

**SENIOR OUTREACH
SERVICE COMMITTEE**

**Thursday, November 21,
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 minutes of the regular meeting held on October 17, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding the final contract and funding formula for all member communities within the Focal Point.
5. SCHEDULE NEXT MEETING DATE.
 - a. Thursday, January 16, 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.

SENIOR OUTREACH SERVICES COMMITTEE

Thursday, October 17, 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, and Monica Macarra.

Members Absent: Colleen McCormick.

Staff Present: Senior Outreach Director Lori Andersen.

Guest Present: Village Administrator Matt Schuenke.

2. Public Appearances: no one present

3. Approval of minutes from August 15, 2019

Adrian declared that the minutes should stand as recorded.

4. Business

a. Discussion and action to make a recommendation on contracts for services with member municipalities within the Focal Point.

After meeting with the focal point communities, Schuenke reported that Christiana, Rockdale and Pleasant Springs are willing to sign contracts. Cambridge leaders are willing to sign a contract but are struggling to come up with the money to pay the fees. Dunn Township leaders are willing to pay the fees but are not willing to sign a contract. As a result, Schuenke, Andersen, and Adrian will meet with Dunn representatives to discuss the present situation.

Schuenke projected via power point copies of the Outreach Department's past, present and tentative future budgets and led a discussion with committee members. After Adrian summarized the situation, committee members agreed that McFarland will not provide services unless all communities agree to sign a contract and pay their fees. Outreach committee members will be in a better position to make a recommendation to the Village Board after receiving definite answers from Cambridge and Dunn.

b. Present highlights of 2020 budget proposal.

Andersen reviewed the proposed budget packet and explained her reasons for various increases. She said that the Village Board had no questions when presented but may submit questions until October 31st.

c. Overview of Director's Quarterly board report.

Andersen reported that she is the supervisor for an intern that is also working at the McFarland Youth Center. All members of the Outreach Department have presented and participated in various workshops and classes. The report also consisted of information and statistics on Outreach activities, the Nutrition program, RSVP rides, and volunteer updates.

d. Review recent trends and issues related to service delivery.

McFarland is a member of “Safe Communities” programs which cover many aspects of safety in the community ranging from medication drop boxes, locked boxes, and suicide prevention. Andersen said that the group is currently doing research on adult falls by analyzing 911 statistics. Recent articles in the Madison newspaper indicate where increased service needs may be depending on rates of falls. McFarland rated low in comparison to other communities. Method of statistical gathering is unknown making it difficult to analyze the data presented publically. However, Senior Outreach recognizes this continues to be a concern and will continue to address this issue by offering evidenced based classes such as “Stepping On,” “Strong Women,” etc., partnering with the EMS and by addressing causes of falls with clients in our service provision.

5. Next regular meeting: Thursday, December 19, 2019 at 8:30 A.M.

A special meeting may be held prior to this to discuss contract updates.

6. Adjournment: Motion to adjourn at 10:05 A.M. by Macarra, seconded by Lobes, and carried by 5-0 vote.

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



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, November 21, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the final contract and funding formula for all member communities within the Focal Point.

PREVIOUS ACTION:

ISSUE SUMMARY:

Enclosed is the final draft of the contract with member communities within the Focal Point. Cambridge is shown in the packet but each agreement for the 5 Communities within the Focal Point is the same. Additionally, an updated funding formula is also provided based on new revenue levels from Dane County. This caused everyone's contribution to go down by proportionate amounts since the amount the County will provide is higher than expected. All communities within the Focal Point have now signaled their acceptance of this contract as well as the funding formula enclosed within. The Village Board is scheduled to approve the 2020 Budget at their meeting on November 25th in which the affects of this contractual arrangement are now included.

It is recommended the Committee discuss the final contract and make a final recommendation of approval to the Village Board.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:



1. VOM Senior Outreach Services Agreement 11112019 mgs CAMBRIDGE
2. Proposed 2020 Senior Outreach Funding Formula 10142019 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 (“McFarland”) and the Village of Cambridge (“municipality name”), to become effective January 1, 2020.

WITNESSETH:

WHEREAS, McFarland and Cambridge seek to promote the welfare of their respective residents through the provision of adequate facilities and programs for the delivery of 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, McFarland owns and provides for the operation of case management and nutrition based services through its Senior Outreach Department (the “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 served by the Department;

WHEREAS, the provision of those services is intended to assist older adults so that they may remain in their own homes and in their community, and to live as independently as possible; and

WHEREAS, the sharing of responsibility and expenses among both municipalities in funding the continued operation of these services is an efficient means of delivering beneficial services to the communities.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Cambridge shall appropriate annually and pay to McFarland as its contribution to the funding of the operations of McFarland’s Senior Outreach Department an amount determined as follows:

- a. An annual budget for operation of the Department shall be prepared by McFarland and provided to Cambridge not later than October 31 of each year. 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. Cambridge shall contribute financially to the cost of case management services based on the average percentage over the previous 5 years of case management units within Cambridge as compared to the total case management units within the focal point. The percentage shall be recalculated annually at the time of preparation of the Department’s budget based on the previous 12 months’ experience. Service cost distribution

percentages made by the Village to calculate the cost distribution of senior outreach services shall remain as indicated in the attached funding formula, unless Cambridge and Village agree in writing to update the percentages in the future.

- c. Cambridge shall contribute financially to the cost of nutrition based services based on the actual direct costs to provide those services within Cambridge.
- d. One-half of the total amounts to be paid by Cambridge 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 Cambridge's senior citizens case management and nutrition based services as are determined via contract with Dane County. McFarland shall not discriminate in any manner in the provision of any activity, service or program on the basis of residency within or outside of McFarland. An annual report detailing the activities, services and programs provided to the users of the Department will be provided to Cambridge 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 determined by 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 effective date of this Contract.

Signatures to follow in the next page.

APPROVED FOR THE VILLAGE OF MCFARLAND BY:

Brad Czebotar, President

Date

Cassandra M. Suettinger, Clerk/Treasurer

Date

APPROVED FOR THE VILLAGE OF CAMBRIDGE BY:

Mark McNally, President

Date

Lisa Moen, Administrator/Clerk-Treasurer

Date

Contract for Senior Outreach Services

with the Village of McFarland

Funding Formula

Revenues	2020 Budget
Senior Outreach Fees	1,500
County - Outreach Case Mgmt	55,750
County - Outreach Nutrition	15,250
Towns - Outreach Services	43,500
Donations - Senior Outreach	3,500
Tax Levy	133,750
Total Revenues	253,250

Expenses	2020 Budget
Personal Services	224,000
Contractual Services	6,000
Supplies and Expenses	23,250
Capital Outlay	0
Total Expenses	253,250

The expenses in total are provided in order to provide service within McFarland and member communities as obligated through the agreement with Dane County for funding. There are three categories of service provided by the Department including Case Management, Nutrition, and Specialized Services. The Village is obligated to provide Case Management and Nutrition services to members within the Focal Point according to the terms of its contract with Dane County. The Village takes sole responsibility for Specialized Services as it applies to residents in McFarland. All three of these categories are inclusive of the total expense shown here. The three costs are allocated as follows according to the total hours budgeted for each activity:

			Cost
53%	Case Management	Hours	133,792
	1.50 FTE Case Mgrs (85%)	3,120	
	Director (25%)	520	
		<u>3,640</u>	
27%	Meal Program/Nutrition	Hours	68,808
	0.50 FTE Nutrition Mgr (100%)	1,040	
	0.25 FTE Nutrition Ser (100%)	312	
	Director (25%)	520	
		<u>1,872</u>	
20%	Specialized Services/Admin	Hours	50,650
	Director (50%)	1,040	
	0.25 FTE Case Mgrs (15%)	338	
		<u>1,378</u>	
	Total Budgeted Hours	6,890	
		Total Cost	<u>253,250</u>

Funding Formula (continued)

Case Management	Total Units of Service					Avg	%	Cost 2020
	2014	2015	2016	2017	2018			
Cambridge	71.00	75.00	70.50	74.25	129.75	84.10	14.68%	11,458
Christiana	8.50	4.00	5.00	10.00	5.00	6.50	1.13%	886
Dunn	91.75	89.25	87.00	94.75	108.50	94.25	16.45%	12,841
Pleasant Springs	57.00	52.00	66.00	46.50	7.25	45.75	7.99%	6,233
Rockdale	3.00	3.00	3.00	0.00	12.25	4.25	0.74%	579
McFarland	185.75	335.75	387.50	363.00	417.75	337.95	59.00%	46,045
						Dane County Funding		55,750
Total Case Management	417.00	559.00	619.00	588.50	680.50	572.80	100.00%	133,792

Nutrition (Meal Site)	Annual Units	%	Cost 2020
Cambridge	405.00	21.63%	11,587
McFarland	1,467.00	78.37%	41,971
	Dane County Funding		15,250
Total Meal Program/Nutrition	1,872.00		68,808

The hours to Staff the Meal Sites are a fixed allocation based on the predetermined meal schedules. The Annual Units set here are based on the total annual hours for the Nutrition Server in Cambridge (312 Hours) and a portion of the Director's annual hours (93 hours) to provide administrative oversight. The remainder of the annual hours then allocated for nutrition are then applied to McFarland which includes the Nutrition Manager (1,040 hours) and portion of Director's hours for nutrition (427 hours).

Total Cost by Community	2020 Cost		Total
	Case Mgmt	Nutrition	
Cambridge	11,458	11,587	23,045
Christiana	886	0	886
Dunn	12,841	0	12,841
Pleasant Springs	6,233	0	6,233
Rockdale	579	0	579
McFarland	46,045	41,971	88,015

43,585 Total Provided by Focal Point Communities