

COMMISSION ON AGING MEETING MINUTES

Tuesday, February 1, 2010

Stoughton Room, Stoughton Area Senior Center

Present: Edna Cloutier, Carol Heidenway, Kelli Krcma, Don Mix, Mary Onsager, Jeanne Schwass-Long, David Sharpe, Betty Thompson

Staff Present: Cindy McGlynn, Hollee Camacho

Absent & Excused: David Bacon, Kay Davis, Charlotte Snow, Larry Weiss

Call to order: J. Schwass-Long called the meeting to order at 10:05 AM.

Minutes of January 4, 2011:

Moved by E. Cloutier and, seconded by D. Mix, to approve minutes; passed unanimously.

Compliments & Concerns:

- The snow and ice have been a big concern this week. A participant took a bad fall yesterday. Thankfully, after visiting the hospital, she is reported to be okay.
- A participant is concerned with February's COA meeting newsletter synopsis reporting on the facility's disrepair and mentioning that we should be "happy with what we have." C. McGlynn identifies with both opinions and is pleased to know participants take pride in our Center.
- We continue to receive compliments on the newsletter.
- C. Heidenway recommends that a sign be put on the Senior Center's entrance in the garage to avoid confusion for newcomers who use the garage parking lot.
- Musical event on the 10th and Eleanor Roosevelt will visit on the 28th; see details in newsletter.

Director Comments: Cindy McGlynn

- **Bequest.** The Senior Center is the recipient of a \$100,000 bequest from participant's estate! The check will be deposited in the Center's Special Gift Fund. The Senior Center will still need to fundraise for this year's City's operations budget of \$29,500. D. Sharpe requested that this decision be explained publicly in the newsletter or as a letter to the editor in the Courier Hub.
- **Accreditation Tasks:** Committees are asked to address remaining tasks still in need of review.
 - **COA orientation & self-evaluation (Governance 2.1, 2.5 & Evaluation 2.5)**
 - D. Sharpe recommended a power point presentation can be made and shown in May.
 - C. Heidenway would like more opportunities to meet Center volunteers.
 - **Documentation of suggestions (Governance 2.4)**
 - How can we formalize this process? Most suggestions are verbal; do these need to be documented in writing?
 - C. Heidenway offered the suggestion box could be made more prominent (by coffee?)
 - C. McGlynn and H. Camacho will write a policy to complete this action.
- **Strategic Plan Report** has been presented to the City Council's Community Affairs and Council Policies Committee, and once completed with target dates, the action plans will too.

Assistant Director Comments: Hollee Camacho

- **Annual Report:** Beginning work on the 2010 report. Please share any recommended changes from 2009's format; and let Hollee know if you have an interest in proofreading the first draft. D. Sharpe suggested devoting less space to numbers and more to stories.
- **County Billing:** Quarterly payment vouchers for County's funding of case management and nutrition programs are due to DCHS the end of this month.

- **Facebook:** An MATC student has created a Senior Center Facebook page. In order to monitor, our employees have been granted access to the website from the City computer network.

COMMITTEE REPORTS: Cindy McGlynn

Public Relations: No meeting set. C. McGlynn will call a meeting in the next couple weeks.

Finance: Kelli Krcma has been elected Chair of the Committee.

- Beginning to set target dates for the Strategic Plan initiatives assigned to Finance.
- Next meeting: **TBD**

Program and Evaluation: Mary Onsager

- Discussed remaining “In Need of Review” accreditation action plans assigned to P&E and determined how each could be addressed in actions of the Strategic Plan.
- Committee is still in need of one or more community members.
- St. Ann’s second-grade are making Valentine’s for meals on wheels participants; Christ Lutheran will make some for the meal site participants.
- Next meeting: **Thursday, February 24, 2010 at 9:00 AM.**

Volunteer: Cindy McGlynn

- Still discussing possibilities for community members; people interested are invited to “sit-in” on a meeting before committing to the group. E. Cloutier has invited someone to attend a meeting in March.
- Committee has already offered great suggestions on how to make the volunteer process more manageable.
- The Committee requests to change Strategic Plan: Volunteers 2.1 to first identify volunteer tasks or positions and, instead of finding a volunteer to coordinate all volunteers, to instead identify several “team leaders” to assist different volunteer areas.

Meeting Adjourned: Moved M. Onsager, seconded by D. Sharpe to adjourn the meeting. Carried unanimously. Meeting adjourned at 10:30 AM by J. Schwass-Long

Next Meeting: Tuesday, March 1, 2011 at 10:00 a.m