



A G E N D A

Orange County Older Adults Advisory Commission EXECUTIVE COMMITTEE

**Friday, February 28, 2025
9:30 A.M.**

Location:

Office on Aging
1300 S. Grand Ave., Bldg. B, (entrance level conference room)
Santa Ana, CA 92705

www.officeonaging.ocgov.com

The Orange County Older Adults Advisory Commission shall not hold a meeting unless the number of members participating constitutes a quorum of the Commission.

This agenda contains a brief description of each item to be considered. Except as provided by law, no action shall be taken on any item not appearing in the agenda. Members of the public who wish to speak on an item(s) may complete a Speaker Request Form(s) identifying the items prior to the beginning of the meeting. To speak on a matter not appearing on the agenda, but under the jurisdiction of this Commission, you may do so during Public Comments. Commission members may not discuss or take action on issues raised during public comment unless the issue is listed in this agenda. Speaker request forms must be completed prior to the beginning of the meeting, the reading of the individual agenda items and/or the beginning of Public Comments. When addressing the Commission, please state your name and place of residence for the record prior to providing your comments. Address the Commission as a whole, through the Chair. Comments to individual Members or staff are not permitted. Speakers are limited to three (3) minutes.

Materials/handouts can be accessed up to 72 hours in advance of the meeting by visiting <http://www.occommunityservices.org/>, or calling (714) 480-6450.

1. CALL TO ORDER: Chair, Crystal Miles
2. PLEDGE OF ALLEGIANCE: Commissioner, Sandy Stang
3. ROLL CALL: Secretary, Ken Higman
4. PUBLIC COMMENT:
At this time, members of the public may address the Board regarding any item(s) within the subject jurisdiction, provided that no action is taken on off-agenda items unless authorized by law. (Comments shall be limited to three (3) minutes unless the Chair sets different time limits).
5. PRESENTATION:

Orange County Mosquito and Vector Control District

Lora Young, District Manager

6. DISCUSSION ITEMS:
 - A. Public Introductions
 - B. Park-It Market Update
 - C. Expansion of OAAC Secretary Role
 - D. OAAC Ad-Hoc Committee Update
 - E. Development of Presenter Questions
 - F. Presentation of the 2025 OAAC Report to the Orange County Board of Supervisors
 - G. Bylaws Amendment – Commission Consultants
7. ACTION ITEMS:
 - A. OAAC Member Term Correction
Recommendation: Approve term correction for Preeti Singh for term ending on December 31, 2026.
 - B. OAAC Appointments
Recommendation: Review and approve membership appointment of Bilquis Manjra to OAAC for term ending on December 31, 2026, and Marina Leontiev to OAAC for term ending on December 31, 2026.
8. CHAIR REPORT: Chair, Crystal Miles
9. COMMISSION MEMBER ANNOUNCEMENTS
10. ADJOURNMENT

NEXT MEETING

March 14, 2025

DISCLAIMER: No member of OAAC shall sign a letter or make a statement purported to represent the position of OAAC as a body. Letters or verbal statements of support or opposition on any issue shall only be made or signed by the Chair of OAAC and shall be submitted to the Commission for pre-approval. The policy of the Board of Supervisors does not allow OAAC or its Chair to sign a letter of position on any matters pertaining to legislation. OAAC members may write personal letters or speak as individuals stating personal positions but may not do so as representing the position or opinion of OAAC or the County of Orange.

Park-it Market 1: Site Application



The mission of the Park-it Market 1 Program is to provide nutritious foods to areas of Orange County that have limited access to food resources! PIM 1 provides nutritious foods that participants can prepare and consume at home. PIM 1 is a 36' refrigerated trailer that holds perishable and nonperishable food items. The food items will vary each week and will include a variety of different categories such as dairy, deli, fresh fruits and vegetables, and shelf stable goods.

PIM 1 has the capacity to partner with up to 10 set locations per week; 2 sites per day, to provide a consistent and reliable source of nutritious foods to low-income individual and households in need of food support. The trailer will park on-site and open its doors for participants to pick items from along the outside of the trailer. Partners that will be considered for PIM 1 must meet all program model and requirements. Please carefully review the program model and requirement information below. Upon review, if your site qualifies for PIM 1, please complete the application on page 2.

Program Model

- Designed to help individuals and households who struggle with transportation and resources to fulfill weekly food needs.
- PIM 1 partner sites must be open for weekly food distributions; trailer will be on-site for up to 2 hours at each stop, on the same day and at the same time each week.
- Sites will have light support from the SHFBOC driver; but the main site lead is responsible for the overall coordination of each distribution.
- Partner sites must provide SHFBOC with a main point of contact. This person will be the main site lead, and will be responsible for promoting the program, helping to oversee each distribution, record keeping, and providing a minimal number of staff/volunteer support (2-4 people per distribution).
 - Staff/volunteer support includes client check in, helping to direct flow of traffic, and help in stocking the PIM 1 shelves upon arrival and throughout distributions.
- The PIM 1 items will be varied each week and will include categories such as dairy, deli, produce, canned goods, etc.
- Participants will choose what items they want to take with the limits set by the site lead.

Program Requirements

- Partners must serve between 50-75 households.
 - If your site has less than 50 or more than 75 households, please connect with us about our other programs we offer!
- PIM 1 is meant for sites that want to provide food assistance to their community, but struggle with indoor space constraints and have limited staff and volunteer support that would otherwise prevent them from participating in any other SHFBOC programs.
- Participation is contingent upon the parking space at the site for a 36' trailer, and the maneuverability to the parking location; each site must be approved by SHFBOC's Transportation Department.
- Partners must actively promote and advertise the program to the greater community; exemptions can be made for residential communities.
- Partners must provide a staff person to oversee the distribution and provide 2-4 volunteers to help with sign in and program flow.
- Partners must not require participants to complete any paperwork in addition to the sign in and registration forms that are required by SHFBOC.
- Partners must sign and comply with SHFBOC's Park-it Market Program Agreement.

Park-it Market 2: Site Application



Second Harvest Food Bank of Orange County (SHFBOC) is excited to offer the Park-it Market 2 (PIM 2) Program! PIM 2 provides nutritious foods that participants can prepare and consume at home. PIM 2 is a 20' refrigerated trailer that holds perishable and nonperishable food items. The food items will vary each week and will include a variety of different categories such as dairy, deli, fresh fruits and vegetables, and shelf stable goods.

PIM 2 has the capacity to partner with up to 10 set locations per week; 2 sites per day, to provide a consistent and reliable source of nutritious foods to low-income individual and households in need of food support. The trailer will park on-site and open its doors for participants to pick items from along the outside of the trailer. Partners that will be considered for PIM 2 must meet all program model and requirements. Please carefully review the program model and requirement information below. Upon review, if your site qualifies for PIM 2, please complete the application on page 2.

Program Model

- Designed to help individuals and households who struggle with transportation and resources to fulfill weekly food needs.
- PIM 2 partner sites must be open for weekly food distributions; trailer will be on-site for up to 1.5 hours at each stop, on the same day and at the same time each week.
- Sites will have light support from the SHFBOC driver; but the main site lead is responsible for the overall coordination of each distribution.
- Partner sites must provide SHFBOC with a main point of contact. This person will be the main site lead, and will be responsible for promoting the program, helping to oversee each distribution, record keeping, and providing a minimal number of staff/volunteer support (2-4 people per distribution).
 - Staff/volunteer support includes client check in, helping to direct flow of traffic, and help in stocking the PIM 2 shelves upon arrival and throughout distributions.
- The PIM 2 items will be varied each week and will include categories such as dairy, deli, produce, canned goods, etc.
- Participants will choose what items they want to take with the limits set by the site lead.

Program Requirements

- Partners must serve between 30-60 households.
 - If your site has less than 30 or more than 60 households, please connect with us about our other programs! SHFBOC has other programs with a lower and higher limit on participants needed to qualify for programming.
- PIM 2 is meant for sites that want to provide food assistance to their community, but struggle with indoor space constraints and have limited staff and volunteer support that would otherwise prevent them from participating in any other SHFBOC programs.
- Participation is contingent upon the parking space at the site for a 20' trailer, and the maneuverability to the parking location; each site must be approved by SHFBOC's Transportation Department.
- Partners must actively promote and advertise the program to the greater community; exemptions can be made for residential communities.
- Partners must provide a staff person to oversee the distribution and provide 2-4 volunteers to help with sign in and program flow.
- Partners must not require participants to complete any paperwork in addition to the sign in and registration forms that are required by SHFBOC.
- Partners must be open to hosting the Orange County Health Care Agency (OCHCA). The OCHCA may provide periodic nutrition education materials during distribution times.
- Partners must sign and comply with SHFBOC's Park-it Market Program Agreement.

Senior Grocery Program Application

July 1, 2023 – June 30, 2024



The mission of the Senior Grocery Program is to provide nutritious foods that seniors can prepare and consume at home. Second Harvest Food Bank of Orange County's Senior Grocery Program provides a free, direct feeding option for vulnerable, low-income senior population at affordable senior apartment complexes, senior centers, and non-profit organizations. This program aims to meet the needs of seniors at risk of hunger by increasing their access to fresh foods that meet their unique nutritional needs.

Below you will find the program model details and requirements, as well as next steps in the application process. Please carefully review the requirements below; if your site qualifies for participation in the Senior Grocery Program, please complete and send your site information on the form below.

We are greatly looking forward to the positive impact the Senior Grocery Program will have on your senior community, while furthering our mission to end hunger in Orange County. We guarantee to provide excellent support to each Senior Grocery site that we work with, and in turn hold our partners to high expectations in terms of compliance, and a willingness to work with Second Harvest staff to meet the needs of each senior community we partner with.

Program Model

- Designed for affordable senior apartment complexes, senior centers, nonprofit organizations, and other locations that seniors frequent.
- Provides a minimum of one Senior Grocery distribution per month, or a maximum of once per week.
- Distributions must take place immediately after delivery if receiving cold and/or frozen goods; we will work with you to schedule your delivery and distribution day/time based on your specific needs.
- Distributions must have some element of client choice.
- Product categories include produce, meat/deli, dairy, shelf stable, etc.
- Each site must appoint a Senior Grocery Coordinator to supervise distributions and act as the main contact person for SHFB.

Program Requirements

- Sign and comply with Second Harvest's Senior Grocery Agreement.
- Complete Senior Grocery training provided by SHFB staff.
- Must be open to the senior community (60+); although advertised as a senior program, site can never refuse service to anyone (affordable senior apartment complex exemption).
- Assign a "Senior Grocery Coordinator" main point of contact at each site.
- Senior Grocery Coordinator must have direct access to email and are committed to the communication necessary to implement and run the Senior Grocery Program successfully.
- Actively promote and advertise the Senior Grocery Program to the community.
- Sites must maintain minimally invasive record keeping and report to Second Harvest's online reporting system within 3 business days after each distribution.
- Must not require clients to complete any intake paperwork in addition to check-in forms provided by SHFB.
- All sites are subject to unannounced monitoring visits every 3 months, or as needed.
- The Senior Grocery Coordinator and one staff or lead volunteer must be safe food certified.
- Distribute nutrition education or other outreach materials provided by SHFB directly to your senior community.

Senior Grocery Program Application

July 1, 2023 – June 30, 2024



Site Name: _____

Site Address: _____

City: _____ Zip: _____

Name of Site Director/Manager: _____ Phone: _____

Email: _____

Name of Senior Grocery Coordinator: _____ Phone: _____

Email: _____

1. Site type (circle one): Community/Senior Center Church Housing Complex

Other: _____

****If you are a housing complex, please attach your income requirements, including minimum and maximum***

2. What is the estimated number of senior participants at your site? _____

- If an apartment complex, how many total units are there at your location? _____

3. Does your site offer any other food programs (circle one)? YES or NO

If so, what programs and where do you get the food from? _____

4. Does your site have an inside space available for your distribution? YES or NO

5. What days and times work best for your Senior Grocery deliveries (M – F only)? **Example: 1st and 3rd Mondays, delivery window 9am – 10am (del. window must be at least 1-hour).** Please provide as much availability as possible:

6. What languages do your clients speak? English: _____% Spanish: _____% Korean: _____%
Vietnamese: _____% _____: _____%
(other)

7. Briefly explain the need your site has for the Senior Grocery Program:

Site Director/Manager Signature

Date

Thank you for your interest in the Senior Grocery Program!

Applications must be submitted to Shelby Gatdula

Email: Shelby@feedoc.org

Phone: 949.208.3175

