



**Senior Advisory Commission Meeting Minutes:**  
**May 14, 2019**

**LOCATION:** Senior Activity Center  
The Marq Southlake – Legends Hall Executive Boardroom  
285 Shady Oaks Drive  
Southlake, Texas

**Members Present:** Chair Beverly Blake, Vice Chair MaryLee Alford, Secretary Marge Kyle and SAC members, Esther Spickler, Kathryn Oler, Barbara Pappy, and Greta Schumacher (Alt #2)

**Commission Members Absent:** Patty Howell (Alt #1)

**Staff Members Present:** Director of Community Services Department Chris Tribble, Assistant to the City Manager Lauren LaNeave, Deputy Director Economic Development & Tourism Daniel Cortez, Senior Services Coordinator Soheila Phelps, and Community Services Department Secretary Linda Carpenter

**Guests:** CARS President Ernie Meyer, MMOW Executive Director Mary King and SSFI officer and former Senior Advisory Commission member Bernie McCauley

**1. CALL TO ORDER**

Chair Beverly Blake called the meeting of the Senior Advisory Commission to order at 1:03 p.m.

**2. PUBLIC FORUM – Chair Beverly Blake opened Public Forum.**

*Lou Braun, 106 Starling Court, Southlake, former Senior Advisory Commission member. At Mr. Braun's request and in his absence at the May 14, 2019 Senior Advisory Commission meeting, Vice Chair MaryLee Alford read a letter Mr. Braun sent to the Commission for Public Forum regarding staffing of the Southlake Senior Center. A copy of the letter is attached to the meeting Minutes*

*MaryLee Alford, Vice Chair, Senior Advisory Commission member, made a request to staff to receive membership comparison data for Senior Advisory Commission consideration.*

*Esther Spickler, Senior Advisory Commission member, requested clarification on the issue regarding staffing needs. Chair Blake provided an explanation.*

Chair Blake acknowledged Public Forum comments and noted an item may be placed on a meeting agenda for Senior Advisory Commission to consider, if

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necessary. There being no one else to address the Commission, Public Forum was closed.

### **3. DISCUSSION**

#### **3A. CITY MANAGER'S OFFICE REPORT**

Assistant to the City Manager Lauren LaNeave provided a City Manager's Office Report, including information about the May 14, 2019 Health & Wellness Master Plan Open House; the City's recent AAA Bond Ratings; and property tax and Homestead exemptions.

#### **3B. ECONOMIC DEVELOPMENT**

Deputy Director of Economic Development & Tourism Daniel Cortez provided a comprehensive report about economic issues, development projects within the City, and responded to questions.

Aside from the economic update, Senior Advisory Commission members asked for attention to be given to the landscaping in the medians at the intersections of Peytonville Avenue and Southlake Boulevard and Davis Boulevard and Southlake Boulevard.

#### **3C. METROPORT MEALS ON WHEELS REPORT**

Metroport Meals On Wheels (MMOW) Executive Director Mary King presented an overview of the history of MMOW. Ms. King reviewed the MMOW FY2014-2018, plus TYD 2019 report, and reviewed participation and financial statistics for the congregate and home delivered meals programs and responded to questions.

The City of Southlake has been providing financial support for the Southlake MMOW meal programs through Community Services Agreements since early 1998.

#### **3D. CALL A RIDE SOUTHLAKE REPORT**

Call A Ride Southlake, Inc. (CARS) Chairman Ernie Meyer presented a quarterly report on ridership data, driver stats and volunteer driver issues and was available to answer questions. A comparison of statistics from 2018 and 2019 revealed CARS volunteers have driven more miles and put in more hours in 2019 to date in comparison with 2018; there has been a significant increase in rides to the Southlake Senior Center; and CARS has increased One-Way trips by over 150 year-over-year in the first quarter. Members were invited to attend the annual CARS Appreciation Dinner to be held June 8. CARS continues to recruit volunteer drivers.

#### **3E. SOUTHLAKE SENIOR FUNDING, INC.**

Southlake Senior Funding, Inc. (SSFI) representative Bernie McCauley presented a report and was available to answer questions regarding SSFI activities. SSFI held their annual meeting May 6, 2019. Recruitment issues continue with possibly two new potential members that will replace the three members that were recently lost. During last year's membership drive, 147 memberships were obtained whereas there have only been 66 memberships obtained this year to date. SSFI surprised everyone attending the luncheon on April 1<sup>st</sup> by paying everyone's cost for their meal. SSFI plans to partially sponsor the June visit to the Artisan Theatre. With limited resources and fundraising, other events are being discussed.

### **3F. COMMUNITY SERVICES REPORT**

Senior Services Coordinator Soheila Phelps presented the March 2019 Senior Center membership and participation report and responded to questions. The March report statistics show an increase in resident memberships, a 31% increase the male memberships in March, and an increase of memberships in the age group 55-60.

### **3G. SENIOR SERVICES REPORT**

Senior Services Coordinator Soheila Mashat-Phelps updated the Commission about the recruitment of one new part-time staff and that applications continue to be reviewed to recruit another part-time staff. Senior programs are going very strong and staff is committed to providing the best programming and service for Southlake seniors regardless of the number of staff. Members were encouraged to discuss their thoughts and comments about senior programming any time with Ms. Phelps.

### **4. CONSENT**

**CONSENT AGENDA** Consent Agenda items are considered routine by the Commission and are enacted with one motion.

### **4A. APPROVAL OF THE MINUTES FROM THE APRIL 9, 2019 REGULAR SENIOR ADVISORY COMMISSION MEETING.**

Chair Beverly Blake presented the Consent Agenda, including approval of the minutes of the April 9, 2019 meeting.

### **APPROVED**

A motion was made to accept the minutes of April 9, 2019 meeting as read.

Motion: Alford  
Second: Schumacher  
Ayes: Alford, Blake, Kyle, Orlor, Spickler, Schumacher (Alt #2)  
Nays: None  
Abstention Pappy (absent 4/9/2019 meeting)

Vote: 6-0-1  
Motion passed.

*Commission member Barbara Pappy left the meeting at 2:49 p.m.*

**5. CONSIDER**

**5A. APPROVE SENIOR ADVISORY COMMISSION 2<sup>nd</sup> QUARTER DASHBOARD REPORT**

Senior Services Coordinator Soheila Phelps presented the Q2 Senior Advisory Commission Dashboard Report for feedback and approval. The Commission discussed the Q2 report. A suggestion was made to offer a water aerobics class for seniors. Members are also interested to know how many senior center members have also purchased Champions Club memberships.

**APPROVED**

A motion was made to approve the Senior Advisory Commission 2<sup>nd</sup> Quarter Dashboard Report.

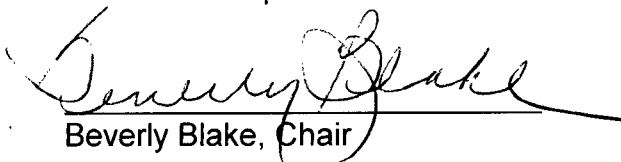
Motion: Alford  
Second: Schumacher  
Ayes: Alford, Blake, Kyle, Orlor, Spickler, Schumacher (Alt #2)  
Nays: None  
Abstention None  
Vote: 6-0  
Motion passed.

**6. ADJOURNMENT**

**APPROVED**

A motion was made to adjourn the meeting at 3:00 p.m.

Motion: Schumacher (Alt #2)  
Second: Orlor  
Ayes: Alford, Blake, Kyle, Orlor, Spickler, Schumacher (Alt #2)  
Nays: None  
Abstention None  
Vote: 6-0  
Motion passed.

  
Beverly Blake, Chair

  
Community Services Department

Attachment: Item 2 – Public Forum, Letter submitted by Lou Braun

*A digital recording of this meeting is available by request in the Office of the City Secretary.*

5/14/19 SAC Meeting - Public Forum  
Attachment Item 2

May 3, 2019

My name is Lou Braun. I have been Southlake resident for almost a quarter century. I have been a member at the Southlake senior center for over a decade. I attended the Southlake Senior Center at Legends Hall at least four times a week prior to the Champions Club Opening in April 2019. I have previously served on the Southlake Senior Advisory Commission and toured the various neighboring senior centers to help evaluate the potential Southlake Center needs. I am familiar with the Facility Feasibility Study 2010 and was present for City council work session with the Senior Advisory Commission. I ask that the following letter and proposal/information be read into the record at the May 14, 2019 Senior Advisory Commission meeting, as I am visiting my daughter in Michigan.

**Subject: Senior Center staffing**

Activity head count (source is the May thru June senior activity calendar)

Monday 300

Tuesday 200

Wednesday 225

Thursday 225

Friday 175

In the three years the senior center has been located at the Legends Hall, there has been continual turnover with the two part time support staff positions. This will be the eighth new face appointed to one of the part time positions.

This staffing is not representative of the needs of the Southlake Seniors or the Southlake Senior Center. The full-time coordinator and two part time staff a week provided does not adequately support the over eight hundred (800) members.

The potential senior members/visitor head count can be as high as 350 on a Monday. This is the day of Monthly class registrations (twice) and the Meals on wheels Luncheon. The next three days of the week can average 225 senior

members/visitor head count depending on the number of seminars and trips to outside venues. Friday headcount is about 175.

The coordinator/staff prepares activity calendars, various notices and newsletters, collects fees, covers inbound /outbound calls for all types of needs including; class cancelations by members and wait listed call ins, class and seminar changes and trip changes/cancelations.

Routinely the staff handles soliciting/coordinates for seminar sponsors and presenters for the members and the newsletter/calendar, Lunch and Learn seminars and movie day, potential new member tours and trips outside the facility. These trips can be in the evening after normal hours.

Daily the staff covers/monitors the fitness room, library, game room, refreshments in the kitchen, Food Bank donations and all the senior activities in multiple rooms and outside venues.

The Champions Club has now opened and over 100 people have been hired and with it comes a new venue for the Senior Center staff to help assist with new venue Senior activities with no change in staffing considerations.

**I am requesting one full time supervisor status for the Senior Center facility and one full time (40 hours) and one-part time support staff (at least 20 hours) for the Southlake Senior Center. In my opinion there should be three people on every Monday all day, and on days when outside trips occur (two to four times a month) and weeks with afterhours evening events. This would be a routine increase of 20 hours and 30 hours when specific trips/events occur in a week. I believe adding a full-time support person helps with the overall good will, brings some sense of commitment, consistency of knowledge and will help reduce the staffing turnovers.**

I am requesting that the Senior Advisory Commission support this meeting agenda item by a vote on the record.

**CITY OF SOUTHLAKE** Senior Advisory Commission Sign-in Sheet  
 May 14, 2019 @ 1pm  
 Senior Activity Center – The Marq Southlake  
 285 Shady Oaks Dr. - Southlake, TX

**Vacant (Place 1)**

**MaryLee Alford (Place 2), Vice Chair**

MaryLee Alford

**Kathryn Orlor (Place 3)**

Kathryn Orlor

**Barbara Pappy (Place 4)**

Barbara Pappy

**Esther Spickler (Place 5)** WAS present.

~~absent~~ Esther Spickler

**Beverly Blake (Place 6), Chairman**

Beverly Blake

**Margie Kyle (Place 7), Secretary**

Margie Kyle

**Patty Howell (Alt 1)**

~~absent~~

**Greta Schumacher (Alt 2)**

Greta Schumacher

**STAFF**

**Chris Tribble**

CT

**Kate Meacham**

-

**Ashley Newhart**

~~absent~~

**Soheila Phelps**

Soheila

**GUESTS (PLEASE PRINT)**

**Ernie Meyer (CARS)**

Ernie Meyer

**Brighton Greene (CARS)**

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**Erik Phelps (CARS)**

\_\_\_\_\_

**Mary King (MMOW)**

Mary King

**Lauren LaNeave (CMO)**

Lauren LaNeave

**Daniel Cortez (ED)**

Daniel Cortez

**Bernie McCauley (SSFI)**

Bernie McCauley

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