VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

SENIOR OUTREACH SERVICE COMMITTEE

Thursday, June 20, 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. Approval of minutes from Thursday April 25,2019 meeting
4. BUSINESS.
   a. Discussion on Senior Outreach Funding Analysis prepared by Village Staff.
   b. Discuss ongoing followup with the Area Agency on Aging regarding joint Cambridge visit in April
   c. Update on Village-wide Strategic Planning
   d. Discuss upcoming programs and report on recent programs
   e. Review new brochure draft
5. SCHEDULE NEXT MEETING DATE.
   a. Request for a meeting date in July 2019
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.

SENIOR OUTREACH SERVICES COMMITTEE

Thursday, April 25, 2019 **8:30 A.M.** **McFarland Municipal Center**

MINUTES

1. **Call to Order. Roll Call.**
   Chairman Adrian called the meeting to order at 8:32 A.M. He, also, welcomed Village Board Trustee Mary Pat Lytle, who replaced Village Board President Brad Czebotar.

   Members Present: Chairman/Village Board Trustee Jerry Adrian, Village Board Trustee Mary Pat Lytle, and Citizens: Becky Losby, Colleen McCormick, and Monica Macarra.
   Members Absent: Citizen: Carol Lobes.
   Staff Present: Senior Outreach Director Lori Andersen and Senior Outreach Case Manager Katie Gletty-Syoen.
   Guest Present: Village Administrator Matt Schuenke.

2. **Public Appearances:** no one present

3. **Approval of minutes from February 21, 2019**
   Minutes were approved by Adrian, seconded by Losby, and carried by 3-0 vote with two abstentions.

4. **Business**
   a. **Discussion and update regarding contract development for ongoing service delivery to neighboring municipalities:**
      Andersen distributed copies of the McFarland Outreach services provided to outlying Townships and financial contributions from them (refer to pages four and five of the minutes). Schuenke reported that he and Andersen would meet with the Outreach satellite municipalities to negotiate contract agreements with them for service needs and equitable financial charges. He, then, outlined his plan to accomplish these goals.
      - First Step: During meetings with each municipality, the following will be discussed and determined:
        Establish what McFarland Outreach Dept. provides per Dane County Contract and what McFarland provides non-contractually.
        Determine our actual costs of services provided to each territory and what would be fair reimbursement above the Dane County contract payment. A foreseeable problem would be that costs and payments are estimates; they can vary and may need to change from present practices.
      - Second Step: Schuenke and Andersen would report to the results of their initial contacts with the various municipalities. At the next SOS meeting.

- Final Step: The Village of McFarland would have signed contract agreements with the communities prior to receiving our annual contract with Dane County Human Services.
- An example of a contract from the Town of Verona with the City of Verona was shared as an example. Losby, who works at Verona Senior Center, stated that the Verona Senior Center no longer receives funds from Dane County Human Services for their Nutrition or Case management programs.
- As an aside, Andersen reported that she attended a lunch meeting on April 23 with Shawn Tessman, the new Director of Dane County Human Services, and the Cambridge Dane County Supervisor Bob Salov. She felt that she presented a clear picture of McFarland's services provided to the Cambridge area.

b. Discussion and update on the Orientation Statement for the Senior Outreach Service committee.

Adrian, Andersen, and Lobes wrote the following committee description to recruit future committee members.

"The Senior Outreach Services Committee advises the Village Board and the Outreach Department on policy, budget, operational and systemic priorities related to the 60 and older population that it serves.

As the senior population demographic grows, the challenges are greater with regard to the complexity and the resulting multi-faceted services and case management involved. This includes interfacing effectively with other village services. Additionally, there is need for the Committee to promote understanding in the community (e.g. dementia responses) and mobilize existing resources for greater support."

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

Andersen met with the Dane County Area Agency and reported the following:

- McFarland's preventative services are working well which in turn save on the first responder's budget. She gave several examples.
- Case management funding formula remains the same
- The Dane Focal Point Directors' main budget priority in 2020 is making mental health support a high priority that in turn can impact other future services required for an individual.
- Since meal costs by focal point donations is only 22%of the meal program budget, each area department is required to send a letter to meal site participants. The letter is asking for a contribution of at least $4.00 per meal.

d. Presentation of the Director's quarterly Staff Report.

Andersen presented the following highlights from the report.

- The Outreach Department averages over 45 reportable case management units (hours) a month.
- Items from the 'loan closet' are circulated frequently.
- The 'Are You Ok' program with the Police is going well. Two case examples were shared regarding the effectiveness of this collaboration.
- Community presentations at the library on topics for the elderly have recently been well attended. We are hosting a Legal and Financial program in May with the Alzheimer's and Dementia Alliance, which is a reschedule from March.
- Meal site deliveries have almost doubled.
- Recruitment of drivers for meal site deliveries and medical appointments is ongoing.

5. **Next meeting: Thursday, June 20, 2019 at 8:30 A.M.**

6. **Adjournment:** Motion to adjourn at 9:55 A.M.by Lytle, seconded by Losby, and carried by 5-0 vote.

Respectfully Submitted by,
Citizen: Jackie Burger (volunteer recorder)

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, June 20, 2019**

SECTION: **Business**

DEPARTMENT: **Outreach**

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

AGENDA ITEM: **Discussion on Senior Outreach Funding Analysis prepared by Village Staff.**

PREVIOUS ACTION:
The Committee last discussed the issue on April 18, 2019.

ISSUE SUMMARY:
Enclosed within your packet is an analysis prepared by the Director and Administrator evaluating the actual data from 2017 and 2018 while also making a projection for 2019 on funding for the Department. Funding as it relates to our relationships with member communities that receive services from our Department as part of our obligation with Dane County through that Contract. The analysis first lays out revenues and expenses for the three years listed and then breaks those total costs down by services provided within the Department. It does further to breakout Case Management and Nutrition services as those costs apply to member communities in order to finally compare each communities expense against the revenue they provide.

FINANCIAL/BUDGET IMPACT:
This is described more specifically withing the analysis but what it shows is that McFarland is having to raise more revenue than it needs to in order to cover expenses within the Department. The funding provided by outside entities needs to be adjusted to account for this gap in how Case Management and Nutrition services are provided into the future.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
The Director will present the report as the Administrator will not be in the office for this meeting. This has not been shared with member communities as of yet. It is important for the Committee to provide feedback on this data to address information it may still be looking for or

questions it has on what might not be present. It is requested a meeting be held in July at the normal date/time and prior to that Staff will address this with member Communities to then gather their feedback.

ATTACHMENTS:

1. Senior Outreach Funding Analysis 06132019 mgs

Senior Outreach Services

Village of McFarland

Funding Analysis

Revenues	**2017 Budget**	**2017 Actual**	**Budget to Actual**		**2018 Budget**	**2018 Actual**	**Budget to Actual**		**2019 Budget**
Senior Outreach Fees	1,860	1,080	(780)		1,500	720	(780)		500
County - Outreach Case Mgmt	44,167	46,526	2,359		45,500	48,305	2,805		50,500
County - Outreach Nutrition	22,086	22,528	442		15,500	15,730	230		19,500
Towns - Outreach Services	30,300	29,800	(500)		30,000	31,300	1,300		27,800
Donations - Senior Outreach	4,400	1,527	(2,873)		3,500	3,300	(200)		3,000
Tax Levy	120,498	111,851	(8,647)		142,750	118,353	(24,397)		141,750
Total Revenues	*223,311*	*213,312*	*(9,999)*		*238,750*	*217,708*	*(21,042)*		*243,050*

More than half the revenue to support the Senior Outreach Department comes from the municipal tax levy paid by residents of the Village of McFarland. The budget to actual amount will fluctuate from year to year based on actual expenses incurrred compared to that of what was thought needed when the budget was prepared. Dane County then provides roughly a third of the remainder of the revenue that is by contract used solely to support Case Management and Nutrition services within the member communities. Finally, each member community provides a "donation" for services rendered which is based on what they decide they can afford as part of their annual budget process (i.e. not contractually obligated or formula based). On a much smaller level the Department receives some donations from the general public and collects a small amount of fees associated with the work that is provided.

Expenses	2017 Budget	2017 Actual	Budget to Actual		2018 Budget	2018 Audit	Budget to Actual		2019 Budget
Personal Services	204,470	195,555	(8,915)		214,750	196,895	(17,855)		217,500
Contractual Services	3,766	3,459	(307)		4,750	4,970	220		4,500
Supplies and Expenses	14,775	13,925	(851)		18,750	15,713	(3,037)		19,750
Capital Outlay	300	374	74		500	130	(370)		0
Total Expenses	*223,311*	*213,312*	*(9,999)*		*238,750*	*217,708*	*(21,042)*		*241,750*

The budget is prepared within four main categories for the Department. Personal Services are the wage and benefit costs paid to employees of the Department. Within the Department there is a Director (1.0 FTE), Case Manager (1.0 FTE), Case Manager (0.75 FTE), Nutrition Manager (0.5 FTE), and Nutrition Server (0.25 FTE). This makes up 90% of the total cost for the Department with the remainder tied up in a small amount of contracts for things and other supplies needed to support operations. The expenses in total are provided in order to provide service within the Village of McFarland as well as member communities as obligated through the agreement with Dane County for funding.

		2017	2018	2019
58% Case Management	Hours	123,157	125,696	139,576
1.75 FTE Case Mgrs (100%)	3,458			
Director (25%)	520			
	3,978			
27% Meal Program/Nutrition	Hours	57,956	59,151	65,683
0.50 FTE Nutrition Mgr (100%)	1,040			
0.25 FTE Nutrition Ser (100%)	312			
Director (25%)	520			
	1,872			
15% Specialized Services/Admin	Hours	32,198	32,862	36,491
Director (50%)	1,040			
Total Hours	6,890			
	Total Cost	*213,312*	*217,708*	*241,750*

There are three main services provided by the Department. Case Management accounts for the marjority of the budgeted hours followed by nutrition and specialized services. Specialized services is an area of focus solely within the Village and not meant to be funded by Dane County or member Communities. It equates to hours spent by the DIrector to coordinate programs, classes, or other activities for residents within the VIllage. Utilizing the budget hours breakdown by service within the Department, this chart is meant to demonstrate the cost distribution amongst these services on an actual basis for 2017 and 2018 plus forecast what might be experienced in 2019.

Case Management	2017 Units	2017 % Dist.	2017 Cost		2018 Units	2018 % Dist.	2018 Cost		2019 Cost (est.)
Cambridge	68.25	12%	8,895		129.75	19%	14,756		17,518
Christiana	10.00	2%	1,303		5.00	1%	569		675
Dunn	94.75	16%	12,348		108.50	16%	12,339		14,649
Pleasant Springs	46.50	8%	6,060		7.25	1%	825		979
Rockdale	0.00	0%	0		12.25	2%	1,393		1,654
Rutland	5.50	1%	717		20.75	3%	2,360		0
McFarland	363.00	62%	47,308		397.00	58%	45,149		53,601
Dane County Funding			46,526				48,305		50,500
Total Case Management	*588.00*	*100%*	*123,157*		*680.50*	*100%*	*125,696*		*139,576*

Isolating the Case Management costs based on the hours allocation allows us to further evaluate the estimated cost by member Community for this service. Annually the Department reports its units of service provided for Case Management back to Dane County. 1 unit of service equals 1 hour of time provided for case management work. These units are tracked by Community and reported back to Dane County as well as each member Community helping to demonstrate actual utilization of this service by jurisdiction. For 2017 and 2018, the unit count is provided for each Community in order to get a percentage share each had within this service. The percentage distribution then is applied to the total cost for Case Management net what funding is provided by Dane County. This helps to show then about how much it costs year to year to provided solely Case Management services within each Community. Territories were changed beginning in 2019 which removed Rutland from the member Communities provided service by the Village. The 2019 Estimate applies the unit counts from 2018 minus Rutland against what has thus far been approved for the 2019 Budget.

Meal Program/Nutrition	2017 Units	2017 % Dist.	2017 Cost		2018 Units	2018 % Dist.	2018 Cost		2019 Cost (est.)
Cambridge	405.00	22%	7,665		405.00	22%	9,394		9,992
McFarland	1,467.00	78%	27,764		1,467.00	78%	34,027		36,192
Dane County Funding			22,528				15,730		19,500
Total Meal Program/Nutrition	*1,872.00*	*100%*	*57,956*		*1,872.00*	*100%*	*59,151*		*65,683*

Services to provide for the meal program and nutrition are centered in the Villages of Cambridge and McFarland through their approved meal sites. The unit allocation are determined by the budgeted hours allocated to run each meal site plus administrative oversight of the Director. There are 312 hours committed to the Cambridge meal site plus approxiately 93 hours of service provided by the Director to handle reporting, coordination, fill in time, and other related services to provide the meal site at this location twice per week. The meal site in McFarland has a half-time person that equates to 1,040 hours plus the remainder of the hours dedicated by the Director for the meal program which is estimated at 427. Similar to Case Management, the Meal Program costs are isolated by Community by apply the unit percentage distribution against costs to provide this service net funding from Dane County for this purpose. The actual data is presented for 2017 and 2018 while 2019 is estimated using the data collected in 2018 against the budget set for 2019.

Funding Comparison by Municipality	2017 Actuals				2018 Actuals				2019 Budget		
	Revenues	Expenses	Difference		Revenues	Expenses	Difference		Revenues	Expenses	Difference
Cambridge	5,500	16,560	(11,060)		6,000	24,150	(18,150)		6,000	27,510	(21,510)
Christiana	2,500	1,303	1,197		3,500	569	2,931		3,500	675	2,825
Dunn	14,300	12,348	1,952		14,300	12,339	1,961		14,300	14,649	(349)
Pleasant Springs	4,000	6,060	(2,060)		4,000	825	3,175		4,000	979	3,021
Rockdale	0	0	0		0	1,393	(1,393)		0	1,654	(1,654)
Rutland	3,500	717	2,783		3,500	2,360	1,140		0	0	0
McFarland	114,458	107,270	***7,188***		122,373	112,038	***10,335***		145,250	127,583	***17,667***
			3.37%				***4.75%***				***7.27%***
Dane County	69,054	69,054	0		64,035	64,035	0		70,000	70,000	0
Total Funding by Municipality	*213,312*	*213,312*			*217,708*	*217,708*			*243,050*	*243,050*	

All of the revenues collected by Community are listed above for 2017-2019. The expenses are then carried into the comparsion from the previous pages that isolated the costs by member communities for Case Management and Nutrition Services. Dane County provides a revenue which offsets a corresponding expenses for these same services. Their contribution went down in 2018 after they removed funding for McFarland's meal program but has since increased in 2019 to a level slightly higher than 2017. Cambridge (by $500) and Christiana (by $1,000) increased their contribution in 2018 while the funding from Rutland was lost due to Dane County service boundary adjustments.

What this demonstrates is that the Village has to raise more revenue (i.e. - contribute a higher than necessary portion of the tax levy) to the Department to support operations outside of our municipal boundary. In 2017 that number was $7,188 or 3.37% and in 2018 it grew to $10,335 or 4.75%. In 2019 (based on performance in 2018), we are projecting it will grow again due to higher costs to $17,667 or 7.27%. While the nutrition service units are fixed, a lot of variation from year to year has to do with how many Case Management units there were and where they were spent. A single client with a high need for services could contribute to a spike in any Community which creates fluctuations from year to year. Likely the best solution we have is to setup a funding formula similar to how Fire and Rescue contracts with member communities. A fixed dollar amount is charged throughout the year and then the actual is reconciled before year end so that truer dollar for dollar exchange in services takes place. Some years those communities get refunds because expenses were not as a high, while other years they may have to pay more. Either way the costs are allocated fairly across all communities and each does not have to provide more or less to subsidize other members.

MGS
6/13/2019

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, June 20, 2019**

SECTION: **Business**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Discuss ongoing followup with the Area Agency on Aging regarding joint Cambridge visit in April**

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, June 20, 2019**

SECTION: **Business**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Update on Village-wide Strategic Planning**

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, June 20, 2019**

SECTION: **Staff Reports**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Discuss upcoming programs and report on recent programs**

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, June 20, 2019**

SECTION: **Business**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Review new brochure draft**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Senior Outreach Brochure Final FINAL

INFORMATION & ASSISTANCE

Promote resources and connect seniors to services, including:

Financial Programs
Foot Care
Social Groups
Medical Loan Closet
Educational Programming
Exercise Classes
Caregiver Assistance
County-funded Long Term Care Programs
Dementia Programs & Services

MCFARLAND SENIOR OUTREACH

5915 Milwaukee St.
McFarland, WI 53558
Hours:
Monday--Friday
8:00am--4:30pm
Phone:
608-838-7117
Email:
Outreach.dept@mcfarland.wi.us
Website:
www.mcfarland.wi.us

We welcome all seniors regardless of race, religion, gender, gender expression, national origin, disability, marital status, or sexual orientation.

MCFARLAND SENIOR OUTREACH SERVICES

Programs and Services Primarily for Adults, age 60 and over. Serving McFarland, Cambridge, Christiana, Dunn, Pleasant Springs & Rockdale.

DANE COUNTY CASE MANAGEMENT

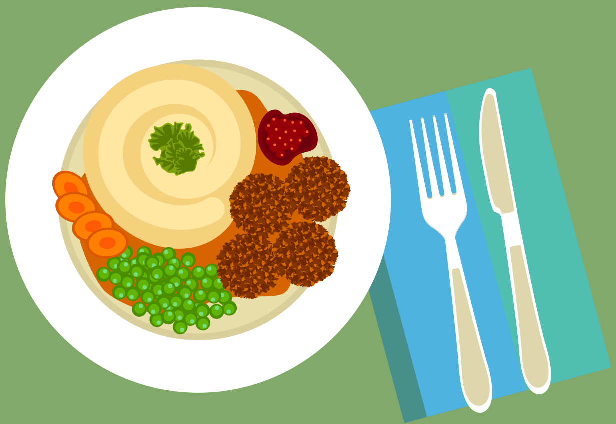
Available for seniors over the age of 60. Services are coordinated by Case Managers, who help community-based older adults navigate through a maze of information and identify resources to promote wellness and independence within their home and community.

Additional funding provided by our partnering townships.

MEAL PROGRAMS

MCFARLAND/CAMBRIDGE

- Meal Site: Lunch time meals served on select days at the
  - McFarland Municipal Center at 5915 Milwaukee Street
  - Amundson Center at 300 Spring Street in Cambridge.
- Reservations Required . Call 608-838-7117
- Dane County Home Delivery: Noon meals delivered weekdays to McFarland, Dunn, & Pleasant Springs. Assessment Required
- Cost: Donation



TRANSPORTATION

- RSVP Rides for Medical Appointments
- Bus Transportation to Meal Site, Grocery Stores, Shopping Trips in Madison & to Local Businesses
- Please call 608-838-7117 to make a reservation.