

SENIOR CITIZENS COMMISSION
MONONA COMMUNITY CENTER
Monona Room
1011 Nichols Road
Monona, Wisconsin

AGENDA

Thursday, August 18th, 2016
5:00 P.M.

1. Call to Order
2. Roll Call
3. Approval of Minutes from October 15th, 2015
4. Appearances
5. New Business
 - A. Approval of 2017 - 2021 Capital Budget for Monona Senior Services
 - B. Discussion of proposed change to Monona Code naming this Commission a Committee
 - C. Review status of State Accreditation Process and results of the review
6. Reports
 - A. EMMCA Report – Sonya Lindquist, Executive Director
 - B. Chairperson’s Report – Alderman, Brian Holmquist
 - C. Monona Senior Center Report – Diane Mikelbank, Director
 - D. Friends of the Monona Senior Center Report – Stan Nielsen, Treasurer
7. Miscellaneous Business –
8. Next Meeting Scheduled: TBD
9. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andruz at (608) 222-2525 (not a TDD telephone number), FAX (609) 222-9225, or through the City Police Department TDD telephone number 222-2535.

This public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information about or speak on a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Monona Senior Center
SENIOR CITIZENS COMMISSION

MINUTES
October 15th, 2015
4:00 P.M.

The meeting of the Senior Citizens Commission for the City of Monona was called to order by chairperson, Brian Holmquist at 4:30 p.m.

PRESENT:

Chairman Aldm. Brian Holmquist, Glenn Vosberg, Steve Halverson, Gwen Feit and Peggy McDonald

ALSO PRESENT:

Diane Mikelbank, Monona Senior Center Director, Sonya Lindquist, Executive Director of the East Madison/Monona Coalition of the Aging

ABSENT: Betty Hanusa and Sara Whalen

APPROVAL OF MINUTES:

Minutes of the July 15th, 2015 meeting were approved on motion by Steve Halverson, seconded by Glenn Vosberg. Motion carried unanimously.

APPEARANCES: None

NEW BUSINESS:

Agenda Item 5-A Approval of 2016 Operating Budget for Monona Senior Services

Diane Mikelbank reviewed the 2016 proposed department budget which includes personnel increases for Senior Center staff, a slight increase for RSVP (Retired Senior Volunteer Program) ride coordinator, an increase of 5.4% for Contracted Senior Services (case management) and 5.2% for Home Chore coordination. Sonya Lindquist explained that the increase for the East Madison/Monona Coalition of the Aging would be utilized to raise the salaries of case managers in an effort to improve staff retention. They would also like to increase case management hours to address the increasing challenges of older adults including mental health issues, homelessness and nutrition. The Aging and Disabilities Resource Center (ADRC) is able to serve many people for a brief amount of time. Beyond that, these seniors are referred to EMMCA for continued case management. This system is increasing the number of people receiving case management services. Often those who have more complicated issues are the ones referred to EMMCA, which can be challenging and more time consuming than other clients. Sonya pointed out that county funding for Area Agency on Aging programs has been decreasing over the past ten years. As the population served increases and costs continue to increase, more of the financial burden has been passed along to the agencies and the communities that support them.

A motion was made by Gwen Feit to approve the 2016 Operating Budget for Monona Senior Services as proposed. This motion was seconded by Steve Halverson. Motion passed unanimously.

Agenda Item 5-B Approval of wording change in Monona Senior Center Mission Statement

Through the state re-accreditation process, it was recommended that there be a slight change to the wording of the Monona Senior Center mission statement in order to better define the population served.

Current Mission Statement: The mission of the Monona Senior Center is to provide senior citizens with education, social, recreation, health and fitness programs as well as volunteer opportunities. We strive to enhance the dignity, support the independence and enrich the lives of and advocate for older adults.

Proposed Mission Statement: The mission of the Monona Senior center is to provide those fifty and over with education, social recreation, health and fitness programs as well as volunteer opportunities. We strive to enhance the dignity, support the independence and enrich the lives of and advocate for older adults.

REPORTS:

- A. **EMMCA Report** – Sonya Lindquist had no further report.
- B. **Chairperson’s Report** – Brian Holmquist shared that the Public Safety Committee finished a study to evaluate staffing levels. It was recommended that a progressive hiring begin. If approved, this may urge the City to look at the current facilities to accommodate the additional staff for Fire/EMS. As a result, Senior Commission members should take a look at the Bray Facilities study again as there may need to be changes in the future to City facilities and we may have an opportunity to address the increasing space issues at the Community Center.
- C. **Monona Senior Center Report** – Diane Mikelbank reported that attendance statistics will be e-mailed to Senior Commission members when they are ready. We are converting to a quarterly report in an effort to more efficiently use staff time.
- D. **Friends of the Monona Senior Center Report** – Stan Neilsen was not able to be at the meeting, but Diane Mikelbank reported that the Friends Group recently had a very successful Fashion Show Fund Raiser and that they are supporting the stipends for the speakers at the Scholarly Scoop. They continue to do great things for the Senior Center, our participants and the community.
- E. **MISCELLANEOUS BUSINESS:** None

NEXT MEETING: To be announced.

ADJOURNMENT: A motion to adjourn was made by, Gwen Feit and seconded by Glenn Vosberg. Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Diane Mikelbank

Diane Mikelbank, Director
Monona Senior Center

City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM

1. **Project Name:** Remodel Senior Center countertop and cabinets
2. **Year Proposed:** 2017 Rank: 1
3. **Requested By:** Diane Mikelbank, Senior Center Director
4. **Prepared By:** Diane Mikelbank, Senior Center Director
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

In 2011, the back wall of the Senior Center kitchen was remodeled with new cabinets and countertops. The improvement has been very positive and a great improvement to keeping things looking neat and clean. The center island was not remodeled at that time and those cabinets have doors that no longer close efficiently and aging metal shavings fall onto the clean dishes being stored. The countertop is chipped, scratched and showing signs of wear. In addition, we would like to make improvements to the design of this area to make things more easily accessible to users.

Recycling is not in an obvious spot for users and the garbage collection could be improved to address overflow.

The dishwasher was purchased in 2003 and our range was purchased in 2004. Both are showing signs of wear/rust. Replacement of these items will be necessary.

6. **Total Project Cost: 24,150.00**

Component Costs:

A.	Permits	\$460.00
B.	Cabinetry	\$6,492.00
C.	Countertops (Laminate)	\$1,800.00
D.	Carpentry Labor & Proj. Mngt.	\$8,035.00
E.	Plumbing	\$2,262.00
F.	Drywall	\$960.00
G.	Electrical	\$1,441.00
H.	Dishwasher	\$1,000.00
I.	Range with double oven	\$1,700

City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM

1. **Project Name:** Computer Lab Upgrades
2. **Year Proposed:** 2018 **Rank:** 1
3. **Requested By:** Diane Mikelbank, Senior Center Director
4. **Prepared By:** Diane Mikelbank, Senior Center Director
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

The Senior Center computer lab was last upgraded in 2009. By 2018, we will be in need of updating software, replacing the instructor's laptop and there will likely be machines in need of replacement or repair.

6. **Total Project Cost: \$10,000**

Component Costs:

- A. Software updates \$2,000
- B. Laptop computer \$1,000
- C. Possibly replace or repair desktops \$7,000

City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM

1. **Project Name:** Replace Square Tables
2. **Year Proposed:** 2019 **Rank:** 1
3. **Requested By:** Diane Mikelbank, Senior Center Director
4. **Prepared By:** Diane Mikelbank, Senior Center Director
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

The current square tables that we use daily were purchased in 2007. They are high quality and have held up well but I anticipate by 2019 we may need to replace them. Some have cuts in the top from users or have some wear on the edge.

6. **Total Project Cost: \$2,500**

Component Costs:

- A. 12 tables at \$150 each = \$1,800.00
- B. Shipping = \$200.00

City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM

1. **Project Name:** Mobile Scanner and Additional Keytags
2. **Year Proposed:** 2020 **Rank:** 1
3. **Requested By:** Diane Mikelbank, Senior Center Director
4. **Prepared By:** Diane Mikelbank, Senior Center Director
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

Since we started using the MySeniorCenter system, we have really tried to use many of its features to do our jobs more efficiently. One of the tools we have started using a great deal is the mobile scanner. This small unit is able to be programmed and placed in a room in the main level of the Community Center and participants can “scan in” in that room instead of coming downstairs to do so. We may want a second unit as we find more uses for this valuable tool. In addition, we continue to assign keytags almost every day. We have already replenished our supply and will likely need more by this date, if not well before.

6. **Total Project Cost: \$3,000**

Component Costs:

- A. Mobile Scanner = \$1,000.00
- B. Key Tags = \$500.00
- C. New Touchscreen monitor = \$1,500.00