

COMMISSION ON AGING MEETING MINUTES

Tuesday, October 6, 2009

Stoughton Room, Stoughton Area Senior Center

Present: David Bacon, Edna Cloutier, Kay Davis, Lorraine Hawkinson, Kelli Krcma, Mary Onsager, Jeanne Schwass-Long, Don Mix, David Sharpe, Charlotte Snow, Betty Thompson, Larry Weiss

Staff Present: Cindy McGlynn, Hollee Camacho **Absent & Excused:** None

Call to order: J. Schwass-Long called the meeting to order at 10:00 AM.

Minutes of September 1, 2009: Moved by D. Mix, seconded by L. Weiss, to approve minutes with the addition of Charlotte Snow as being present; passed unanimously.

Compliments & Concerns:

- D. Mix complimented on the Health Fair last Friday; 130 flu shots were given.

Director Comments: Cindy McGlynn

- Stoughton Medication Disposal & Sharps Collection program will take place at the Fire Department on Saturday, October 24, 2009 from 9:00 AM – 12:00 PM.
- The Senior Center's 2010 travel opportunity this year is to New Orleans. A travel show to explain the details will take place Thursday, October 22 at 5:00 PM.
- Volunteer Recognition at Cinema Café is on October 23rd; invitations will be mailed.

Assistant Director Comments: Hollee Camacho

- Distributed Stoughton Area Senior Service Guides; they along with a slideshow of photos are available on our website: www.ci.stoughton.wi.us/senior
- Distributed and shared information from the WASC conference about Strategic Thinking and How to Communicate Effectively with your Legislator.
- Case Managers are extremely busy. So far this year, they have been referred 133 new clients as compared with 79 new referrals at this time last year. This increase does not include the 63 active clients of Rachael's who have needed immediate help since her retirement.
- Presented question as to whether the COA would like to issue another Case Manager Appreciation Day as was done in 2007. After discussion, the COA decided to select Monday, October 26, 2009 as a day for members to drop in to a Senior Center Staff meeting (2:00 PM) to express their appreciation.

Township Meeting: Cindy McGlynn

- No meeting with townships set. See August meeting notes for details.

Case Manager Position Update: Cindy McGlynn

- Request to refill part-time position was approved by City Council.
- Interviews will take place next week Wednesday; 25 applications were received.

2010 Budget Update: Cindy McGlynn

- Depending on union negotiations and levy limits the City is facing a \$500-600,000 shortfall for the 2010 Budget due to lack of interest earnings.

- All Dept. Heads and City Council members will be attending a retreat this week to brainstorm solutions. (I.e. furloughs, 36-hour weeks, cut outlays and CIP items, etc.)
- This is a scary time for all; if we see cuts to our dept. that are beyond our fundraising abilities, we may need to cut staff.

Township Funding: Cindy McGlynn

- A meeting will be set by the end of the month.
- City Finance Director, Laurie Sullivan and Cindy have put together a 3-5 year incremental plan.
- Discussed mistakes in the Mid-Year Event Statistics. The “Total Event Sign-ins” duplicated participants should be a total of all event categories. However, the unduplicated total for the “Total Event Sign-ins,” will not be an even total of all categories, since it is a count of individual participants; if an individual attended more than one category, multiple times, they will only be counted once in the unduplicated column. H. Camacho will review and distribute an update.

Strategic Plan: Cindy McGlynn

- Julie Patrick from MATC who facilitated our retreat last November is interested in working with us on our Strategic Plan for \$120/hour including. That would be charged for the time spent with the focus groups, day of Strategic Process, along with the time Julie spends with planning and development of materials.
- Buck Rymes from Organizational Skills Associates, LLC was also recommended. He has experience working with Wisconsin aging groups on ADRC expansion and Board development along with various business and non-profit sectors. Cindy will find out what he charges.
- D. Sharpe recommended to save on costs, it may be arranged for the facilitator to train the focus group leaders.

Review/Assign COA Committee Appointments:

- Finance: Edna Cloutier, Kelli Krcma, Dave Sharpe, Larry Weiss
- Public Relations: Kay Davis, Lorraine Hawkinson
- Program & Evaluation: Mary Onsager, Charlotte Snow

Review Senior Center Policies:

- **Day Trip:** Moved by E. Cloutier, seconded by C. Snow, to approve; passed unanimously.
 - K. Krcma recommended that a list of medications be available in case of an emergency. In order to maintain confidentiality, File of Life emergency wallet cards will be distributed to be filled and carried by all day trip participants.
- **Research:** Moved by D. Sharpe, seconded by K. Krcma to approve with below corrections; passed unanimously.
 - **5.** “city attorney review...at the discretion of the Director.”
 - **6. E.** Remove the word “staff.”
 - Add a space for an email address on the Research Project Request Form.
- **Illness/ Accident:** Moved by C. Snow, seconded by E. Cloutier, to approve with below corrections; passed unanimously.
 - Include location of fire extinguisher and AED.
 - **3.** add a “t” to even.

- ~~4. appropriate supervising agencies~~ -> “to the Director”
- **Confidentiality:** Moved by M. Onsager, seconded by L. Weiss to approve; passed unanimously.
 - J. Schwass-Long recommended that volunteers, especially Meals on Wheels drivers, be reminded of the importance of confidentiality.

Senior Center Models: Sharing of Ideas:

- J. Schwass-Long noted that the Waterford, MI Senior Center, who she reported on last month has serves a population of 70,000+.
- K. Krcma reported on:
 - New Center for Learning in Woodbury, NY; it has a \$100 annual membership and offers college-level courses.
 - Whitney Senior Center, in St. Cloud, MN; provides “enrichment for the third age”; serves St. Cloud (population 67,000) plus four surrounding cities; facing 25% cuts to budget; had a recent fundraiser with local foods for \$15/plate.

Committee Reports:

Public Relations: Kay Davis

- Next meeting **Thursday, October 15, 11:00 AM** to begin creating action plans to better market to family members of older adults.

Finance: Cindy McGlynn

- Next meeting: **TBD.**

Program and Evaluation: Mary Onsager excused.

- Next meeting: **Thursday, October 22, 2009 at 10:00 AM.** Group will review evaluation process; and determine next plan of action.

Meeting Adjourned: Moved K. Davis, seconded by L. Weiss to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:30 AM by J. Schwass-Long.

Next Meeting: Tuesday, November 10, 2009 at 10:00 a.m

Agenda Items for next month:

- Review/Assign COA Committee Appointment
- Case Management Position
- 2010 Budget
- Township Funding
- Strategic Plan: Discuss Consulting Agency Findings
- Senior Center Models: Sharing of Ideas: Mary Onsager