

HOW THE KIRKLAND SENIOR COUNCIL WORKS FOR YOU!

WHAT IS THE KIRKLAND SENIOR COUNCIL?

Established by the Kirkland City Council in 2002, the Kirkland Senior Council (KSC) is a group of concerned citizens like you, who are dedicated to ensuring that Kirkland is and remains a safe, vibrant community for residents age 50 and older.

HOW DOES THE SENIOR COUNCIL WORK?

The Senior Council meets monthly for 2 hours and members also meet through subcommittees to identify the concerns of Kirkland's adults age 50+, to advocate for their needs and to create programs that advance their well-being.

WHAT IS THE RELATIONSHIP TO THE KIRKLAND CITY COUNCIL?

The Senior Council works in an advisory capacity to the City Council. Their role is to study, review, evaluate and make recommendations to the City Council and the City Manager regarding matters affecting Kirkland residents age 50 and older.

YOU CAN GET INVOLVED!

Recruitment for Senior Council members is now underway! Council members either live, work or serve Kirkland citizens age 50+ and are adults younger and older than age 50, employed or retired and willing to volunteer 6-12 hours per month.

SENIOR COUNCIL PROJECTS

- *Baby Boomers & Beyond: A Healthy Living Expo*, a hugely successful, comprehensive community event addressing aspects of healthy living, planning for the future and care for aging parents was sponsored in 2003, 2004 and 2006.
- To raise community awareness on a variety of topics and issues the KSC produces and distributes educational video programs which air on Klife, channel 75, and are available to the public on DVD (for details call 425.587.3360):
 - * *Identify, Advocate, Create: How the KSC Works for You!*
 - * *SWAY: How to Influence Your Elected Officials*
 - * *Aging in Place in Kirkland: Universal Design in Housing is Good for Everyone*
 - * *Elder Abuse: Neglect and Self-Neglect* – available Fall 2007
- Development of a *Good Neighbor Program* to support older adults and disabled community members during a disaster.
- Launch a *Falls Prevention Campaign* focusing on prevention, support and education through the partnership with local agencies.
- Support the Northwest Senior Games through participation at the swimming event in Kirkland.
- Represent adults age 50+ on various city committees: *Totem Lake Action Team, Downtown Action Team, Active Living Task Force, Greater Kirkland Citizen Corps Council and Map Your Neighborhood Program.*
- Promote older adult interest at the local Neighborhood Association meetings.
- Work with other eastside cities to establish their own Senior Council's.

THE KIRKLAND SENIOR COUNCIL WANTS TO HEAR FROM YOU!

Share your questions, comments and ideas:

Contact the Kirkland Senior Council at ksrcouncil@ci.kirkland.wa.us or call Dana at the Peter Kirk Community Center, 425.587-3360.

CITY OF KIRKLAND SENIOR COUNCIL

c/o Peter Kirk Community Center

352 Kirkland Avenue - Kirkland, Washington 98033 - 425.587-3361 - ksrcouncil@ci.kirkland.wa.us

MAKE A DIFFERENCE TODAY!

Join the Kirkland Senior Council

Established by the Kirkland City Council in 2002, the Kirkland Senior Council (KSC) is a group of concerned citizens like you, who are dedicated to ensuring that Kirkland is, and remains a safe, vibrant community for residents age 50 and older. As an advisory group to the City Council, they advocate, support, shape and create programs and services that meet the needs of adults age 50+ in the community.



You Can Positively Impact Lives

Recruitment for adults that live, work or serve adults age 50 and over in the City of Kirkland is now underway.

- **Recruitment September 14 - October 30, 2009**
- **Interviews by appointment, week of November 10, 2009**
- **Member terms are 2 and 3 years**
- **Monthly commitment is 6-12 hours**
- **Monthly meetings are Tuesday, 5:30-7:30pm**
- **KSC Members: Adults younger & older than age 50**
- **For more information call Dana, 425.587.3361**



Application Packets are available at:

Kirkland Parks & Community Services Dept., Peter Kirkland Community Center, North Kirkland Community Center, City Hall, and the City's Web Page @ www.ci.kirkland.wa.us



CITY OF KIRKLAND

APPLICATION: KIRKLAND SENIOR COUNCIL

Please print or type

Name _____

Date _____

Home Address _____

Phone – Work _____

Phone – Home _____

E-mail _____

Do you live, work, or serve the senior population in Kirkland? _____

(If you need more space attach additional sheets)

Background, experience and current occupational status: _____

List any special training and skills you may have that are pertinent to the Kirkland Senior Council position to which you are applying. _____

Describe why you are interested in serving on the Kirkland Senior Council. _____

Please state what you consider are key issues currently impacting seniors in the community. _____

Education: _____

Organizational Affiliations: _____

Describe your involvement in the Kirkland community: _____

Signature

Application deadline: Deliver or postmark by Friday, October 30, 2009 at 5:00 pm
Return application to: Peter Kirk Community Center • 352 Kirkland Avenue • Kirkland, WA 98033

**Senior Action Committee
May 2001- May 2002
Background Summary**

The Senior Action Committee (SAC) was formed in May 2001 to be creative, innovative, and take a leadership role in planning for the health, well being, and independence for people as they age. The SAC was made up of 21 community representatives invited by the City (**see attachment A**). The SAC was charged with creating a 3-5 year strategic plan to address recommendations set forth from the Senior Needs Assessment completed in March 2000.

Outlined below is the course of accomplishment followed by the Senior Action Committee.

- 1. The SAC was asked to define a Centralized Locale/Governance/Frame that would be the hub for senior services. They also wanted to activate a strong senior voice and visibility in the community. The SAC recommended to City Council in September, 2001, that the City institute a Senior Council. This was passed, and is in development.**

The SAC explored several possibilities to enhance the visibility and voice of seniors in the community. They researched National models, regional models, and local efforts. The main need identified was for seniors to be active, informed, and powerful in advocating for themselves in the community. The SAC identified the need for a centralized hub for senior services. This hub could be the existing Senior Center, a Senior Council, a website, etc. The concept would be to create access to information, services, events, activities, political voice and visibility, and have an overall arching organized effort to support seniors.

In researching different models, the committee decided to adapt our local, successful Youth Council model and propose the formation of a Senior Council. This committee developed a frame for the organization, proposing it to City Council in September, 2001 (**see attachment B**). This frame included a definition of the representation, roles and responsibilities of the Council, structure, and a regional focus. In addition it included possible sub-committees. The City Council approved it unanimously. The Senior Action Committee now defined the Senior Council as the hub for all senior services (**see attachment C** for organizational chart).

A subcommittee of the Senior Action Committee was then formed to draft by-laws, and application procedures for the Senior Council (**see attachment D**). The Senior Action Committee decided to roll this out with the final strategic planning report in May 2002.

The role of the Senior Council is to oversee and drive the strategic plan formed from the Senior Action Committee.

2. **The SAC was charged with evaluating partnerships within the senior community, with possible satellite sites, businesses and service providers. The SAC recognized the number and variety of existing partners, and assisted in researching nontraditional models of partnership. The SAC recognizes it is crucial to develop partnerships in order to succeed.**

The SAC recognizes that development of collaboration and partnerships is going to be vital for the success of the Senior Council and senior services in Kirkland. **Attachment D** lists current partners that have already been developed through the Senior Center. The SAC discussed the benefits of partnerships and focused on different partnership models. The SAC also researched possible new partnerships and sites that would be helpful in promoting senior health and well-being.

In summary, the SAC recommends incorporating development of partnerships, both traditional models and creative models, into the strategic plan. Discussion included partnering to provide programs, exchanging ideas, collaborating on regional partnerships, joint fund development opportunities, business partnerships, community service opportunities, and various other methods of collaborating.

3. **The SAC researched ways for seniors to be active, connected and engaged in learning. This topic led to the reemphasis of creating partnerships in order to increase access and availability of service and activities for seniors.**

The Department of Parks and Community Services has established lifelong learning as a goal. The SAC discussed the already existing efforts to accomplish this goal, and researched various ways to increase educational and learning opportunities for seniors. Some of the suggestions included

- Offer classes and programs in the evening and weekends.
- Connect with pre-retirement groups to assist in planning for leisure time.
- Promote the Senior Council as an opportunity to get involved.
- Partner with other senior providers, i.e. faith community.
- Offer on-line classes, or access to on-line classes.
- Change the name of the Senior Center, eliminating senior from the name.
- Provide outreach and education in the community, both for marketing and to provide classes.
- Increase marketing efforts, i.e. churches, web site, newsletters, newspaper, community events.
- Set up strong phone network, using personal calls to promote programs, services, and events.

The SAC emphasized the importance of developing and maintaining the goal of lifelong learning.

- 4. The Committee researched ways to increase accessibility to information and resources for seniors. There seems to be some current efforts that could assist with this goal. However, there are some untapped potential sources that could prove to be very helpful.**

The SAC created a profile of what already exists in order to determine the best ways to increase access. They focused on efforts that are already set up in the community (i.e. Senior Services Information and Assistance Program), identified gaps, identified current and potential partners, and identified potential access efforts.

The gaps that were identified included:

- Services/access for non-English speaking individuals
- Support and access for caregivers
- Services for vision impaired and hearing impaired
- Access for homebound seniors
- Limited transportation

After understanding current existing efforts and where there are still gaps in access to information and resources, the SAC identified potential new opportunities to increase access. They focused on a marketing campaign that would utilize various mediums to promote access. They thought it would be important to utilize:

- TV access channels
- Utility billing statements
- Phone stickers that could be distributed to local physicians, post office, hospitals, etc.
- Neighborhood Associations
- Public/Community Fairs
- Business advertising
- Brochures
- Outreach to immigrant/refugee community, with information in various languages.
- Set up strong phone network. Use personal calls to promote programs, services, and events.

In summary, the SAC recommends incorporating some of these ideas into the strategic plan.

- 5. The Committee developed ideas to create opportunities for seniors to feel safe, secure, and valued by the community. This was a main issue identified in the Needs Assessment.**

The SAC was presented information on the Gatekeeper Program. This program trains public service workers (i.e. postal delivery workers, utility meter readers, police, paper delivery) to identify the signs of a senior who may need assistance. For example, if the postal delivery worker sees mail piling up, they can call the Gatekeeper Program with their concern. The Gatekeeper Program sends someone to check on the senior. This program is a national program that has been quite successful in assisting seniors who live alone. The Gatekeeper Program operates in this area, but there needs to be training for local workers. The SAC wants this to be a priority for the Senior Council.

Additional safety issues included pedestrian safety, telephone/marketing scams, bus rider safety, and concerns of personal safety around the teen center. The SAC agrees that some of these issues could be impacted by educational workshops at the Senior Center.

6. The Committee researched regional initiatives that impact housing, and transportation. The SAC supports joining regional efforts to advocate for seniors in regards to these issues.

The SAC discussed regional issues regarding housing, transportation, health, and safety. Tom Sherrard, Housing Task Force member presented the final report and evaluation of affordable housing in the community. The Task Force has been concluded, but there still could be efforts in regards to affordable housing that the Senior Council might be involved in. The SAC wants the regional efforts to be part of the strategic plan.

Sandy Stutey from METRO presented current efforts in transportation. METRO's strategy is based on building community partnerships, training to raise awareness of needs, and providing access to a variety of other programs available to the community. The main resources available for transportation include Senior Services Volunteer Transportation Program, Hopelink's transportation to medical appointments, and Northshore's partnership with METRO and Hopelink. The SAC encourages exploring partnerships with Hopelink, and developing a plan to expand current transportation services.

Sharon Anderson presented the final report from the Senior Day Health Committee. Sharon gave an overview of the committee's findings and recommendation. The Committee was comprised of Senior Adult Day Health providers, transportation, Northshore Senior Center, and staff. After a few meetings it was clear that two Day Health providers are already serving Kirkland residents, and that by initiating a new program sponsored by the Senior Center would be duplicating services. The committee concluded that the City should support the existing efforts.

Other health related concerns were discussed. The SAC focused on areas impacting health for seniors, which included access to in-home services,

improving access to mental health, and improving access to services for non-English speaking seniors. Access to in-home services is often limited by the inability to pay. Many seniors are unable to pay and do not qualify for COPES (Community Options Program Entry System), a program which offers alternative care arrangements for those who do not want to go into a nursing home. The SAC agrees this needs to be impacted on a legislative level.

Some of the ideas discussed for improving access to mental health issues included locating a counselor or social worker in the Senior Center, partner with Evergreen Health Network to assist in provision of services, expand existing information and referral resources, and establishing a peer support program.

Increasing access to services for non-English speaking seniors is also a regional issue. The immigrant and refugee community on the Eastside continues to grow. The SAC emphasized the need to establish partnerships with experienced and bilingual programs to assist in provision of services.

- 7. The Committee reviewed the role of the Senior Center in the community. They proposed the Senior Council as the hub, with the Senior Center being a crucial component in providing services and advocating for seniors. From the Needs Assessment, the SAC learned the already established goals of revamping the Senior Center. The SAC discussed other methods to revitalize the Center.**

The SAC focused on four areas of revitalizing the Senior Center. These included organizational approach, programming, volunteer program, and overall role.

The organizational approach was discussed at length. This included the role of the current advisory board. They considered how the Advisory Board would interface with the Senior Council. The SAC agrees it would be effective to have subcommittees on the Senior Council, with one being in an oversight role of the Senior Center. The current Advisory Board did not want the Senior Center to get lost in a larger organized entity and recommended the retention of the current Advisory Board. The role of the Advisory Board will continue to be oversight of the operations of the Senior Center, and having a link to the Senior Council.

There were many ideas on programming, but the main focus was marketing the programs. The SAC recommended various approaches to marketing. They also encouraged increased visibility of volunteers, and having seniors take a more active role in the operations of the Center would be helpful. The SAC concurs it would also be effective to improve signage, conduct community meetings to increase visibility of the center, and develop a database/calling list to encourage participation.

The SAC also focused on the volunteer program. They agreed it would be effective to build up the volunteer program, providing a sense of belonging,

March 2002

ownership, and responsibility for volunteers. It also was suggested to partner with existing volunteer programs, i.e. United Way Volunteer Center, the City of Kirkland's volunteer program, to recruit and retain volunteers.

The overall role of the Senior Center was discussed. The SAC recommends changing the Senior Center name. The word "senior" was viewed as a barrier to many needing services, yet unwilling to identify themselves as seniors. Ideas for a new name included: Central Community Center, Downtown Community Center, Moss Bay Community Center. It might be helpful to add "specializing in senior services" as a byline. Other popular ideas included building a new senior center, or remodeling the current facility.



ACCOMPLISHMENTS 2008

A. Falls Prevention Campaign

In an effort to educate the public regarding the high incident of falls in older adults, the Senior Council partnered with the Peter Kirk Community Center, Kirkland Fire Dept., Evergreen Healthcare, King County Fire & Life Safety Association and the King County Fire Marshal's Office to sponsor a falls prevention fair "Live Safe and Strong: *Remain Upright – Prevent Falls!*". Participants learned fall prevention strategies to ensure functional independence through participation in seminars, demonstrations and interactive exhibits.

In addition, physical therapists provided balance screens and fall risk assessments. Fair attendees also benefited from the expertise of occupational therapists who answered questions regarding various types of therapy and assistive devices.

B. Good Neighbor Program

Vial of Life (VOL): The Senior Council in collaboration with Bellevue's Network on Aging, assembled and distributed the vials sponsored by Medic One Foundation and Bartell Drugs throughout Kirkland and Bellevue. The KSC distributed about 2,000 VOL with approximately 50 hours dedicated to their assembly. The VOL is designed to save lives in emergency situations. In a medical emergency, knowledge of history and other important information can assist emergency personnel in administering the proper medical treatment in a timely manner. Vials have been translated into Spanish and Russian.

C. Seniors on the Go

This committee was formed to celebrate the talents and activities of older adults in the community. Time was spent brainstorming and investigating how best to honor the uniqueness of older adults living in Kirkland. With a keen interest to host an art show, the committee conducted an informal poll of older adult artists in the community to determine if there was interest to participate in an event honoring their work. In addition, respondents were asked what type of event they would like to see. Facilitation of an Art Show as a project will be decided at the 2009 Annual Retreat.

D. Affordable Senior Housing

Recognizing that affordable housing is a challenge for many Kirkland residents and committed to being an advocate for older adults, the committee was dedicated to collecting data, identifying a project that best addressed their findings and then advocating for affordable senior housing to all levels of government.

E. Neighborhood Associations Participation and Other Community Involvement

KSC members continue to attend Neighborhood Association meetings and other community events to advocate for the needs and concerns of older adults.

In 2008, KSC members participated in the Peter Kirk Community Center Advisory Council, the City of Kirkland's Active Living task Force, Senior Lobby Day in the State Capitol, Celebrate Sidewalks, the Houghton Walk, the Evergreen Active Senior Fair, Park Lane Stakeholders Association, Safe Steps Falls Prevention Workshop, the SeaFair Marathon, and the July 4th Parade, the City-wide Food Drive. The committee also successfully sought Senior Pedestrian Crossing signage on Kirkland Avenue.

F. Relationship with Bellevue's Network on Aging

In an effort to have a broader voice advocating for the needs of older adults on the eastside, the KSC continues to partner on projects with Bellevue's Network on Aging. In 2008 they collectively produced and distributed the Vial of Life. For details see B.

G. Resource for Other Senior Councils

It is a goal of the Kirkland Senior Council to serve as a source of information and support to other entities on the eastside interested in forming their own senior council. The KSC worked diligently with Bellevue to implement their Network on Aging. In 2008, KSC members met with a Mercer Island citizens' group regarding their interest in forming a senior council.

H. Bus Buddy & Other Transportation Programs

At a 2008 study session, the Kirkland City Council requested that the KSC investigate and report on what transportation options are available to older adults living in Kirkland. The following programs were identified as transportation options for older adults.

1. Hopelink has funding to develop transportation programs. Its *Bus Buddy Program* teaches new riders how to navigate the bus system in the City. The Travel Ambassador program educates service providers on how to best meet their clients' transportation needs.
2. The *Eastside Easy Rider Collaborative* is a group of service agencies and other organizations that are exploring ways to partner in planning, funding and implementing transportation programs for older adult residents on the Eastside.

I. Improved Website Visibility

In an effort to improve the KSC website, improvements were made to simplify navigation of the website and a KSC member was trained to update pertinent information. The group views the website as a potentially valuable communication link between the Council and older adults and their families who live in Kirkland. The goal is to keep seniors informed about the KSC's projects, ongoing activities and special events geared to the needs and concerns of older adults.

J. Production of Video Materials

To raise community awareness on a variety of topics and issues, the KSC produces and distributes a variety of educational video programs which air on Klife, channel I75 and can be seen online at www.ci.kirkland.wa.us.

In 2008, the Committee explored options for producing a short falls prevention video. In addition, the KSC and City of Kirkland were honored with the national Silver and Bronze Telly Award and the Video Award of Excellence from Pegasus for "Abuse: *Elder Neglect & Self Neglect*". Also in 2008, the KSC video, "*Excel as a Pedestrian*" won the national Video Award of Excellence from Pegasus.

K. Support for Kirkland Steppers and Northwest Senior Games, Kirkland Swim Meet

The KSC continues to support the *Kirkland Steppers* walk program for adults age 50+, at PKCC and the NWSG Swim Meet. This effort dovetails nicely with their commitment to encourage and provide opportunities for adult's age 50+, to take an active role in their continued good health, to be the generation teaching and creating a legacy of wellness and community spirit.

- KSC members attended the Steppers Kick-Off event and presented each walker with a pedometer. They also partnered with the PKCC Advisory Board to participate in community sponsored walks and Kirkland's July 4th Parade.
- KSC members assisted at the Swim Meet with registration, refreshments, awards ceremony and had a table at the event on the pool deck.

KIRKLAND SENIOR COUNCIL - 2009

Work Plan

Goal / Objective	Description	Timeline	Progress
Goal 1: <i>Advocacy Committee</i> Advocate for senior needs and create programs that advance their well-being.			
<u>Objective 1.1:</u> Continue Falls Prevention Campaign.	<ol style="list-style-type: none"> 1. Review existing falls videos for possible introduction endorsement. 2. Write script for KSC-produced video using humor to encourage exercise and balance strengthening to prevent falls 3. Complete questionnaire for Mike Connor with the City's IT/Multi-Media Dept., to include goals and distribution. To be submitted to Mike by Dana 4. Determine individuals for role casting. 5. Filming schedule to be determined by Mike Connor. Goal: complete filming by October. 6. Consider preparation of a resource handout including information about senior-accessible exercise and strengthening opportunities. 	<p style="text-align: center;">February 2009</p> <p style="text-align: center;">April 2009</p> <p style="text-align: center;">May 2009</p> <p style="text-align: center;">July 2009 October 2009</p> <p style="text-align: center;">November 2009</p>	<p style="text-align: center;">Completed</p> <p style="text-align: center;">Completed</p> <p style="text-align: center;">Completed</p>
<u>Objective 1.2:</u> Emergency Preparedness and Vial of Life (VOL).	<ol style="list-style-type: none"> 1) Publish user-friendly Emergency Preparedness pamphlet for Kirkland's older adults living in private residences. <ol style="list-style-type: none"> a. Review literature from Red Cross, FEMA, and other agencies b. Draft text for informational flyer c. Publish Emergency Preparedness flyer for older adults d. Include preparedness information on the City's website (KSC web page) 2) Partner with Kirkland Fire & Building Dept. to disseminate Emergency Preparedness information geared for older adults via City website, utility billing and flyer publication. (<u>Attachment C</u>) <ol style="list-style-type: none"> a. Meet with Fire & Building representative(s) to discuss partnership 3) Explore development of a "<i>Seniors Helping Seniors</i>" program that would recruit and train capable older adults who will assist frail and homebound older adults in accessing resources during times of emergency. 	<p style="text-align: center;">Fall 2009</p> <p style="text-align: center;">a. March 2009 b. May 2009 c. Fall 2009 d. Fall 2009</p> <p style="text-align: center;">Ongoing 2009</p> <p style="text-align: center;">March 2009</p> <p style="text-align: center;">Fall 2009 – Spring 2010</p>	<p style="text-align: center;">Completed</p> <p style="text-align: center;">Completed Completed Completed</p> <p style="text-align: center;">In Progress</p> <p style="text-align: center;">Completed</p> <p style="text-align: center;">In Progress</p>

KIRKLAND SENIOR COUNCIL - 2009

Work Plan

Goal / Objective	Description	Timeline	Progress
<u>Objective 1.3:</u> Explore options for a joint project with Bellevue's Network on Aging.	<ol style="list-style-type: none"> 1) In collaboration with BNOA, develop an advanced level of lobbying tactics and strategy. 2) Advance cause for passing relevant legislation at all levels. 3) Attend Washington's Senior Lobby Day 4) Host "Meet & Greet" with state representatives at Heritage Hall. 5) Keep KSC abreast of all developments at all levels outside of our organization to coordinate with other groups as necessary. 	<p>Ongoing 2009</p> <p>Ongoing 2009</p> <p>October 30, 2009</p> <p>November 9, 2009</p> <p>Ongoing 2009</p>	
<u>Objective 1.4</u> Seniors on the Go.	<ol style="list-style-type: none"> 1) Committee decided to produce an art show highlighting the talents of Eastside seniors. 2) Researched other organizations that held annual art shows and determined their processes would work for KSC's event. 3) Merrill Gardens volunteered their lobby to coincide with the June Kirkland Art Walk 4) Area artists were enthusiastic about participating, and Committee limited art work to two a person and a total of 50 in the initial year 5) Event was a success and plans are to hold it again next year and possibly expand number of art pieces. 	<p>Jan – Feb 2009</p> <p>March 2009</p> <p>April 2009</p> <p>June 2009</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
<u>Objective 1.5</u> Follow up report to City Council regarding the E-Z Rider Program.	Committee to report on findings.	<p>October 20, 2009</p>	

KIRKLAND SENIOR COUNCIL - 2009

Work Plan

Goal / Objective	Description	Timeline	Progress
Goal 2: <i>Visibility Committee</i> Increase visibility of the KSC in the community and in government.			
Objective 2.1: Partner with Evergreen and Active Living Task Force (ALTF) to sponsor an educational fair.	1) Meet and Discuss possible ALTF projects with Evergreen and KSC. a. The decision is a project that will invite the community to a "Walk-In" that will include walking paths and routes in and around Evergreen. 3) ALTF planning meeting with Evergreen and KSC 3) Community Event: "Art/Heart" will be held in 2010	March 25, 2009 June 4, 2009 February 2010	Completed Competed
Objective 2.2: Improve communication between the KSC and the community.	1) Update and keep current the KSC website. a. Include current KSC member photo b. Include 2008 KSC Accomplishments in Acrobat file c. Include 2009 Work Plan (update with committees' information) 4) Include Emergency Preparedness pamphlet information on City website (KSC web page).	Throughout 2009 a. Early 2009 b. May - June c. May - June June - December 2009	Ongoing a. Completed b. Ready to Add c. In Progress
Objective 2.3: Update KSC promotional and educational material.	Update, print and distribute Volunteer Opportunities brochure. a. Distribute to City Hall, Library, PKCC and Evergreen	March 2009	Completed
Objective 2.4: Recruitment for new KSC members will begin in the Summer and Fall of 2010.	Advertise position(s), interview and appoint selected candidates.	October: Recruitment November: Interviews December: Appointment Jan 2010: Term Begins	

KIRKLAND SENIOR COUNCIL - 2009

Work Plan

Goal / Objective	Description	Timeline	Progress
<p>Goal 3: <i>Senior Council Members</i> Represent senior needs at neighborhood and other community / civic meetings and special events.</p>			
<p>Objective 3.1: Participate in local neighborhood association meetings and other community /civic committees and special events.</p>	<p>Continue and strengthen community outreach efforts by networking with local neighborhood associations and participating on various community committees.</p> <p>Senior Council members partnered with the following:</p> <ol style="list-style-type: none"> 1. Active Living Task Force 2. Evergreen Healthcare 3. Bellevue's Network on Aging 4. City of Kirkland Fire & Building Dept 5. Washington State Senior Lobby 6. Aging & Disabilities Services (ADS) <p>Senior Council members participated in the following;</p> <ol style="list-style-type: none"> 1. Overlake Hospital/Senior Care Active Senior Fair 2. Community Safety for Older Adults 3. AARP's Taking Charge in Tough Times 4. Health & Safety Fair 5. Kirkland Karnival 6. ARCH - Quiet Crisis: Affordable Housing, King County 7. Emergency & Disaster Preparedness Fair 8. Overlake Hospital/Senior Care: Home is Where the Heart Is 9. NWSG Swim Meet in Kirkland 10. Kirkland Steppers: PKCC Walk Program for adults age 50+ 11. PKCC Advisory Board 12. Neighborhood Association Meetings 13. Kirkland's Downtown Action Team 14. Kirkland's July 4th Parade 	<p>Throughout 2009</p>	

Kirkland Senior Council BYLAWS

Revised 8/9/05, with Addendum

ARTICLE I NAME AND IDENTITY

The name of this body shall be the Kirkland Senior Council, as established by the Kirkland City Council, September 2001.

ARTICLE II OBJECTIVE

The purpose of the Kirkland Senior Council is to help ensure that the needs of all seniors age 50 and older are addressed. The Senior Council will enable seniors to directly participate in the advocacy and creation of community programs and services that meet their needs.

ARTICLE III KIRKLAND SENIOR COUNCIL

A. DUTIES AND FUNCTIONS

1. The role of the Senior Council is to study, review, evaluate and make recommendations to the City Council regarding matters affecting seniors, in the City of Kirkland. The Senior Council will identify senior concerns, advocate for their needs and create programs that advance their well-being. The City Council has the responsibility for legislating law at the local level, and while they may seek advice from the Senior Council, final decisions and responsibilities are ultimately theirs.
2. These Bylaws set forth the rules governing the organization and procedures of the Kirkland Senior Council consistent with City as well as other applicable laws.
3. The Senior Council may adopt and amend rules and regulations that govern the conduct of its business, consistent with these Bylaws and the official policies of the City Council.

B. COMPOSITION

1. Members shall live, work or serve the senior population in the City of Kirkland
 - a. The Senior Council shall consist of no less than eleven (11) members, and no more than twenty-one (21) members. At least fifty-one (51) percent shall be seniors, age 50 and older.
 - b. Up to forty-nine (49) percent of the Senior Council members can be under age 50.

C. RECRUITMENT COMMITTEE

1. Any Senior Council member may be a member of the Recruitment Committee. With the City staff liaison, the Recruitment Committee shall facilitate the annual recruitment process which begins in September and ends in November with new member appointments.
2. Any Senior Council member may participate in the interview process. The interview team will make recommendations to the Senior Council. Appointment of new members will be by a balloted vote of the Senior Council.

D. TERMS

1. Members of the Senior Council shall serve a term of three years, with a target of one-third of the Council selected each year. Each member may serve up to two consecutive terms and reapply after the absence of one year.
2. Members may apply for a second consecutive term by submitting their written request to the Recruitment Committee no later than July 1, and will not need to interview or fill out an application. Their second consecutive term will be approved by a balloted vote of the Senior Council.
3. A Senior Council member shall terminate his or her position on the Council with a written letter addressed to the Executive Officers.
4. A vacated seat with an unexpired term shall be filled either by annual recruitment or mid-year application. For mid-year applications, the Recruitment Committee will review applications, interview candidates and make recommendations to the Senior Council. Those candidates will be approved by a balloted vote of the Senior Council.
5. The new member elected to fill a vacated seat with an unexpired term will be considered to have filled a full term if two or more years remain in the seat to be filled. If less than two years remain, the new member will be eligible to serve two full, elected terms, beyond the interim term.

E. ATTENDANCE

1. Attendance is mandatory at all monthly meetings and special sessions. This includes annual study sessions with the City Council and planned retreats.
2. Senior Council members have an unlimited number of excused absences annually. Excused absences are defined as absence due personal illness or death in the member's immediate family.

3. Three unexcused absences may result in termination. If a member misses three or more meetings, they can appeal to the Council to retain their seat. The appeal shall be decided by a balloted vote of the Senior Council.
4. The Council may authorize a leave of absence for any member. The leave can be up to six months and shall not be deemed as cause for termination. The Senior Council may elect to appoint an interim representative during a leave of absence.

F. PERFORMANCE OF DUTIES

All members shall fulfill the usual duties of their seat and uphold the Code of Ethics.

1. Violation of the Code of Ethics may result in termination. The Recruitment Committee will intervene with the following procedures to ensure equitable treatment and consistent action on the part of the Council member and the Senior Council.
 - a. The Recruitment Committee shall clearly communicate to the Council member that they are administering an oral warning so that the member understands this is an opportunity to correct the condition, and if not corrected that they may be subject to further action.
 - b. If a Council member disregards an oral warning and there is continued failure to uphold the Code of Ethics, the Recruitment Committee shall impose a written warning that clearly communicates that failure to improve may result in termination.
 - c. When previous actions have not corrected the condition, the Recruitment Committee will make a recommendation to the Council, to terminate the Council member. Termination will be decided by a balloted vote of the Senior Council.

ARTICLE IV OFFICERS & THEIR DUTIES

A. ELECTION OF OFFICERS

1. The Chair position shall be a one year term, from January to December.
2. Annual election of the Vice Chair and Secretary shall be by a balloted vote of the Senior Council. This will take place at the November meeting. The term of office shall be one year, from January to December.
3. Vice Chair and Secretary shall be elected annually from members who have served at least one year on the Council. If a member with less experience is interested in an Executive position, the Council shall consider their application and determine by a balloted vote of the Senior Council.

4. The Secretary position is held for one year and is a stand alone position. The Secretary is not part of the officer rotation.
 - a. A member may serve as Secretary for no more than two consecutive terms.
5. The Vice Chair position shall advance to the Chair position after serving a one year term.
6. If any of the Executive Officers are unable to complete their term of office or in the case of the Vice Chair, unable to advance to the Chair position, the Recruitment Committee shall nominate a Council member who has served at least one year on the Council, to complete the term of office.

B. DUTIES OF OFFICERS

All officers shall fulfill the usual duties of their office and uphold the Code of Ethics. Executive Officers shall meet monthly to plan the agenda and other business as needed.

1. **CHAIR:** Shall facilitate all meetings and act as chief executive of the Senior Council. The Chair shall be an ex-officio member of all committees.
2. **VICE CHAIR:** Shall act in the absence of the Chair. The Vice Chair shall serve on committees and in areas of personal interest.
3. **SECRETARY:** Shall be responsible for the written minutes, records of all action taken by the Senior Council; and such correspondence as directed by the Council. Shall prepare the agenda for all regular meetings, in consultation with the Executive Officers and City staff liaison. The Secretary may serve on committees of interest and, as time permits.
4. Should both Chair and Vice Chair be absent at any Senior Council meeting, a Chair Pro Tem shall be elected from the Council members present. The Secretary shall preside until the Chair Pro Tem is named.

ARTICLE V MEETINGS

A. MEETINGS OF THE COUNCIL

1. All meetings of the Senior Council shall be held monthly, at a time and place determined by the Senior Council.
 - a. Notice of such meeting shall be posted for the public.
 - b. All Senior Council meetings are open to the public. Comments are welcome during designated public discussion time.

2. Special meetings of the Senior Council may be called by the Chair in consultation with the Executive Committee, or by written petition of at least five Council members. In the event of a special meeting being called, each Council member must be notified by telephone if written notice cannot be assured, within two weeks of proposed meeting.
3. The November meeting will include the election of the Vice Chair and Secretary.
4. The December meeting shall in part be devoted to honoring the outgoing Council members and welcoming the new members.
5. The Annual meeting of the Senior Council shall be the first regular meeting in January of each year. Such meetings shall include orientation of new members.
6. The annual retreat will be held in January, this is in addition to the regular meeting.

B. QUORUMS

1. A quorum for a regular and special Senior Council meeting is fifty-one (51) percent of the Council members.
2. A quorum for any other meeting(s) shall be determined by the Senior Council.

ARTICLE VI AMENDMENTS

1. These Bylaws may be amended by the Senior Council at any regular or special meeting, provided that notice has been given as provided herein. The approval of two-thirds of the members of the Senior Council present at such meeting shall be required to amend the Bylaws. Amendments shall take effect immediately upon such approval.
2. Notice of any proposed amendments shall be given to the Senior Council at least thirty (30) days before the meeting at which the vote is to be taken. The notice to the Senior Council shall be given by personal delivery of the notice or by mail. When given by mail, the notice shall be deemed to be delivered when it has been deposited in the United States mail, properly addressed and with proper postage affixed. The notice shall contain the text of the proposed amendment and the time, date, and place at which the vote is to be taken.

ARTICLE VII PROCEDURES

Roberts Rules of Order (latest revision), shall be the parliamentary authority for the Senior Council, called upon when necessary.

ADDENDUM

SENIOR COUNCIL BYLAWS

Founding Year 2002

[Revision 12/22/03]

The following changes will be applicable to the Senior Council member appointment for its founding year, 2002.

FOUNDING COUNCIL MEMBERS

- A.** The Executive Officers (Chair, Vice-Chair and Secretary) were appointed by the Kirkland City Council for the first term. The Senior Action Committee recommended appointments to the City Council.
- B.** Representatives from the Senior Action Committee and the Senior Center Advisory Board appointed the remaining Senior Council seats.
- C.** The founding Chair and Vice-Chair will serve a three year term on the Council.
The Secretary will serve a four year term on the Council.

TERM LIMITATIONS

- A.** Of the twelve founding members, one third (4 members) term will expire December 31, 2004. Another one third of the members' term will expire December 31, 2005. The remaining one third of the members' term will expire December 31, 2006. Members' term expiration will be voluntary or determined by lottery with the exception of the Executive Officers.
- B.** The Executive Officers' terms will expire annually, beginning December 31, 2004. The Secretary will succeed the Vice-Chair. The vacant Secretary position shall be elected by vote of the Senior Council. The Vice-Chair will succeed the outgoing Chair.
- C.** Candidates for Secretary must agree to serve three years, commencing with assumption of duties as Secretary.

Kirkland Senior Council

Staff Responsibilities

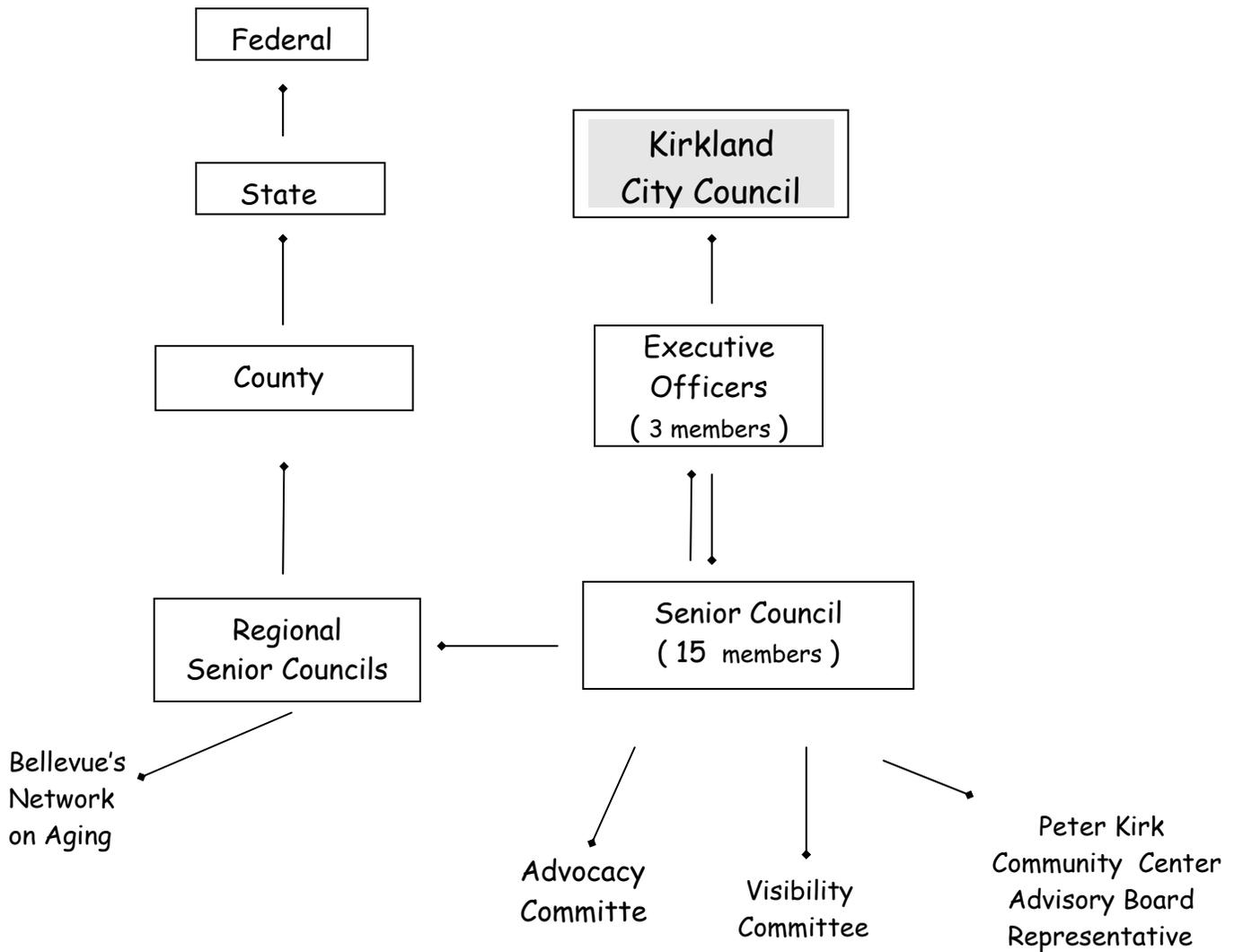
The Kirkland Senior Council is a program within the Parks and Community Services Department's, Community Services Division. The Community Senior Center Supervisor will be assigned to perform the following tasks:

1. The primary City staff liaison between the Senior Council and the City Council, City Manager and all City departments.
2. Support the Senior Council with developing and implementing the annual work plan.
3. Prepare reports for the City Manger and City Council on behalf of the Senior Council.
4. Provide a quarterly progress report to the City Manager and City Council and meet quarterly with the City Manager.
5. Prepare Service Package Budget Requests on behalf of the Senior Council.
6. Monitor the distribution of money awarded to the Senior Council through the Service Package Requests.
7. Coordinate an annual study session with the City Council.
8. Coordinate an annual retreat for the Senior Council members.
9. Oversee the recruitment process in the fall of each year.
10. Develop an orientation manual, provide updates as needed and train new members as needed.
11. Conduct one-on-one interviews with all Senior Council members annually.

Kirkland Senior Council

Organization Chart

January 2006



PARKS & COMMUNITY SERVICES ORGANIZATIONAL CHART

