ITEM NO. : 12.4

TOWN OF WINDSOR
AGENDA REPORT

Senior Citizen Advisory Commission Meeting Date: April 15, 2025

To: Chair and Commissioners
From: Jenni Fleish, Recreation Program Supervisor
Subject: Senior Citizen Advisory Commission Goals, Roles and Responsibilities

Recommendation:
Receive a staff report on the Goals, Roles and Responsibilities worksheet and discuss and update the worksheet as needed.

Background:
At the Senior Citizen Advisory Commission (Commission) meeting on October 17, 2023, two key motions were successfully passed. The first motion involved the amendment of the Outreach goal into three distinct sub-goals, while the second motion determined that the Commission would collaboratively address these three sub-goals without creating sub-committees.

1. The three distinct Outreach sub-goals are:
   Enhancing Community Connections: This sub-goal involves establishing valuable partnerships with various Windsor-based organizations to foster stronger ties with the Windsor Senior Recreation Center (WSRC). This collaborative effort aims to connect WSRC members with volunteer opportunities within the community and identify potential guest speakers for complimentary seminars hosted at the WSRC.
2. Community Tools: Over the past year, the Commission subcommittee developed the WSRC Membership Survey, the Volunteer Opportunities List, and the Senior Discount Flyer. Moving forward, the Commissioners will keep these three Community Tools current and up to date.
3. WSRC Program Outreach: This sub-goal includes actively engaging in outreach activities to distribute WSRC calendars and newsletters, ensuring that Sonoma County residents are well-informed about the WSRC and its available programs.

In addition to these goals, the Town Council adopted Resolution No. 3821-23 (Resolution), which outlines the Commission's formally established responsibilities.

At the April 16, 2024, meeting, the Goals, Roles and Responsibilities (GRR) spreadsheet was approved as the new strategic effort to align the Commission's existing sub-goals with the Resolution. By connecting the three established sub-goals with the responsibilities outlined in the Resolution, the GRR spreadsheet enables Commissioners to understand how their goals align with their assigned roles, facilitating a more effective approach towards fulfilling objectives.

Discussion:
The spreadsheet has evolved into the GRR Worksheet (Attachment 1), now a versatile tool designed to allow adjustments to keep tasks relevant. Each section of the worksheet will be reviewed at every SCAC meeting, allowing for discussion of new ideas and updates from staff and commissioners.

Attachment(s):

GRR Worksheet
WSRC Survey and March 2025 Results

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Recommended by:
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