

**SENIOR OUTREACH
SERVICE COMMITTEE**

Thursday, August 15, 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 Minutes for July 25, 2019 meeting
4. BUSINESS.
 - a. Update on contract discussion with Townships.
 - b. Report on recent Senior Advocacy training day
 - c. Director monthly update
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, July 25, 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 8:30 A.M.

Members Present: Chairman/Village Board Trustee Jerry Adrian, Village Board Trustee Mary Pat Lytle, and Citizens: Carol Lobes, Becky Losby, Colleen McCormick, and Monica Macarra.

Members Absent:

Staff Present: Senior Outreach Director Lori Andersen.

Guest Present: Village Administrator Matt Schuenke.

2. Public Appearances: no one present

3. Approval of minutes from April 25, 2019

Adrian declared that the minutes should stand as recorded.

4. Business

a. Update on contract development with townships.

Andersen and Schuenke met with all the municipalities to discuss concerns and advocate for formal agreements with each one. After looking at the data, those not carrying their load seemed to be cooperative. Schuenke was asked to extend the information from two-year data to five-year data and to attend all township board meetings. After some discussion about how and when payments would occur, Schuenke outlined the following plan:

- Develop a formal contract based on the Verona template including topics that are unique to the McFarland Focal Point.
- Encourage the municipalities to have a better understanding of services based on the equalized value of the area.
- Begin to have each community sign the agreement.

At the next meeting, committee members will review and suggest revisions to the contract. Next, Schuenke will meet with the townships to sign the agreements.

b. Review 2nd quarter board report.

Andersen distributed copies of the Outreach Department's 2nd quarter report and highlighted items in the report.

c. Update on Strategic planning process.

The Village Board hired a Consultant to assist Village Board members and Village Department heads in developing a 10-year goals, objectives, and action plan. Based on a Community Survey and village departments' policies, ideas, services, etc., the commission formulated a plan.

d. Review Village Board goals and objectives related to Senior Outreach.

Andersen will participate on committees dealing with the objectives listed below.

- Develop opportunities to create amenities for Special Needs kids, adults and other health/wellness initiatives not otherwise provided through the community. It is yet to be decided how this initiative will be tracked through the committee system.
- Proactive recommendations from Public Safety Departments that advance services and meet necessary demands. It is yet to be decided how this initiative will be tracked through the committee system.
- Create and promote volunteer opportunities in the community. The Village Volunteer Committee will be responsible.

e. Present concepts of Wisconsin Alzheimer's Institute study and Helen Bader Foundation grant application.

The McFarland Outreach Department was invited to participate in the EMS Visitor Program, which is a study through the Wisconsin Alzheimer's Institute. Sara Sprang, McFarland Outreach Case Worker, attended a training and orientation to the program. The purpose of the program is for staff to recognize and appropriately refer seniors who may need services due to dementia and dementia behaviors.

The Fitchburg Senior Center has asked the McFarland Outreach Department to participate in a Medical Advocacy program. The program employs 2 RNs to assist seniors by attending medical appointments with them and helping them follow-up on medical conditions and treatment plans. Fitchburg currently funds this program with a grant from the Area Agency on Aging and is applying to UW Milwaukee-Helen Bader for a 2020 grant.

5. Next meeting: Thursday, August 15, 2019 at 8:30 A.M.

6. Adjournment: Motion to adjourn at 9:35 A.M. by McCormick, seconded by Lobes, and carried by 6-0 vote.

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



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, August 15, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Update on contract discussion with Townships.

PREVIOUS ACTION:

ISSUE SUMMARY:

Enclosed is a copy of the proposed contract that will be shared with communities within the focal point. This follows essentially the same funding formula as was conveyed to them when we met last. We will review its key points in the meeting.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. VOM Senior Outreach Services Agreement 08092019 mgs

**CONTRACT FOR SENIOR OUTREACH SERVICES
WITH THE VILLAGE OF MCFARLAND**

This Contract for Services, entered into this _____ day of _____, 2019, by and between the Village of McFarland and the _____ of _____, to become effective January 1, 2020.

WITNESSETH:

WHEREAS, the Village of McFarland and the _____ of _____ seek to promote the welfare of their citizens through the provision of adequate facilities and programs for the delivery of such case management and nutrition based services for the elderly;

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

WHEREAS, the Village of McFarland owns and provides for the operation of case management and nutrition based services through its Senior Outreach Department, which is the focal point as mandated through contract by Dane County for the delivery of services to older adult residents who reside within the prescribed boundaries of the communities;

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 these services are an efficient means of delivering beneficial services to the communities.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The _____ of _____ (hereinafter referred to as “_____”) shall appropriate and pay to the Village of McFarland (hereinafter referred to as “McFarland”) as its contribution to the funding of the operations of McFarland’s Senior Outreach Department (hereinafter referred to as “the Department”) as follows:

- a. An annual budget for operation of the Department shall be prepared by McFarland and provided to _____ not later than October 31. Total projected expenses for operation of the Department, less capital equipment, specialized services, building debt service and anticipated revenues to be received from Dane County, shall provide the net expenses.
- b. _____ shall contribute financially to the cost of case management services based on the 5 year average percentage of case management units within _____ as compared to the total case management units within the focal point. The percentage shall be adjusted annually based on the previous years’ experience.

- c. _____ shall contribute financially to the cost of nutrition based services based on the actual direct costs to provide those services within _____.
- d. One-half of the total amounts to be paid by _____ to McFarland shall be paid by January 31 with the final payment paid by July 31.
- e. Following the completion of McFarland's annual independent financial audit, a final billing statement will be sent adjusting any overpayment or underpayment of prior year contributions based on the actual audited year-end revenue and expense figures of the Department. The adjustment to be made will be based on the same formula in Sub. (b) as compared to the actual year end entries.

2. In consideration of the payment or payments described above, the Department will provide all case management and nutrition based services _____'s senior citizens as are provided to McFarland's senior citizens. Such services include, but are not limited to case management and nutrition based services. McFarland shall not discriminate in any manner in the provision of any activity, service or program on the basis of residency in _____ or McFarland. An annual report detailing the activities, services and programs provided to the users of the Department will be provided to _____ in February of each year.

3. McFarland shall be the employer of all Department staff. The staff shall be governed by all rules and regulations and receive such compensation and benefits as provided to other similar employees of McFarland.

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

5. 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.

Signatures to follow on next page.

APPROVED FOR THE VILLAGE OF MCFARLAND BY:

Brad Czebotar

Date

Cassandra M. Suettinger

Date

APPROVED FOR THE _____ OF _____ BY:

XXXX XXXX

Date

XXXX XXXX

Date



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, August 15, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Report on recent Senior Advocacy training day

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, August 15, 2019

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Director monthly update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None