the Senior Center facility, originally constructed in 1987.
- **Catalyzing Innovation – Software Overhaul**
Implementation of new enterprise resource planning and asset management software to modernize City operations.
- **“Ready San Bruno” Emergency Preparedness Project**
Modernization of emergency response tools and expanded community preparedness education and engagement.

While the Senior Advisory Board's goals do not need to mirror City Council initiatives exactly, aligning Board priorities with these broader efforts can help strengthen coordination and maximize the Board's impact.

DISCUSSION:

Staff previously facilitated an initial discussion with the Board in March to identify potential priority areas for Fiscal Year 2026–27. Based on that discussion and alignment with City Council priorities, staff developed a draft Senior Advisory Board Work Plan (Attachment 1) for the Board's consideration.

The proposed work plan outlines key focus areas where the Board can provide meaningful input, support community engagement, and advance initiatives impacting older adults in San Bruno. These areas include implementation of the Age-Friendly City initiative, input on programming during the Senior Center Remodel, support for downtown engagement, nutrition program education, emergency preparedness, and community connection through events and outreach.

The work plan is intended to guide the Board's efforts over the upcoming fiscal year while maintaining flexibility to respond to emerging needs and opportunities.

The Board is asked to review, discuss, approve the proposed work plan, including any modifications or refinements. Once finalized, the work plan will be presented to the City Council in May to support alignment with broader City initiatives and highlight key senior services priorities.

FISCAL IMPACT:

No fiscal impact is associated with this report.

RECOMMENDATION:

Review, discuss, and confirm the proposed Senior Advisory Board Work Plan for Fiscal Year 2026-27.

ATTACHMENTS:

1. Draft Work Plan

Attachment 1 – Draft Work Plan

City of San Bruno Senior Advisory Board Work Plan FY 2026/27

Commission Approval: TBD

Council Approval: TBD

#	Work Plan Item	Commissioners Involved	Timeline	Intended Outcomes
1	Attendance at Events and Encouraging Participation for Residents and Visitors	All	Ongoing	To strengthen commissioner connection to the community, increase visibility of the Board, and gather firsthand insight into programs and services to better inform recommendations and advisory input. Commissioners are encouraged to attend at least two events annually.
2	Supporting Implementation of the Age-Friendly City Initiative	Ad-Hoc Subcommittee and All	FY 2026–2027	To evaluate the status of previous Age-Friendly efforts, identify priority focus areas, and provide recommendations that support an updated, actionable work plan aligned with community needs and City initiatives, while supporting continued progress toward maintaining San Bruno’s Age-Friendly City designation.
3	Providing Input on Programming During the Senior Center Remodel	Ad-Hoc Subcommittee and All	FY 2026–2027	To provide input on program continuity and alternative service delivery strategies during the remodel period, ensuring older adults remain engaged and supported throughout the transition.
4	Supporting Older Adult Engagement in Downtown Development Efforts	All	FY 2026–2027	To provide recommendations that promote an age-inclusive downtown, ensuring older adults can safely access, participate in, and benefit from economic development, transportation, and community spaces.

#	Work Plan Item	Commissioners Involved	Timeline	Intended Outcomes
5	Supporting Education and Outreach for the Senior Center Nutrition Program	Ad-Hoc Subcommittee and All	FY 2026–2027	To increase awareness of the Nutrition Program, encourage participation, and support long-term sustainability through education on program benefits and voluntary contributions.
6	Providing Input on Emergency Preparedness Efforts for Older Adults	All	FY 2026–2027	To support improved preparedness for older adults through accessible information, targeted outreach, and coordination with City initiatives, helping ensure residents are better equipped to respond to emergencies at home and within the community.
7	Supporting the Senior Center 40th Anniversary Celebration	Ad-Hoc Subcommittee and All	FY 2026–2027	To celebrate the history and impact of the Senior Center, strengthen community connection, and increase visibility through events, storytelling, and outreach that engage both current participants and the broader community.