

Agenda  
SENIOR CITIZENS COMMITTEE

AGENDA

Tuesday, August 18th, 2020

**5:00 P.M.**

Remote Teleconference Meeting via ZOOM

**NOTICE OF ELECTRONIC MEETING**

Due to the current state of emergency because of the COVID-19 pandemic, this meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may still attend in person at the location stated in this agenda. However, due to the need to maintain social distancing in accordance with Emergency Order #7 of Public Health Madison & Dane County dated July 1, 2020, and the limited physical space available, the public is encouraged and requested to also attend via electronic means. Directions to do so are listed at the end of this agenda. Upon reasonable notice, the needs of disabled individuals will be accommodated through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at 608-222-2525.

1. Call to Order
2. Roll Call
3. Approval of Minutes from August 5th, 2020
4. Appearances
5. Unfinished Business
  - A. Approval of 2021 Operating Budget proposal for Monona Senior Services
6. New Business - None
7. 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, Executive 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  
August 5th, 2020  
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 4:04 p.m.

PRESENT:

Chairperson Alder Molly Grupe, Steve Halverson, Glenn Vosberg, Gwen Feit, Peggy McDonald and Sara Whalen

ALSO PRESENT:

Diane Mikelbank, Monona Senior Center Director  
Jim Krueger, NewBridge Madison  
Stan Nielsen, Friends of the Monona Senior Center

ABSENT: John Anderson

APPROVAL OF MINUTES:

Minutes of the August 27th, 2019 meeting were approved on a motion made by Steve Halverson and seconded by Gwen Feit to approve the minutes. Motion carried.

APPEARANCES: None

OLD BUSINESS:

A. Approval of 2021 - 2025 Capital Budget for Monona Senior Services

Gwen Feit moved we take this item out of order for immediate vote. Steve Halverson seconded the motion. Motion carried.

Diane Mikelbank reviewed the proposed 2021 – 2025 capital budget including the following:

- 2021 Senior Center Signage \$5,000 and Painting \$3,000
- 2022 Touchscreen, Mobile Scanner \$3,000 and Entrance Vestibule \$5,000
- 2023 Tile Floor – no quote has been obtain for this project yet.

A brief discussion regarding each item continued. A motion was made by Gwen Feit and seconded by Peggy McDonald to approve the 2021 – 2025 Capital Budget for Monona Senior Service. Motion carried.

NEW BUSINESS:

A. 2021 Operating Budget Proposal for Monona Senior Services

Diane Mikelbank discussed the four budget alternatives that we were asked to prepare including 1% increase, 0%, 1% decrease and 2 % decrease. The budgets mean a slight difference in overall funding across the board with no drastic changes or cuts necessary. Both NewBridge and Monona Senior Services feel we can “made do” for the coming year and understand the budget challenges facing communities. NewBridge is facing cuts from both municipalities and the County.

REPORTS:

- A. **Chairperson’s Report** – Alderperson Grupe shared that a local organization, Nehemiah Community Development Corporation, has been hired by the City of Monona to start some equity work with instructional resources and workshops focusing on how to be supportive of people of color. They will communicate with staff and focus on community relations. The capital and operating budget season is a bit shorter this year, therefore these budgets seem to be processing a bit faster than usual. Monona continues to examine its public safety policies in order to modernize them. The potential of the San Domiano property is being looked at by the City with a community partner with the hopes that the beautiful space could be made more public and enjoyed by the community.
- B. **Friends Group Report** – Stan Nielsen reports that the Friends face a unique challenge with most fund-raising efforts being cancelled for 2020. The Summer Concerts did carry on with the support of generous sponsors with a live-streamed format thanks for the help of Monona Community Media.
- C. **NewBridge Report** – Jim Krueger shared that the first half of 2020 brought relatively steady case management work to Monona seniors. Home chore actually increased compared to last year, prior to the pandemic. In March Top Notch discontinued providing services temporarily but were back to assisting seniors in May. Volunteers for the Home Chore program are not assisting seniors quite yet. NewBridge continues to meet the critical needs of seniors with distributing Food boxes and essential needs kits. Hundreds of these kits have been distributed. They have been very fortunate that adequate funding has been made available for these items.
- D. **Monona Senior Center Report** – Diane Mikelbank shared a brief review of Mar – May activities and an update of programs being offered now that our doors are open.

MISCELLANEOUS BUSINESS:

NEXT MEETING: Tuesday, August 18<sup>th</sup> at 5:00 p.m.

ADJOURNMENT: A motion to adjourn was made by Gwen Feit and was seconded by Steve Halverson. Meeting adjourned at 4:46 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 2021:**

1. **COVID-19:** Covid-19 will likely continue to be a challenge in 2021. Virtual programs, small groups, outdoor gatherings and check-in phone calls have become our new normal as we attempt to support our mission of enhancing the lives of older adults while keeping them safe and healthy.
2. **ONLINE PAYMENTS:** Current and future retirees want simplicity when giving to our center. The Senior Center has never pursued the option of collecting payment from our participants by any other means beyond cash and check. WeShare is a system developed through our newsletter publishing company, LPi, which will allow us to collect payments and accept donations electronically. The monthly fee for the service will be covered by our generous newsletter advertisers so they only cost to the Senior Center will be the fees per transaction.
3. **THE FRIENDS OF THE MONONA SENIOR CENTER:** 2020 did not allow for the two traditional in-person fund-raising events annually held by our Friends Group including the Spring dance and the Fall Fashion Show. In addition, although they were able to bring summer concerts to our community virtually, there was no opportunity to collect donations as they used to at these live events. A community donation request letter will attempt to close the revenue gap so they are able to continue support of the Senior Center and its participants.

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

The Senior Center will continue to meet the needs of a changing senior population during a historic time of change, 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:** 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 (2021).
- **Goal:** Promote diversity and inclusion in our community.  
**Objective:** Offer and promote 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 (2021).
- **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/2021).

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

- There are a lot of questions regarding the upcoming budget year. With decreased numbers of participants and not holding large events, our revenue will be significantly down, but so will our expenses. The Senior Center runs a pretty cost neutral budget where most expenses are covered by fees our participants pay.

**ANALYSIS OF PROPOSED BUDGETS:**

**2021 Proposed Budgets:** The budgets proposed are as directed with input from NewBridge Madison and RSVP

**2020 Committee Budget:** TBD.

**GOAL ACHIEVEMENTS IN 2020:**

- **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).
  - This goal did not need to be addressed due to pandemic.
- **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 volunteer and staff to refer to in order to communicate better with volunteers and fill needs of the Senior Center (2020)
  - This goal has not been achieved yet. Our use of volunteers has changed dramatically since the pandemic. Our time and energy has been focused on shifting volunteer responsibilities so they can help with making check-in phone calls and reminder calls as in-person opportunities are few.
- **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).
  - The pandemic resulting in a major shift in advocacy for our seniors. We have reached this goal by keeping up with knowledge of services available and getting the word out to them, connecting and checking in with them and learning to offer programs virtually. We continue to listen to the changing needs of our community and are doing what we can to meet the needs.

**EXPLANATION OF SENIOR CENTER BUDGET INCREASES:**

1% increase budget	The only increases were reflected in this budget	% increases per line	

SENIOR SERVICES 2021

0% Budget

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	\$ 227,924	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	\$ 10,000	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**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
204-55-55310-110 ADMINISTRATIVE SALARIES	\$ 113,201	Senior Center Director's and Program Coordinator salaries
204-55-55310-119 WAGES	\$ 17,060	Includes 1020 hours (19 hours/week) for one (1) project assistant
204-55-55310-130 FICA	\$ 9,965	Social Security
204-55-55310-131 WISCONSIN RETIREMENT	\$ 8,793	Wisconsin Retirement
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 11,495	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-\$800
204-55-55310-214 CONTRACTED SENIOR SERVICES	\$ 50,346	Case management services and 2 hours per month of outreach



<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55310-310 OFFICE SUPPLIES	\$ 2,240	Printer ink, paper and other office supplies, 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, 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)	\$ 6,592	Request from Coalition for coordination of home chore services.
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	\$ 7,422	RSVP (Retired Senior Volunteer Program) ride scheduler at \$3,811, mileage reimbursement for volunteer drivers at \$3,190 and office expenses

**NewBridge Madison  
2021 Budget Proposal**

NewBridge Madison			
2021 Budget (0% increase)	Home Chore	Case Management	Outreach & Advocacy
Revenue	\$6,592	\$49,646	\$700
<b>Expenses</b>			
Personnel			
Salaries & Taxes	\$3,341	\$33,272	\$525
Benefits	\$657	\$822	
<b>Total Personnel</b>	\$3,998		\$525
Operating Expenses			
Home Chore Reserves	\$1,700	\$0	\$0
General Expenses	\$770	\$8,044	\$175
Space/Utilities	124	\$7,508	\$0
<b>Total Operating Expenses</b>	\$2,594	\$15,552	\$175
<b>Total Expenses</b>	\$6,592	\$49,646	\$700
<b>Total 2020 Budget</b>	\$56,938		

NewBridge Madison			
2021 Budget (1% increase)	Home Chore	Case Management	Outreach & Advocacy
Revenue	\$6,658	\$50,142	\$707
<b>Expenses</b>			
Personnel			
Salaries & Taxes	\$3,407	\$33,768	\$532
Benefits	\$657	\$822	
<b>Total Personnel</b>	\$4,064	\$34,590	\$532
Operating Expenses			
Home Chore Reserves	\$1,700	\$0	\$0
General Expenses	\$770	\$8,044	\$175
Space/Utilities	124	\$7,508	\$0
<b>Total Operating Expenses</b>	\$2,594	\$15,552	\$175
<b>Total Expenses</b>	\$6,658	\$50,142	\$707
<b>Total 2020 Budget</b>	\$57,507		

**NewBridge Madison  
2021 Budget Proposal**

NewBridge Madison	Proposal A		
2021 Budget (1% cut)	Home Chore	Case Management	Outreach & Advocacy
<b>Revenue</b>	<b>\$6,526</b>	<b>\$49,646</b>	<b>\$700</b>
<b>Expenses</b>			
Personnel			
Salaries & Taxes	\$3,341	\$33,024	\$525
Benefits	\$657	\$822	
<b>Total Personnel</b>	<b>\$3,998</b>		<b>\$525</b>
Operating Expenses			
Home Chore Reserves	\$1,634	\$0	\$0
General Expenses	\$770	\$8,044	\$168
Space/Utilities	124	\$7,260	\$0
<b>Total Operating Expenses</b>	<b>\$2,528</b>	<b>\$15,304</b>	<b>\$168</b>
<b>Total Expenses</b>	<b>\$6,526</b>	<b>\$49,150</b>	<b>\$693</b>
<b>Total 2020 Budget</b>	<b>\$56,369</b>		

NewBridge Madison			
2021 Budget (2% cut)	Home Chore	Case Management	Outreach & Advocacy
<b>Revenue</b>	<b>\$6,460</b>	<b>\$48,996</b>	<b>\$0</b>
<b>Expenses</b>			
Personnel			
Salaries & Taxes	3341	\$32,775	\$525
Benefits	\$657	\$822	
<b>Total Personnel</b>	<b>\$3,998</b>		<b>\$525</b>
Operating Expenses			
Home Chore Reserves	\$1,568	\$0	\$0
General Expenses	\$770	\$8,044	\$161
Space/Utilities	124	\$7,012	\$0
<b>Total Operating Expenses</b>	<b>\$2,462</b>	<b>\$15,056</b>	<b>\$161</b>
<b>Total Expenses</b>	<b>\$6,460</b>	<b>\$48,653</b>	<b>\$686</b>
<b>Total 2020 Budget</b>	<b>\$55,799</b>		

## Monona Driver Services 2021 Budget

	<b>2020 Monona Approved</b>	<b>2021 Monona Request</b>	<b>2021 Dane County Support</b>	<b>2021 TOTAL</b>
SALARIES				
Ride scheduler	3,811	3,811	3,583	7,394
PAYROLL TAXES/ FRINGE BENEFITS				
21.29% of Salaries	811	811	763	1,574
				-
SUPPLIES/PRINTING	150	150		150
				-
AUDIT	170	170		170
				-
TELEPHONE	200	200	366	566
				-
LOCAL TRAVEL	90	90		90
REIMBURSEMENT TO DRIVERS				
4,500 Miles at 57.5 Cents/mile	3,190	2,588		2,588
<b><u>ADMINISTRATIVE EXPENSES</u></b>				
4,500 Miles at 39.5 Cents/Mile			1,778	1,778
<b>TOTAL</b>	<b>8,422</b>	<b>7,820</b>	<b>6,490</b>	<b>14,310</b>