

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

AGENDA

Wednesday, March 2nd, 2022  
**4:00 P.M.**

1. Call to Order
2. Roll Call
3. Approval of Minutes from September 1st, 2021
4. Appearances
5. New Business
  - A. Review of Updated Monona Senior Center Cash Handling Policy
  - B. Discussion on proposed changes to Monona transit services
  - C. Senior Center State Re-Accreditation Update and recommendations
7. Reports
  - A. Updates/Discussion on Diversity, Equity, and Inclusion (DEI) Efforts
  - B. Chairperson's Report – Alderperson, Molly Grupe
  - 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  
September 1st, 2021  
5:00 P.M.

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

PRESENT:

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

ALSO PRESENT:

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

ABSENT: none

APPROVAL OF MINUTES:

Minutes of the August 4th, 2021 meeting were approved on a motion made by Steve Halverson and seconded by Gwen Feit to approve the minutes. Motion carried unanimously.

APPEARANCES: None

NEW BUSINESS:

A. 2022 Operating Budget proposal for Monona Senior Services

Diane Mikelbank summarized the 2022 Operating Budget proposals including a 0% budget and a 1% budget increase as directed by the Mayor. These budgets reflect only the 1% increase across line items overall, except for the RSVP line, which decreased. Jim Krueger from NewBridge gave an overview of their budget and challenges with giving Case Managers competitive wages in the Dane County market. Budget narrative including long-term goals was reviewed and discussed including an adjustment to goal two adding the word "equity" to the goal.

A motion was made by Steve Halverson to approve the 2022 Operating Budget Proposal for Monona Senior Services at the 1% increase level with the adjustment to the Culture & Recreation Grant revenue line item to reflect \$5,360 and the Transportation expenditures line item to reflect \$5,360 per the Dane County Transportation Grant budget update. Motion was seconded by Gwen Feit. Motion carried unanimously.

REPORTS:

- A. **Updates/Discussion on Diversity, Equity and Inclusion (DEI) Efforts** – Two female police officers have been hired in Monona who are currently attending the academy. An accessible walking path is being planned around the tennis courts close to the Community Center. Concern was raised that similar paths are not planned for the Morrie Haukereid field at Ahuska Park. First Student’s contract for public transportation has been approved for another 5 years and there is some discussion into purchasing an electric bus. In addition, some committees are looking into contracting with agencies based on DEI concepts instead of being bottom dollar based.
- B. **Chairperson’s Report** – Alder Grupe shared that the city is working on mound maintenance. Input was sought from the community regarding public transportation prior to their recent contract update.
- C. **Friends Group Report** – Stan Nielsen reported that their summer concert is complete and was successful. They liked the concurrent week schedule this summer and may consider it again for next year. Bands are anxious to return for next year. One expressed concern that one band passed a hat prior to the Friends Group doing their pass. This will be addressed in a contract update to avoid this issue in the future.
- D. **NewBridge Report** – Jim Krueger shared that just like others, they are needing to make adjustments as the Delta variant is causing increasing numbers of those infected in our area. They have decided to cancel the Black Tie Bingo fundraiser until it is safer to hold it. Regarding DEI efforts, NewBridge is offering more training for staff. They have two staff members that are leaving NewBridge. Due to lack of funding, their salaries are not as competitive as other agencies in Dane County so they often lose good employees after they have gained valuable experience. They are starting Strategic Planning with a leadership team of staff to make an action plan for their future.
- E. **Monona Senior Center Report** – Diane Mikelbank shared that the Senior Center is starting regularly scheduled events at the Center similar to pre-pandemic schedules. Masks are required and there is a lot of traffic at the Center.

F.

MISCELLANEOUS BUSINESS: None

NEXT MEETING: TBA

ADJOURNMENT: A motion to adjourn was made by Steve Halverson and was seconded by John Anderson. Meeting adjourned at 6:00 p.m.

Respectfully submitted,



Diane Mikelbank, Director  
Monona Senior Center

# City of Monona

<b>TITLE: Monona Senior Center Cash Handling Policy</b>		
<b>ISSUE DATE:</b> 4/12/2005	<b>REVISION DATE:</b> 3/1/2022	<b>TOTAL PAGES:</b>
<b>POLICY SOURCE:</b> Monona Senior Center State Accreditation Committee		
<b>SPECIAL INSTRUCTIONS:</b> None		

## I. PURPOSE

The purpose of this policy is to establish written procedures for centralized cash control in the Monona Senior Center.

## II. POLICY

Purchases of items for sale at the Monona Senior Center, class, event and registration fees are accepted by Senior Center receptionist or staff in the form of cash or check. These funds are documented and entered into the Senior Center cash register. Written receipts are granted upon request and signed by Senior Center staff.

Purchasing: Senior Center director (or designee) makes all purchases for the Senior Center using one of the following forms of payment; charge, invoice, check request, purchase order or personal reimbursement.

## III. DISCUSSION

Purchases in excess of \$1,500.00 should follow City of Monona Purchasing Policy.

Separation of Cash Handling: Finances are originally collected in cash register (except for membership dues and craft sales) by receptionist or Senior Center staff. Senior Center Program Coordinator or Director prepares a weekly deposit, which is given to the City of Monona Receptionist. Senior Center Director transfers information from deposit report to computerized spreadsheet. City of Monona Receptionist also notes deposit information and Monona Deputy Clerk deposits funds in the bank. Membership dues are passed onto Treasurer of The Friends of the Monona Senior Center for deposit.

## IV. DEFINITIONS

## V. PROCEDURE

Membership: Membership dues are collected along with membership form and given to Senior Center staff for recording. Membership dues and forms are then passed onto Treasurer of The Friends of the Monona Senior Center Board.

Craft Sales: See Craft Purchase Procedure