

Northshore Senior Center Advisory Council Meeting

February 4, 2025, 1:00-2:30 p.m.

Mill Creek Media Room

Meeting Minutes **APPROVED**

**HYBRID w ZOOM**

PRESENT:

In-person:

ADH/H&W: Patricia Gustafson

MILL CREEK:, Nora Todd

BOTHELL: Pam Wyss

Guest: Pat Olsen

REMOTE via ZOOM:

KENMORE: John Rynd

BOTHELL: Terry Busch and Mohan Khandekar

BOD LIAISONS: Christine Fordyce and Linda Brabant

GUESTS: Rocio Luna-Culotti (2025 BOD President), Shirley Busch

Absent: Kathy Olsen (Mill Creek)

The meeting, initially chaired by Nora Todd, opened at 1:05pm, with approval of the Agenda and approval of the December 3, 2024 meeting minutes.

Terry was elected Chair; no one was elected Vice-Chair (to be revisited at April 1<sup>st</sup> meeting); Patricia Gustafson and Nora Todd agreed to be co-secretaries. Terry's goal for 2025: Review AC charter (with Patricia & Nora), give summary to rest of AC, then discuss changes with designated BOD representatives. Terry is a "Consensus builder".

BOD Update: (Rocio, 2025 BOD President)

Rocio wants 2025 to be a fresh start for all. She invited the AC members to attend the Feb 25<sup>th</sup> BOD meeting. Rocio's main goal is to have good, clear communication with transparency, and everyone being on the same page.

Her plans for BOD include: 1) re: Advisory Council: reviewing how AC works, revising AC charter with BOD Governance committee working with AC to make changes, making sure volunteers understand AC role, including AC on BOD agenda each month, building bridge with Staff Leadership Team as well, perhaps include two Leadership team members to AC meetings; 2) reassess programs; 3) revise Board charter; 4)

review how communication should work to be productive; 5) create outlines for how everything works, i.e., who or where someone can contact about whatever. Discussion ensued regarding the composition of staff leadership team.

Board retreat update: Forum will lead Art Show again; March BOD meeting will be Joint Meeting with NPRSA BOD, regarding NPRSA Levy.

Introduction of new BOD liaison Christine Fordyce – She prefers “Chris”. Her background story is a reflection on what NSC is “all about”. She was at Group Health (GH) as an administrator and as a Geriatrics clinician. GH was just starting to look at researching older adults, and she was involved in the development of the evidence-based Lifetime Fitness (aka EnhanceFitness & EnhanceWellness) with UW and NSC. She worked at the national policy level (Medicare/Medicaid) regarding care for older adults. EF/EW was a major factor in recommendations for Medicare/Medicaid Senior Benefits. EF/EW = “Gold standard”. Jane McNamee recruited Chris for NSC BOD. Chris agrees with Terry about joint cooperation. She was also involved with Kaiser Permanente’s Senior Caucus, to give feedback to Kaiser Permanente. She suggests clear guidelines are needed with AC Liaisons, AC, and the NSC BOD.

2<sup>nd</sup> BOD liaison Linda Brabant introduced herself briefly. She is the Executive Director of Evergreen Home Health. Linda is an Occupational Therapist who has worked in the community for 20+ years, working closely with people who wanted to return to the Senior Center or who now would benefit from participating in the Adult Day Health program. She continues to work with the community promoting aging at home.

**Note: Action items below are in *italics* and preceded by \*\*\***

**CENTER UPDATES + suggestion boxes: Mill Creek, Kenmore, Bothell, H&W, AC updates**

Discussion regarding how to process suggestion box comments based on new staff structure model – AC site representative sends emails to appropriate staff roles, AND appropriate site managers in new staff models. For accountability, the AC representative also responds to person originating the suggestion (if listed).

*\*\*\*(Patricia and Mohan?) will write up Procedure for how to handle suggestion box items, and put this into the AC documents on Sharepoint.*

*\*\*\* Patricia will attach a list of staff roles taken from NSC “Contact Us” webpage.*

(Note: Senior Center Site managers are not listed on website, but have been identified as Pasha=Kenmore, Brie=Mill Creek, Tracy=Bothell, Judi=ADC/H&W)

Mill Creek: Kathy absent, therefore, no update on suggestion box items.

Kenmore: No updates. John missed entire month at KSC because holidays were Wednesday, his day to volunteer.

*\*\*\*Patricia will send John 3 names for additional AC representative possibilities.*

Bothell: Mohan – complaints about KITCHEN; will forward to Tracy (Bothell).

H&W and ADC: Patricia discussed some impact confusion regarding staff changes.

*\*\*\*Patricia will try to find 2<sup>nd</sup> AC rep for H&W/ADC.*

CEO update: Patricia gave highlights from Nathan’s email, which was basically a 2024 annual report given to BOD for January.

*\*\*\*Patricia will post full CEO report to Sharepoint with AC meeting minutes, and she will email the report to any AC member who requests it.*

### **CURRENT AND NEW BUSINESS:**

- BoardSource “Nine keys to success” discussion, in relation to BOD Governance Committee  
*\*\*\*AC will discuss changes (Terry, Nora, Patricia), and BOD (designated Governance members, Rocio, and AC Liaisons Chris and Linda) will discuss changes among BOD, then have joint meeting.  
\*\*\*Patricia will email Linda, Christine, and Rocio a copy of the AC Handbook.*
- NOTE: The New AC Chair will take on new AC member/applicant considerations (AC Handbook, page 10) and Orientation process (AC Handbook, page 11). On Sharepoint, documents outline the process. Terry will use his own “consensus building” approach.
- Any updates related to emails to/from AC email account? As co-secretary, Nora will continue to monitor the AC email account. AC members agree that Nora will do that.

OPEN FORUM (a section for anyone to bring up anything)

- Mohan – Wed. “New and interested members” tours – 10-12 as part of tours – this has grown to multiple tours each Wed. Fitness Center (Sal) is highlight of tour.
- RE: Snohomish SC tour to talk to staff, admin, vols, and to find out how it is funded (City vs private/grants).  
*\*\*\*Mohan will send email to find out who is interested.*

**EVALUATION** (anyone missed? or anything tabled for next time?)

- First ZOOM meeting went very well.
- Vice Chair election on April mtg agenda.

- Be sure to attend February 25<sup>th</sup> BOD meeting.

*\*\*\*PSG will send email with dates/locations of 2025 AC meetings*

Adjourned at 2:35pm

- Next Advisory Council meeting: Tuesday April 1<sup>st</sup>, 1:00-2:30 at H&W
- Next NSC Board meetings: February 25<sup>th</sup>  
All NSC Board meetings begin at 5:30pm, at Bothell, room 202
- Next NPRSA meeting: March 19 at 5pm, location to be announced

2/13/2025 Minutes submitted to AC members by Patricia Gustafson, 2025 AC co-secretary

2/19/2025 Minutes approved by AC members