

COMMISSION ON AGING MEETING MINUTES

Tuesday, January 3, 2017

Stoughton Room, Stoughton Area Senior Center

Present: Bob Barnett, Ros Gausman, Nancy Hoffman, Dennis Kittleson, Jeanne Schwass-Long, David Sharpe **Guests:** Mayor Olson, Gayland Snorek

Staff Present: Cindy McGlynn, Hollee Camacho

Absent & Excused: Lou Havlik, Don Mix, Mary Onsager, Charlotte Snow

NO QUORUM TODAY

Introductions: Welcomed guests Mayor Olson and Gayland Snorek

Director Comments

- Three new staff are to begin on Friday barring that they pass physical and drug screens.
 - Nutrition Coordinator: Kimberly Whitford
 - 20 hr. Case Manager: Marla Janssen
 - 10 hr. Case Manager: Judy Holberg
- Received an email from a colleague looking for advice on how to handle a situation. A participant needed medical attention, so staff called EMS. She refused to take the ambulance and then expected the Center to pay for the bill. Our policy is the same. It would be the City's liability if we don't call. If they choose to leave and we're still concerned about their wellbeing we will call the police to be on the lookout that they arrive home safely and will then call later in the day to check-in.
- We are still waiting on a date for carpet removal and installation on the 2nd floor.
- Experience Works is no longer renting an office. We will be using it as a small meeting room.

Marketing Plan: The Public Relations Committee made changes to the Marketing Plan. Hollee will email the draft. Please review the attached to discuss at February's meeting.

Remaining Action Plans: Cindy and Hollee reviewed the remaining action plans from the last Strategic Plan and Accreditation processes. Some actions have either been eliminated from the plan because they have become an ongoing function by staff, or others have been recommended to be incorporated into the new actions being developed by committees. The goal is to begin the year with one guiding document. Please review the attached to discuss at February's meeting.

Next Meeting: Tuesday, February 7 at 11:00 a.m