

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

AGENDA

Tuesday, September 13th, 2022
5:00 P.M.

1. Call to Order
2. Roll Call
3. Approval of Minutes from August 11th, 2022 meeting
4. Appearances
5. New Business
 - A. Review and Approval of 2023 Operating Budget proposal for Monona Senior Services
7. Reports
 - A. Updates/Discussion on Diversity, Equity, Inclusion and Belonging (DEI) Efforts
 - B. Chairperson's Report – Alderperson, Brian Holmquist
 - C. Friends of the Monona Senior Center Report – Stan Nielsen, Board Member
 - D. NewBridge Report – Jim Krueger, Executive Director
 - E. 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 Alene Houser 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
August 11th, 2022
5:00 P.M.

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

PRESENT:

Chairperson Alder Brian Holmquist, Molly Grupe, Glenn Vosberg, Gwen Feit, John Anderson, Steve Halverson and Judy Runk

ALSO PRESENT:

Diane Mikelbank, Monona Senior Center Director
Jim Krueger, Executive Director NewBridge Madison

ABSENT: None

APPROVAL OF MINUTES:

Minutes of the March 2nd, 2022 meeting were approved on a motion made by Steve Halverson and seconded by Molly Grupe to approve the minutes. Motion carried unanimously.

APPEARANCES: None

NEW BUSINESS:

A. Review of Monona Senior Center Active Shooter/Active Threat Policy for approval

Diane Mikelbank shared that through the recent State Re-Accreditation process, it was recommended that we develop and implement an Active Shooter policy for our Senior Center. Diane Mikelbank has worked with Monona PD officer, Landon Flora to develop a thoughtful procedure to follow if a threat were to occur at the Senior Center. These procedures include direction on which rooms to use to seek shelter in the event of an active shooter/active threat. Further details explain how to proceed and factors to consider once in a safe space. It was suggested that we include a map of the Senior Center that indicates the rooms recommended to seek shelter in. Molly Grupe approved the Monona Senior Center Active Shooter/Active Threat Procedure with the recommendation from the Monona Police Department on whether a map should be included in the procedures. This motion was seconded by Steve Halverson. Motion carried unanimously.

B. 2023 – 2027 Capital Budget proposal for Monona Senior Services

Diane Mikelbank reviewed proposed capital budget projects for the coming years. In 2023, the Family Restroom could use an update. This bathroom is located right off the main programming space of the Senior Center and gets a lot of use. Pool patrons also use it as a gender neutral restroom in the summer months. Although the facilities are functional, the toilet is a very old model and the tank parts have been replaced and maintained many times over the years. The sink in this restroom is a very small sink with no counter, therefore

Minutes – Monona Senior Citizens Committee (Continued)
August 11th, 2022

no place to put an item down while washing hands or accessing the auto door button. The budget proposed (\$20,000) would be a complete update including tile floor and tile on wall (which contains a built-in garbage receptacle).

2024 proposal is the replacement of all 6-foot (6) and 8-foot tables (8) in the Senior Center for \$5,000

2025 proposal is an appliance update for items in the Senior Center kitchen for \$5,800. By this time, all appliances will be at least 8 years old. Because they are not commercial machines and not maintained like at home (due to limited maintenance for cleaning refrigerator coils, changing filters, etc.) and are used by members of the public, they seem to wear quickly.

Discussion included comment by Steve Halverson who said he researched the company who did the bathroom quote, KSW Construction, and they seem to be reputable, experienced and no complaints by the BBB. There was also discussion on the possibility of scaling back the bathroom update to only replace the toilet and sink if necessary. In addition, there was discussion about the commercial dishwasher that would be greatly appreciated by the Dane County Nutrition Site, held at the Senior Center on Fridays. Funding options were discussed as well as options to make this happen earlier than the 2025 proposed date.

Motion was made by Steve Halverson to approve the proposed 2023 – 2027 Capital Budget proposal for Monona Senior Center. This motion was seconded by Gwen Feit. Motion passed unanimously.

REPORTS:

A. **Updates/Discussion on Diversity, Equity, Inclusion and Belonging (DEIB) Efforts** –

Alderman, Brian Holmquist reported that the ad hoc committee who created a report on Monona's DEIB provided a variety of recommendations for the community. Next, a group will be developed to address the suggested strategies.

Diane Mikelbank shared that the Senior Center will be offering (in collaboration with NewBridge, Madison Senior Center and Goodman Community Center) Connecting Across Differences, an 8-week session on compassionate communication, offering tools for reaching across differences, scheduled to begin Sept. 12th and run through Oct. 31st on Mondays from 1:00 – 3:00 p.m.

B. **Chairperson's Report** – Alderman Holmquist shared that they latest hiring process for the City Administrator resulted in an offer, but unfortunately terms of employment could not be agreed upon. Therefore, Marc H. will continue as interim City Admin. and the hiring process will be revisited in the early 2023. Hiring during budget approval months is particularly challenging. Further updates included workforce housing being proposed near Menards and the development proposed at the current Monona Gardens location among other developments in Monona.

C. **Friends Group Report** – Judy Runk reported on behalf of the Friends Group that they just completed a successful Summer Concert series. The weather, sponsorships and crowds were all very good. Next, the Friends will focus on their fall fundraiser, Let's Dance, at the East Side Club on Saturday, October 9th from 1:00 – 4:00 p.m.

D. **NewBridge Report** – Jim Krueger reported that the East Madison office location of 4142 Monona Drive has been sold. The building was larger than needed for the current work model and the building was in need of repair. They will rent the new location, which will be revealed in the coming weeks. This new location will still house the loan closet, staff work space, meeting space and limited parking, as there will not be regular programming scheduled at this location.

Jim also shared the second quarter report on Case Management, Home Chore and Nutrition. Service numbers are stable and significant trends include housing, nutrition, home chore and benefits assistance.

Jim mentioned that there are over 70 seniors on a wait list for service and the current wait time for assistance is 2 ½ months. An additional Case Manager had been hired and Jim has written a grant in the hopes that an additional Case Manager could be added.

- E. **Monona Senior Center Report** – Diane Mikelbank shared the 2022 Second quarter report and highlighted rising program participation numbers. Finding adequate volunteers continues to be a challenge post pandemic. Senior Center staff are taking on more program facilitation as we are incorporating more off-site programs and are bringing back programs without the volunteer assistance we once had.

Further discussion continued on obtaining a commercial dishwasher to assist with the Nutrition Program. Possible assistance is available. Diane will investigate recommended machines for the nutrition program, possible partnerships and space needed for this type of machine.

MISCELLANEOUS BUSINESS: None

NEXT MEETING: TBA

ADJOURNMENT: A motion to adjourn was made by Steve Halverson and was seconded by Judy Runk. Meeting adjourned at 6:22 p.m.

Respectfully submitted,



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 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 2023:

1. **Nutrition Site Addition:** In April of 2022, we introduced the addition of hosting the senior nutrition site every Friday. Although squeezing one more weekly program in makes for very busy Fridays, the opportunities this program provides include new faces to our community, regular participants engaging in this valuable program and an enhanced connection with NewBridge staff.
2. **Challenging Volunteer Climate:** Agencies, like ours, who rely on volunteers, are experiencing a decline in volunteer service since COVID. For Monona Senior Center, this means we spend more time on volunteer recruitment, training and coordination to cover the same volunteer needs we had before the pandemic.
3. **Looking Forward to 2023:** We are hopeful that pandemic numbers stay in a range where seniors feel safe gathering together indoors. We have returned to pre-pandemic program offering numbers and are approaching pre-pandemic attendance numbers.

LONG-TERM GOALS FOR THE DEPARTMENT:

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

- **Goal:** Enhance Senior Center volunteer team by engaging technically skilled individuals through volunteer service.
Objective: Recruit and train at least one volunteer who can assist with data entry for the Senior Center. (2023).
- **Goal:** Promote diversity, equity, inclusion and belonging in our community.
Objective: Offer and promote at least two events that focus on inclusion and/or diversity, staff will engage in at least one training focused on this topic and keep the conversation of diversity and inclusion active through committee and other meetings (2023).
- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community.
Objective: Remain aware of program and service changes that may be proposed due to budget challenges and provide information to elected officials to protect the independence of older adults in Monona. (2023).

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

- We have shifted away from catered holiday meals due to the addition of the nutrition site. This means we will be collecting less in program fees.

ANALYSIS OF PROPOSED BUDGETS:

2023 Proposed Budgets: The budgets proposed are as directed by the Mayor with a 0% and 1% budget with input from NewBridge Madison and RSVP driver services.

2023 Committee Budget: TBD

GOAL ACHIEVEMENTS IN 2022:

- **Goal:** Deliver vital connections to support older adults in aging well.
Objective: Provide knowledge, programming and resources to prevent social isolation through in-person programs (as we can safely do so), virtual programs and newsletter updates (2022).

This goal was achieved in 2022. Although we had a brief period in January when we scaled back some programs due to a Covid surge, for most of the year, we offered programs at pre-pandemic levels. In person educational sessions have been offered since the spring and we still offer some Zoom exercise, presentations and meetings. We have been gauging the comfort level of our participants as we plan each month.

- **Goal:** Promote diversity and inclusion in our community.
Objective: Offer and promote at least two events that focus on inclusion and/or diversity, regularly include images of diverse older adults in our publications and staff will engage in at least one training focused on this topic (2022).

The Senior Center offered *Connecting Across Differences* and *Historical and Contemporary Indigenous Rhetorical Practices* as at least two events that focused on inclusion and diversity. Lori Chapman took the *Nehemiah: Justified Anger* Course and other staff participated in the *CVMIC Supporting Diverse Communities* Session. We continue to include diverse images and entertainers in our program offerings.

- **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. (2022).

Transportation seems to be the focus of our advocacy in 2022. Staff have been keeping up with the Monona Transit Commission conversations regarding using Madison Metro and have researched other communities and how this transition may affect senior riders. We will continue to keep our seniors informed and share with staff and Commission members how potential changes will affect senior riders in our community.

EXPLANATION OF SENIOR CENTER BUDGET INCREASES:

1% increase budget	This budget reflects line item increases	1% increases per line	
RSVP budget	Same for both budget proposals	Decreased by 2%	

COMMUNITY RECREATION SERVICES – SENIOR SERVICES

ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 246,194	Amount needed to subsidize Senior Center
204-46-43570-000 CULTURE/RECREATION GRANT	\$ 5,360	County transportation grant
204-46-46710-300 SENIOR CENTER PROGRAM FEES	\$5,000	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	\$ 122,064	Senior Center Director's and Program Coordinator salaries (2 full-time positions)
204-55-55310-119 WAGES	\$ 18,068	Includes 1020 hours (19 hours/week) for one (1) project assistant
204-55-55310-130 FICA	\$ 10,720	Social Security
204-55-55310-131 WISCONSIN RETIREMENT	\$ 9,109	Wisconsin Retirement
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 11,946	Health allocation for Senior Center Director buyout option & Program Coordinator
204-55-55310-134 PROFESSIONAL DEVELOPMENT	\$ 1,000	Memberships: WASC-\$65, NCOA-\$145 conferences for 3 staff-\$790
204-55-55310-214 CONTRACTED SENIOR SERVICES	\$ 52,298	Case management services and 1 hour per month of outreach
204-55-55310-310 OFFICE SUPPLIES	\$2,262	Service Contract for Copy Machine, office supplies
204-55-55310-340 SENIOR PROGRAM EXPENSES	\$ 9,595	Expenses associated with programs offered

ACCOUNT	AMOUNT	DESCRIPTION
		through the Senior Center such as: holiday programs, supplies, refreshments, entertainment, etc.
204-55-55310-347 MAINTENANCE FEE – ELECTRONIC ATTENDANCE SYSTEM	\$ 2,020	Includes updates to software, access to technical support, nightly database backups and periodic web-based refresher training.
204-55-55310-342 PROGRAM DEVELOPMENT (Home Chore)	\$ 6,658	Request from NewBridge for coordination of home chore services.
204-55-55310-343 TRANSPORTATION	\$ 5,360	Grant from Dane County for group transportation; funding is used to pay for shopping trips to Woodman's and East Towne/Target and transportation to the Low Vision support group.
204-55-55310-345 RSVP	\$ 7,144	RSVP (Retired Senior Volunteer Program) ride scheduler at \$3,925, mileage reimbursement for volunteer drivers at \$1,813 and office expenses

**NewBridge Madison
2023 Budget Proposal**

NewBridge Madison			
2023 Budget (0% increase)	Home Chore	Case Management	Outreach & Advocacy
Revenue	\$6,658	\$51,080	\$700
Expenses			
Personnel			
Salaries & Taxes	\$4,107	\$34,738	\$525
Benefits	\$457	\$790	
Total Personnel	\$4,564	\$35,528	\$525
Operating Expenses			
Home Chore Reserves	\$1,200	\$0	\$0
General Expenses	\$770	\$8,044	\$175
Space/Utilities	124	\$7,508	\$0
Total Operating Expenses	\$2,094	\$15,552	\$175
Total Expenses	\$6,658	\$51,080	\$700
Total 2023 Budget	\$58,438		

NewBridge Madison			
2023 Budget (1% increase)	Home Chore	Case Management	Outreach & Advocacy
Revenue	\$6,658	\$51,591	\$707
Expenses			
Personnel			
Salaries & Taxes	\$4,174	\$35,249	\$532
Benefits	\$457	\$790	
Total Personnel	\$4,631	\$36,039	\$532
Operating Expenses			
Home Chore Reserves	\$1,200	\$0	\$0
General Expenses	\$770	\$8,044	\$175
Space/Utilities	124	\$7,508	\$0
Total Operating Expenses	\$2,094	\$15,552	\$175
Total Expenses	\$6,725	\$51,591	\$707
Total 2023 Budget	\$59,023		

**NewBridge Madison
2023 Budget Proposal**

NewBridge Madison			
2023 Budget (3% increase)	Home Chore	Case Management	Outreach & Advocacy
Revenue	\$6,858	\$52,612	\$721
Expenses			
Personnel			
Salaries & Taxes	\$4,307	\$36,270	\$546
Benefits	\$457	\$790	
Total Personnel	\$4,764	\$37,060	\$546
Operating Expenses			
Home Chore Reserves	\$1,200	\$0	\$0
General Expenses	\$770	\$8,044	\$175
Space/Utilities	124	\$7,508	\$0
Total Operating Expenses	\$2,094	\$15,552	\$175
Total Expenses	\$6,858	\$52,612	\$721
Total 2023 Budget	\$60,191		

Monona RSVP Driver Services 2023 Budget

	2022 Monona Approved	2023 Monona Request	2023 Dane County Support	2023 TOTAL
SALARIES				
Ride scheduler	3,925	3,925	3,925	7,850
PAYROLL TAXES/ FRINGE BENEFITS				
21.29% of Salaries	836	836	836	1,671
				-
SUPPLIES/PRINTING	150	150		150
				-
AUDIT	170	170		170
				-
TELEPHONE	200	200	366	566
				-
LOCAL TRAVEL	50	50		50
REIMBURSEMENT TO DRIVERS				
2,900 Miles at 62.5 Cents/mile	1,960	1,813		1,813
<u>ADMINISTRATIVE EXPENSES</u>				
2,900 Miles at 32.5 Cents/Mile			943	943
TOTAL	7,291	7,144	6,070	13,213