

**City of Laguna Woods  
Community Services Committee**

**SPECIAL MEETING NOTICE**

**DATE:** November 9, 2009

**TO:** Community Services Committee Members

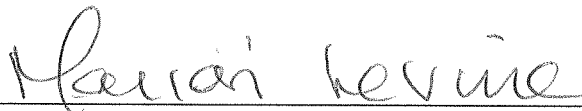
**FROM:** Marion Levine, Chair

**SUBJECT:** Notice Calling a Special Community Services Committee Meeting

---

In conformance with Government Code Section 54956, I am hereby calling a special meeting of the Community Services Committee for November 18, 2009. The meeting shall be held at 9:30 a.m. in the Laguna Woods City Council Chambers, 24264 El Toro Road, Laguna Woods, CA 92637.

The purpose of this meeting is to review and approve recommendations to the City Council for the award of Community Services grants to non-profit organizations for calendar year 2010.



---

Marion Levine, Chair  
Community Services Committee  
City of Laguna Woods

# AGENDA

## COMMUNITY SERVICES COMMITTEE

### SPECIAL MEETING

November 18, 2009

9:30 A.M.

Laguna Woods City Hall  
Council Chambers  
24264 El Toro Road  
Laguna Woods, CA 92637

**AGENDA DESCRIPTION:** The Agenda descriptions are intended to give notice, to members of the public, of a general summary of items of business to be transacted or discussed.

Any person wishing to address the Community Services Committee on any matter, whether or not it appears on this agenda, may do so under the appropriate section of the agenda. Whenever possible, lengthy testimony should be presented to the Committee in writing (12 copies) and only pertinent points presented orally. Requests to speak to items on the agenda shall be heard at the appropriate point on the agenda; requests to speak about subjects not on the agenda will be heard during the **Public Comment** section of the meeting.

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. PRESENTATIONS

#### IV. COMMITTEE BUSINESS

##### A. Conflict of Interest Regulations

RECOMMENDED ACTION: Discuss.

##### B. 2010 Community Services Grants Recommendations

RECOMMENDED ACTION: Recommend that the City Council:

1. Award \$65,000 in competitive Community Services grants to six grantees: The Braille Institute (\$20,000), South County Outreach (\$20,000), Trauma Intervention Program (\$5,000), Laura's

House (\$5,000), Dayle McIntosh Center (\$5,000), and Laguna Canyon Foundation (\$10,000).

2. Award \$75,000 in Community Services grants to South County Senior Services for:
  - a. Adult Day Health Care – \$22,500
  - b. Transportation Services – \$22,500
  - c. Florence Sylvester Memorial Senior Center – \$30,000

**V. SUBCOMMITTEE REPORTS**

- A. Social and Health Services
- B. Arts, Culture & Recreation
- C. Community Relations
- D. Transportation Programs/Services
- E. Environmental Programs

**VI. INTERACTION WITH COMMITTEES AND ORGANIZATIONS**

- A. Environmental Committee
- B. Friends of the Library
- C. Chamber of Commerce

**VII. PROJECT UPDATES**

**VIII. COMMITTEE MEMBER COMMENTS**

**IX. PUBLIC COMMENTS**

**X. ADJOURN**

Next Community Services Committee meeting is scheduled as a Special Meeting for December 16, 2009

**City of Laguna Woods  
Advisory Committees  
Conflict of Interest**

**Political Reform Act (Government Code Section 87100)**

No public official may make, participate in making, or attempt to influence a governmental decision if the decision would have a material financial effect on him or herself, their immediate family or any of their economic interests.

Economic interest is defined as:

- Having any direct or indirect interest in real property worth \$2,000 or more
- Receiving \$500 or more in income
- Serving as a director, officer, partner, trustee, employee or in any management position
- Receiving \$340 or more in gifts in any 12 month period (this number is revised annually)
- If the Council's action would cause any expense, income, asset or liability to change in the following 12 month period

**Exceptions:**

“Public generally” – the public official is not affected by a decision any more than the majority of the public within the jurisdiction.

“Legally required participation” – an action is required, the agency lacks a quorum without the member and there is no alternative means of making a decision other than for the member to participate.

**Committee members need not submit conflict of interest forms; however, they may not participate in discussions or vote on issues if they meet the above conditions.**

**Government Code (Section 1090)**

Public officials may not have a financial interest in any contract made by any legislative body on which they are a member. A councilmember cannot simply

## ITEM IV-A.

excuse himself or herself from the discussion; the legislative body is prevented from approving the contract. Economic interest is defined as stated in the section above.

**Exception:** “Remote interest” – the public official is:

- an officer/employee of non-profit corporation
- a board member who has been employed for more than three years by the company prior to his/her assuming office and the company has more than 10 employees
- a supplier of goods or services that have been provided to the agency for at least 5 years prior to his/her assuming office.

**Committee members may not participate in discussions or vote on issues if they meet the above conditions. In the case of exceptions, their remote or noninterest relationship must be disclosed before voting. However, their “conflict” would not prevent the City Council from acting on the matter.**

### **California Constitution (Article 12, Section 7)**

State law strictly forbids elected and appointed officials (including committee members) from accepting free or discounted travel from transportation companies. This prohibition applies only if the travel was provided due to a person’s position. If the discount is provided equally to all members of the public, there is no prohibition.

### **California Government Code (Section 8314)**

It is unlawful for any elected or appointed official to use or permit others to use public resources for any personal purpose. Violations may result in significant criminal and civil penalties.

Personal purpose includes any activity the purpose of which is personal enjoyment, private gain or advantage or an outside endeavor not related to the local agency’s business. Political campaigns are included in the definition of personal purpose. Public resource includes any property or asset owned by the local agency.

## City of Laguna Woods Agenda Report

**FOR:** October 28, 2009 Community Services Committee Meeting  
**TO:** Community Services Committee Members  
**FROM:** Douglas C. Reilly, Assistant City Manager  
**Agenda Item:** 2010 Community Services Grant Recommendations

---

### **Recommendations:**

Recommend that the City Council:

- A. Award \$65,000 in competitive Community Services grants to six grantees: The Braille Institute (\$20,000), South County Outreach (\$20,000), Trauma Intervention Program (\$5,000), Laura's House (\$5,000), Dayle McIntosh Center (\$5,000), and Laguna Canyon Foundation (\$10,000).
- B. Award \$75,000 in Community Services grants to South County Senior Services for
  - Adult Day Health Care – \$22,500
  - Transportation Services – \$22,500
  - Florence Sylvester Memorial Senior Center – \$30,000

### **Background**

The City budgets \$150,000 annually for award of designated and competitive community services grants. The goal of the grant program is to fund programs and services that benefit residents or workers in the City and help non-profit organizations start up new programs that can eventually be self-supporting. The program is also to provide ongoing support to worthy programs, such as those provided by South County Senior Services (SCSS). The City Council adopted guidelines for the solicitation and award of the grants, and assigned the task of reviewing applications and recommending grant awards to the Community Services Committee.

## ITEM IV-B.

This year, a public notice inviting applications for grants was published in the Laguna Woods Globe newspaper on July 23, 2009. Application packets were mailed to eighteen non-profit organizations that requested information. Ten applications, totaling \$172,000, were received by the August 31, 2009 deadline:

<u>Organization</u>	<u>Funding Request</u>
▪ The Braille Institute	\$20,000
▪ South County Outreach	\$20,000
▪ Saddleback Memorial Foundation	\$10,000
▪ Trauma Intervention Program	\$5,000
▪ Laura's House	\$5,000
▪ American Lung Association	\$15,000
▪ Pilgrimage Community Counseling	\$7,000
▪ Dayle McIntosh Center	\$5,000
▪ Laguna Canyon Foundation	\$10,000
▪ South County Senior Services	\$75,000

### Discussion

On September 10 and September 18, the Social and Health Services (SHS) subcommittee reviewed nine applications for grant funding. One application will be evaluated by the Arts, Culture and Recreation (ACR) subcommittee before the Community Services Committee (CSC) on October 28. The SHS subcommittee recommends award of grants totaling \$130,000 to six applicants. Staff is recommending award of \$10,000 to one applicant, which will be discussed with the ACR subcommittee later this week. The subcommittee also recommended award of \$5,000 to South County Outreach more than the organization requested, but this is counter to long standing City Council policy. Attachment 1 summarizes the organizations and programs submitted for grant funding with recommended awards.

The following are grant recommendations for 2010 and the status of programs and services provided by organizations funded for the first six months of 2009:

#### **1. South County Senior Services (\$75,000)**

The SHS subcommittee is recommending that SCSS be awarded \$75,000 as requested. The City Council reserves this amount every year for SCSS. The grant will provide \$22,500 for transportation services, \$30,000 for the Florence Sylvester Memorial Senior Center, and \$22,500 for adult day care services.

## ITEM IV-B.

The City restricts the use of City funds in transportation services and adult day services. Applications were reviewed to ensure compliance with the following conditions.

### Transportation

- City funds are to be used exclusively for Laguna Woods' residents that are handicapped or economically disadvantaged and have no other options for transportation services.
- No City funds are to be used to subsidize transit services for Laguna Woods' residents that are physically and/or financially capable of using transportation services provided by the City, their residential communities or the Orange County Transportation Authority (OCTA).

### Adult Day Services

- City of Laguna Woods' community services grant funding is specifically for scholarships to Laguna Woods' residents who are under financial constraints and not covered by insurance or any other funding source for adult day services.
- City grant funds are strictly prohibited from being used to subsidize the shortfall between fees for adult day service received from insurance, private pay or any other funding source and the total cost to South County Seniors to provide a day's service.

The SCSS transportation application includes the City conditions and its quarterly reports will provide the following information:

- Number of Laguna Woods' residents per trip that are handicapped or economically disadvantaged.
- Number of residents per shopper shuttle trip from the Whispering Fountains senior apartment complex.
- Criteria used to determine that residents of Laguna Woods using SCSS transportation services subsidized by City funds are handicapped, economically disadvantaged or have no other options for transit services.

Quarterly reports received to date have included compliance information.



## ITEM IV-B.

### **Programs and Services Provided between January – June 2009**

#### Adult day services

A total of 145 additional days of service were provided for financially limited Laguna Woods residents who have no funding source or insurance coverage for additional days of health care services. This provided a respite from care-giving for 62 residents.

#### Transportation

There were 448 trips provided to handicapped or economically disadvantaged residents who have no other option for transportation service and 200 shopper shuttle trips were provided for residents of the Whispering Fountains senior apartment complex.

#### Florence Sylvester Memorial Senior Center

The senior center provided 4,556 congregate meals to 281 Laguna Woods' residents and 37,245 home delivered meals to 293 homebound seniors.

### **2. Braille Institute (\$20,000)**

The SHS subcommittee is recommending award of \$20,000, as requested. The organization is providing an important service to visually impaired residents of Laguna Woods which helps them adjust to sight loss, remain independent and improve self confidence.

### **Programs and Services Provided between January - June 2009**

All classes and services are provided without charge; 390 residents attended classes. Additional services provided included: 55 low vision consultations, 18 orientation and mobility trainings, peer counseling for 106 individuals, and balance and mobility training for 46 individuals at Las Palmas. Other services included: in-home visits, home orientation training, telephone training, multi-week class sessions, and coordinating and planning for a blind/low vision golf tournament in August.

### **3. South County Outreach (\$20,000)**

The SHS subcommittee is recommending award of \$20,000, as requested. South County Outreach offers services and programs that provide emergency food, rental assistance, and utilities assistance to needy and low-income residents. Although

## ITEM IV-B.

the subcommittee would like to recommend an additional \$5,000 for this group, it runs counter to longstanding City Council policy.

### **Programs and Services Provided between January – June 2009**

Emergency food support was provided to 294 Laguna Woods residents, 4 residents received emergency utility assistance, 2 residents received rental assistance and 10 residents enrolled in a computer skills training program.

#### **4. Trauma Intervention Programs (TIP) (\$5,000)**

The SHS subcommittee is recommending funding of \$5,000 to conduct emotional first aid seminars to prepare residents to assist others in need of emotional support, distribute trauma intervention resources guides, recruit residents to become TIP volunteers and provide follow-up to TIP clients.

### **Programs and Services Provided between January – June 2009**

TIP has conducted a 4-hour emotional first aid seminar and graduated 22 residents and is scheduled to conduct another seminar later this year. In the last 6 months, TIP has provided follow up services to 25 Laguna Woods residents, distributed 62 trauma resource guides, and distributed 150 TIP volunteer recruitment flyers throughout the City.

#### **5. Laura's House (\$5,000)**

The Subcommittee is recommending funding of \$5,000 for a program aimed at ending family violence in later life by providing clinical, psychological and educational services to seniors who are at-risk of abuse or its recurrence in a domestic setting.

### **Programs and Services Provided between January – June 2009**

In the last 6 months, Laura's House has provided domestic violence counseling services to 3 residents of Laguna Woods, conducted an educational program at City Hall, and made contacts with the Village Social Services Department, South County Seniors, Laguna Woods's religious organizations and community clubs.

**6. Dayle McIntosh Center (DMC) (\$5,000)**

The SHS subcommittee is recommending award of \$5,000, as requested. The program, "Aging with Vision Loss," provides mobility training for seniors who are blind or visually impaired. It is the only program in Southern California that provides seniors with vision loss supportive services in their homes. The Aging with Vision Loss program is primarily funded through the state Department of Rehabilitation for the next three years and has the potential to become a fee for service program. Based on this information, the subcommittee is recommending that 2010 be the last year of City grant funding for this program.

**Programs and Services Provided between January – June 2009**

In the last 6 months, Dayle McIntosh Center provided specialized services to 22 visually impaired or blind residents of Laguna Woods.

**7. Laguna Canyon Foundation(\$10,000)**

The Laguna Canyon Foundation is requesting \$10,000 for a program to recruit and train Laguna Woods' residents as members of its South Coast Wilderness Volunteers. One goal is to grow to 200 the number of active volunteers. A second goal is to add programs tailored specifically for seniors and their special needs. Staff is recommending award of the requested \$10,000. The ACR subcommittee will consider this application before the CSC meeting on October 28 and will provide a recommendation at that time.

**Following Programs Not Recommended for Funding in 2010**

**8. Saddleback Memorial Foundation (\$10,000)**

The foundation is requesting \$10,000 for salary and benefits relating to an existing staff position for the Heat Failure Disease Management Program. This program was implemented in 2007 with a \$10,000 Community Service Grant and continued in 2008 with another \$10,000 grant. No funds were requested for the program in 2009. The program is administered by the Clinical Resource Services Department at Saddleback Memorial Medical Center and is to be incorporated in the normal operation of that department. The SHS subcommittee is not recommending funding for the program in 2010.

**9. Pilgrimage Family Therapy Center (\$7,000)**

The Pilgrimage Family Therapy Center is requesting \$7,000 for Individual Therapy/Face Your Fear Groups. Over 60% of the requested funding is for the cost of facility maintenance, insurance and supervision. The SHS subcommittee is not recommending funding for this program.

**10. American Lung Association(\$15,000)**

The American Lung Association (ALA) is requesting \$15,000 for a period of six months to develop and conduct an adult health “The Best Things in Life are Free: Breathing and Lunch” program. The program would conduct 8 workshops at community centers or places of business in Laguna Woods. In a six month period, ALA proposes to develop the program, gain commitments from 8 public or private agencies to co-sponsor the program, and then advertise and schedule the workshops. The SHS subcommittee felt that this program was too ambitious to accomplish successfully in 6 months and is not recommending funding in 2010.

All grant applicants were invited to attend the October 28, 2009 CSC meeting where they will be given the opportunity to provide additional information about their grant proposals.

**Fiscal Impact**

The Fiscal Year (FY) 2009-2010 budget approved by the City Council in June 2009 includes \$150,000 for community services grants. Approval of the recommended action will recommend allocation of \$140,000 by the City Council, leaving a balance of \$10,000.

**Conclusion**

Staff and CSC subcommittees have evaluated the applications for 2010 community services grants are recommending awards of \$140,000. The CSC’s recommendations will be forwarded to the City Council for consideration and approval at its November 18, 2009 meeting. Attachment 1 shows the organizations and programs submitted for grant funding with the recommended grant awards.

Attachment 1: 2010 Grant Funding Recommendations Summary

ITEM IV-B.

**2010 GRANT FUNDING RECOMMENDATIONS SUMMARY**

<b>ORGANIZATION</b>	<b>PROGRAM</b>	<b>AMOUNT</b>	<b>Recommendation</b>
Braille Institute	Training for residents with sight loss	\$20,000	\$20,000
Trauma Intervention Program	TIP liaison conduct seminars, and train volunteers	\$5,000	\$5,000
South County Outreach	Community Outreach to assist low income residents with emergency food, rental assistance and utility assistance	\$20,000	\$20,000
Laguna Canyon Foundation	South Coast Wilderness Volunteers	\$10,000	\$10,000
Laura's House	End Family Violence in later life	\$5,000	\$5,000
Dayle McIntosh Center	Aging with vision loss mobility training for seniors who are blind	\$5,000	\$5,000
Saddleback Memorial Hospital Foundation	Heart Failure Disease Management Program	\$10,000	NOT RECOMMENDED
American Lung Association	The Best things in Life are Free: Breathing and Lunch	\$15,000	NOT RECOMMENDED
Pilgrimage Community Counseling	Individual Therapy/Face Your Fear Groups	\$7,000	NOT RECOMMENDED
	<b>Total Requested Recommended</b>	<b>\$97,000</b>	<b>\$65,000</b>
South County Seniors	Adult Day Services	\$22,500	\$22,500
South County Seniors	Transportation	\$22,500	\$22,500
Florence Sylvester Memorial Senior Center	Health and Wellness	\$30,000	\$30,000
	<b>Total Requested and Recommended</b>		<b>\$75,000</b>

***Total recommended for grant funding: \$140,000***