

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

AGENDA

Wednesday, September 21st, 2016
RESCHEDULED FROM TUESDAY, SEPTEMBER 13TH, 2016
5:00 P.M.

1. Call to Order
2. Roll Call
3. Approval of Minutes from August 18th, 2016
4. Appearances
5. New Business
 - A. Approval of 2017 Operating Budget for Monona Senior Services
 - B. Update Confidentiality Policy
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
August 18th, 2016
5:00 P.M.

The meeting of the Senior Citizens Commission for the City of Monona was called to order by chairperson, Brian Holmquist at 5:03 p.m.

PRESENT:

Chairman Aldm. Brian Holmquist, Glenn Vosberg, Steve Halverson, Gwen Feit and Sara Whalen

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 Peggy McDonald

APPROVAL OF MINUTES:

Minutes of the October 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 2017 - 2021 Capital Budget for Monona Senior Services

Diane Mikelbank reviewed the proposed capital budget requests including; 2017 Remodel Countertops and Cabinets in Senior Center kitchen area (\$21,450.00), 2018 Computer lab upgrades (\$10,000), 2019 Replace square tables (\$2,500.00) and 2021 Mobile Scanner and Additional Keytags (\$3,000). Discussion continued justifying the replacement/upgrade of these items in an effort to keep things functioning well at the Senior Center.

A motion was made by Steve Halverson to approve the 2017 Capital Budget for Monona Senior Services as proposed. This motion was seconded by Sarah Whalen. Motion passed unanimously.

Agenda Item 5-B Discussion of proposed change to Monona Code naming the Commission a Committee

The City of Monona is going through a recodification process in which all codes, fees, etc. are looked at to make sure they are still accurate and effective. In reviewing all commissions and committees for the City of Monona, we researched if this body (Monona Senior Citizens's Commission) is required by state statute or not. Those required by state statute are called commissions. If not required, they should be named committees.

Agenda Item 5-C Review status of State Accreditation Process and results of the review

Diane shared that the State Accreditation manual has been completed and reviewed by a team of peers who also direct Senior Centers. Some recommendations were made to improve things at the center but the team was going to recommend to the Wisconsin Association of Senior Centers board that we be re-accredited for another five years. We have not received our official letter recognizing this, but are confident it will be coming soon as we have been notified to invite our committees to the luncheon at the annual conference when our accreditation plaque will be presented to us. In October, when we have the plaque, we hope to have a celebration at the Senior Center in recognition of this accomplishment.

REPORTS:

- A. **EMMCA Report** – Sonya Lindquist reported that a grant has been received for senior outreach that focuses on seniors of color. EMMCA has been working with the Bridge Lakepoint Neighborhood to meet the requirements of this grant. Service to seniors continues to rise at EMMCA. In 2015, 274 seniors were served. As of right now, they are on track to serve over 300 seniors. New tablets and better technology are allowing case managers to do their jobs more efficiently. Regarding the Nutrition program – Theresa Pimental will be pursuing a degree in nursing starting in September. Her schedule for schooling means she will no longer be able to serve as the Nutrition Coordinator at EMMCA, but she will continue as a substitute as her schedule allows. Finally, there is a study underway looking into collaboration of the four coalitions on aging in Madison. No conclusions have been made at this time.
- B. **Chairperson’s Report** – Brian Holmquist shared that City Council is working through the various aspects of the recodification process. The City of Monona is part of the UniverCity program, working with UW-Madison to engage the efficient use of students to work on tasks such as looking into the City’s website accessibility and doing a multi-model transportation study and are part of the project to re-do the parking lot at the library. This is a very special opportunity for Monona.
- C. **Monona Senior Center Report** – Diane Mikelbank shared the latest attendance statistics sharing that summer numbers will be up in-part because of the rise in people attending the summer concerts. We will be continuing some activities in the fall following Recreation programs that were attended by retirees. Pickleball will continue to be played without an instructor for September and October. And, a walking group will be organized these same months for people who may want to walk with others. We will assess the success of these.
- D. **Friends of the Monona Senior Center Report** – Stan Nielsen reviewed that the next Scholarly Scoop session is underway, support by the Friends as well as the Fashion Show and Santa’s Workshop.
- E. MISCELLANEOUS BUSINESS: None

NEXT MEETING: Tuesday, September 13th at 5:00 p.m. Monona Senior Center

ADJOURNMENT: A motion to adjourn was made by, Gwen Feit and seconded by Glenn Vosberg. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Diane Mikelbank

Diane Mikelbank, Director
Monona Senior Center

						2016		2017	2017
SENIOR CENTER		2013	2014	2015	TO DATE	YEAR END	2016	DEPARTMENT	COMMITTEE
REVENUES		ACTUAL	ACTUAL	ACTUAL	6/30/2016	ESTIMATED	BUDGET	BUDGET	BUDGET
204-46-41110-000	GENERAL PROPERTY TAXES	170,124	170,057	175,613	175,425	-	175,425	179,333	179,333
204-46-43570-000	CULTURE & RECREATION GRANT	4,468	3,961	3,761	979	3,861	3,861	3,888	-
204-46-46710-200	FUND RAISING REVENUES	-	-	-	739	-	-	-	-
204-46-46710-300	SENIOR CENTER PROGRAM FEES	11,549	9,822	10,195	5,665	10,000	10,000	10,000	-
204-46-46710-400	NEWSLETTER ADVERTISING	1,600	1,600	1,600	1,800	1,600	1,600	1,600	1,600
204-46-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-
		<u>187,741</u>	<u>185,440</u>	<u>191,169</u>	<u>184,608</u>	<u>15,461</u>	<u>190,886</u>	<u>194,821</u>	<u>180,933</u>
EXPENDITURES									
204-55-55310-110	ADMINISTRATIVE SALARIES	64,650	65,985	68,459	35,120	68,940	68,940	70,664	70,664
204-55-55310-119	WAGES, PART-TIME	27,569	26,702	27,757	14,960	28,001	28,001	28,701	28,701
204-55-55310-130	FICA	7,464	7,528	7,830	3,765	7,416	7,416	7,601	7,601
204-55-55310-131	WISCONSIN RETIREMENT	6,488	6,800	6,944	3,404	6,678	6,678	6,757	6,757
204-55-55310-132	LIFE & DISABILITY INSURANCE	23	27	51	22	110	110	110	110
204-55-55310-133	HEALTH INSURANCE	5,553	5,926	6,346	1,626	3,404	3,404	3,272	3,272
204-55-55310-134	PROFESSIONAL DEVELOPMENT	680	332	584	437	1,000	1,500	1,500	-
204-55-55310-214	CONTRACTED SENIOR SERVICES	40,243	41,450	42,693	18,750	45,000	45,000	45,900	-
204-55-55310-310	OFFICE SUPPLIES	1,463	1,724	2,080	1,071	1,700	1,700	1,700	-
204-55-55310-340	SENIOR PROGRAM EXPENSES	9,393	12,321	10,510	3,631	9,100	9,100	9,100	-
204-55-55310-347	MAINTENANCE FEE	-	-	1,500	-	1,900	1,900	1,900	-
204-55-55310-341	SUNDAY MEAL PROGRAM	-	-	102	-	-	-	-	-
204-55-55310-342	PROGRAM DEVELOPMENT (HOME CHORE)	5,089	5,377	5,420	2,007	5,800	5,800	6,100	-
204-55-55310-343	TRANSPORTATION	3,595	4,291	4,059	1,392	3,861	3,861	3,888	-
204-55-55310-344	CASH SHORT/OVER	-	-	(3)	(1)	-	-	-	-
204-55-55310-345	RSVP	5,813	7,883	7,345	2,553	7,628	7,628	7,628	-
TOTAL SENIOR SERVICES		<u>178,023</u>	<u>186,346</u>	<u>191,677</u>	<u>88,737</u>	<u>190,538</u>	<u>191,038</u>	<u>194,821</u>	<u>117,105</u>
				CURRENT			-3%		
				YEAR		PROPOSED	DIFFERENCE		
PERSONNEL				114,549		117,105	2.23%		
NON-PERSONNEL				<u>76,489</u>		<u>77,716</u>	<u>1.60%</u>		
TOTAL				<u>191,038</u>		<u>194,821</u>	<u>1.98%</u>		

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Rec. Service
Senior Services
204**

MISSION OF DEPARTMENT:

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 quality of lives of and advocate for older adults.

CHALLENGES AND OPPORTUNITIES FOR 2017:

1. **Increased Use of Senior Center for outside groups:** Due to the increased number of outside groups using all rooms in the Community Center for special Community events, the Senior Center days of use are diminishing. Currently, the Senior Center cancels programs for the Lil' Badger Consignment Sale four days annually and the Holiday House Bazaar two days annually. Although we appreciate the generous donations they give to our department in appreciation and we try hard to make this an opportunity for staff development, it is still a challenge to notify participants, re-schedule and re-locate activities. In the next two years, with the All-City Dive and Swim meets coming to Monona, we anticipate, there will be more cancelled program days ahead. Staff will be creative in an effort to keep participants active and engaged.
2. **SPACE LIMITATIONS:** With growing numbers of participants, we continue to struggle with space. We have become more creative with where we program. This fall, we are offering walking and Pickleball as program options for those 50 and better. The Recreation Department offered classes in the summer and to keep the activity going, we, with the support of the Rec. Dept. for the use of equipment and the tennis courts are encouraging open play of Pickleball and offer a meeting space for groups to gather to form a walking group. Programming beyond our walls may help us offer some of what we have not been able to before.
3. **THE FRIENDS OF THE MONONA SENIOR CENTER** continues to offer many enhancements to what the City of Monona can offer older adults in this community. Besides the Summer Concert series, attended by over 1000 participants, which was fully funded by business donations and their Fabulous Fashions fundraiser in September, they have sponsored stipends for all speakers of the *Scholarly Scoop* lecture series at the Center as well as many other speakers and entertainers beyond what our budget will allow.
In addition, the Friends Group pays the City of Monona over \$1,000 from membership dues to off-set the operating budget. It may be time to consider discontinuing this payment to the City. This group works hard raising funds for so many things at the Senior Center. I am not aware of any other department, whose non-profit 501(c)3 Friends Group needs to pay a portion of their membership dues to the City.
4. **MONONA AREA DEMENTIA FRIENDLY COMMUNITY COALITION:** Our coalition came together because we want Monona to be a great place to grow old for everyone...including people who live with dementia and their caregivers. We will be connecting with local businesses and service providers to engage in conversations about dementia so we can better understand and care for our neighbors living with this disease. Our goal is to encourage practices of hospitality and inclusion to those affected by dementia by promoting acceptance and engagement in our community. To date, eight businesses have been through the Dementia friendly training and we have plans to train more in coming months. Besides the kick-off event held in Spring, there is a series of four educational sessions as well as memory screenings being offered at the Monona Public Library this fall in an effort to meet the needs of family and caregivers of those with dementia.

LONG-TERM GOALS FOR THE DEPARTMENT:

The Senior Center will continue to meet the needs of a changing senior population, offering seniors the education, social and recreational experiences they seek based on their ideas, requests, and concerns. Monona's Senior Commission has determined that the long term goals of this committee include:

- **Goal:** Increase intergenerational opportunities by collaborating with area schools to bring the generations we serve together. **Objective:** Provide at least two additional intergenerational opportunities in 2017.
- **Goal:** Develop ways to better tell the success story of the Monona Senior Center. **Objective:** Work with statistics, evaluation and testimonials to develop the Monona Senior Center "story." This tool can be used for grant funding, sponsorship and recruitment of quality leadership.
- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community. **Objective:** Enhance evaluation of programs and services provided by Monona Senior Center to identify areas where improvements can be made. (Ongoing/2017).

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

- EMMCA – is requesting a 2% increase (\$900) in their Contract Senior Services budget line to allow for staff salary increases and 5% increase (\$300) in Home Chore for the coordinator's salary increase as well as to support funds for cleaning services.

ANALYSIS OF PROPOSED BUDGETS:

2716 Department Budget: The proposed budget will allow us to meet the current needs of the senior community.

GOAL ACHIEVEMENTS IN 2016:

- **Goal:** Encourage practices of hospitality and inclusion to those affected by dementia by promoting acceptance and engagement in our community.
Objective: Train businesses and city department heads on dementia friendly practices while promoting awareness to community members through educational presentation by December 2016. (2016)

With the efforts of the Monona Area Dementia Friendly Community Coalition, 8 businesses have been trained including the City of Monona's Fire Dept., Senior Center, Library and summer pool staff. We have coordinated a "Kick-Off" event to introduce the community to our efforts and are offering a series of informational presentations this Fall for caregivers and family members of those with dementia.

- **Goal:** Explore and facilitate changes to increase efficiencies for office staff.
Objective: Research and consider utilization of more or different volunteer shifts to cover busy phone and traffic times. (2016)

Although we have an amazing volunteer staff, we do not have the capacity to cover more hours with volunteers at the reception desk. Volunteer management is a time consuming, yet rewarding, part of our jobs at the Senior Center. The more volunteer shifts you have, the more you have to cover when a volunteer is absent. We have requested a few volunteers come in early or stay a little later during transitions that are particularly busy. This has been helpful.

- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community.
Objective: Accomplish two presentations for community groups, telling them about the Senior Center programs and services. (Ongoing/2016).

Diane Mikelbank has started attending Elderly Services Network meetings quarterly, where the Senior Center can network with others who work with seniors. At each meeting, we are given an opportunity to give an update on our Center to other professionals. We have worked with all senior housing facilities in Monona to distribute Welcome Packets to all new residents to those buildings. This has been a great opportunity for us to get our newsletter in the hands of those new to Monona as well as so many other valuable resources to assist them in finding services and socialization in Monona.

EXPLANATION OF SENIOR CENTER BUDGET INCREASES:

204-55-55310-110	Senior Center Personnel	Increase of \$2,424	2.5% ↑
204-55-55310-214	Contracted Senior Services	Increase of \$900	2% ↑
204-55-55310-342	Home Chore	Increase of \$300	5.2%↑

SENIOR SERVICES 2017
ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 188,743	Amount needed to subsidize Senior Center
204-46-43570-000 CULTURE/RECREATION GRANT	\$ 3,888	County transportation grant
204-46-46710-200 FUNDRAISING REVENUES	\$ -0-	Discontinue fundraising as part of operating budget.
204-46-46710-300 SENIOR CENTER PROGRAM FEES	\$ 10,000	Includes revenues incurred for general programs of \$3,500 MATC building rental - \$1,000, and other miscellaneous programs - \$2,500.
204-46-46710-400 NEWSLETTER ADVERTISING	\$ 1,600	Revenues from additional advertisers obtained beyond those necessary to publish newsletter

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-55-55310-110 ADMINISTRATIVE SALARIES	\$ 70,664	Senior Center Director's salary
204-55-55310-119 WAGES, PART-TIME	\$ 28,701	Includes 988 hours (19 hours/week) for two (2) project assistants, Lori Chapman at \$15.39 per hour and Diane Wipperfurth at \$13.65 per hour.
204-55-55310-130 FICA	\$ 7,601	Social Security at 7.6%
204-55-55310-131 WISCONSIN RETIREMENT	\$ 6,757	Wisconsin Retirement at 6.8%
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 3272	Health allocation for Senior Center Director buyout option
204-55-55310-134 PROFESSIONAL DEVELOPMENT	\$ 1,500	Memberships: WASC-\$65, NCOA-\$145 conferences for 2 staff-\$700, ESN-\$45

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55310-214 CONTRACTED SENIOR SERVICES	\$ 45,900	Case management services with 2% wage increase for case managers.
204-55-55310-310 OFFICE SUPPLIES	\$ 1,700	Copy machine service contract \$279, printer ink, paper and other office supplies.

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55310-312 POSTAGE	\$ -0-	Postage for senior programs.
204-55-55310-339 FUNDRAISING EXPENSES	\$ -0-	Discontinued fundraising as part of operating budget. All fundraising dollars raised are collected in a donation account.
204-55-55310-340 SENIOR PROGRAM EXPENSES	\$ 9,100	Expenses associated with programs offered through the Senior Center such as: holiday programs, Low Vision, Men's Breakfast, supplies, refreshments, entertainment, catered meals, etc.
204-55-55310-347 MAINTENANCE FEE – ELECTRONIC ATTENDANCE SYSTEM	\$ 1,900	Includes updates to software, access to technical support, nightly database backups and periodic web-based refresher training.
204-55-55310-346 SENIOR TRANSPORTATION	\$ -0-	Transportation to Monona Farmers' Market: DISCONTINUED.
204-55-55310-342 PROGRAM DEVELOPMENT (Home Chore)	\$ 6,100	Request from Coalition for coordination of home chore services.
204-55-55310-343 TRANSPORTATION	\$ 3,888	Grant from Dane County for group transportation; funding is used to pay for shopping trips to Woodman's and East Towne and transportation to the Low Vision support group.
204-55-55310-345 RSVP	\$ 7,628	RSVP (Retired Senior Volunteer Program) ride scheduler at \$3,215, mileage reimbursement for volunteer drivers at \$3,064 and office expenses