

## COMMISSION ON AGING MEETING MINUTES

Tuesday, March 3, 2019

Stoughton Room, Stoughton Area Senior Center

**Present:** Roz Gausman, Lou Havlik, Nancy Hoffman, Bob McGeever, Mary Onsager, David Sharpe, Faith Schuck, Susan Wollin

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

**Absent & Excused:** Bob Barnett, Sid Boersma, Barb Manson, Jeanne Schwass-Long

**Introductions:** Welcome to Bob McGeever

**Call to order:** L. Havlik called the meeting to order at 11:09 AM.

**January Minutes:** Moved by D. Sharpe, N. Hoffman seconded to approve with grammatical edits; passed unanimously.

### **Comments by Director:**

- Marcia Standard has expressed interest in representing Albion on COA. She plans to visit next month's meeting.
- Per many years of discussion and a strong recommendation during our re-accreditation process, the Center has decided on a secure database for storing case management files electronically. The program was originally specially designed for a Madison senior coalition, was used for years and has been adopted by Madison's NewBridge, a merger of all four coalitions. After given a demo, our staff are excited by the anticipated time it will save because it will simplify data entry and converts data into many of the reporting formats the Dane County requires. We expect the program's integration by this May. Funding for it can be covered by the Bryant Foundation grant we have received.
- Richard Hoffman coordinated Stoughton's RSVP Driver program for nearly 10 years and he and we struggled finding another volunteer interested in the time commitment it entailed. When checking with other communities we found that many senior centers handle their programs in-house. It is for this reason, Cindy took the opportunity of Amy's hire as Volunteer/Program Coordinator to make the switch for her to also take on the RSVP Driver Coordinator role. In the process, we have found that change is hard, for all involved –riders, drivers and our staff. It has been quite a learning curve for Amy. While we're trying not to make too many changes at once, from recommendations of RSVP and other centers, we have switched the 48-hour ride notice to 5 business days. This alone, has reduced the time commitment on Amy's part from 70 rides per month in January to around 40 in February.
  - D. Sharpe questioned how this balances out? He noted it took us a long time to get the Volunteer/Program Coordinator's hours approved to handle the job's task before this additional role. S. Wollin asked who mainly uses the service. N. Hoffman wondered if the receptionist could help.
  - Cindy responded, we are continuously re-evaluating. The program serves residents of Stoughton and towns of Albion and Dunkirk who are 60 years and older. Cindy

noted we considered the option of reception handling the ride coordination, but with 4-5 different people covering shifts this could pose difficulty.

- The START program moved out this weekend. The will be moving to the Free Health Clinic space at the Doctors Park building. Cindy is looking at options for how to use the space –do we knock down a wall or use it as is for another office?
- April 19-25 is Volunteer Week. Be on the lookout for an invite in the mail for a breakfast on the 22<sup>nd</sup> and other fun events planned for the week.

**Instructor Agreement:**

- Members discussed whether the 10% request from instructors in exchange for using the Center’s space for paid classes was still appropriate.
- N. Hoffman suggested removing the note about parking, since its availability is out of our control to guarantee. F. Schuck suggested we put a revision date in the footer.
- Cindy explained that seniors get first priority in the classes or events offered here. The City’s Building Use policy charges are used when private parties rent the space during non-business hours.

**Review of Strategic Plan/Accreditation Actions:**

- Hollee distributed a revised document in which she combined the recommendations that came from the re-accreditation process into our 2016-2020 Strategic Plan. Also, noted are actions that Cindy and her think can be removed because they are either complete or in process.
- D. Sharpe suggested these actions be reviewed by the COA Committees first.
- Cindy drew attention to action 1.3 and encouraged COA input in determining how/when to handle strategic planning. Before the last re-accreditation we performed focus groups and a SWOT analysis. Our most recent multi-service survey was made available online and by a targeted mailing to 352 Vennevoll, Kensington Square and Rosewood addresses. These survey results will likely help form new action plans and goals for our staff and committees. What are other processes that may best yield future work?

**Committee Reports:** No committee reports. We encourage meetings to resume to review the above discussed action plans. Cindy will email a list of the current committee assignments.

**Legislative Update:** Cindy distributed a flyer on Aging Advocacy Day, May 12. The day will include issue briefings and legislative visits. Cindy plans to go. Please let her know if you would like to go too. L. Havlick plans to go and suggest carpooling.

**Meeting Adjourned:** Moved by M. Onsager seconded by R. Gausman to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:58 AM.

**NOTE DATE CHANGE due to Spring Election**

**Next Meeting: Tuesday, April 14, 2020 at 11:00 AM**