

COMMISSION ON AGING MEETING MINUTES

Tuesday, June 5, 2018

Stoughton Room, Stoughton Area Senior Center

Present: Lou Havlik, Nancy Hoffman, Barb Manson, Pat O'Connor, Faith Schuck, Jeanne Schwass-Long, Charlotte Snow

Staff Present: Cindy McGlynn, Hollee Camacho, Charlene Malueg

Absent & Excused: Bob Barnett, Roz Gausman, Mary Onsager, David Sharpe, Susan Wollin

Call to order: L. Havlik called the meeting to order at 11:01 AM.

May Minutes: Moved by N. Hoffman, F. Schuck seconded to approve; passed unanimously.

Director Comments

- The new canoe rack is complete. We hope to purchase new kayaks and lighter-weight canoes soon. We will keep the red one donated from Bob Halverson, and the other heavy ones will be offered to the Parks and Recreation Department.
- We have a new steam table for the kitchen.
- We have a new Volunteer/Program Coordinator!!! Charlene Malueg started yesterday.
- We recently received letters of resignations from our 10- hour Township Case Manager Judy Hoiberg and Erin Bleck our full-time City Case Manager. Judy's last day was 6/1, and Erin's will be this Friday 6/8. We are sad to see them leave, but happy for they were able to find positions closer to their homes. Both positions were posted last Monday. We have already received 15 applications for the full-time position. We hope to find an experienced candidate so the training process won't be too taxing on current staff.
- We continue to have positive remarks for Kim's Thursday meals. On Thursdays we serve 40-50 people, compared with the typical daily average of 10-15.

Volunteer Handbook: distributed the completed book. Many thanks to the Volunteer Committee, Tricia and Hollee for the many hours that were put into updating it. It will be distributed to current volunteers as we have trainings and recognitions, and during new volunteer orientation.

Accreditation:

- Hollee is working on finalizing the binder. One will be submitted to the National Institute on Senior Centers. Once reviewed, two people will be identified to perform both an off-site and on-site review. These individuals will also review the binder and communicate with us if any clarification is needed before an on-site meeting is scheduled.
- Cindy hopes this meeting will take place, and our re-accreditation will be granted early Fall.
- P. O'Connor questioned the reason for accreditation. Cindy explained how accreditation helps us be the best we can be. Not only do we receive recognition for measuring up to a national baseline for excellence, but the process also allows us a chance to make new connections in the community, reflect on our strengths and set goals for improvement. Cindy added, this was one of the smoothest processes yet thanks to the COA's recent

dedication to the Strategic Planning process. The action plans are an integral part to this process.

- L. Havlik asked if any clarification was needed from the handout that was attached with the agenda highlighting the Accreditation recommendations made for the Strategic Plan. Each COA standing committee will review these along with any remaining action plans assigned them. Staff will reach out to new members to schedule these meetings.

Committee Reports: Lou Havlik

- **Fund Development:** Committee members are working this summer to meet with various financial planners to explain the services we provide the community and to encourage these providers to share our Ways of Giving brochures with potential donors.

Legislative Update: Cindy McGlynn

- The 2019 City Budget process is underway. Cindy is making the same request for the City to support our Volunteer/Program Coordinator position so it is a permanent City position and is eligible for the same compensation step program as all City staff. We are extremely thankful to the Bryant Foundation for supporting the position all these years and the recent increase to 32 hours. Cindy is also requesting an increase in programming funds. Current budget covers staff, benefits, supplies, utilities and continuing education.

Further Discussion:

- N. Hoffman questioned whether Cindy thought Kim's Thursday meals would be profitable enough to support more staff? Cindy replied, it would be her ideal dream for the Senior Center to be able to run our own kitchen five days a week. However, at the moment, if we should earn any additional funding it will be going to replace our steam table, dishwasher and convection oven.
- P. O'Connor questioned what was known about the senior housing coming to the KPW development. Cindy explained she heard it will be a mixture of RCAC and Memory Care units. She believes it will be expensive.

Introduction: Our new Volunteer/Program Coordinator, Charlene Malueg, stopped in to introduce herself. She shared that she is excited to join our staff, as her heart is most with working with the older adult population. We encourage all to welcome Charlene in her new role.

Meeting Adjourned: Moved by P. O'Connor, seconded by N. Hoffman to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:37 AM.

Next Meeting: Tuesday, July 3, 2018 at 11:00 AM