

**City of Verona
Senior Services Committee
Verona Senior Center
108 Paoli Street Verona WI 53593
Phone (608) 845-7471 Fax (608) 848-2784**

**Agenda
Monday, April 15, 2019
6:15 PM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes of March 2019 Meeting**
- 4. Director's Report for March 2019**
- 5. Report on March Programs and Case Management**
- 6. Review Expenses**
- 7. Discussion of the Format of Senior Services Commission Meetings**
- 8. Other Business**
- 9. Adjourn**

POSTED: Verona City Hall
Verona Public Library
Verona Senior Center
City Website @ www.ci.verona.wi.us

Verona Senior Services Committee

Meeting Minutes March 12, 2019

Call to Order: The meeting was called to order by Katie Kohl at 6:15 PM.

Roll Call: Present: Kohl, Jerney, Hanson Excused: Cronin

Approval of Minutes: Motion to approve minutes of January 2019 meeting by Jerney, seconded by Kohl, Approved, 2-0. (*Note that the February meeting was cancelled due to inclement weather*>)

Director's Report - January & February 2019

(Feb. 12 meeting was cancelled due to inclement weather.)

- Michele has created a new format for reporting participation which tracks monthly participation both this year and last year.
- Six weather-related closings (4 in January, 2 in February) impacted our programs and meetings, and have prompted a city-wide review of comp time and snow day policies.
- All-Staff Meetings are now being held every Thursday, 12:30 – 1:15pm.
- Program Manager plans to complete certification as an exercise instructor.
- The Facilities Manager & I met with the Friends Board to review space options for a private office for the Friends. It was determined that the best option was to continue using the classroom, scheduling reservations for Board use three mornings per week. This is working well.
- Mary led a Virtual Reality experience at the Verona Public Library on Feb. 4.
- Mary and Alasa attended a 2/13 Friends Board meeting & will attend the 3/13 meeting.
- Dementia Friendly training for Verona Veterinarian Services was moved to 3/14, and will be led by Dane Co. ADRC staff so I can attend our newly added staff meeting instead.
- Someone is throwing trash in the recyclable bin, which costs us \$15-22 per incident. We have communicated this with kitchen volunteers and posted additional signs.
- Verona Senior Center made the front page of the Wisconsin State Journal on March 5, 2019, with a lengthy article on fall prevention that included four pictures of our fall prevention class "Stepping On", led by Ron Dorr.
- The Annual Review & Preview was held on March 11. It will be aired on local cable TV.
- Department Meetings:
 - 1/10 - Nutrition Dept. - Cindy & Mary
 - 1/10 - Program - Virtual Reality Training - Alasa & Mary
 - 1/14 - Program - RSVP training with volunteers
 - 1/15 - Case Manager meeting - Becky, Julie, Mary
 - 1/16 - Program Department - Alasa, Jan, Mary
 - 2/4 - Program Dept. - Alasa & Jan
 - 2/13 - Case Manager meeting- Becky, Julie, Mary
 - 2/19 - Meals on Wheels/Nutrition meeting - Cindy, Jamie, Julie, Becky, Mary, Michele, Jan, Michele
 - 2/21 - Case Manager meeting - Becky, Julie, Mary

- 3/4 - Program Dept. - Alasa & Jan
- Staff Trainings:
 - 1/25 - All Staff - AED/CPR certification
 - 2/6 - All-Staff – Jan. meeting (rescheduled from 1/31) Becky, Julie, Mary, Alasa
 - 2/21 - CVMIC - Recruiting, Interviewing and Hiring - Mary
 - 2/26 - CVMIC - External Communication – Mary
 - 2/27 - CVMIC - Active Shooter – Mary
 - 2/28 - All- Staff - February meeting - Respect in the Workplace & EAP programs
 - 3/7 - All Staff - New MOW System
- Pending Meetings/Trainings:
 - 3/14 - All-Staff Meeting - Topic: Chain of Command & Review of Responsibilities
 - 3/21, 3/28 - All Staff meetings
 - 3/27 - CVMIC - Internal Communication - Mary
 - 4/16 - CVMIC - Recruitment Workshop - Mary
 - 5/1 - CVMIC - Ethical Leader - Mary
- The following items are excess inventory, have been offered to other city departments, and are now going to be removed from inventory and taken to SWAP: 2 large round folding tables; one long narrow blue table; 5 dark cherry table tops (damaged finish, no legs); 1 short white plastic shelf unit; and 3 blue upholstered chairs. Tables currently in the classroom will be moved into the outside Mechanical room for storage.

Case Management Update

Client contact numbers for January 2019 (February 2019) - Total 286 (285), as follows:

- Outreach at Library - 3 (3), Sugar Creek - 12 (13), Schettler - 8 (3), Prairie Oaks - 3 (3), Park Verona - 6 (6), Evia - 23 (19), Noel Manor -16 (18)
- Caregivers group: 1st Tuesday 15 (14), 3rd Tuesday 16 (12)
- Vet's group – 4 (7)
- Client home visits, office visits, and drop-in visits – 89 (92)
- Loan Closet inquiries – 23 (24), loans – 19 (19) (loans included in inquiries)
- Information & Assistance (I&A) calls requesting resources -68 (71)

Other:

- Attended a Triad planning meeting (*January & February*)
- Held Triad event – Coffee with a Cop (*January*) & Sexual Health (*February*)
- Monitored Friendly Caller program - going well (*January & February*)
- Assisted with Birthday/Anniversary lunch (*January & February*)
- Attended committee meetings (3) (*January & February*)
- Attended CPR / AED training (*January*)
- Attended EAP presentation/training (getting along with coworkers) (*February*)
- Facilitated three groups (caregivers, vets) (*January & February*)
- Re-arranged / organized loan closet inventory (*February*)

Program Update January & February 2019

Total January Attendance: 1303 # Seniors Served: 335 #Volunteer hours: 349
Total February Attendance: 1402 #Seniors Served: 373 #Volunteer Hours: 348

NOTE: The Senior Center was closed for 4 days in January and 2 days in February due to poor weather conditions (blizzards, ice, and sub-zero cold weather)

Special January Programs: Coffee with a Cop, Birthday Anniversary party with music of the 50's & 60's by Craig Siemsen, choir, Sugar Crush Book Presentation, Stepping On class for fall prevention, and Virtual Reality Tours. The Cabin Fever Party cancelled due to bad weather.

Special February Programs: Cabin Fever party featuring Retro Swing Band, Birthday Anniversary & Valentine's party with music by Greg Anderson, Stepping On class for fall prevention, AARP Tax Assistance (70 tax returns completed in February), UW School of Pharmacy students presentation on Falls & Depression, Signs by Caitlyn Workshop, Mental Health First Aid, Senior Hike at Donald Park in Mt. Vernon, Historical Society Meeting presentation on Curtis Jones.

Ongoing Programs: Coffee hour, fitness classes, yoga & tai chi, support groups, cards & games, art classes, knitting, & stamping classes, stamping & card making, crafts, computer/tech assistance, book club, game night, films, veterans group, and wellness nurse services.

Financial Update

The Revenues and Expenditures report for 2018 is complete. The Senior Center spent 93.95% of budget in 2018. The balance goes to our reserve fund.

Attached is the Revenue and Expenditure Report through Feb. 28, 2019. We are 16% through the year and have spent 11 % of our budget.

Adjournment: Motion by Kohl to adjourn, seconded by Jerney, passed 2-0. The meeting adjourned at 7:28 PM.

Submitted by Mary Hanson, Director, Verona Senior Center

Verona Senior Services Committee Report

April 15, 2019

Director's Report March 2019:

- The Annual Review & Preview was held on March 11. It can also be seen on local cable TV.
- The Monthly Summary will now be provided as part of the meeting packet.
- Our Nutrition Coordinator has given notice effective May 3, 2019. This position is currently a job-share arrangement. We are reviewing/updating the job description and considering alternate ways the job could be configured to meet nutrition department needs and be more appealing to potential applicants.
- Meetings/Trainings:
 - 3/7 - All Staff - New process for home delivered meals using new software
 - 3/13 - Friends Board Meeting
 - 3/14 - All-Staff Meeting - Review Chain of Command
 - 3/21 - All Staff meeting - Review of Responsibilities
 - 3/27 - CVMIC - Internal Communication - Mary
 - 3/28 - All Staff meeting –Discussion of Epic Grant Ideas
 - 4/4 - All Staff meeting - Budget Presentation by Finance Director Brian Lamers
 - 4/9 - Verona Police Department Active Shooter survival training
 - 4/10 - Friends Board Meeting
 - 4/11 - All Staff meeting - Epic Grants
- Pending Meetings/Trainings
 - 4/16 - CVMIC - Recruitment Workshop - Mary
 - 5/1 - CVMIC - Ethical Leader - Mary

Case Management Report March 2019:

Total client contacts: 345, as follows:

- Outreach at Library (2), Sugar Creek (16), Schettler (7), Prairie Oaks (5), Park Verona (6), Evia (14), Noel Manor (17), New Age Circle (18)
- Caregivers group: 1st Tuesday (14), 3rd Tuesday (17)
- Vet's group (12)
- Client home visits, office visits, and drop-in visits (104)
- Loan Closet inquiries (32), loans (21) (loans included in inquiries)
- Information & Assistance (I&A) calls requesting resources (81)

Other:

- Attended a Triad planning meeting
- Held Triad event – Topic: Elder Abuse
- Held initial event at new outreach site (New Age Circle)
- Monitored Friendly Caller program - going well
- Assisted with Birthday/Anniversary lunch and St. Patty's Day party

- Attended committee meetings (3)
- Facilitated three groups (caregivers, vets)
- Reorganized loan closet inventory and system for accepting and loaning items

Program Report March 2019:

Total March Attendance: 1999

Seniors Served: 423

Volunteers: 40

Volunteer Hours: 439

Please See Monthly Summary for complete details.

Special March Programs:

- Senior Center Annual Review/Preview
- Mardi Gras celebration (held at Noel Manor)
- Memory Screenings
- "Sugar Crush" book presentation
- Birthday Anniversary party with music by Al Anderson Jazz Band
- AARP Tax Assistance (73 in March, 148 in total for the tax season)
- St. Patrick's Day celebration with music by the TWA Dogs Band (Celtic folk music)
- UW School of Pharmacy students presentation on Osteoporosis
- Historical Society Meeting presentation on the history of the Verona High School hockey team
- Great Courses "Scientific Secrets for a Powerful Memory" and "Museum Masterpieces", a series from the Metropolitan Museum of Art.

Ongoing Programs: Coffee hour, fitness classes, yoga & tai chi, support groups, cards & games, art classes, knitting, & stamping classes, stamping & card making, crafts, computer/tech assistance, book club, game night, films, veterans group, and wellness nurse services.

Financial Update:

As of March 31, 2019, we are 24.6% through the 2019 budget year. Expenditures through March 31, 2019 are under budget, totaling 19.88 % of our annual budget.

Submitted by Mary Hanson, Director, Verona Senior Center