

SENIOR CITIZENS COMMITTEE  
MONONA COMMUNITY CENTER  
**Monona Room**  
1011 Nichols Road  
Monona, Wisconsin

AGENDA

Thursday, September 14th, 2017  
**5:00 P.M.**

1. Call to Order
2. Roll Call
3. Approval of Minutes from July 27th, 2017
4. Appearances
5. New Business
  - A. Approval of 2018 Operating Budget for Monona Senior Services
6. Reports
  - A. EMMCA Report – Sonya Lindquist, Executive Director
  - B. Chairperson’s Report – Alderman, Brian Holmquist
  - C. Monona Senior Center Report – Diane Mikelbank, Director
  - D. Friends of the Monona Senior Center Report – Stan Nielsen, Treasurer
7. Miscellaneous Business –
8. Next Meeting Scheduled: TBD
9. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andruz at (608) 222-2525 (not a TDD telephone number), FAX (609) 222-9225, or through the City Police Department TDD telephone number 222-2535.

This public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information about or speak on a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Monona Senior Center  
SENIOR CITIZENS COMMISSION

MINUTES  
July 27th, 2017  
5:00 P.M.

The meeting of the Senior Citizens Commission for the City of Monona was called to order by chairperson, Brian Holmquist at 5:00 p.m.

PRESENT:

Chairman Aldm. Brian Holmquist, John Anderson, Glenn Vosberg, Steve Halverson, Gwen Feit, and Peggy McDonald

ALSO PRESENT:

Diane Mikelbank, Monona Senior Center Director, Sonya Lindquist, Executive Director of the East Madison/Monona Coalition of the Aging, Stan Nielsen, Friends of the Monona Senior Center

ABSENT: Sara Whalen

APPROVAL OF MINUTES:

Minutes of the September 21st, 2016 meeting were approved on motion by Steve Halverson, seconded by Gwen Feit. Motion carried unanimously.

APPEARANCES: None

NEW BUSINESS:

**Agenda Item 5-A Discussion: Senior Committee vs. Senior Commission**

Diane Mikelbank reviewed that as part of the City's recodification process all citizens groups as well as policies, fees, etc. are looked at for accuracy and to assure documentation is up-to-date. Part of this process was looking at citizen groups. Groups that are sanctioned or required to exist as part of a state or federal mandate are called commissions. Other groups that serve an advisory role, but do not have any power to make changes to policies, etc. are called committees.

The Monona Senior Commission is not a sanctioned group and does serve in an advisory role. By changing the name to "committee" it provides clarity that the Senior Commission serves an advisory role.

A motion was made by Gwen Feit and seconded by Peggy McDonald to change the name to "Committee" from "Commission." Motion passed unanimously.

**Agenda Item 5-B Approval of 2018 – 2022 Capital Budget for Monona Senior Services**

Diane reviewed proposals for capital budget projects for the next five years. Projects include: 2018 – Computer Lab Upgrade (Rank 1) and Mobile Scanner Purchase (Rank 2), 2019 – Replace 12 Square Tables, 2020 – Mobile Scanner and Additional Key Tags, 2021 – Painting Interior Walls of Senior Center and 2022 –

Replacing the Copy Machine. Discussion followed. A motion was made by Gwen Feit and seconded by Steve Halverson to approve the 2018 – 2022 Capital Budget as presented. Motion carried.

REPORTS:

- A. **EMMCA Report** – Sonya Lindquist covered highlights from their quarterly report. Their case managers serve approximately 60 Monona residents per month. Their biggest issues include home chore needs including personal care and the extra time necessary dealing with mental health issues. Day center numbers are down as are numbers for the nutrition program. Some of this is due to the fact that the adult day meals no longer count toward the nutrition program meals. Sonya also explained that the four coalitions on aging have been discussing the concept of collaboration with changes happening toward the end of 2018. Their goal with the collaboration is to increase the number of seniors served by 15% in five years with the same budget dollars. More will be shared in the fall regarding this potential collaboration.
- B. **Chairperson’s Report** – Brian Holmquist shared that the Bray Study on facilities is being revisited and City Council members are looking into the state of the City’s buildings. There are been tours of all facilities including mechanicals and storage spaces. The plan is to contract with Bray to make some revisions to the study so we have current information. A small group will be formed to make decisions on next steps in this process.
- C. **Monona Senior Center Report** – Diane Mikelbank shared the latest attendance statistics as participation numbers continue to increase.
- D. **Friends of the Monona Senior Center Report** – Stan Nielsen reports that the Friends group remains busy and is making long-term plans for investments. Their special events this year have been successful.
- E. MISCELLANEOUS BUSINESS: None

NEXT MEETING: To be announced.

ADJOURNMENT: A motion to adjourn was made by, John Anderson and seconded by Gwen Feit. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

*Diane Mikelbank*

Diane Mikelbank, Director  
Monona Senior Center



**DEPARTMENT  
PROGRAM BUDGET  
ACCOUNT**

**Community Rec. Service  
Senior Services  
204**

**MISSION OF DEPARTMENT:**

The mission of the Monona Senior Center is to provide those fifty and over with education, social, recreation, health and fitness programs as well as volunteer opportunities. We strive to enhance the dignity, support the independence and enrich the quality of lives of and advocate for older adults.

**CHALLENGES AND OPPORTUNITIES FOR 2018:**

1. **INCREASED USE OF SENIOR CENTER FOR OUTSIDE GROUPS:** The Monona Community Center continues to be in high demand by outside groups for special Community events. The Senior Center cancels programs for the Lil' Badger Consignment Sale, Holiday House Bazaar and in 2018 for the All-City Swim meet. Although we appreciate the generous donations to our department from these groups, it is still a challenge to notify participants, re-schedule and re-locate activities. 2018 will offer staff the opportunity and challenges to be creative in our efforts to keep participants active and engaged.
2. **SPACE LIMITATIONS:** If upgrading our computer lab is approved through the capital budget, we will have the opportunity to keep programs in the Monona Room that we otherwise have been considering relocating due to them getting too large for that space. We appreciate the use of the Monona United Methodist Church for a new programming we are starting this fall, which works with RSVP to coordinate volunteers with service projects that will meet a need in our community. New program offerings will need more creative thinking and using the idea that we need to be a Senior Center "without" walls meaning we won't be contained to Community Center space and need to explore space options elsewhere in our community.
3. **THE FRIENDS OF THE MONONA SENIOR CENTER** continue to offer many enhancements to what the City of Monona can offer older adults in this community. Besides the Summer Concert series, attended by over 1000 participants, and their Fabulous Fashions fund-raiser in September, they have sponsored stipends for all speakers of the *Scholarly Scoop* lecture series as well as other speakers and entertainers beyond what our budget will allow. Finally, the Friends support scholarships for participation in Senior Center programs.
4. **MONONA AREA DEMENTIA FRIENDLY COMMUNITY COALITION:** Our coalition came together because we want Monona to be a great place to grow old for everyone...including people who live with dementia and their caregivers. To date, 21 businesses have been through the Dementia friendly training. Participation in this coalition has decreased significantly over the past year due to staffing changes and role changes for some of our group leaders. Heritage Monona has recently started working with us and they hope to begin a Memory Café in the next few months. We will need to recruit more participants for this initiative to continue this important work.

**LONG-TERM GOALS FOR THE DEPARTMENT:**

The Senior Center will continue to meet the needs of a changing senior population, offering seniors the education, social and recreational experiences they seek based on their ideas, requests, and concerns. Monona's Senior Commission has determined that the long term goals of this committee include:

- **Goal:** Increase marketing exposure for Senior Center programs. **Objective:** Attempt at least two new marketing avenues to draw new users to the Senior Center (2018).
- **Goal:** Recruit new members to assist with the Monona Area Dementia Friendly Community Coalition. **Objective:** Find at least two additional people to help with the efforts of the initiative (2018).
- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community. **Objective:** Enhance evaluation of programs and services provided by Monona Senior Center to identify areas where improvements can be made. (Ongoing/2018).

**SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:**

- EMMCA – is requesting a 1.9% increase (\$900) in their Contract Senior Services budget line to allow for staff salary increases and 1.6% increase (1300) in Home Chore for the coordinator’s salary increase as well as to support funds for cleaning services.

**ANALYSIS OF PROPOSED BUDGETS:**

**2018 Department Budget:** The proposed budget will allow us to maintain the current needs of the senior community.

**2018 Committee Budget:** The 2018 Committee Budget is proposing **XXX**.

**GOAL ACHIEVEMENTS IN 2017:**

- **Goal:** Increase intergenerational opportunities by collaborating with area schools to bring the generations we serve together. **Objective:** Provide at least two additional intergenerational opportunities in 2017.

We made tremendous increases in the number of intergenerational programs offered at the Senior Center. In the 2017/2017 school year, we had 13 adult coloring, 8 exercise and 1 Low Vision intergenerational opportunities. We had mixed success with these efforts. Adding 20 children to any of our groups can be somewhat disruptive and was not always a positive experience for our participants.

- **Goal:** Develop ways to share the success story of the Monona Senior Center.
- **Objective:** Work with statistics, evaluation and testimonials to develop the Monona Senior Center “story.” This tool can be used for grant funding, sponsorship and recruitment of quality leadership.

We succeeded in meeting this goal because we created for the first time an annual report; gathering statistics and images that show our growing numbers and greatest accomplishments. In addition, after feedback from our volunteers, we are holding an open house in September to allow our participants to “tell the story” of what we have to offer and why they like to be a part of it. We are also going to try an extensive evaluation process starting in the fall of 2018, which will give us feedback on where we can improve as well as offer an opportunity for more dialogue from our participants.

- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community. **Objective:** Accomplish two presentations for community groups, telling them about the Senior Center programs and services. (Ongoing/2016).

Welcome Packets to all new residents in Monona Senior housing continue to be distributed. This has been a great opportunity for us to get our newsletter in the hands of those new to Monona as well as so many other valuable resources to assist them in finding services and socialization in Monona.

**EXPLANATION OF SENIOR CENTER BUDGET INCREASES:**

204-55-55310-110	Senior Center Personnel	Increase of \$1,748	1.75% ↑
204-55-55310-214	Contracted Senior Services	Increase of \$900	2% ↑
204-55-55310-342	Home Chore	Increase of \$100	1.6%↑

SENIOR SERVICES 2018  
ACCOUNT JUSTIFICATIONS

**REVENUES**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 188,743	Amount needed to subsidize Senior Center
204-46-43570-000 CULTURE/RECREATION GRANT	\$ 4,966	County transportation grant
204-46-46710-200 FUNDRAISING REVENUES	\$ -0-	Discontinue fundraising as part of operating budget.
204-46-46710-300 SENIOR CENTER PROGRAM FEES	\$ 9,500	Includes revenues incurred for general programs of \$3,500 MATC building rental - \$500, and other miscellaneous programs - \$2,500.
204-46-46710-400 NEWSLETTER ADVERTISING	\$ 1,800	Revenues from additional advertisers obtained beyond those necessary to publish newsletter

**EXPENDITURES**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
204-55-55310-110 ADMINISTRATIVE SALARIES	\$ 71,901	Senior Center Director's salary
204-55-55310-119 WAGES, PART-TIME	\$ 30,140	Includes 1020 hours (19 hours/week) for two (2) project assistants, at \$15.66 per hour and \$13.89 per hour.
204-55-55310-130 FICA	\$ 7,806	Social Security at 7.6%
204-55-55310-131 WISCONSIN RETIREMENT	\$ 6,735	Wisconsin Retirement at 6.8%
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 3272	Health allocation for Senior Center Director buyout option
204-55-55310-134 PROFESSIONAL DEVELOPMENT	\$ 1,000	Memberships: WASC-\$65, NCOA-\$145 conferences for 2 staff-\$700, ESN-\$45
204-55-55310-214 CONTRACTED SENIOR SERVICES	\$ 46,800	Case management services with 1.9% wage increase for case managers.
204-55-55310-310 OFFICE SUPPLIES	\$ 1,700	Printer ink, paper and other office supplies.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55310-312 POSTAGE	\$ -0-	Postage for senior programs.
204-55-55310-339 FUNDRAISING EXPENSES	\$ -0-	Discontinued fundraising as part of operating budget. All fundraising dollars raised are collected in a donation account.
204-55-55310-340 SENIOR PROGRAM EXPENSES	\$ 9,500	Expenses associated with programs offered through the Senior Center such as: holiday programs, Low Vision, Men's Breakfast, supplies, refreshments, entertainment, catered meals, etc.
204-55-55310-347 MAINTENANCE FEE – ELECTRONIC ATTENDANCE SYSTEM	\$ 2,000	Includes updates to software, access to technical support, nightly database backups and periodic web-based refresher training.
204-55-55310-346 SENIOR TRANSPORTATION	\$ -0-	Transportation to Monona Farmers' Market: DISCONTINUED.
204-55-55310-342 PROGRAM DEVELOPMENT (Home Chore)	\$ 6,200	Request from Coalition for coordination of home chore services.
204-55-55310-343 TRANSPORTATION	\$ 4,966	Grant from Dane County for group transportation; funding is used to pay for shopping trips to Woodman's and East Towne and transportation to the Low Vision support group.
204-55-55310-345 RSVP	\$ 7,651	RSVP (Retired Senior Volunteer Program) ride scheduler at \$3,279, mileage reimbursement for volunteer drivers at \$3,064 and office expenses