

COMMISSION ON AGING MEETING MINUTES

Tuesday, September 1, 2009

Stoughton Room, Stoughton Area Senior Center

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

Staff Present: Cindy McGlynn, Hollee Camacho

Absent & Excused: David Bacon, Mary Onsager, Larry Weis

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

Minutes of August 4, 2009: Moved by D. Mix, seconded by K. Davis, to approve minutes; passed unanimously. **Minutes of August 18, 2009:** Moved by E. Cloutier, seconded by D. Mix, to approve minutes; passed unanimously.

New Member Announcements: C. McGlynn welcomed David Sharpe back to the COA, who will be serving as City of Stoughton representative. Led introductions.

Compliments & Concerns:

- Fish Boil was a success; thanks to a generous donation to purchase the fish, the Center earned \$500 on the event.
- Big thank you to Kay Davis for arranging the United Way Days of Caring. Through this effort, seven volunteers from START volunteered their time to help with senior center projects (i.e. painting/staining of docks, weeding, kitchen cleaning). K. Davis stated if put our request out early next year we may be able to get more volunteers. Paint was provided by Hallman- Lindsay.

Director Comments: Cindy McGlynn

- Bus trip to Cubs game last Thursday.
- Working on updating a Wish List of items the Senior Center could use.
- Travel show on Sept. 10th; Train trip from Chicago to New Orleans!
- The City is shifting to emailing pdf. copies of agendas and meeting materials when possible. Please update your emails with our receptionist, and let us know if you have any trouble with this transition. Soon the materials will be available online.

Assistant Director Comments: Hollee Camacho

- Senior Expo on October 21st from 10:00 AM -3:00 PM at the Stoughton Area Wellness Center; Senior Center will have a booth and opportunities for presentations & demos.
- Senior Service Guide is set for print; reference sheets will be available on website.
- Newsletters are ready to be picked up for delivery; special education students will take over delivery in October.

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 Personnel Committee and will now go to the Council for approval on September 8, 2009.

- COA members are encouraged to attend; C. McGlynn will email the agenda.

2010 Budget Update: Cindy McGlynn

- Department Heads turned in their budget drafts to Laurie Sullivan, City Finance Director. Her compiled report will go to the Mayor for his review, then it will be presented to the City Finance Committee.
- Without even a ballpark figure, it's difficult to plan our budget recommendations.
- This is a scary time for all with utilities up 11% and the City in the midst of union negotiations; if we see cuts to our dept. that are beyond our fundraising abilities, we may need to cut staff.

Strategic Plan: Cindy McGlynn

- Our last Strategic Plan was revised five years ago; it is a costly procedure but is needed in order to keep our accreditation title. The strategic plan process is critical to stay ahead of the curve. It is not only a chance to talk honestly about our strengths and weaknesses, but to also come away with good ideas for the future.
- We have the money in special gifts, it's just a question on how, who, and when.
- K. Davis suggested planning for focus groups in February and planning a day-long session in March, 2010; D. Sharpe noted this will be early enough to get any necessary line items into the budget cycle.
- C. McGlynn will come back with some options so the COA can make a decision about which consulting agent we go with.

Review/Assign COA Committee Appointments:

- Please email C. McGlynn or J. Schwass-Long with your preference for which Committee you are interested in beginning or continuing to serve on. All committees continue to work on accreditation by creating, and sometimes initiating action plans.
- **Public Relations:** usually meets the 3rd Thursday of the month at 11:00; focus on marketing to the newly retired, frail elderly, and families of older adults.
- **Program & Evaluation:** meets 4th Thursday of the month at 10:00; focus on the evaluation of current programs and generating ideas for new programming
- **Finance:** Current focus is on becoming an organization to receive donations from the community foundation; creating a donation brochure and fundraising committee.

Review Senior Center Policies: Distributed Day Trip, Research, Illness/Accident Procedure and Confidentiality policies to be reviewed and revisited at the next meeting.

Senior Center Models: Sharing of Ideas: J. Schwass-Long shared invaluable information on the Waterford, MI Senior Center. Highlights include their center's bistro, MP3 player trainings, and huge involvement in area schools, particularly their Bucket of Love program where seniors mentor young children where, "the pay is fantastic: smiles and hugs." For more information check their website: www.waterford.k12.mi.us/seniorcenter

Committee Reports:

Public Relations: Kay Davis

- Next meeting **Thursday, September 17, 11:00 AM** to begin creating action plans to better market to family members of older adults.

Finance: Cindy McGlynn

- Next meeting: **Wednesday, September 9, 9:00 AM** to revise a donation brochure and work on recruiting members for an ad hoc fundraising committee.

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 D. Mix, seconded by K. Davis to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:00 AM by J. Schwass-Long.

Next Meeting: Tuesday, October 6, 2009 at 10:00 a.m

Agenda Items for next month:

- Review/Assign COA Committee Appointment
- Strategic Plan: Discuss Consulting Agency Findings
- Review Senior Center Policies
- Senior Center Models: Sharing of Ideas: Kelli Krcma