

Agenda
SENIOR CITIZENS COMMITTEE
Monona Senior Center
Monona Room
1011 Nichols Road
Monona, Wisconsin

AGENDA

Wednesday, August 5th, 2020

4:00 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 27th, 2019
4. Appearances
5. Unfinished Business
 - A. Approval of 2021 – 2025 Capital Budget proposal for Monona Senior Services
6. New Business
 - A. 2021 Operating Budget Proposal for Monona Senior Services
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, Fund Development Director
 - D. Monona Senior Center Report – Diane Mikelbank, Director

7. Miscellaneous Business –

8. Next Meeting Scheduled: prior to Sept. 18th

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 27th, 2019
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, John Anderson, Steve Halverson, Glenn Vosberg, Gwen Feit, Peggy McDonald and Sara Whalen

ALSO PRESENT:

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

ABSENT: none

APPROVAL OF MINUTES:

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

APPEARANCES: None

NEW BUSINESS:

A. Approval of 2020 Operating Budget for Monona Senior Services

Diane Mikelbank reviewed the 2020 proposed operating budget including the following increases:

- Office Supplies, \$540 to accommodate the new copy machine monthly maintenance charge as well as an increase in cost for color copies
- \$2,166 increase for Contracted Senior Services to allow for a 3% cost of living increase for Case Managers and their health insurance as well as outreach hours at the Senior Center monthly
- \$192 increase for the Home Chore program to allow for a cost of living increase for the Home Chore Coordinator
- \$217 increase for the RSVP ride scheduler and their increased expenses.

Steve Halverson made a motion to approve the 2020 Operating Budget for Monona Senior Services. This motion was seconded by John Anderson. Motion carried.

REPORTS:

- A. **Chairperson’s Report** – Alderperson Grupe shared that the Riverfront development is moving along. She discussed the plan for the intersection of Winnequah and Bridge with the tentative time-line for completion. Alder Grupe also mentioned that the Ped/Bike Plan Report is out. 70% of families whose children attend Winnequah School live within two miles of the school, however, only 13% walk to school. This statistic is telling to the “walkability” of the area and where improvements can be made.
- B. **NewBridge Report** – Jim Krueger shared that they are working on a program to help low income seniors who run out of food. The program is a food pantry delivery program run with the help of RSVP. Eligible seniors need to be at 125% of the poverty level or below, meet with a case manager so they can discuss food options and a driver will deliver items to them once each month. They are hoping to serve 60 seniors in the first year, knowing that this could be a temporary situation for some and for others a more permanent service.
In addition, they are working on a developing an exercise class for Spanish speakers.
- C. **Monona Senior Center Report** – Diane Mikelbank shared attendance statistics. She also shared a follow up on quote numbers for the color copier for the Senior Center’s Capital Budget in 2020. September is Senior Center month so there is a lot going on. There was also some discussion regarding the possibility of the Senior Center not have access to the Lounge for the summer of 2020 so the children’s summer camp can use that space. Ideas of alternate spaces were discussed.

MISCELLANEOUS BUSINESS: Transit Solutions is running an Activity Bus Monday through Friday to various places including museums, shopping, movies and shopping. Seniors pay a donation to ride.

NewBridge Madison will be speaking at the Monona Senior Center on Thursday, September 26th about their programs and services.

NEXT MEETING: TBD

ADJOURNMENT: A motion to adjourn was made by Gwen Feit and was seconded by John Anderson. Meeting adjourned at 5:56 p.m.

Respectfully submitted,

Diane Mikelbank

Diane Mikelbank, Director
Monona Senior Center

						2020		1%	0%	-1%	-2%	
---	SENIOR CENTER	2017	2018	2019	TO DATE	YEAR END	2020	2021	2021	2021	2021	
---	REVENUES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>6/30/2020</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	
204-46-41110-000	GENERAL PROPERTY TAXES	175,425	179,333	186,393	227,744	227,744	227,744	228,705	227,924	227,341	231,772	
204-46-43570-000	CULTURE & RECREATION GRANT	3,840	3,688	4,615	1,543	3,086	5,204	5,204	5,204	5,204	5,204	
204-46-46710-300	SENIOR CENTER PROGRAM FEES	8,752	8,493	10,789	959	-	10,000	10,000	10,000	8,000	8,000	
204-46-46710-400	NEWSLETTER ADVERTISING	1,800	1,800	1,800	-	1,800	1,800	1,800	1,800	1,800	1,800	
204-46-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-	-	
---		<u>189,818</u>	<u>193,314</u>	<u>203,597</u>	<u>230,246</u>	<u>232,630</u>	<u>244,748</u>	<u>245,709</u>	<u>244,928</u>	<u>242,345</u>	<u>246,776</u>	
---	EXPENDITURES											
204-55-55310-110	ADMINISTRATIVE SALARIES	71,460	80,356	110,461	56,601	113,201	113,201	113,201	113,201	113,201	113,201	
204-55-55310-119	WAGES, PART-TIME	29,516	26,605	16,352	8,236	17,060	17,060	17,060	17,060	17,060	17,060	
204-55-55310-130	FICA	7,954	8,393	9,872	4,980	9,965	9,965	9,965	9,965	9,965	9,965	
204-55-55310-131	WISCONSIN RETIREMENT	7,071	7,369	8,503	4,478	8,793	8,793	8,793	8,793	8,793	8,793	
204-55-55310-132	LIFE & DISABILITY INSURANCE	45	55	82	43	110	110	110	110	110	110	
204-55-55310-133	HEALTH INSURANCE	3,252	5,677	10,717	5,453	11,315	11,315	11,495	11,495	11,495	11,495	
204-55-55310-134	PROFESSIONAL DEVELOPMENT	720	482	748	325	500	1,000	1,000	1,000	800	700	
204-55-55310-214	CONTRACTED SENIOR SERVICES	45,900	46,800	48,200	24,823	24,823	50,346	50,849	50,346	49,843	49,339	
204-55-55310-310	OFFICE SUPPLIES	1,649	1,301	1,787	577	1,500	2,240	2,262	2,240	2,000	1,800	
204-55-55310-340	SENIOR PROGRAM EXPENSES	9,248	11,345	10,586	2,548	5,000	9,500	9,595	9,500	8,000	7,700	
204-55-55310-347	MAINTENANCE FEE	1,600	1,954	1,600	-	2,000	2,000	2,020	2,000	2,000	7,675	
204-55-55310-342	PROGRAM DEVELOPMENT (HOME CHORE)	5,905	5,564	6,400	2,923	2,923	6,592	6,658	6,592	6,526	6,460	
204-55-55310-343	TRANSPORTATION	4,059	4,406	4,175	1,160	2,320	5,204	5,204	5,204	5,204	5,204	
204-55-55310-344	CASH SHORT/OVER	(3)	(1)	(0)	-	-	-	-	-	-	-	
204-55-55310-345	RSVP	5,951	6,800	6,845	580	-	7,422	7,497	7,422	7,348	7,274	
---	TOTAL SENIOR SERVICES	<u>194,328</u>	<u>207,105</u>	<u>236,328</u>	<u>112,727</u>	<u>199,510</u>	<u>244,748</u>	<u>245,709</u>	<u>244,928</u>	<u>242,345</u>	<u>246,776</u>	

								Levy Increase/decrease	0%	0%	0%	2%
								Expenditure Increase/decrease	0%	0%	-1%	1%

**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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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

ACCOUNT	AMOUNT	DESCRIPTION
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
Expenses			
Personnel			
Salaries & Taxes	\$3,341	\$33,272	\$525
Benefits	\$657	\$822	
Total Personnel	\$3,998		\$525
Operating Expenses			
Home Chore Reserves	\$1,700	\$0	\$0
General Expenses	\$770	\$8,044	\$175
Space/Utilities	124	\$7,508	\$0
Total Operating Expenses	\$2,594	\$15,552	\$175
Total Expenses	\$6,592	\$49,646	\$700
Total 2020 Budget	\$56,938		

NewBridge Madison			
2021 Budget (1% increase)	Home Chore	Case Management	Outreach & Advocacy
Revenue	\$6,658	\$50,142	\$707
Expenses			
Personnel			
Salaries & Taxes	\$3,407	\$33,768	\$532
Benefits	\$657	\$822	
Total Personnel	\$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
Total Operating Expenses	\$2,594	\$15,552	\$175
Total Expenses	\$6,658	\$50,142	\$707
Total 2020 Budget	\$57,507		

**NewBridge Madison
2021 Budget Proposal**

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

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