

ELDER CITIZENS ADVISORY BOARD

Senior Center, Room 54

Monday, February 4, 2013
9:00 a.m.

AGENDA

1. Call to Order
 - Moment of Silence in Memory of Kerry Trammell
2. Approval of Minutes
January 7, 2013
3. Visitors
4. Senior Center Recreation Manager's Report
5. Organizational Reports
6. Unfinished Business
 - Discussions of Letter to Council about Bylaw Changes and Board Position Changes
7. New Business
8. Announcements
9. Public Comments
10. Adjournment

ELDER CITIZENS ADVISORY BOARD

Minutes of the January 7, 2013 Meeting

The meeting was called to order at 9:05 in meeting room 54 of the Oak Ridge Senior Center by Vice Chairman Kerry Trammell.

Minutes of the December 3, 2012 meeting were approved.

ECAB members present: Elizabeth Batchelor, James Gillespie, LeRoy Gilliam, Margaret Gottshall, Barbara Gunn, Dave McCoy, William Pryor, Alfred Skyberg, Robert Smallridge and Kerry Trammell.

ECAB members absent: None

Also present: Linda Jackson, Recreation Manager, and Amanda Murphy, Recreation Program Coordinator Oak Ridge Senior Center.

Visitors: Charlie Hensley, Josh Collins, and Lynne Parris.

Board officers were elected for the positions of Chairman and Vice Chairman. Elizabeth Batchelor was nominated by Barbara Gunn and was elected Chairman by unanimous vote of the board. Both Alfred Skyberg and Dave McCoy were nominated for Vice Chairman. The vote was 5 members voting for Alfred and 5 members voting for Dave. Alfred then declined and Dave McCoy was elected Vice Chairman.

Barbara Gunn asked what would be involved in circulating the Senior Center Activity Calendar to groups and organizations in the Oak Ridge area. Linda Jackson responded that should not be a problem especially with the ability to email the calendar to those groups.

SENIOR CENTER RECREATION MANAGER REPORT: Linda Jackson reported the following:

1. Copies of the Senior Center January Calendar of events were distributed. The Senior Center will be closed on January 21st for the Martin Luther King Jr. Holiday.
2. Fitness options available at the Senior Center were mentioned.
3. The Nine ball tournament rescheduled from November is set to be held on January 18th. The cost is \$12 per participant or \$5 for guest just having lunch.
4. AARP Tax Assistance begins on Monday, February 4th by appointment only. Please call the center on or after January 22nd at 425-3999 to set your appointment time.

ORGANIZATION REPORTS

AARP – (Barbara Gunn) The speaker for the January AARP meeting will be about Home Healthcare options. Ms. Gunn also reported that Don Batchelor had a letter in the Knoxville News Sentinel regarding healthcare legislation and the HR3590 Bill. The speaker for the February meeting would be Rhonda Oliver from Jackson Funeral Home and would be speaking on practical matters to prepare for the death of a loved one.

SENIOR CITIZENS CLUB – (Margaret Gottshall) No Report.

NARFE – (Bill Pryor) The next meeting of NARFE will be January 15th at the Double Tree Hotel. The speaker will be a Scott County native who flew with the Flying Tigers. To reserve a space, call Mary Sue Harris at 482-4625. The cost is \$14 and the deadline to register is January 11th.

OR RETIRED TEACHERS – (Robert Smallridge)

43 CLUB – (James Gillespie) No Report

ELDER ABUSE COALITION - (Liz Batchelor) Ms. Batchelor mentioned that Don Dare will be beginning a TV segment on Scams that senior citizens face. He would like to have seniors who have had scams happen to them and would like to share their stories to help others.

COUNCIL ON AGING – () No Report

CORRE - (LeRoy Gilliam) No Report

COMMUNITY-AT-LARGE (Alfred Skyberg) No Report.
(Kerry Trammell) Mr. Trammell spoke about Congress extending the Medicare Part B Therapy benefits on January 1st. These benefits would continue to be in effect through March. He was also asked by William Pryor about the bed tax and he reported that it was extended as well and could have a big impact on long term care.

(Dave McCoy) Mr. McCoy thanked everyone for voting for him as Vice Chairman and he also mentioned to be aware of a Scam at Wal-marts involving add-ons to your receipts.

UNFINISHED BUSINESS

A resolution was made by Barbra Gunn that we accept the resignation of the CORRE organization from the Elder Citizens Advisory Board. It was seconded by Elizabeth Batchelor and It was passed unanimously.

A resolution was also made by Elizabeth Batchelor that the Anderson County ADA Commission be granted a seat on the Elder Citizen's Advisory Board to better assist the Elderly population in Oak Ridge. It was seconded by Kerry Trammell and passed unanimously as well.

A resolution was made by Elizabeth Batchelor to eliminate the Secretary position from the Board's Bylaws because the position is now being filled by the

city staff representative, Linda Jackson. It was seconded by Dave McCoy and passed unanimously.

ANNOUNCEMENTS

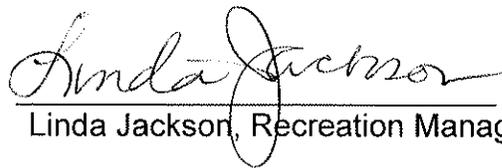
Elizabeth Batchelor asked that the group check with their organizations to find out if there would be individuals willing to give a talk on travel or on music to help start education programs of this nature here at the Senior Center.

Dave McCoy asked that everyone come prepared to take a group picture at the next meeting to have put in the newspaper.

ADJOURNMENT

The meeting adjourned at 9:55 a.m.

Submitted by


Linda Jackson, Recreation Manager

DATE: January 28, 2013

TO: Honorable Mayor and Members of City Council

FROM: Elizabeth Batchelor, Chairman, Elder Citizens Advisory Board

SUBJECT: Motions from the Elder Citizens Advisory Board and an Update of the Elder Citizens Advisory Board Bylaws

At the December 3, 2012 meeting of the Elder Citizens Advisory Board (ECAB) a motion was made by member Barbara Gunn to increase the board membership by one position and to designate that position for a representative from the Anderson County ADA Oversight Committee. The motion was seconded by member Elizabeth Batchelor and a vote was passed with 7 members voting for the motion and 2 members abstaining. Also submitted later in the month of December was the resignation letter of the Coalition of Oak Ridge Retired Employees (CORRE) to be removed from the ECAB. The City Council is respectfully asked to consider this removal of the CORRE position and addition of the Anderson County ADA Oversight Committee to better serve the senior citizens of Oak Ridge.

Also at the January 7, 2013 meeting a newly revised version of the Elder Citizens Advisory Board Bylaws was approved by the board and is being forwarded along with this letter as attachment one. These Bylaw changes are being submitted for the approval of City Council.

The final item included with this letter is a list of motions and recommendations from the Elder Citizens Advisory Board that had been included in the minutes of the past year's meetings. These are presented to City Council to review and discuss and is being sent with this letter as a separate attachment.

Sincerely,



Elizabeth Batchelor, Chairman

Coalition of Oak Ridge Retired Employees (CORRE)

P. O. Box 4266
Oak Ridge, Tennessee 37831-4266

RECEIVED
2012 DEC 14 AM 9:33

December 12, 2012

OFFICE OF THE CITY CLERK

The Honorable Mayor Beehan
and All Council Members
City of Oak Ridge
P. O. Box 1
Oak Ridge, Tennessee 37830

Dear Mayor Beehan and Council Members:

Representative on Elder Citizens Advisory Board (ECAB)

This is to inform you that CORRE **no longer wishes to have a representative** on the ECAB.

CORRE has enjoyed having a representative on the ECAB, but we have come to believe that the work of ECAB is best carried out by people and/or organizations that reside in or are strongly connected with Oak Ridge. CORRE represents a large number of people who reside in areas surrounding the City, as well as those who live inside the City.

We appreciate the use of the existing Senior Center very much. We have held our monthly Board meetings there for many years. We commend the Center's staff for the accommodating and hospitable manner in which they treat those who use the facility.

Sincerely,



Wilbur D. Shults
President

CC: City Clerk
Linda Jackson

**Working for Fair and Equitable Retirement Benefits for Former Employees of
K-25, ORNL, and Y-12, and Grandfathered Employees of UCOR and WSI.**

Louise McKown
102 Emory Lane
Oak Ridge, TN 37830
Home Telephone: (865) 483-1822
Email address: lamckown@bellsouth.net
Chair of the Anderson County Commissioners' ADA Oversight Committee

Mayor Tom Beehan and Oak Ridge City Council members:

At the Anderson County ADA Oversight committee meeting on December 10th, Leroy Gilliam told us that the Elderly Citizens Advisory Board was rewriting its bylaws. They want to include a member of the Anderson County's ADA Oversight committee on the board to address any ADA issues that could arise. Our committee agreed to send someone to represent the county.

Leroy Gilliam has long attended the Elderly Citizens Advisory Board meetings, so he knows what they do and what their goals are. He also knows the Americans with Disability Act. He lives in the City of Oak Ridge. He is also willing to serve on this Board. None of the rest of the members of the ADA committee has the time to work with the advisory board in this capacity. We hope that you will accept Leroy to serve on the board.

Sincerely,

A handwritten signature in cursive script that reads "Louise McKown". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Louise McKown

CITY OF OAK RIDGE, TENNESSEE

SENIOR ADVISORY BOARD

BYLAWS

- I. Name. The name of the organization is: **Senior Advisory Board**

- II. Membership. **Members are elected by the Oak Ridge City Council from nominations submitted by groups deemed eligible because of their connection to seniors or senior issues. One member is chosen as a representative from each group. In addition, three members are elected by City Council from the community at large. Although a member may be elected as a representative from a particular senior organization, he or she serves on the Board as a representative of all senior citizens of Oak Ridge. Each member is elected for a three-year term of office.**

- III. Functions and Powers. The function of the Board shall be to advise and assist the City Council in the continual development and reassessment of the program of **senior** activities and services.

In performance of its functions, the Board is authorized to:

- a. Conduct any studies or reviews relevant to the development and maintenance of activities and services which meet the needs and wishes of **seniors** in Oak Ridge.

- b. Cooperate with any group or organization in any way that it judges will aid in fulfilling its functions.

- c. Make recommendations regarding a policy for (1) use of the Senior Center by non-**seniors** and (2) the reserving of certain hours for exclusive use by **seniors**.

- d. **Act as a sounding board for senior citizens in the community who seek new or altered opportunities for activities, education, policies, and services.**

- e. **Support the use of the Senior Center as a source of education and programming for senior health, nutrition, and safety.**

- f. Adopt any rules and procedures it feels advisable for the conduct of its meetings.

IV. Meetings.

- A. The Board shall meet the first Monday of each month or, **if the first Monday falls on a holiday, the Board shall meet on the second Monday of the month** at the Senior Center.
- B. Special meetings may be called upon the request of the Chairperson or any three members of the Board. The notice of a special meeting shall be given at least 24 hours prior to the meeting and shall state the subject matter to be considered and no other matter shall be before the Board.
- C. In the event there is no matter to be considered, the Chairperson may dispense with a meeting by notifying **the Director of the Senior Center** and each Board member at least 24 hours prior to the time set for the meeting.

V. Quorum. A majority of the Board shall constitute a quorum for the transaction of business, and all actions shall require the concurring vote of no less than five (5) members.

VI. Attendance. When a member of any Board or Commission authorized by the Oak Ridge City Council is absent from three (3) regularly-scheduled or regularly-called meetings during the Board's term-year, the Chairperson shall request that the member provide a written explanation of the absences. The Board shall determine whether to accept or reject the explanation by a majority vote. If the Board votes to accept the explanation, the absences will accrue for purposes of removal. If a member is absent from three (3) meetings and makes no effort to comply with the Chairperson's request for an explanation, those absences will accrue for purposes of removal. Accrual of four (4) unexcused absences shall result in removal from the Board. The Chairperson shall notify the City Clerk of any vacancy.

VII. Officers. **At the regular January meeting, after all newly-elected or reelected members have taken the oath of office, the Board shall elect a Chairperson and a Vice Chairperson. A member shall be eligible for reappointment to one of these offices as long as he or she remains on the board.**

Duties of Officers

The Chairperson shall preside at all meetings of the Board, decide all points of order, appoint membership to such temporary committees as deemed necessary, sign documents on behalf

of the Board, and call regular or special meetings of the Board.

The Vice Chairperson shall assume all the duties of the Chairperson in his or her absence.

VIII. Agenda. At least one week prior to each meeting, the members shall be furnished with an agenda reflecting items to be considered. **The Manager of the Senior Center shall be responsible for preparation and distribution of the agenda and the minutes of the previous meeting, as well as any other materials relative to the upcoming agenda. The order of business of all regular meetings shall be as follows:**

1. **Call to Order**
2. **Approval of Minutes**
3. **Reports**
4. **Unfinished Business**
5. **New Business**
6. **Announcements**
7. **Adjournment**

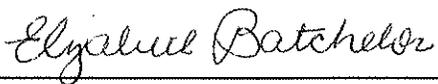
Under each heading shall be listed the items scheduled for consideration at the meeting. (See attached example.)

IX. Notice. At least three days' notice of all meetings and matters to be discussed shall be given to the public **and appropriate City offices**, and **shall be** posted at the Senior Center. All meetings shall be open to the public.

X. Annual Report. The Board will prepare an annual written report of its activities and recommendations for submission to City Council by June 30 of each year.

XI. Amendment. These bylaws may be amended by majority vote of the members of the Board. An amendment to the bylaws shall be voted on at the next regular meeting after the regular meeting at which the amendment is proposed.

APPROVED BY THE **SENIOR ADVISORY BOARD** ON _____



Chairperson

EXAMPLE OF AGENDA FOR SENIOR ADVISORY BOARD

1. Call to Order - Chairperson _____
2. Approval of Minutes - January 8, 2013
3. Appearance of Citizens (Items not on the Agenda)
4. Reports
 - a. Senior Center Manager's Report
 - b. Secretary's Review of Correspondence or other Actions
 - c. Recent Actions of City Council
 - d. Oak Ridge Senior Foundation Report
4. Unfinished Business
5. New Business
6. Announcements
7. Adjournment

**2012 Motions and Recommendations:
Un-forwarded items for Council Notification (from committee minutes)**

March 5: Chairman McCoy requested that the information from the March 5th meeting which included a presentation from Studio 4 and the committee's unanimous acceptance of a resolution to accept the Studio 4 Design Study to be sent to the OAK RIDGER.

May 7: The Board recommends that members of the City Council and city staff give high priority the funding of a new senior center when considering future capital improvement projects. The Board approved the motion unanimously.

June 4: There was another discussion concerning legal recourse through the city attorney about the accessibility of the Oak Ridge Post Office door. Dave McCoy was to contact Pat Fallon who is responsible for ADA issues and get back to the board on this.

September 10: A motion was made to ask for an update from City Council about the status of the new Senior Enrichment Center project. This motion passed unanimously.

October 1: A motion was made that the board go on record that moving the Senior Center to the Civic Center would not be a viable option. This motion passed unanimously.