

**KENAI COUNCIL ON AGING
REGULAR MEETING
SEPTEMBER 12, 2019 – 4:30 P.M.
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611
<http://www.kenai.city>**

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Agenda Approval
2. **SCHEDULED PUBLIC COMMENTS** *(Public comment limited to ten (10) minutes per speaker)*
3. **UNSCHEDULED PUBLIC COMMENT** *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*
4. **APPROVAL OF MEETING SUMMARY**
 - a. June 13, 2019
5. **UNFINISHED BUSINESS** – None.
6. **NEW BUSINESS**
 - a. **Discussion/Recommendation** – Code of Conduct for the Senior Center
7. **REPORTS**
 - a. Senior Center Director
 - b. Council on Aging Chair
 - c. City Council Liaison
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – October 10, 2019
9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
12. **ADJOURNMENT**

PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING:
JAMIE -- 283-8231 OR KATHY -- 283-8211

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**KENAI COUNCIL ON AGING MEETING
JUNE 13, 2019 – 4:30 P.M.
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611
<http://www.kenai.city>**

MEETING SUMMARY

1. CALL TO ORDER

The meeting was called to order by Chair Roy Williams at 4:30 p.m.

a. Pledge of Allegiance

Chair Williams led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Members Present: Williams, Geller, Weeks, Erwin, Nelson, Thornton, Bise, Modigh
Members Absent: Milewski

A quorum was present.

Staff/Council Liaison
Present: Administrative Assistant Clary, Council Member Glending

e. Agenda Approval

MOTION:

Member Geller **MOVED** for approval of the agenda and Member Weeks **SECONDED** the motion. There were no objections. **SO ORDERED.**

2. **SCHEDULED PUBLIC COMMENTS** (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregate*)

3. **UNSCHEDULED PUBLIC COMMENT** (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregate*)

4. APPROVAL OF MEETING SUMMARY

a. April 11, 2019

Member Thornton **MOVED** to approve the April 11, 2019 meeting summary and Member Erwin **SECONDED** the motion. There were no objections. **SO ORDERED.**

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

a. Discussion – 2019 Survey Results

Administrative Assistant Clary read through the survey results. A brief discussion followed, including the importance of the congregate setting in promoting socialization, preventing

isolation, and nutrition.

7. **REPORTS**

- a. **Senior Center Director** – Clary, reporting for Director Romain, noted the following:
- The City budget was closing for FY19 and grant reporting would be due in July.
 - The Rasmuson Grant, requesting funding for flooring, had been submitted.
 - The City Building Maintenance crew would be replacing boards/staining in the boardwalk in the back of the building.
 - A memorial service was being planned for Bill Osborn.
- b. **Council on Aging Chair** – No report.
- c. **City Council Liaison** – Council Member Glendening reviewed the action agenda from the June 5, 2019 City Council meeting.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – July 11, 2019

There were no notifications of expected absences for the July 11, 2019 meeting.

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**

City Council Member Glendening was thanked for his reports to the Council on Aging.

Member Bise thanked Glendening and Council for her appointment to the Council on Aging.

10. **ADDITIONAL PUBLIC COMMENT** – None.

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

MOTION:

Member Geller moved for adjournment and Member Weeks **SECONDED** the motion. There were no objections. **SO ORDERED.**

There being no further business, the Council on Aging meeting adjourned at 5:33 p.m.

Meeting summary prepared and submitted by:

Jamie Heinz, CMC
City Clerk

Code of Conduct

The Senior Citizens Center of Saratoga Springs (the Center) is a community-based organization dedicated to improving the lives of older people in our community. Participation in the organization's programs is subject to the observance of the Center's rules and procedures. ***The activities outlined below are strictly prohibited.*** Any participant or staff member who violates this Code is subject to discipline, up to and including removal from the program.

- Abusive language towards a staff member, volunteer or another participant.
- Reporting to the program while under the influence of drugs or alcohol.
- Bringing onto the Senior Citizen Center's property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to a fellow participant, staff member or volunteer.
- Verbal, physical or visual harassment of another participant, staff member or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Failure to follow an agency policy or procedure.
- Bullying or taking unfair advantage of any participant.
- Failing to cooperate with an adult supervisor/leader/mentor.
- Abuse of the Center or its contents, including misuse, theft or abuse of the building, equipment or supplies.
- Abuse or theft of another member's property.
- Use of the building only during established hours of operation, not exceeding closing time without prior authorization of the Executive Director.
- By signing the below, I authorize the Adult & Senior Center of Saratoga to publish photographs of me, and my name, for use in printed publications and on the website.

I have read and understand the Senior Center of Saratoga Springs Code of Conduct. I agree to abide by the rules described above for as long as I am an active member of the Center and understand that I may be removed as a participant if I violate any of these rules.

Signature _____

Date _____

Witness _____

Date _____

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PATRON CODE OF CONDUCT – SENIOR CENTER

The Desert Hot Springs Senior Center is committed to serving the seniors of Desert Hot Springs, as well as those of surrounding cities. The Senior Center is a recreational facility offering programming for individuals, 50 and older (certain programs have age restrictions serving only 60 and older). The Senior Center is a friendly place where patrons can come to recreate, socialize with others, and find intellectual stimulation in addition to a number of helpful services and programs. The City of Desert Hot Springs is committed to providing a safe, enjoyable, positive, safe and secure experience to all who use, work and volunteer in the Senior Center.

PURPOSE:	To ensure a warm and supportive environment for all who participate and work at the Senior Center. The Conduct Policy is designed to allow Senior Center participants to feel at ease, create an enjoyable atmosphere for all, as well as protect the facility we all enjoy using.
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Senior Center Patrons agree to abide by this Conduct Policy:

- 1) Senior Center patrons are expected to abide by all state laws and local ordinances with regard to public behavior.
- 2) Senior Center patrons are expected to be considerate of others. Patrons are to be treated with kindness, courtesy, and respect. Staff and volunteers should always be treated respectfully.
- 3) Refrain from using abusive, obscene, threatening, harassing, insulting, or suggestive language. Avoid making derogatory comments, slurs, or epithets. Should you at any time be made to feel uncomfortable by the language or behavior of others, please immediately notify the City Manager or his/her designee.
- 4) Refrain from engaging in (or threatening) physical violence, assault, or battery, including but not limited to unwanted/unsolicited harmful touching by the use of hands, arms, feet, or legs which may include pushing, kicking, biting, spitting, and punching. Acts of retaliation against another member, making him/her experience feelings of fear or uneasiness are prohibited.
- 5) Be considerate of others while using equipment. Keep feet off of chairs, tables, counters, and treat furnishings, facilities, and equipment with care. Reclining or sleeping on the furniture is prohibited.
- 6) Political activity and political solicitation is prohibited.
- 7) To circulate a petition or survey, sell tickets for an organization or event, or take pictures in the Senior Center, you must have the approval of the City Manager or his/her designee. Leaflets that are not related to an event scheduled at the Senior Center, and/or do not promote the wellbeing of seniors are prohibited.

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Wallingford Community Senior Center

Code of Conduct

Introduction

We hope that you will find the Wallingford Community Senior Center a friendly place where you come to recreate, socialize with others, access helpful services and find intellectual stimulation. Volunteers and staff are available to assist you at any time.

The Wallingford Community Senior Center Code of Conduct was established to ensure a warm and supportive environment for all who participate and work at WCSC. We hope these guidelines will allow participants to feel at ease, create an enjoyable atmosphere for all, and maintain the facility for the entire community.

We aim to practice appropriate measures when handling patron misconduct. In keeping with that policy, all groups and individuals are expected to adhere to the Wallingford Community Senior Center's Code of Conduct when participating in programs, taking advantage of services or otherwise using the facilities. WCSC reserves the right to remove individuals from facilities or programs by assigning clearly stipulated periods of suspension.

Code of Conduct

Your Health and Safety Is Our Top Priority

- Obey all federal, state, county or city laws and ordinances, and Good Shepherd Center policies.
- Do not bring into WCSC dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.
- Do not possess, use, or sell alcohol or controlled substances. (Alcohol may be served at special events with a banquet license with WCSC's permission.) Do not come to WCSC while intoxicated or under the influence of impairing drugs, legal or illegal. Do not smoke, vape, or otherwise use tobacco or marijuana inside and outside of the building.
- If a caregiver accompanies you at WCSC, he/she must remain with you during program hours.
- All animals must be contained in accordance with WCSC Animal Policy

Respect Other Participants, Volunteers, and Staff

- Treat other participants, staff, instructors, and guest speakers in a courteous and respectful manner
- Do not engage in inappropriate behavior or language that disturbs other participants, volunteers, or staff.
- Do not bully or take unfair advantage of any participant, volunteer, or staff.
- Do not engage in racial, religious, political or sexual harassment of participants, volunteers, or staff.
- Do not sell items or services; do not beg or solicit personal gifts.
- Do not wear inappropriate or revealing attire. Wear appropriate footwear.
- Maintain personal cleanliness and good hygiene.

Respect the Property of WCSC and of WCSC's People

- Do not destroy or remove WCSC materials, equipment, furniture or other property.
- Do not destroy or remove personal property belonging to other participants, staff, or volunteers.
- Do not touch or move other people's personal items without the owner's permission. If you find something that you think may be lost or abandoned, notify staff. WCSC is not responsible for lost or stolen property.
- Take pride in your WCSC by keeping it neat and clean. Dispose of all litter and recyclable materials in the appropriate containers. Return furniture and materials to the way you found them.
- Respect the bathrooms by cleaning up after use, flushing toilets, and notifying staff of any issues for correction.
- Do not leave or store personal possessions at WCSC.
- A single individual using more than one table, desk, or computer workstation at a time is not allowed.
- Do not bring in large luggage, shopping carts, or other oversize items.
- Do not lie down or sleep on the furniture.
- If a WCSC program needs the space that you are currently occupying, move and make it available.
- WCSC phone can be used only in case of emergency, unless approved by staff.

- The kitchen will be closed unless in use for WCSC meals and events. Do not use the kitchen unless you have rented it, usage is part of a program, or staff has authorized usage.
- Use the multipurpose room for meals. Only coffee, tea, and cookies are allowed in program areas.
- Do not put out food for donation or general consumption without prior staff authorization.
- Do not use staff offices unless staff has authorized your use.
- The Computer Center has its own set of rules – follow these rules while using our computers
- Respect our hours of operation: be out the door by 5:00 pm.

Help WCSC Flourish

- All participants must sign in with their full name, zip code, and year of birth when they first enter the senior center.
- All participants are requested to complete the City survey. Survey completion makes it more likely that our programs will be funded and WCSC will be able to continue to serve you and the larger community.
- Membership is optional to participate in WCSC programs, but appreciated.

Procedure for Violations

Your Health and Safety Is Our Top Priority

WCSC staff will implement the Code of Conduct by responding as follows:

1) First Offense

- a) Meet with participants to discuss conduct policy.
- b) Discuss inappropriate behavior and the violation(s) that occurred.
- c) Make a record of the incident and notify the participant of this documentation
- d) Advise the violator that continued inappropriate behavior will result in suspension from WCSC

2) Second Offense

- a) Meet with the participant to discuss the violation.
- b) Make a record of the incident.
- c) Possibly suspend the participant from WCSC, depending on severity
- d) Prepare an outline of agreed upon behavior and actions for participant to continue WCSC usage

3) Third Offense

- a) Suspend the participant from WCSC, depending on severity, as determined by WCSC Executive Director.

4) Incidents of Imminent Danger

- a) WCSC handles imminent danger to persons or property as a police matter.
- b) When appropriate, we call 911 to protect the safety of participants, volunteers, and staff

- 8) To ensure that activities of the Senior Center are not disrupted, members of the Press/Media are required to report to the Senior Center Manager prior to approaching any Senior Center patron for an interview. Any interviews must be conducted outside of the Senior Center.
- 9) Patrons are expected to maintain an acceptable standard of personal hygiene. Infested clothing or personal effects or unpleasant body odor, which may offend other patrons of the Center, is unacceptable.
- 10) Drinking of alcoholic beverages, which may include spirits, liquor, wine, beer and every liquid or solid containing alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances is prohibited.
- 11) Smoking within 20 feet of an entrance to the Senior Center is prohibited per California Government Code Sections 7596-7598, which bans smoking within 20 feet of a main entrance, exit, and operable window of all public buildings. The Senior Center is a City owned public facility. Smokers must be a distance of 20 feet or more from any Senior Center entrance.
- 12) Lunch hour presentations by any individual or group must be approved by the City Manager or his/her designee.
- 13) Begging or solicitation is prohibited (e.g., panhandling, etc.).
- 14) Patrons are to refrain from using the public restrooms and/or other public areas at the Senior Center to maintain or take care of personal hygiene (e.g., shaving, sink bath, etc.).
- 15) Patrons are encouraged to refrain from wearing scented products to the Senior Center as some participants have allergies and other environmental sensitivities.
- 16) Patrons are to refrain from the destruction of Senior Center materials, furniture and grounds.
- 17) All shopping carts, luggage carts and large luggage may not be brought into the Senior Center. Such items block walkways and cause disruption in the Senior Center.

POLICY MISCONDUCT VIOLATIONS

With the understanding that all service providers utilizing the Senior Center will be required to abide by the Center's rules, laws and processes, the Senior Center Management will:

1. FIRST OFFENSE –VERBAL WARNING TO PARTICIPANTS

- A. Meet with participants to discuss conduct policy.
- B. Discuss inappropriate behavior and violation that occurred.
- C. Make a record of the incident.
- D. Advise the violator that continued inappropriate behavior may result in suspension from programs.

2. SECOND OFFENSE – ADDRESS INCIDENT

- A. Meet with participant to discuss violation.
- B. Make a record of the incident.
- C. Possible suspension from the program.

3. THIRD OFFENSE – SUSPENSION AND/OR BANISHMENT FROM THE CENTER PERMANENTLY

Senior Center staff reserves the right to immediately dismiss patrons from the Senior Center for violation of the conduct policy.

A participant will be suspended for the following at least one year, possibly longer or permanently, from the date of incident: pushing, shoving, or otherwise using physical violence to any staff member and/or Center volunteer.

INCIDENTS OF IMMINENT DANGER

- A. Handle imminent danger to persons or property as a police matter.
- B. When appropriate call **911** to protect the safety of participants and staff at the Center.

There will be Zero Tolerance for physical and verbal abuse towards patron, staff, volunteers and vendors.

Kenai Community Library

Current Internet Policies:

- Internet access shall be made reasonable, fair, and equitable to all users with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Public Library resources and facilities. Use of the Internet constitutes agreement to comply with this policy.
- Internet communications shall be considered private and confidentiality will be encouraged within the limits of a public environment, the technology of the equipment, and the requirements of law.
- Violations of library guidelines and engaging in certain prohibited practices in Internet use may lead to the suspension or revocation of Internet access through the Library.

Guidelines for Responsible Use

It is expected that the user of the internet:

- Shall make only authorized access to systems, network, software, and databases for educational, informational, and recreational purposes only.
- Shall avoid the sending, receiving, and displaying of text or graphics that may be reasonably construed as sexually explicit or offensive. A written definition of what constitutes "sexually explicit" material is available at the front desk.

- Shall obey the law and regulations in their application to copyright, licensed software and data.
- Shall be aware that violations of these guidelines for responsible use may lead to the suspension or revocation of your internet access within the library.

Unacceptable Uses of Computers and Rules of Conduct

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- Uses that violate the law or encourage others to violate the law. Downloading and viewing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- Uses that violate copyright laws and licensing agreements, such as downloading materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials.
- Uses that cause harm to others or damage to their property. Engaging in defamation, uploading any harmful form of programming, vandalism; or "hacking".
- Uses that jeopardize the security of access of the computer network or other networks on the internet, altering the library's computer settings; damaging or modifying computer equipment or software.

- Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications: Giving others private information about one's self or others. Minor is defined as under age 18.
- Uses that violate confidentiality of information: Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law.

Statement of Responsibility

The internet with its highly diverse and often controversial content is an unregulated resource and can be used only at your own risk. Beyond its home pages, Kenai Community Library cannot control the information found on the internet and is not responsible for its accuracy, correctness or its suitability.

Library may suggest specific internet sites that have potential interest for library users, but the library cannot control a user's access to other internet resources.

The Kenai Community Library have installed no filters for internet access. Filters on internet terminals might restrict access to sites that could be deemed objectionable, but would also limit access to sites that have legitimate research value.

LIBRARY CODE OF CONDUCT

The City of Kenai, by adopting the following Code of Conduct, seeks to ensure that our Library provides an atmosphere conducive to the appropriate use of the Library

services and facilities. This Code is supported by related Library policies and procedures. We thank our valued customers for their cooperation.

WE EXPECT THE FOLLOWING CONDUCT:

- Customers must attend to their personal belongings. The Library is not responsible for any articles, lost or stolen.
- Customers must use the Library materials, furniture, and equipment properly and with their intended function in mind.
- Customers should adhere to all guidelines and policies of the Kenai Community Library.
- Electronic devices such as computers and digital players (i.e. iPod, iPad, smartphones, MP3, calculators) may be used if the noise level is low and the use does not interfere with others. Cell phones and pagers should be turned off or switched to a silent or vibrate mode and answered outside of the Library. Use of personal music/audio players requires headphones.
- Customers must use Library parking areas, sidewalks, and lawns properly and safely.
- Customers may not sleep in the library.
- Customers may not eat or drink in the library.
- Customers are expected to leave the Library at the designated closing time.

WE ASK THAT OUR CUSTOMERS BE RESPECTFUL TO THE LIBRARY, ITS STAFF, AND OTHER CUSTOMERS.

- Loud talking or shouting is prohibited. Abusive language or harassment of Library staff or customers will not be tolerated.
- The Library is smoke-free. Use of tobacco inside the Library is not permitted.
- No one may consume, possess, or be under the influence of use alcohol or controlled substances on the Library premises.
- Please use the restrooms only for their intended purpose. Bathing is prohibited.
- Animals are prohibited with the exception of service animals
- Commercial solicitation and selling is prohibited.
- Damaging materials, furniture, equipment, or property of the Library or of other customers is prohibited.

The Library reserves the right to require anyone violating this Code of Conduct to leave the Library. Serious or repeated misconduct may lead to legal action or criminal prosecution.

Unattended Children

The library offers many programs and services that encourage children to develop a love of books, reading and learning. However:

- Because the library is a place where children gather, it may attract people whose interest in children is not entirely wholesome.
- The safety and well-being of children at the library is of serious concern.
- Responsibility for children using the library rests at all times with the parent (s) or assigned caregiver (s), not with library personnel.
- The library staff has leeway to intervene if aware of disruptive behavior.
- The staff cannot know if children are leaving the building with their parents or strangers.

For the protection and well-being of children who enjoy libraries, the following has been established:

- Children under eight (8) years must be continually attended by a parent or a caregiver while in the library.
- Parents and caregivers should be familiar with the library's hours of operation and should not leave children before opening or after closing.
- The library staff is not responsible for supervising children left alone when the library is closed, but will make attempts to reach a parent for immediate pick-up.
- The police department will be notified of any child who has been left too long or repeatedly in this unsafe situation.