

**COMMISSION ON AGING MEETING MINUTES**  
**Tuesday, September 6, 2016**  
**Stoughton Room, Stoughton Area Senior Center**

**Present:** Robert Barnett, Lou Havlik, Nan Hoffman, Dennis Kittleson, Don Mix, Mary Onsager, Jeanne Schwass-Long, Charlotte Snow

**Guest:** Mayor Olson

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

**Absent & Excused:** David Bacon, Rosalind Gausman, Ron Jensen, David Sharpe

**Call to order:** J. Schwass-Long called the meeting to order at 11:00 AM.

**August Minutes:** Moved by D. Kittleson, and seconded by D. Mix to approve; passed unanimously.

**Director Comments:** Cindy McGlynn

- Betty Thompson passed away Friday morning. Cindy will pass along news of her services to fellow COA members when we receive it.
- J. Schwass-Long spoke with Milt Sperle and he will have a new Rutland representative appointed for next month's meeting.
- Lisa Hanson our Nutrition Coordinator has been on medical leave for the past month. She hopes to return to work by October 4. Cindy, Hollee, Tricia along with volunteers have and will continue to cover her kitchen duties.
- New countertops were installed two weeks ago.
- The riverfront should be completed by early October. Along with new rock, the blue dock will be removed (the handicap accessible dock will stay) and a new canoe rack will be installed.
- The City will have a department-wide Open House on September 29 from 3-7pm. A carnival will take place at the Utilities parking lot and the Senior Center will be open for tours.
- Hollee noted that Cindy received the Wisconsin Association of Senior Centers' Professional Excellence Award and thanked the Mayor and COA members for their assistance with nominating her. An article was published in last week's Hub.
- Hollee had emailed registration information for the Wisconsin Aging Network Conference, and Cindy reiterated that COA members are invited to attend. Cindy will go for both days and Hollee will be returning to cover the kitchen.

**Strategic Plan: Ad Hoc Committee Update**

- Cindy thanked L. Havlik and N. Hoffman for agreeing to meet with Hollee two weeks ago to discuss a "next steps" draft for the Strategic Plan. Lou and Nan organized the focus group responses and created strategic issue statements and action plans to guide our committees' work.
- L. Havlik commented that the idea for updating brochures was to show participants in active roles rather than only seated activities to attract younger retirees. She added we have a very good Center and there's a reason Cindy got an award. There is always room for improvement and this draft is an attempt. This is just a starting point; committees may and are encouraged to come up with other ideas.
- Staff are beginning to look over the draft and including their feedback in comments.

- Hollee will email this draft to COA for their feedback as well. Please reply to Hollee with your comments either by email or hand-written.
- A next draft is expected to be available for the next meeting.

### **Committee Membership**

- C. McGlynn emphasized the need for more community members. Contact her with ideas for who may have the skills and interest to serve on these committees.
- Descriptions of the committees are in the COA bylaws or attached flyer.
- Hollee will email the updated flyer (thanks to Nan and Lou for suggestions) and will putting an ad in the newspaper, Facebook (currently has 212 followers), Twitter and our website.

### **Other:**

- D. Kittleson questioned whether an email can be sent out letting City Council know of our need for kitchen help while Lisa is away. The Mayor and Cindy agreed that this could be done. Staff will assess needs and communication.
- L. Havlik offered to help in the kitchen on the Friday of the Aging Network Conference. Hollee thanked her for the offer, but has already finalized the refund.

### **Legislative Update**

- The City Budget process is still moving along. The Mayor will be meeting with department heads at the end of the month to review their line item requests.
- The Senior Center does not have any new items to our budget.

**Meeting Adjourned:** Moved by N. Hoffman seconded by M. Onsager to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:20 AM.

**Next Meeting: Tuesday, October 4, 2016 at 11:00 AM.**