

June 2, 2008

Dear Paul,

Here are some items that the Sr. Citizens' Advisory Board needs to know as a part of your monthly report.

1. What items of business concerning Seniors were brought up and discussed in your meeting with Fred? This includes activities, programs, social services, new legislation, and grants.
2. If you represented Senior Services at any other meeting commission meeting, agency meeting, county, state meeting, or community organization, please give us a report.
3. How many telephone calls you receive from Seniors each month?
4. Classify the calls into categories: **Social Services:** Emergencies (including health), Need local action (Your help outside the office), Referrals (You refer them to another agency or organization by phone) **Programs and Activities:** Calls of inquiry about Adult Activity Center Programs (You either answer the question or refer them to Anastasia or Lettie.) **Residential or Housing Concerns:** People calling either for themselves or for their parents or relatives needing housing in assisted living or nursing facilities (Include property tax issues)
5. Please call the Alliance for Aging representative from the Gables and have her give you an update on what is going on there. Please include this in your report, or we could ask her to attend our Board meetings.
6. Please keep us apprised of any conferences or meetings which we should attend or upcoming Senior issues at the Commission meetings.
7. Please establish at least one day or a couple of mornings each week with regular office hours.
8. Grants researched and applied for each month.

Thanks for your help.

Carol Brock, Chairman Sr. Citizens Advisory Board