

## **COMMISSION ON AGING MEETING MINUTES**

**Tuesday, February 5, 2019**

**Stoughton Room, Stoughton Area Senior Center**

**Present:** Bob Barnett, Lou Havlik, Nancy Hoffman, Barb Manson, Mary Onsager, Faith Schuck, Jeanne Schwass-Long, David Sharpe, Charlotte Snow, Susan Wollin

**Staff Present:** Cindy McGlynn, Hollee Camacho

**Absent & Excused:** Pat O'Connor, Roz Gausman

**Call to order:** L. Havlik called the meeting to order at 11:00 AM.

**January Minutes:** L. Havlik noted a typo with Jeanne's name. Moved by N. Hoffman, M. Onsager seconded to approve with edits; passed unanimously.

**Director Comments:** Cindy McGlynn

- Charlene Malueg has put in her resignation as our Program/Volunteer Coordinator. She is interested in staying connected with the Gala event and help in whatever way she can with the transition. Cindy will make a request that the last contender for the job be contacted by HR when the position is posted, however we do need to go through the City's application/hiring process.
- Cindy is in the process of finding sturdy/easy-to-move table options for downstairs.
- We are beginning to compile end-of-the-year statistics for the Annual Report.
- We continue to have issues with parking. The Police Department is willing to post signs requesting overnight parking not to extend past 8:00AM, and talks about changes to street parking for Senior Center participants are still in the works. The City has reminded local business owners that aside from one garage slot, they are not guaranteed spaces per their rental contracts.
- The new (orange) Stoughton Area Guide for Senior Services is now available. If you see bright yellow ones around town, please replace them with the new orange ones. It is available on the website, and soon a searchable version will be available with hyperlinks.

**Spring Event Planning:** The Gala has been rescheduled to May 11. The previous date was the same as Stoughton Prom. Please let Cindy know if you have suggestions for a live band.

**SP Recommendations:** COA reviewed recommendations made by the accreditation committees.

- New website it up and running –continual feedback is welcomed.
- Staff will try to incorporate the feedback for the next Annual Report.
- Cindy will check with IT department on what demographics currently watch WSTO.
- Cindy will share quarterly budget statement with COA.
- Staff will continue to research options for a secure electronic system for filing case management files.
- Committees are asked to consider if adding action plans to the strategic plan is warranted.

**Accreditation Update:** We have officially received national re-accreditation distinction. We have received materials for state accreditation. The letter from NISC highlighting recommendations for our Center will be re-emailed. Please review. Need to update strategic plan with recommended goals?

**Committee Reports:**

**Fund Development:** meeting Monday, February 11, 9:30 AM

**Public Relations:** no scheduled meeting until draft of gala mailer is available

**Evaluation/Program:** both committees met together day to review recent results of service organization and programming surveys. The list of program topic recommendations will be compiled for the next Program Coordinator. We are due for another multi-service survey (last one done spring of 2017). Hollee will email the last survey for committees to review and suggest edits. Both committees will meet again Tuesday, February 19, 9:00 AM

**Volunteer:** meetings will be on hold until Volunteer Coordinator position is filled

**Legislative Update:** none

**Meeting Adjourned:** Moved by B. Barnett, seconded by C. Snow to adjourn the meeting. Carried unanimously. Meeting adjourned at 12:07 PM.

**Next Meeting: Tuesday, March 5, 2019 at 11:00 AM**