**COMMISSION ON AGING MEETING MINUTES**

**Tuesday, June 2, 2020**

**Stoughton Room, Stoughton Area Senior Center**

**Present:** Bob Barnett, Sid Boersma, Roz Gausman, Lou Havlik, Barb Mason, Bob McGeever,   
Mary Onsager, David Sharpe, Faith Schuck, Jeanne Schwass-Long Susan Wollin

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

**Absent & Excused:**

**Call to order:** L. Havlik called the meeting to order at 11:06 AM.

**March Minutes:** Moved by R. Gausman, B. McGeever seconded to approve with grammatical edits; passed unanimously.   
**Introductions:** Welcome to Bob McGeever

**Comments by Director**:

* The weekend of March 16, Cindy’s son returned from Europe. Following his arrival she quarantined at home the first fourteen days that the Center was closed to the public and staff continued to work in the building.
* When Safer at Home was enacted, the County switched the Meals on Wheels program to three days a week; aside from prepping and delivering meals, staff have mostly been working from home. Case Managers have been connecting with clients making sure their needs are met, especially with food and supplies. Amy and Hollee have been working together to find and inform the public of virtual activities and create policies for “physical distancing” volunteer opportunities like home delivered meals, phone buddies and leaf raking. Early on the County made the recommendation that volunteers over 60 not volunteer, so time was spent finding new volunteers to fill the meal routes.
* Last month we offered two of Kim’s Thursday meals for pick-up. It was so nice to see people drive through the line. We provided 100 meals the first time and 130 the next.
* Each month we have extended our newsletter a little more; while there are fewer pages of our usual ongoing programs and services we have added more news, puzzles and wellness activities and articles.
* This week we began inviting back meal driver volunteers of every age. There is no expectation, but we wanted to give the option for those who feel comfortable with our new “no interaction” safety protocol (i.e. pick-up meals by the Center’s doorway, hang meals on residents’ doorknob or on a table or chair outside their door, step back and see how the person is doing, donations mailed to Center and delivering double the meals since we are now down to 3 days/week).
* Staff is so appreciative of the decision the City took early on not to layoff or furlough staff. While working from home is not the same, we all continue to work hard and meet weekly virtually among ourselves and City and County peers.

**Re-Opening Discussion and Plan**

* Conversations continue with leadership on how and when to safely provide more services, perhaps we can have small groups by reservation meet as long as we limit them to the main level. The County does not expect us to be able to provide congregate meals in the Center again until September.
* S. Boersma noted City Council’s Personnel Committee has remained consistent in its commitment to keeping its full staff.
* B. McGeever questioned if staff would be willing to share their meal delivery protocols with the Lunches for Vikings program. Hollee will email what we have.
* S. Boersma suggests an outdoor physically-distanced picnic.
* L. Havlik expressed that it is wonderful that our case management services have continued. Cindy added that staff have been great in using their own phones to call clients from home, and making sure they feel cared for during this pandemic.
* F. Schuck wondered how people found out about the meals. Cindy explained that we called people who have attended in the past; noting we were hesitant about throwing it out to the general public for these first trials. The next meal will be Norwegian meatballs on June 11. Please call to sign up!

**Survey Results:**

* Members discussed the results of the survey we provided in the beginning of the year. It was available online through a Google Form and mailed out to some senior housing units.
* Cindy reminded members that the survey was given at the same time we enacted some policy changes with the RSVP Driver Program. The negative comment in that area would likely not have been written if the survey were given now.
* D. Sharpe noted we should pay special attention to the comments regarding handicap accessibility, parking and how money was an issue for some to participate and that case management had some of the highest rating for the most important to the community.
* Cindy said these and other areas are areas in which our COA committees can look at to help us improve. We need to be sure we are sharing the results and explaining how we intend to address the concerns expressed.
* L. Havlik stressed the need to follow-through on the big concerns even if there is a cost. The issues with parking, space and cleaning come up over and over.
  + Cindy said she discussing with the Finance Department her request to propose in the 2021 budget that the City relinquish the annex building for the Center. While the loss of the building would be a loss in rental income, it’s a smaller sum than the alternative of building a new Center in response to our lack of space. She proposes we fundraise for the reconstruction of the space so that the only hit to the City would be the loss of rent from the current four businesses. This space would be for wellness activities, not staff offices.
  + S. Boersma added that the START office is now available.
  + D. Sharpe suggested that some of the annex space could be used for additional parking spaces or even a ramp.
  + S. Boermsa added that parking is a general concern for the City. While it’s extremely expensive, it is a topic that comes up a lot from local businesses. Also, the City is hiring for a full-time custodial position which should help address our cleaning concerns.
  + R. Gausman wondered if the Livsreise parking lot was available (it currently is not); and suggested doing some satellite programs with Skaalen, senior housing or town halls. Cindy mentioned Amy is talking with the Recreation Dept. for other space possibilities.
  + Hollee said we have discussed with the Stoughton Hospital the use of their new space with the McFarland State Bank for the Parkinson’s Exercise and evidence-based classes they partner with us.
  + S. Boersma pointed out how the survey results are also helpful in illustrating the many needs the Senior Center is already addressing in the community.
  + J. Schwass-Long complimented the decision to mail the survey to senior housing sites.

**Committee Reports**: No committees have met since March.

**Legislative Update:**  We are referring to the County’s Forward Dane phase guidelines for re-opening and we have weekly meetings with the City and County officials to discuss current and future expectations. S. Boersma added we are very fortunate that the COVID-19 cases have been as low as they have for the City and County. L. Havlik wondered if we knew the number of cases for Stoughton. C. McGlynn said it is difficult to say, with HIPPA laws the County cannot identify. However, of the four people she knows personally who tested positive, all are under the age of 60.

**Other news:** L. Havlik noted that Nan Hoffman has moved out of the area. We are so thankful for the many years of service she provided to the Commission on Aging and Senior Center. Cindy asks that if you know anyone that may be helpful and enjoy the role of COA representative to please let her know.

**Meeting Adjourned:** Moved by D. Sharpe seconded by F. Schuck to adjourn the meeting. Carried unanimously. Meeting adjourned at 12:00 PM.

**Next Meeting via Zoom: Tuesday, July 7, 2020 at 11:00 AM**