

## **COMMISSION ON AGING MEETING MINUTES**

**Tuesday, August 7, 2018**

**Stoughton Room, Stoughton Area Senior Center**

**Present:** Roz Gausman, Nancy Hoffman, Barb Manson, Pat O'Connor, Mary Onsager, Faith Schuck, Jeanne Schwass-Long, David Sharpe, Charlotte Snow

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

**Absent & Excused:** Bob Barnett, Lou Havlik, Susan Wollin

**Introductions:** The group welcomed and introduced themselves to Tanya Kelly, the Senior Center's new full-time Case Manager.

**Call to order:** B. Manson called the meeting to order at 11:03 AM.

**June Minutes:** Moved by J. Schwass-Long, P. O'Connor seconded to approve; passed unanimously.

### **Director Comments**

- Cindy expressed her appreciation of our staff. Charlene Malueg our new Program/Volunteer Coordinator is doing a fantastic job; keeping long-standing activities running smoothly, and introducing some new interesting presentations and classes, while connecting with many volunteers and participants. Kelly Janda (who we recognized has worked for the Center 15 years) is doing a great job at putting materials together and doing the bulk of training Tanya Kelly, our newest case manager. Cindy noted she wished she could freeze time to allow for job orientation. However, with the many new referrals we're receiving (recently 5/week) that is not possible. In the meantime, Tanya is familiarizing herself with her files, shadowing many of Kelly and Marla's appointments and asking really good questions.
- In response to P. O'Connor's question of the case management new referral process, Cindy responded with some examples of what these can entail (i.e. Meals on Wheels assessments; "new to Medicare" questions; request for services available for a parent's whose memory is changing, spouse requesting a description of options/things to consider when placing their loved one in a skilled facility, the many layers sometimes involved when determining a senior's eligibility for Family Care: is the person his/her own decision-maker, and if not, getting the whole story from the family/caregivers, and connecting the individual/family with the Aging & Disability Resource Center (ADRC) for enrollment.
- In addition to the Case Managers' training and caseload requirements (in 2017 the total unduplicated case management load was 250, plus over 500 information & assistance contacts), Medicare Part D prescription drug enrollment will begin in October...
- D. Sharpe questioned if we need to hire a screener for taking new referral calls. Cindy explained that Kristin is getting good at knowing what clarifying questions to ask and has been directing people with Social Security and Medicare questions to call or connect first with their websites and check back with us if they still have questions.
- A new volunteer has been busy donating her time and money to beautify the outside of the Center. She re-did the entire front of the building's flowerbed, the large parking lot planters and added new planters by the riverside and glass entrance. The place has never looked better!

**Accreditation:**

- Hollee has finalized and sent out the binder to the National Institute on Senior Centers (NISC) Accreditation office. 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 thanked Hollee for her work and the Bryant Foundation for helping us pay for the process (nearly \$1200).

**Committee Reports:**

- Many new folks have joined as community members.
- Now that we have the “map” via our accreditation and strategic planning process, we will begin scheduling committee meetings.

**Legislative Update:**

- The 2019 City Budget process is underway, beginning with the Capital Investment Projects. The Center’s CIP needs are new windows and parking lot resurfacing in the next few years.
- See June’s minutes for the Senior Center’s request to the City Budget.

**Further Discussion:**

- Hollee shared the mid-year service statistics. In comparison to 2017, programming numbers are almost identical to 2017’s mid-year, volunteer hours are lower and meals on wheels is higher by about almost 1000 meals. Case management and information & assistance totals are still being inputted to the database by a volunteer.
- Meals on Wheels substitute drivers are still needed. Please check with Charlene if you are interested.

**Meeting Adjourned:** Moved by D. Sharpe, seconded by F. Schuck to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:23AM.

**Next Meeting: Tuesday, September 4, 2018 at 11:00 AM**