

## **April COMMISSION ON AGING MEETING MINUTES**

**Tuesday, April 4, 2017**

**Stoughton Room, Stoughton Area Senior Center**

**Present:** Lou Havlik, Nancy Hoffman, Dennis Kittleson, Mary Onsager, Faith Schuck, Charlotte Snow, Sue Wollin

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

**Absent & Excused:** Bob Barnett, Ros Gausman, Don Mix, Jeanne Schwass-Long, David Sharpe,

**Introductions:** Our new staff, Marla Janssen and Erin Bleck stopped in to introduce themselves.

**Call to order:** C. McGlynn called the meeting to order at 11:07 AM.

**March Minutes:** Moved by D. Kittleson, seconded by N. Hoffman to approve; passed unanimously.

### **Director Comments**

- We are now back to being fully staffed. Kelly Janda, our only current long-term Case Manager has been busy with training the three new case managers and is doing a great job. We no longer have a waiting list. New referrals are receiving call-backs within 1-2 days.
- D. Kittleson questioned what was Cindy's wish list for staffing. Her response: 1) upgrade the Volunteer/Program Coordinator position to full-time; 2) upgrade the part-time City Case Manager position to full-time; 3) look at staffing needs to be able to run a full on-site kitchen in hopes of increasing the meal's nutritional value and attendance –as well as for programs.
- New tables and chairs have been ordered for the Mandt Room and we will soon have a demo of a new interactive television.
- We have been short volunteers due to changes in schedules and abilities. We are especially in need of help with the kitchen, reception, meal delivery and the Friendly Visitor program. These are flexible positions. One may request a set day or time or simply serve as a sub.
- Stoughton will have its first Memory Café beginning in May, every 1<sup>st</sup> Tuesday, 9:30-11:30am at the Library's Carnegie Room. This is project we first initiated over three years ago and out of the momentum of the Dementia Friendly Stoughton Community Coalition's work, enough talents have aligned to finally make it a reality. Watch for a Hub article coming soon...
- The Senior Center staff received official "Dementia Friendly" training (note purple angel decal on our front door). "Dementia Friendly" training, also lead by the Dementia Friendly Community Coalition is an effort to increase awareness and support of dementia so local businesses and organizations may respond more appropriately to the needs of those with dementia and their caregivers. The support helps reduce isolation and stigma, so affected individuals and their caregivers can remain active and engaged in the community. Agencies interested in this training may contact Hollee.
- The newest edition of our *Stoughton Area Guide for Senior Services* is now available. It's a FREE directory of services available to older adults in the Stoughton community. The guide may be picked up at the Senior Center, or viewed under Community Resources on our website at [www.ci.stoughton.wi.us/senior](http://www.ci.stoughton.wi.us/senior).
- Four COA members (Lou Havlik, Dave Sharpe, Faith Schuck, and Jeanne Schwass-Long) will be joining Hollee for the WASC Training in Appleton on April 21.

**Survey Update:**

- So far we've had 38 people complete the survey (36 online, 2 on paper). We expect to have many more once the Tower Times is out later this week and more have viewed our April newsletter. The survey was also advertised on our website, Facebook, by email and an ad in the Hub. Hollee will send another email and Facebook post next week.
- S. Wollin suggested announcements could be made at programming events too.
- Anyone having trouble entering the \$25 prize drawing should contact Hollee.

**Annual Report:**

- Distributed Annual Report draft for COA review. Does it make sense? Please contact Hollee with any recommended changes.
- Once complete, Hollee will send an email copy, along with a breakdown of statistics by City/Towns and age.
- N. Hoffman suggested a comparison of past year's numbers could be added; F. Schuck added this would especially be helpful to Pleasant Springs' new Chair and Board members.

**Committee Reports:** Once committees have put together their action plans, Cindy asks members to bring them to share and make sure there are no overlaps with other committees.

**Fund Development:** Lou Havlik                      Next meeting: April 27, 9:00AM

- An ad hoc committee will meet April 14 to look at hosting two fundraisers; S. Wollin noted possible opportunities for fundraising during city-wide garage sales
- Updating a separate planned giving brochure to give to agencies that help with wills, etc., also considering an envelope option for funeral homes.
- Committee will assist staff with providing data to support the 2018 City Budget request to increase hours for the Volunteer/Program Coordinator position.

**Volunteer:** Lou Havlik                      Next meeting: April 13, 9:30AM

- Devised a separate survey to evaluate different groups of Senior Center volunteer. Committee will review the survey's results next week.
- Working on monthly orientations for volunteers and new participants.
- Considering a "Day of Caring" event perhaps on Martin Luther King Jr. Day?
- Beginning to review/update/downsize the Volunteer Handbook.
- Discussing protocol for recruiting and retaining volunteers.

**Program:** Mary Onsager                      Next meeting: May 9, 10:00AM

- Faith Schuck has joined the Committee!
- Narrowed down and prioritized three action plans:
  - 1) Develop "Bring a Buddy" events to encourage Center participants to bring new participants and include drawings for locally supplied prizes as an incentive.
  - 2) Advocate for and help implement in-home and Senior Center opportunities for adult education (i.e MATC, online classes, webinars, WSTO).
  - 3) Conduct some programs at sites within the Towns instead of the SC.

- Mary Onsager is organizing local field trips to the Stoughton Center for Performing Arts, Stoughton Village Players, the Youth Center, Milestone Assisted Living and the Tobacco Warehouse. Stay tuned for dates/times...
- S. Wollin mentioned she would speak with the Rutland 4H groups to consider way they want to be involved with the Senior Center and suggested we promote the Stoughton Fair book and application in our newsletter.

**Public Relations:** Nan Hoffman

Next meeting: May 2, 10:00AM

- Updating the Friendly Visitor brochure into a one-panel insert for easy insert into brochure.
- Requested assistance from a graphic artist to develop a Senior Center logo.
- Reviewed Annual Report draft; recommendations for cover and page 2 caption.

**Evaluation:** Hollee Camacho

Next meeting: TBD

- COA members are encouraged to take the survey again so their responses are tallied.  
A copy version is available at the front desk or you can take it online at:  
[www.surveymonkey.com/r/SASCsurvey](http://www.surveymonkey.com/r/SASCsurvey)
- Committee will meet to review survey results, likely by mid-May.

**Committees, as you complete your action plans, please email them to Hollee to input in one list.**

**Legislative Update:** Cindy McGlynn

No concrete budget updates. The State budget will affect the City more than us directly. The County's budget will affect us most; however we have not heard how anything will affect us now.

**Meeting Adjourned:** Moved by L. Havlik, seconded by M. Onsager to adjourn the meeting. Carried unanimously. Meeting adjourned at 12:05 PM.

**Next Meeting: Tuesday, May 2 at 11:00 AM**