



C/CAB MEETING MINUTES

DATE: November 09, 2016

Location: Milwaukie Center

Time: 2:30 p.m. – 3:50 p.m.

C/CAB PRESENT: Siri Bernard, Joel Bergman, Virginia Seitz, Teena Hall, Kim Buchholz, John Smolinsky, Bill Bersie, Larry Millington, and Louise Fisher

Excused: Ben Horner-Johnson and Kristen Messing

STAFF: Marty Hanley and Rachelle Bonsi

Friends of the Milwaukie Center: Colleen Sinsel

GUESTS: No guests in attendance

Call to Order- The Center/Community Advisory Board (C/CAB) was called to order by Siri Bernard at 2:35 p.m.

Approval of meeting Minutes from- Bill Bersie made the motion to approve the **10/14/2016** meeting minutes, Joel Bergman made the first motion, Teena Hall second the motion and the motion was approved with all in favor.

Member Reappointments- Marty briefly discussed the current status of member reappointments, reporting that currently all of the received applications are being reviewed by the District Advisory Board and then are to be submitted to the Board of County Commissioners for their review. Marty further discussed the C/CAB purpose, authority and duties. The C/CAB applicants will be recommended by the C/CAB to the NCPRD Board and appointed by the BCC. Members must either live or work within the District boundaries. If eligibility of a board member changes during the term, the member can choose to finish their term. No member may be a NCPRD employee, City of Milwaukie officer, agent or employee, or City of Happy Valley officer, agent or employee. Terms are for a period of three years. Board terms will be staggered with terms ending in October of each year. Board members shall serve no more than two consecutive full terms. The body which appointed a particular C/CAB member may waive this limitation if it is in the public interest to do so. Vacancies are filled in the same manner as the original appointments and for the unexpired term of the vacant position, failure of any member to attend two consecutive meetings without a valid excused absence, the C/CAB may recommend termination of that appointment to the governing body which made the appointment, and that governing body may remove the incumbent from the Board and declare the position vacant to be filled in the manner of a regular appointment. A valid excused absence requires that the C/CAB member notify a C/CAB officer or Milwaukie Center staff prior to the meeting to be missed except for the case of an emergency. All C/CAB members shall serve without compensation.

Capital Improvements Update- Marty reported that John has received three (3) bids on new vinyl flooring which will replace the flooring in the Arrowwood, Trillium, Violet, and the Oregon Grape Rooms. “A Specialty Flooring” was awarded the bid and will be installing the flooring in late December, 2016 and early January of 2017.

Bill asked for the remaining balance or available funds remaining that could be used for kitchen equipment/utensils or building improvements. Marty replied that there is approximately \$70,000 remaining of the \$200,000 Nutrition/Transportation fund balance. Marty stated that he checked with the kitchen staff and they indicated that all equipment and utensils have already been purchased. Marty and John both reported that they would like to utilize the funds left for a new ventilation system.

Nutrition/Transportation/Social Services Committee- The annual Thanksgiving Dinner will be held at the Milwaukie Center on Sunday, November 20th, 2016 from 4:00 p.m. to 6:00 p.m. Tickets are on sale – presale \$9 , Adults \$10 and kids (12 & under) \$5.

Recreation and Program Committee- Marty reported that the exercise equipment has been installed outside near the “South side” windows. There will be a ribbon cutting ceremony today November 9th at 4:00 p.m.

Louise Fisher stated that she is concerned about the liability of the outdoor fitness equipment. She personally tried the equipment and found it very challenging. Louise stated that the equipment installed is not the selection that C/CAB members selected.

Marty replied starting an exercise program or using new exercise equipment can be a daunting experience. An individual must know their own limitations and need to follow the instructions that are clearly labeled on the equipment. Marty agreed that any future equipment installation needs to be user friendly and staff needs to hear and value board member input on the selection of the equipment.

Teena Hall reported that she had a discussion with Melina, Marketing staff for NCPRD . Melina stated that she is actively working with television and radio stations ensuring that activities within the District and specific to the Milwaukie center get the media focus they need. Melina continues to collaborate with the media to strengthen the NCPRD brand.

Bill asked that staff send a meeting invite to Melina DeFrancesco, NCPRD Marketing Specialist. Marty concurred and will ensure that she is invited to the next meeting. Colleen further added that any marketing materials must be branded with the NCPRD logo and have the approval of Melina before items are printed for publication.

Facility and Rentals Committee- Marty reported that the tentative installation of the new vinyl floor tiles is scheduled for sometime late December and early January 2017.

Chair Bernard proposed organizing an event that would draw people to the Milwaukie Center. Through discussion of ideas and board input it was decided that the board would support and organize a committee to implement a 2017 event to draw a new group of participants, hopefully marketing to a group that hasn't experienced or used the Milwaukie Center prior to the event.

Chair Bernard reported that Tri-met is considering removing the bus line 152 that comes to the Milwaukie Center. Siri encourages each board member to write a brief persuasion letter to Tri-Met to bring attention to the importance of bus line 152 to the Milwaukie Center.

District Advisory Board Meeting – The DAB will meet today November 9th, here at the Milwaukie Center in the Grape Room from 4:30 p.m. to 7:00 p.m. A ribbon cutting ceremony will take place for the “Outdoor Fitness Circuit” at 4:00 p.m.

Aging Services Advisory Council - The next meeting is scheduled November 14th, 2016. Louise Fisher inquired about TTY for the hearing impaired. Marty will inquire with the TS department.

Friends of the Milwaukie Center - Colleen stated that the Tax-Aide coordinator has assured staff that this service will continue in coordination with AARP. More than 1200 people are served by Tax Aide and it brings in more than \$13,000 in donations. Chair Bernard stated that she would like to volunteer as needed for the Tax-Aide.

CENTER Report:

The Milwaukie Center is currently holding appointments for the Energy Assistance Program. LIEAP, Low Income Energy Assistance Program is a federally funded program (eligibility is determined using gross income (before taxes)) designed to assist low income people with their energy bills. The energy assistance program is offered through Clackamas County Social Services. The Milwaukie Center is able to offer an early sign up for seniors and persons with disabilities during October and November.

Agenda items for next meeting:

- Board Member conceptual ideas to bring in new activities/revenue to the Milwaukie Center.

Next Meeting: The next C/CAB meeting is scheduled for December 9th, 2016 at 9:30 a.m.

The Meeting adjourned at 3:50 p.m.