

**SENIOR OUTREACH
SERVICE COMMITTEE**

Thursday, April 25, 2019

8:30 AM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes of the meeting held February 21, 2019.
4. BUSINESS.
 - a. Discussion and update regarding contract development for ongoing service delivery to neighboring municipalities.
 - b. Discussion and update on the Orientation Statement for the Senior Outreach Committee.
 - c. Report updates on Area Agency on Aging site meal costs for 2018, budget priorities, and proposed 2020 case management funding formula.
 - d. Presentation of the Director's quarterly Staff Report.
5. SCHEDULE NEXT MEETING DATE.
 - a. Thursday, June 20, 2019 at 8:30 am.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. 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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, April 25, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT: Matt Schuenke, Village Administrator, Lori Andersen, Director

AGENDA ITEM: Discussion and update regarding contract development for ongoing service delivery to neighboring municipalities.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In 2018 as part of the 2019 Budget process the Village expressed a desire to establish formal agreements between municipalities served by the Senior Outreach Department. Presently the only contract in place is with Dane County which outlines the funding provided to support nutrition and case management services and the terms by which those services are delivered by the Village as a Focal Point. Through our Focal Point we provide these services also to the Village of Cambridge, Rockdale and the Towns of Christiana, Dunn, and Pleasant Springs. Up until the end of 2018, we had also served the Town of Rutland but as part of the direction provided by the County we swapped the Town of Rutland with additional territory in the Town of Dunn. There are no formal agreements between the Village and these communities to provide services other than what is prescribed by the County contract. Essentially the terms of the County contract are applied to all since the County provides funding to serve these areas which binds us to those terms to follow in those instances. From time to time it comes up what everyone's responsibilities are in this relationship, and one of the objectives of this type of agreement helps to outline those responsibilities.

A sample of what the contract could look like is included in your packet for reference.

Additionally, the services provided outside of McFarland are also summarized by the Director in the attachments.

FINANCIAL/BUDGET IMPACT:

The other objective when establishing a contract such as this is laying out uniform terms for the funding the services provided. The total cost for the Department in 2019 is approved at \$241,750 to which Dane County provides approximately \$70,000 or about 30% of the total cost. The remaining 70%, or \$171,750, is then paid for by the Village and adjoining municipalities. The Towns and Cambridge provide \$26,500 as a donation to the Village for



their services which is not based on a funding formula and presently voluntary. Included in your packet is a breakdown of what has been provided in the past. It should be noted that while we have occasionally provided service to the small Village of Rockdale (pop. ~200 people), they have not provided a "donation".

A new funding formula would be proposed to make this more consistent across all the communities. It is conceivable that a new formula could take into account many factors such as equal share, population served, calls for service, or other factors that might be applicable as it applies to case management and nutrition services provided. The important part is to at least begin the discussion as a means to create a formula that is mutually agreeable across all parties.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The following steps are proposed regarding this issue going forward:

1. Village Staff to confer with the Village Attorney to establish general terms of what a contract could look like. This would have to be done following review by the Attorney of the County contract so as not to conflict with that agreement.
2. Call a meeting with representatives of the other municipalities served in order to present the issues and request we prepare formal agreements. We can decide whether later we want to conduct this as a group meeting or individually.
3. Prepare a new funding formula and draft a final contract for all to consider and reach consensus.
4. At the conclusion of this process then send to our respective boards for approval.

This is meant to be a general summary of available next steps with further detail action to develop along the way. No action is needed as part of our meeting on Thursday.

ATTACHMENTS:

1. Senior Services Agreement
2. Township activities
3. Township donations til 2017

**CITY OF VERONA
CONTRACT FOR SERVICES
FOR THE VERONA AREA SENIOR CENTER**

This Contract for Services, entered into this ____ day of _____, 200__, by and between the City of Verona and the Town of Verona, to become effective January 1, 2004.

WITNESSETH:

WHEREAS, the City of Verona and the Town of Verona seek to promote the welfare of their citizens through the provision of adequate facilities and programs for the delivery of such services as meals for the elderly, recreation and educational activities, and preventative services including social services, case management and area wide events by or for the community; and

WHEREAS, provision of such services should be made on a cost-effective basis without unduly burdening the taxpayers of either community; and

WHEREAS, the City of Verona owns and provides for the operation of a Senior Center, which is the focal point for the delivery of services to older adult residents who reside within the City of Verona and the Town of Verona and which is conveniently located to serve the citizens and residents of the communities; and

WHEREAS, the provision of those services is for the purpose of keeping older adults in their own homes and in their community, and as independent as possible; and

WHEREAS, shared responsibility and expenses among both municipalities in funding the continued operation of the Senior Center and its programs and activities are an efficient means of delivering beneficial services to the communities;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Town of Verona (hereinafter referred to as "the Town") shall appropriate and pay to the City of Verona (hereinafter referred to as "the City") as its contribution to the funding of the operations of the Verona Area Senior Center as follows:

- a. An annual budget for operation of the Senior Center shall be prepared and approved by the City and provided to the Town not later than October 31. Total projected expenses for operation of the Senior Center, less capital equipment, building debt service and anticipated revenues to be received from Dane County, shall provide the net expenses.
- b. The Town shall contribute financially to the cost of operating the Senior Center based on the percentage of "Unduplicated Case Management Clients" who are residents of the Town as compared to the combined number of "Unduplicated Case Management Clients" residents who reside in both the Town and the City.

The percentage shall be adjusted annually based on the previous 9 months' participation experience. For example, the 2004 percentage will be based on the average of Unduplicated Case Management Clients reported from January thru September, 2003.

- c. Using the formula described in b. above, the Town will pay the City a proportionate share of the net expenses. One-half of the total amounts to be paid by the Town to the City shall be paid by January 31 with the final payment paid by July 31.

2. In consideration of the payment or payments described above, the Verona Area Senior Center will provide all activities, services and programs for the Town's senior citizens as are provided to the City's senior citizens. Such activities, services and programs include, but are not limited to, nutrition programs including both on-site and home-bound meal delivery; case management; information and referral; health screening and the limited delivery of health care services such as flu shots; educational; recreational; and social programs and activities. The City shall not discriminate in any manner in the provision of any activity, service or program on the basis of residency in the Town or City. An annual report detailing the activities, services and programs provided to the users of the Senior Center will be provided to the Town in February of each year.

3. In further consideration of the payment or payments described above, citizens and residents of the Town shall be entitled to reasonable use of the Senior Center and programs, pursuant to the generally applicable rules and orders adopted by the City for use of the building. Any such rules shall apply uniformly to resident of the City and Town and shall not discriminate in any manner on the basis of such residency. The Verona Senior Center Director shall be responsible for administering the use of the facility consistent with City regulations and good management practices.

4. The City of Verona shall have full responsibility for the use and maintenance of the facility. The City shall also be responsible for providing insurance on the facility and its users as deemed appropriate by the City. The building and all equipment shall remain the property of the City of Verona.

5. The City of Verona shall be the employer of all Senior Center staff. The staff shall be governed by all rules and regulations and receive such compensation and benefits as provided to other similar employees of the City.

6. The City of Verona shall be responsible for administering all accounting, payroll, accounts receivable/payable as well as all contracts with Dane County for the operation of the Senior Center and its staff. The financial and other records of the activities of the Senior Center will be included in the City's annual audit.

7. This Contract for Services shall remain in force and effect unless terminated in writing by either party with a minimum of one hundred eighty (180) days' notice prior to the

anniversary of the date of this Contract.

APPROVED FOR THE CITY OF VERONA BY:

John B. Volker, Mayor

date

JoAnn M. Wainwright, Clerk

date

APPROVED FOR THE TOWN OF VERONA BY:

David K. Combs, Town Chair

date

Rose M. Johnson, Town Clerk

date

Cambridge

*Case management (including access to county, state and federal programs based on individual eligibility)

*Nutrition program Meal site 2x week

(supplies, ordering, client registration, reservations, financial and county reports)

Coordinate foot clinic once a month

Shopping bus 2x month

Loan Closet

Tax assistance

Outreach- for anyone who does not meet the criteria for case management services based on county guidelines (240% or below federal poverty level, over age 60, resident of Dane county)

Christiana

Same as for Cambridge

Rockdale (no funds ever received)

Case management

Access to Cambridge meal site, foot clinic, loan closet

Outreach- as stated above

Town of Dunn

Case management

Meal site and home delivered meals

Shopping bus 5 X a month

Loan Closet

Coordinate RSVP medical rides

Outreach- as stated above

Access to programs

Tax assistance

Pleasant Springs

Same as above for Dunn

TOWNSHIP DONATIONS TO MCFARLAND OUTREACH

TOWNSHIP	2011	2012	2013	2014	2015	2016	2017	2018	2019
CHRISTIANA	2500	2500	2500	2500	2500	2500	2500	3500*	
DUNN	7959	14,300	14,300	14,300	14,300	14300	14300	14300	7150
PLEASANT SPRINGS	4000	4000	4000	4000	4000	4000	4000	4000	
RUTLAND	2000	2500	2500	3000	3500	3500	3500	3500	n/a
CAMBRIDGE	6000	6000	6000	6000	6000	5500	5500	6000	
TOTAL	22459	29300	29300	29800	30,300	29800	29800	31300	

- Note: The entire Dunn township was served by McFarland for case management, beginning in 2012. Prior to 2012, McFarland provided service for 50% of Dunn township.
- * designated nutrition money of \$1000



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, April 25, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discussion and update on the Orientation Statement for the Senior Outreach Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, April 25, 2019

SECTION: Staff Reports

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Report updates on Area Agency on Aging site meal costs for 2018, budget priorities, and proposed 2020 case management funding formula.

PREVIOUS ACTION:

ISSUE SUMMARY:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, April 25, 2019

SECTION: Staff Reports

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Presentation of the Director's quarterly Staff Report.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None