

CITY OF INGLEWOOD
SENIOR CENTER ADVISORY COMMITTEE
MINUTES
October 21, 2013

Committee Members Present:

Elizabeth Payne - Chair
June Chavez - Vice Chair
Elle Haynes
Damon Johnson
Kenneth Jordan - District 3
Dolly Morrison - District 4
Dora Mota
Jeanette Parish
Arvis Spriggs
William Widener
Pierce Mundy

Next Meeting:

Date: 11-12-13
Time: 10:00 A.M.
Place: City Hall
Community Room A

Committee Members Absent:

Jo Ann Matute
Crystaline S. James
Carol Gray

Call to Order: The meeting was called to order by Chairman Elizabeth Payne at 10:12 A.M. and Ms. Payne confirmed a quorum.

Pledge of Allegiance:
William Widener led the Pledge of Allegiance.

Roll Call: Chairman Elizabeth Payne called the roll.

PUBLIC COMMENTS REGARDING AGENDA ITEMS

None.

ADMINISTRATIVE MATTERS

Approval of Minutes

It was moved by Elizabeth Payne and seconded by June Chavez that the Minutes of the meeting held on August 19, 2013 be approved. The minutes were approved as submitted.

COMMUNICATIONS FROM STAFF

Ms. Margarita Cruz stated she was planning on posting pictures that were taken at various Senior Center Advisory Committee meetings, on the web site, next to upcoming meeting agendas.

GWYNNE PUGH DESIGN STUDIO TEAM - DISCUSSION ITEMS

1. Senior Center Project Timeline Update

Mr. Miguel Luna, of DakeLuna PR, conducted the meeting and distributed an outline entitled Tentative Project Timeline and stated those present would fill out the paperwork together. He said that after completing this information everyone should be on the same page relative to completion dates for the new senior center project. He presented various stages of the project and the timelines that included the Request for Qualifications (RFQ) to potential Design Build Firms; (First or Second Week of November 2013); Request for Proposals (RFP) distributed to finalists (February 2014); Deadline for submittal of proposals (March 2014); Interviews with Finalists (April 2014); Agreement fully executed (June 2014); Award of Design Build Agreement by City Council (July 2014); and the Kick-off Meeting (August 2014).

Mr. Luna reviewed the RFQ submittal process and explained that in January 2014 various companies will submit their RFQ's. The RFQ's will be reviewed and based on an evaluation of their qualifications, the top three (3) respondents will be determined by a team made up from staff and consultants. Those three finalist will be provided a Request for Proposal and asked to submit a proposal for designing and constructing the building.

Ms. Cruz said we are in Phase 1 of the development process, pre-development and that the start of Phase 2 will consist of the design approval process. She explained that the City Charter states that the lowest bidder has to be chosen. This means that the selection cannot be based on liking one design over another. Before the cost are looked at the designs of the three selected teams will undergo an evaluation process to determine whether they meet the criteria outlined in the design standards being prepared by the team of Gwyn Pugh Urban Studios. There are other factors being used to consider responsiveness such as whether or not the design teams have won national awards. She explained that the actual action of deciding on the team to choose and entering into a contract is done by the City Council.

Mr. Gordon Anderson provided additional information regarding the qualification process and said this process will help narrow down the list of respondents and make sure that based on the lowest bid, we have the best three (3) for the senior center project. He said that staff is going to work hard to make sure that the respondents understand the qualifications for this project.

2. Committee Role with the Press and Community as Project Ambassadors

Mr. Luna passed out another handout entitled Protocol With Press And Community. He reviewed this paperwork with those present and answered questions regarding how the committee members were to interact with the press during the development process and building of the new Senior Center. The areas covered were Nothing is ever "off the record"; You have a public relations representative; Learn how to "bridge" your message; You are project ambassadors"; Guessing is the quickest way to unintentionally misinform; Take your time answering; and There are three types of stories; Hard News, Issue Pieces and Features. He added that the senior center project would be a combination between Issue Pieces and Features. He pointed out that he is the Public Relations Representative;(DakeLuna Consultants), and that his contact information was contained within the handout He said if the press had any questions, committee members could let them know how to reach him.

Mr. Luna stated he would like to meet with committee members one on one to get to know them better during this Phase 1 process. Ms. Cruz stated that it might be better to meet in groups of three, to which Mr. Luna agreed.

At this point in the meeting, there were some committee members who said they did not have badges. Mr. Luna said he would see that badges were provided.

Mr. Widener added to the discussion about the press by providing Mr. Luna with a copy of the **Daily Breeze Newspaper** that contained senior citizen information. Mr. Luna asked anyone else who had interaction with the press or articles regarding seniors, to feel free to give him this information. Mr. Bray, who was seated in the audience, volunteered to write a story regarding the senior center project for submittal to the **Daily Breeze** and **California Crusader Newspapers**.

Mr. Luna then asked the committee members to provide questions that have been asked about the project and he wrote down their responses that consisted of: When are we going to have the ground breaking and when is the completion? Are we really going to have a senior center?; What happened to the prior monies, because there was a rumor that a senior citizen who passed away left \$119,500 for the construction of the senior center that was to be built at that time?; What is different from this time and the last time?; What is the parking situation?; How safe is the facility?; What programs will the center have? Will there be an event that marks the milestone for the project? Will member fees be charged for the center?; and will there be in-house medical response personnel at the center?

Ms. Cruz said that no donations have been given for construction of the new building and Mr. Luna said this is the type of question the press might present to committee members and staff. Ms. Michelle Jordan, Integrated Care Management Project Director, said she will research this matter of a donation of \$119,500 and bring accurate information back to the Committee.

Mr. Luna said this portion of the meeting was complete and there would be opportunities for more questions at future meetings. He added he would prepare a draft of this information collected, and provide it at the next meeting.

3. Committee Members Profile Form

Mr. Luna passed out a form entitled My Profile, and asked the committee members to fill out the information about themselves, so that people who visit the web site will know who they are and what their responsibilities entail as committee members. He asked them to return the completed form prior to the next meeting.

Mr. Luna turned the meeting over to Chairman Elizabeth Payne.

ACTION ITEMS

None.

SENIOR CENTER ADVISORY COMMITTEE REMARKS

Ms. Cruz stated that \$40 million was available for the last senior citizen project and \$23 million was available for this project. She said she has been asked about the difference in the money available and she will speak on this matter at the next meeting.

ADJOURNMENT

The meeting was adjourned at 11:45 A.M.