

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

AGENDA

Thursday, August 27th, 2019
5:00 P.M.

1. Call to Order
2. Roll Call
3. Approval of Minutes from June 27th, 2019
4. Appearances
5. New Business
 - A. Approval of 2020 Operating Budget for Monona Senior Services
6. Reports
 - A. Chairperson's Report – Alderperson, Molly Grupe
 - B. Friends of the Monona Senior Center Report – Stan Nielsen, Board Member
 - C. NewBridge Report – Jim Krueger, Fund Development Director and Katie Gallagher, Marketing Director
 - D. Monona Senior Center Report – Diane Mikelbank, Director
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 COMMITTEE

MINUTES
June 27th, 2019
4:00 P.M.

The meeting of the Senior Citizens Committee for the City of Monona was called to order by chairperson, Molly Grupe at 4:08 p.m.

PRESENT:

Chairperson Alder Molly Grupe, John Anderson, Steve Halverson and Sara Whalen

ALSO PRESENT:

Diane Mikelbank, Monona Senior Center Director

ABSENT: Gwen Feit, Glenn Vosberg, Peggy McDonald

APPROVAL OF MINUTES:

Minutes of the March 7th, 2019 meeting were approved on a motion made by Steve Halverson and seconded by Sara Whalen to approve the minutes. Motion carried.

APPEARANCES: None

NEW BUSINESS:

- A. Approval of 2020 – 2024 Capital Budget for Monona Senior Services
Diane Mikelbank reviewed the proposed capital budget items for the coming years.
2020 - The purchase of a **copy machine** needs to be moved up to 2020 as the current machine (purchased in 2013) is showing signs of wear and is no longer on a service contract because there is no guarantee that they can find parts. Our current machine and the one proposed are black and white only. It was recommended by Molly Grupe to inquire about the purchase of a color copier considering the number of programs we need to promote and the tendency for the population we serve to like items in print.
Proposed \$5,000

- 2021 – MySeniorCenter Upgrades** including a new touchscreen monitor, mobile scanner and key tags. Since we started using the system in 2014, it is recommended that we be prepared to replace the touchscreen after 7 years. We often use the mobile scanners for programs we hold in the upper level of the Community Center and for large gatherings. We would like to look into using a mobile scanner for some of the programs we hold at the library in order to capture more accurate data.
Proposed \$3,000

2022 – Painting Interior Wall of Senior Center

This job was last done in 2003.

Proposed \$3,000

2023 – Sustainability Products

In an effort to reduce waste and help Monona achieve its sustainability goals, it is proposed that we invest in some products that will allow for us to do this more often. This proposal includes the purchase of light weight dishes, a floor standing dry erase board (directional, shaped like an arrow), a portable double sided dry erase board and a digital sign. Although we currently have plates and bowls, they are extremely heavy and don't stack nicely. Our senior volunteers may be better able to handle light-weight dishes. The other items will cut back on our use of paper to promote programs, direct visitors to rooms for programs and notify of important messages.

Proposed \$3,000

John Anderson made a motion to move the 2023 sustainability items to 2020. This motion was seconded by Sara. Motion carried.

Molly moved to approve the 2020 capital budget project of purchasing a copy machine up to \$10,000 for a color copier. This motion was seconded by Steve Halverson. Motion carried.

REPORTS:

- A. **Chairperson's Report** – Alderperson Grupe shared that the Riverfront development is moving along. The apartments will be moved into starting in July and the businesses that will be available in that area include a restaurant, cigar and wine shop, coffee shop and salon. The boutique hotel will be opening shortly after that as well as the Monona Bank River Rink in the new city park.

She discussed and answered concerns regarding entrances into the development and spoke in detail about the Bridge road construction in the coming weeks. When the construction in this area is complete, the intersection of Winnequah and Bridge Road will be a four-way stop. She assured all that emergency vehicles and their access has been made a top priority through the planning of this construction project.

Alderperson Grupe also talked briefly about the Renew Monona project.

- B. **Monona Senior Center Report** – Diane Mikelbank shared attendance statistics. She also shared that the city website will be updated by the end of this year to make it more user friendly. Finally, it was shared that this transition with NewBridge is going well overall. The Senior Center continues to advocate for Monona Seniors to assure all have access to services.

MISCELLANEOUS BUSINESS: None

NEXT MEETING: TBD

ADJOURNMENT: A motion to adjourn was made by Steve Halverson and was seconded by John Anderson. Meeting adjourned at 5:07 p.m.

Respectfully submitted,

Diane Mikelbank

Diane Mikelbank, Director
Monona Senior Center

DRAFT

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Rec. Service
Senior Services
204**

MISSION OF DEPARTMENT:

The mission of the Monona Senior Center is to provide those 50 and over with, social, recreation, and health and fitness programs as well as education and volunteer opportunities. We strive to enhance the dignity, support the independence, enrich the quality of life, and advocate for older adults.

CHALLENGES AND OPPORTUNITIES FOR 2020:

1. **INCREASED STAFFING OFFERS GREAT OPPORTUNITY:** Due to the increased staffing offered the Senior Center with our full-time Program Coordinator, we have had the opportunity to explore new programming options including genealogy, increased focus on fitness testimonials and improving monthly statistical reports so they tell a better story.
2. **SPACE LIMITATIONS:** 2020 will bring significant challenges as the Parks and Recreation camp program will be needing the Lounge during the day in the summer months and perhaps year round. The Senior Center currently offers approximately 45 classes per month in the lounge during the summer, serving over 250 seniors each month. The task of finding a new location to hold these classes along with their equipment may be near impossible, meaning we are faced with decreasing programs for a population that is increasing in size in Monona.
3. **THE FRIENDS OF THE MONONA SENIOR CENTER** continue to offer many enhancements to what the City of Monona can offer this community. Besides the Summer Concert series, attended by over 1,300 participants and their Fabulous Fashions fundraiser in September, the Friends sponsor entertainers, speaker stipends for *Scholarly Scoop* and have financed other Senior Center expenses that fall beyond our operating budget. Finally, the Friends support scholarships for those in need to participate 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. 2019 has focused on growing our leadership team and marketing our efforts. We continue to train and retrain interested businesses. Heritage Monona has moved their Memory Café to Monona Library, where families can meet monthly for support, activities and resources. Comfort bags were distributed to Monona Public Safety team to help those with dementia if their caregiver is in need of medical attention.

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:** Address Lounge space concerns without decreasing fitness programming for Monona retirees.
Objective: Find a space to accommodate the classes and equipment necessary to maintain the current level of service regarding fitness offerings (April 2020).
- **Goal:** Develop more efficient volunteer management procedures as the time involved in volunteer recruitment and retention continues to increase
Objective: Develop consistent lists and descriptions for volunteers and staff to refer to in order to communicate better with volunteers and fill needs of the Senior Center (2020).

- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community. **Objective:** Continue evaluation of programs and services provided by Monona Senior Center to identify areas where improvements can be made. (Ongoing/2020).

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

- NewBridge is requesting a 3% increase for salaries in their Contract Senior Services and Home Chore budgets. They have also added hours for outreach in Monona.
- RSVP is requesting a 2.6% increase to their budget (\$217) to cover the ride scheduler’s COLA of 2%. Mileage reimbursement rate is going up to .58/mile in 2020.
- Monona Senior Center personnel budget increased by 2%.

ANALYSIS OF PROPOSED BUDGETS:

2020 Department Budget: The proposed budget will allow us to maintain the current needs of the senior community.

2020 Committee Budget: TBD.

GOAL ACHIEVEMENTS IN 2019:

- **Goal:** Increase marketing exposure, specifically focusing on more social media activity for Senior Center programs. **Objective:** Increase social media use by 100% and gauge effect it has (2019).
 - This goal was met this year by including more Facebook posts regularly before and after programs. Extra promotion through social media was used then we sought to boost interest in a program.
- **Goal:** Complete training and adjustment to new staffing level while exploring opportunities for promoting the Senior Center. **Objective:** Present Senior Center information on at least two occasions in the community (2019).
 - This goal was met. Our full-time Program Coordinator will have a full year under her belt this October. She has completed in-house training and we hope to have more CVMIC training happen in 2020. There has been an increase in promotion of the Senior Center in the community. Pubic presentations as well as more flyer distribution has happened.
- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community. **Objective:** Continue evaluation of programs and services provided by Monona Senior Center to identify areas where improvements can be made. (Ongoing/2019).
 - Program evaluation efforts were thorough and covered all offered programs. Advocacy was also established through the transition from EMMCA to NewBridge. Keeping Monona in the minds of this much larger organization took some extra care but the results are obvious.

EXPLANATION OF SENIOR CENTER BUDGET INCREASES:

204-55-55310-110	Senior Center Personnel	Increase of \$2,111	2% ↑
204-55-55310-214	Contracted Senior Services	Increase of \$1,466+\$700	3% ↑
204-55-55310-342	Home Chore	Increase of \$192	3%↑
204-55-55310-345	RSVP – Driver Services – Ride Scheduler	Increase of \$217	2.6%↑

SENIOR SERVICES 2019

ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 222,701	Amount needed to subsidize Senior Center
204-46-43570-000 CULTURE/RECREATION GRANT	\$ 5,204.00	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	\$ 9,300	Includes revenues incurred for general programs
204-46-46710-400 NEWSLETTER ADVERTISING	\$ 1,800	Revenues from additional advertisers obtained beyond those necessary to publish newsletter

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-55-55310-110 ADMINISTRATIVE SALARIES	\$ 74,989	Senior Center Director's salary
204-55-55310-119 WAGES	\$ 54,953	Includes 1020 hours (19 hours/week) for one (1) project assistant at \$16.70 per hour and Full-time Program Coordinator at up to \$18.23 per hour (\$37,918)
204-55-55310-130 FICA	\$ 9,941	Social Security
204-55-55310-131 WISCONSIN RETIREMENT	\$ 8,771	Wisconsin Retirement at 6.55%
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 11,315	Health allocation for Senior Center Director buyout option
204-55-55310-134 PROFESSIONAL DEVELOPMENT	\$ 1,000	Memberships: WASC-\$65, NCOA-\$145 conferences for 3 staff-\$700, ESN-\$45
204-55-55310-214 CONTRACTED SENIOR SERVICES	\$ 50,346	Case management services with 3% wage increase for case managers plus 2 hours per month of outreach

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55310-310 OFFICE SUPPLIES	\$ 2,240	Printer ink, paper and other office supplies. Increase of \$540 for copy machine service contract and color copies
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)	\$ 6592	Request from Coalition for coordination of home chore services with 3% increase.
204-55-55310-343 TRANSPORTATION	\$ 5,204	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	\$ 8,422	RSVP (Retired Senior Volunteer Program) ride scheduler at \$3,811, mileage reimbursement for volunteer drivers at \$3,190 and office expenses

Monona Driver Services 2020 Budget Request

	2019 Monona Approved	2020 Monona Request	2020 Dane County Support	2020 TOTAL
SALARIES				
Ride scheduler	3736	3811	4083	7894
PAYROLL TAXES/ FRINGE BENEFITS				
21.29% of PAYROLLI	795	811	869	1680
SUPPLIES/PRINTING	150	150		150
AUDIT	170	170		170
TELEPHONE	200	200	366	566
LOCAL TRAVEL	90	90		90
REIMBURSEMENT TO DRIVERS				
5500 Miles at .58 Cents/mile	3064	3190		3190
<u>ADMINISTRATIVE EXPENSES</u>				
5500 Miles at .37 Cents/Mile			2035	2035
TOTAL	8205	8422	7353	15775

* Ride Scheduler's COLA increase 2%

*Mileage rate is going up .58/mile

**NewBridge Madison
2020 Budget Request**

NewBridge Madison	Home Chore	Case Management	Outreach & Advocacy
Salaries & Taxes *	\$3,341	\$33,272	\$525
Benefits	\$657	\$822	
Total Personnel	\$3,998		\$525
Operating Expenses			
Home Chore Reserves	\$1,700	\$0	
General Expenses	\$770	\$8,044	\$175
Space/Utilities	124	\$7,508	
Total Operating Expenses	\$2,594	\$15,552	\$175
Total Expenses	\$6,592	\$49,646	\$700

*Requesting 3% increase for salaries in 2020

** Asking for 2 hours/mo plus expenses to conduct outreach to seniors at the Monona Senior Center

NewBridge Madison 2020 Budget request = \$56938