



GARLAND

NOTICE OF MEETING CITY OF GARLAND, TEXAS

SENIOR CITIZENS ADVISORY COMMISSION

Work Session Room of City Hall
William E. Dollar Municipal Building
200 N. Fifth Street
Garland, Texas
May 1, 2025, at 9:00 a.m.

A meeting of the Senior Citizens Advisory Commission of the City of Garland, Texas will be held at the aforementioned location, date, and time to discuss and consider the following agenda items.

AGENDA:

1. APPROVAL OF MINUTES

- a. Consider approval of the Senior Citizens Advisory Commission minutes for the April 3, 2025, meeting.

2. PUBLIC COMMENTS

Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak. Testimony may be held until the item is considered or given at the beginning of any committee meeting. Invited testimony may also occur at any time, subject to a request of the Member of the Committee and with the approval of the Committee Chairperson.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- a. Consider the Approval of the City Council Communication Procedure

Carol Cooper, Commission Chair, would like commission members to consider the approval of the City Council communication procedure.

- b. AARP Presentation On Outreach, Education And Volunteerism

Grantland Rice, American Association of Retired Persons (AARP), Volunteer Lead, will provide a presentation to the commission and be available to answer questions.

- c. Garland Police Department - Scams And Issues Pertaining To Senior Citizens Update

Corey Jones, Garland Police Officer, will provide an update to the commission and be available to answer questions.

- d. Commission For Accreditation Of Parks And Recreation Agencies (CAPRA) Report

Albert Montero, Recreation Director, will provide an update to the commission and be available to answer questions.

- e. City Press - Possible Upcoming Topics Discussion

Carol Cooper, Commission Chair, will lead a discussion on possible topics to be included in the City Press.

f. Senior Centers Reports

Jelisa Baker (Carver) and Dee Muhlinghaus (Senior Activity Center), Recreation Services Supervisors, will provide updates and be available to answer questions.

4. FUTURE AGENDA ITEMS

5. ADJOURN



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Senior Citizens Advisory Commission

1. a.

Meeting Date: 05/01/2025

Item Title: APPROVAL OF MINUTES

Summary:

Consider approval of the Senior Citizens Advisory Commission minutes for the April 3, 2025, meeting.

Attachments

Temp Minutes 4-3-2025

DRAFT



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MINUTES

The Senior Citizens Advisory Commission of the City of Garland convened in regular session at 9:00 a.m. on April 3, 2025, in the Work Session Room at 200 North Fifth Street, Garland, Texas, with the following members:

Present: Gail Belton, Commissioner - Vice Chair
Amador Castro Jr., Commissioner
Sal Liberto, Commissioner
Larry Dunn, Commissioner
Kathleen Gardner, Commissioner
Ann Garrett, Commissioner
Annie (Angela) Harrison, Commissioner

Absent: Carol Cooper, Commissioner - Chair

Staff Present: Jesse Johnson, Recreation Services Manager
Dee Muhlinghaus, Recreation Services Supervisor
Jelisa Baker, Recreation Services Supervisor
Yvonne V. Naser, Management Services Coordinator
Jerry Click, Garland Fire Fighter

1. APPROVAL OF MINUTES

- a.** *Consider approval of the Senior Citizens Advisory Commission minutes of the March 6, 2025, meeting.*

Motion was made by Commissioner Sal Liberto, and seconded by Commissioner Amador Castro Jr. that the minutes of March 6, 2025, be approved as amended.

4. Remove Sal Liberto and add Larry Dunn

Vote: 7 - 0

2. PUBLIC COMMENTS

No citizen comments

Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak. Testimony may be held until the item is considered or given at the beginning of any committee meeting. Invited testimony may also occur at any time, subject to a request of the Member of the Committee and with the approval of the Committee Chairperson.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- a. Chase Bank - Senior Fraud Presentation**

Maria Hazan - Cohen, Chase Bank, VP, Community Manager, provided the commission with a presentation and was available to answer questions.

- b. Garland Fire Department - Safety In The Home For Senior Citizens**

Jerry Click, Garland Firefighter, and Thomas R. Little, Fire Battalion Chief, provided a presentation to the commission and were available to answer questions.

- c. Senior Centers Reports**

Jelisa Baker (Carver) and Dee Muhlinghaus (Senior Activity Center), Recreation Services Supervisors, provided updates to the commission and were available to answer questions.

d. City Press - Possible Upcoming Topics Discussion

Gail Belton, Commission Vice Chair, led a discussion on possible topics to be included in the City Press.

4. FUTURE AGENDA ITEMS

5. ADJOURN

The meeting adjourned at 9:49 a.m.



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Senior Citizens Advisory Commission

3. a.

Meeting Date: 05/01/2025

Item Title: CONSIDER APPROVAL OF CITY COUNCIL COMMUNICATION PROCEDURE

Summary:

Consider the Approval of the City Council Communication Procedure

Carol Cooper, Commission Chair, would like commission members to consider the approval of the City Council communication procedure.

Attachments

Communication Guidelines

GSCAC PROCEDURE

Communication Guidelines with City Council Members Formal and Informal How to Contact

Responsible	Action
Communications	<u>Formal</u>
Commission Chair	All formal communications with the City Council shall be made through the Commission Chair
	<u>Informal</u>
Commissioners	Commissioners are encouraged to communicate with their appointee and/or their District Council Person informally
	<ul style="list-style-type: none">• Keep posted on Commission activities
	<ul style="list-style-type: none">• Understand your Council person's goals for Garland Seniors
	<ul style="list-style-type: none">• Get information to share with the Commission
Contact Information	City of Garland website Home>City Services>City Council
	Each member of the Council has a page that indicates their phone number, email, and a map of their district.



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Senior Citizens Advisory Commission

3. b.

Meeting Date: 05/01/2025

Item Title: AARP PRESENTATION ON OUTREACH, EDUCATION AND VOLUNTEERISM

Summary:

AARP Presentation On Outreach, Education And Volunteerism

Grantland Rice, American Association of Retired Persons (AARP), Volunteer Lead, will provide a presentation to the commission and be available to answer questions.

Attachments

AARP Volunteer Flyer

AARP Learn new skills flyer



READY TO VOLUNTEER?

AARP is the nation's largest nonprofit, nonpartisan organization dedicated to empowering people to choose how they live as they age. Learn how you can put your time, knowledge, and talent to good use with AARP in Dallas.

As an AARP Volunteer, you will have opportunities to:

- Take on new challenges and be creative
- Enjoy flexible time commitments
- Volunteer from home and in your community
- Benefit from high quality training and education
- Meet new people and create connections

Apply today at www.aarp.org/txvolunteer





VOLUNTEER OPPORTUNITIES

Community Ambassadors

Community Ambassadors connect members of their community with valuable AARP information and resources. These volunteers represent AARP at various community events and activities.

Speakers Bureau

Speakers Bureau volunteers educate and inform the public by presenting workshops on a variety of topics such as caregiving, brain health, downsizing and decluttering, or fraud prevention.

Advocacy

AARP advocacy volunteers partner with staff at the state and federal levels to influence important legislative issues that promote health, enhance financial security, and support family caregivers. You can also sign up to be an E-advocate at www.aarp.org/getinvolved.

Communications

Communications volunteers help people know about AARP resources and events in their community. They connect people with important opportunities and information by promoting and reporting on our programs through social media, community websites, newsletters, and articles.

Livable Communities Ambassadors

This statewide volunteer team connects individuals and communities with AARP's Livable Communities/Age-Friendly resources, facilitates workshops, and provides issue area expertise.





Aprende una nueva habilidad, toma una clase de ejercicios, asiste a un concierto y más con AARP en Dallas

AARP está aquí en tu comunidad. Como tu vecino, adaptamos las experiencias y los recursos en función de lo que es importante para ti.

Visítanos en www.aarp.org/local para encontrar eventos locales en tu comunidad.

Escanea este código QR para ver nuestros eventos.



Encuentranos en Facebook @AARPTexasenespanol



Learn a new skill, take an exercise class, attend a concert and more with AARP in Dallas

AARP is here in your community. As your neighbor, we tailor experiences and resources based on what matters to you. Please visit www.aarp.org/local to find your local events.

Scan this QR code for our latest events



Find us on: Facebook@AARPTexas and on Twitter@AARPTX



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Senior Citizens Advisory Commission

3. c.

Meeting Date: 05/01/2025

Item Title: GARLAND POLICE DEPARTMENT - SCAMS AND ISSUES PERTAINING TO SENIOR CITIZENS UPDATE

Summary:

Garland Police Department - Scams And Issues Pertaining To Senior Citizens Update

Corey Jones, Garland Police Officer, will provide an update to the commission and be available to answer questions.



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Senior Citizens Advisory Commission

3. d.

Meeting Date: 05/01/2025

Item Title: COMMISSION FOR ACCREDITATION OF PARKS AND RECREATION AGENCIES (CAPRA) REPORT

Summary:

Commission For Accreditation Of Parks And Recreation Agencies (CAPRA) Report

Albert Montero, Recreation Director, will provide an update to the commission and be available to answer questions.

Attachments

CAPRA Update



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CAPRA

Commission for Accreditation of Park and Recreation
Agencies



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CAPRA Timeline

- **Complete Application**
 - ▶ Submitted 09/08/23

- **Prepare Self Assessment**
 - ▶ In Progress
 - ▶ Submit Assessment by 01/06/25

- **Host on Site Visit**
 - ▶ March – June 2025
 - ▶ 2-3 Days on Site

- **Attend In-Person Hearing**
 - ▶ NRPA Conference September 2025





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CAPRA

■ WHY CAPRA?

- ▶ Quality Assurance
- ▶ Quality Improvement Process

CAPRA STANDARDS

- 154 Standards
- 36 Fundamental (Must be met)
- 106 of the remaining 118 non-fundamental standards must be met

CAPRA CHAPTERS (# of Standards)

1. Agency Authority, Role & Responsibility (14)
2. Planning (11)
3. Organization & Administration (14)
4. Human Resources (31)
5. Financial Management (20)
6. Programs & Services Management (14)
7. Facility & Land Use (17)
8. Public Safety, Law Enforcement & Security (14)
9. Risk Management (6)
10. Evaluation, Assessment & Research (13)



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CAPRA

Contributing City Departments

1. Human Resources
2. Risk Management
3. Police
4. Budget, Finance & Purchasing
5. Office of Emergency Management
6. Public and Media Relations
7. City Attorney Office
8. Sanitation
9. Information Technology
10. City Secretary



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CAPRA

New Plans and Manuals Created

1. Rec Program Plan
2. Marketing & Communications Plan
3. Fleet Plan
4. Natural Resource Management Plan
5. Emergency Action Guide
6. Volunteer Manual
7. Department Risk Management Plan



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CAPRA Process Improvements

- ▶ Created Standard Operating Procedure (SOP) Template
- ▶ Reviewed & Revised Existing SOP's
- ▶ Developed New SOP's
- ▶ Centralized Tracking for License, Certifications & Training
- ▶ New Staff On-Boarding Process
- ▶ Implemented Annual Review Process for Department Plans & Staff Manuals
- ▶ Created Contract Instructor Guide
- ▶ Created Program Evaluation
- ▶ Created Program Development Form
- ▶ Developed Recreation Key Performance Indicators (KPI's)
- ▶ Implemented Concussion Protocol
- ▶ Developed Volunteer Management Program



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Senior Citizens Advisory Commission

3. e.

Meeting Date: 05/01/2025

Item Title: CITY PRESS - POSSIBLE UPCOMING TOPICS DISCUSSION

Summary:

City Press - Possible Upcoming Topics Discussion

Carol Cooper, Commission Chair, will lead a discussion on possible topics to be included in the City Press.



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Senior Citizens Advisory Commission

3. f.

Meeting Date: 05/01/2025

Item Title: SENIOR CENTERS REPORTS

Summary:

Senior Centers Reports

Jelisa Baker (Carver) and Dee Muhlinghaus (Senior Activity Center), Recreation Services Supervisors, will provide updates and be available to answer questions.
