VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

SENIOR OUTREACH SERVICE COMMITTEE

Thursday, July 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. Review and Approval of June 20, 2019 meeting minutes
4. BUSINESS.
   a. Update on contract development with townships
   b. Review 2nd Quarter board report
   c. Update on Strategic planning process
   d. Review Village Board goals and objectives related to Senior Outreach
   e. Present concepts of Wisconsin Alzheimer's Institute study and Helen Bader Foundation grant application
5. SCHEDULE NEXT MEETING DATE.
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, June 20, 2019 **8:30 A.M.** **McFarland Municipal Center**

MINUTES

1. **Call to Order. Roll Call.**
   The meeting was called to order by Chairman Adrian at 8:33 A.M.

   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.

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

3. **Approval of minutes from April 25, 2019**
   Motion by Adrian, seconded by Losby, and carried by a 5-0 vote to approve the minutes of April 25, 2019.

4. **Business**
   a. **Discussion on Senior Outreach Funding Analysis prepared by Village Staff.**
   Andersen distributed copies of the 'McFarland Senior Outreach Services Funding Analysis' covering the years from 2017 to the present. The Analysis' spreadsheets include data on the following topics:
   - Revenues.
   - Case management costs for McFarland and outlying Municipalities.
   - Meal Program/Nutrition Costs.
   - Expenses.
   - Cost distribution amongst the three services provided by the Outreach Department.
   - Funding Comparison by Municipality.

   The committee members made comments and asked questions about the data. After a lengthy discussion, it was clear that some Townships are not contributing adequate funding for the services that they receive. Adrian summarized by stating that the committee needs to consider a major decision concerning the future direction of the Outreach Department. If the Municipalities refuse to sign a contract guaranteeing equitable financial support to the Outreach Department, would the committee members seriously consider severing all ties with Dane County? As a result, the Outreach Department's services would apply only to McFarland residents and be financed solely by McFarland funds. The committee will meet with Matt Schuenke in July to explore this idea further.

b. Discuss on-going follow-up with the Area Agency on Aging regarding joint Cambridge visit in April.
Andersen reported on attending a meeting with the Area Agency on Aging Department. The topic under discussion was Cambridge's concerns about the services currently provided by the Outreach Department.

c. Discuss upcoming programs and report on recent programs.
Programs for the summer are as follows:

- June – Ice Cream fundraiser
- July – Senior Luau Picnic with ukulele music
- Medicare Seminar
- Living Well with Chronic Conditions
- In the fall - LBGQT Outreach Training for Village department personnel

d. Review new brochure draft.
Andersen distributed copies of the Outreach brochure that was designed and prepared by Katie Gletty-Syoen. The committee members felt that the updated brochure is very informative and attractive.

5. **Next meeting: <u>Thursday, July 25, 2019 at 8:30 A.M.</u>**

6. **Adjournment:** Motion to adjourn at 10:40 A.M.by Adrian, seconded by Lytle, and carried by 5-0 vote.

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

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, July 25, 2019**

SECTION: **Business**

DEPARTMENT: **Outreach**

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

AGENDA ITEM: **Update on contract development with townships**

PREVIOUS ACTION:

ISSUE SUMMARY:
The Village Administrator and Director of Senior Outreach Services have met with all of the communities within our focal point. We shared with them Financial Analysis that was provided to the Committee last month in order to outline our case for change. All communities we met with were receptive to working out a more formal arrangement and desired to keep that conversation moving as they find value with the services within their communities.

Next steps would be starting to bring together more of the details behind how this will operate:

- Funding Formula - It is suggested we follow a similar formula as Fire and EMS service that is contracted to the Towns. Bi-annually we will charge them a proportionate share of costs for these services net of the County's funding. The proportionate share will be determined based upon the distributions created within the funding analysis. At the end of each year we will reconcile the actual cost against the amount charged in order to possibly return money or recoup additional costs to guard against large swings in case volume.
- Safeguards - It was expressed through our meetings that they want to make sure any agreement entered into is specific to the services to be provided. It will be necessary to have good definitions of the services to be provided to prevent against other unintended charges from being included later on.
- Fund Accounting - Some have expressed the ability for the Village to hang onto funds not needed instead of returning it to them. Essentially, if a Town was to pay $5,000 in the year but only needed to pay $2,500 the Village would keep the $2,500 within its fund balance to apply to overages in the future. These services are funded within the General Fund so its hard to carve out these types of assignments, but if its own fund was created then that might be possible. We don't want to create an accounting task that is too over burdensome but might be something to consider to stabilize and provide insurance for all involved.

- Agreement - The "Verona Agreement" was shared previously and it was provided to these communities as part of our discussion. It was stressed that was an example we would look to follow but the language obviously would need to be updated. Next time around we'll want to work in our terms to an updated version of this to share with these different groups.
- Possible Phased Implementation - In at least one case it was requested payments be phased over time to give them a chance to work into their budget. There is one very large discrepancy and a few other smaller one, but none the less they expressed difficulty in being able to fund the overage all at once. We would have to consider in the case of those agreements working in a phased approach to help them absorb the cost more evenly and less abruptly.

Several requested we present to their boards at some point in the late Summer or early Fall. The Director and I will certainly do so, but we should get a little farther in what this is going to look like going forward. Other ideas are welcome but this is what seemed to be palatable when meeting with the other communities.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, July 25, 2019**

SECTION: **Staff Reports**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Review 2nd Quarter board report**

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, July 25, 2019**

SECTION: **Business**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Update on Strategic planning process**

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, July 25, 2019**

SECTION: **Business**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Review Village Board goals and objectives related to Senior Outreach**

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, July 25, 2019**

SECTION: **Business**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Present concepts of Wisconsin Alzheimer's Institute study and Helen Bader Foundation grant application**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None