VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

SENIOR OUTREACH SERVICE COMMITTEE

Thursday, May 21, 2020 **8:30 AM** **McFarland Municipal Center**
Conference Room A

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strong encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

Please click the link below to join the webinar:

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Webinar ID: 859 5291 5099

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
   a. Motion to approve the minutes of the February 20, 2020 Senior Outreach Committee meeting.
4. BUSINESS.
   a. Directors report
   b. Review current Service Delivery related to emergency plan
   c. Review shared Focal Points plan based on Badger Bounce back plan
   d. Present committee goals
5. SCHEDULE NEXT MEETING DATE.
   a. Next scheduled meeting is July 16, 2020
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, February 20, 2020 8:30 A.M. McFarland Municipal Center

MINUTES

Call to order.

1. The meeting was called to order by Chair Adrian at 8:30 am.

   Present: Jerry Adrian (Trustee/Chair), Mary Pat Lytle, Lori Andersen (Director), Monica Macarra, Colleen McCormick, Sara Sprang (Case Manager)

2. **Public Appearance**
   No public appearances

3. **Approval of minutes from**
   Minutes were approved by Lytle and seconded by McCormick

4. **Business**
   a. **Brief presentation on final Department annual report for 2019**
      - Meals on Wheels almost doubled from 2018. McFarland meal site averages 8 participants.
      - Data for the Townships remained consistent.
      - Chair Adrian commented that January 2020 there were 22 falls in McFarland, compared to 21 falls from January 2019. Majority of falls are older adults. Lori Andersen commented that some of these falls could be from individuals in assisted living facilities. Complicating factors to falls include medications, alcohol and age.

   b. **Review draft goals for committee**
      - Chair Adrian reviewed 3 potential goal areas, Programing, Facilities and Financing.
      - **Programming:** Space needs were discussed which included offices, multi-use gym, and working with other departments such as Library and Youth Center. Andersen stated the need to do an inventory of current programming and look at other senior centers for ideas. Also, need to take into consideration there is a 40+ age variance among older adults.
      - **Facilities:** Identify priority of programs and how could Senior Outreach accomplish facilitating these programs with the existing footprint. This also includes inventory of staff. It will be important for the SOS committee to become more vocal in discussion related to guidelines for facility use, contracts with providers and asking the Townships for assistance.
      - **Financing:** Fund 80 from the school district was discussed which allocates funds for adult programs.

c. **Discuss objectives to achieve goals, both long term and short term**
    - SOS committee members will continue to discuss goals and talk with the Village Board about the needs of Senior Outreach. Committee will be a supportive role for these goals. Committee discussed meeting with Senior Center Directors regarding space and programming.

5. **Schedule Next Meeting Date**
    a. Next meeting scheduled for Thursday, March 19, 2020 at 8:30 a.m.
6. **Adjournment**
    - Motion to adjourn at 10:08am by McCormick, seconded by Lytle.

Submitted by,
Sara Sprang

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, May 21, 2020**

SECTION: **Staff Reports**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Directors report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 first Quarter board report

McFarland Senior Outreach report
First Quarter Jan-March 2020

Case Management units of service (I unit equals 1 hour)

January 51.75
February 65.75
March 72.50

189.75 Total for the year

Opened 14 clients Closed 12 clients
Average reported case management census 151 clients

Current contract requests 601 units and 179 clients served. Still waiting on 2019 final totals.
Our Social Work student, Monic Liceaga, finished her internship with us the beginning of March.

Nutrition

McFarland

Jan	Congregate 101	Home Delivered	738
Feb	Congregate 92	Home Delivered	615
March	Congregate 55	Home Delivered	827

Cambridge meal site

January 177
February 151
March 191 meal site, carry out and drive up

McFarland had their annual Nutrition inspection, which includes procedures, safety, licensing and training of staff and volunteers along with paperwork guidelines. We passed in all major areas. There were some minor recommendations made related to trainings for staff and volunteers and one recommendation on food temperature when delivering. A Plan of correction has been made, however in light of recent events some changes have been put on hold. We are fortunate that two of our new kitchen volunteers already have the certifications normally required of volunteers and staff.

Events Pi day and Fat Tuesday were held, but affected by social distancing recommendations in place at the time. Tax clinics 3 of 5 held

Trainings

Sara Sprang- Safe Serv

Katie Gletty-Syoen Serv Safe/ Challenging Geriatric Behaviors
Tim McDowell- (sub kitchen) Safe Serv
Lori Andersen- Access and Functional Needs: Preparedness Planning for Rural Communities given by Wisconsin Emergency Management

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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, May 21, 2020**

SECTION: **Business**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Review current Service Delivery related to emergency plan**

PREVIOUS ACTION:

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1. Current Board Updates to Senior Outreach Services

COVID UPDATES- of McFarland Senior Outreach Services

We began operating almost immediately at reduced staff since mid-March due to CDC guidelines on recommended protocols for those at high risk or having potential exposure. We have since regained one part time position back. One 20-hour role currently remains inactive. Backup staff is also placed on restrictions. The Director has been filling in as McFarland Nutrition manager with assistance from the case managers since Mid-March. We have recruited approximately 25 new meal volunteers as all but three of our volunteers were placed on restrictions due to CDC guidelines. Cambridge meal site needed one new volunteer to operate as a drive up meal site.

Meal Site(s) - Cancelled until such time that Dane County and their vendors deem it safe to begin again. *All participants are eligible to receive home delivered meals instead. Cambridge meal site is having drive up service.*

Home Delivered Meals- Meal delivery has now been changed to three deliveries a week- Tuesday/Thursday /Friday. Double meals are provided on Tuesday and Thursdays so you will receive the same amount of meals but with three delivery days' vs five. This reduces the risk to seniors and volunteers and allows our caterers and department staff to stagger the work load if we face reductions in staff availability. In light of food insecurity issues due to personal financial issues or access to food, *any* senior is eligible to receive home delivered meals at this time. Homebound status is not an eligibility requirement. Registration and reservations for meals must be made in advance for the following week by 9 a.m. Friday mornings. Contributions are still being requested by mail. We will not deny meals based on an inability to contribute. Dane County will be distributing 5 shelf stable meals to us for all Meal on Wheel clients later this month.

Case management services- we are making phone contacts, and email contacts with clients, program participants, volunteers and other collateral contacts. We have had brief face-to-face contact as needed. Several clients have been facing substantial health or emotional issues that we have been addressing. We anticipate that to increase over the next few weeks.

Loan Closet- We are not accepting any items for return or donation at this time. We want to stress that items need to be cleaned with bleach before they are returned at a future date. Loan closet items that are needed will be on a case-by-case basis. We have had minimal requests and items were left outside for pickup.

Foot Clinic- April and May foot clinics are cancelled. Stoughton Home Health will let us know when they want to begin again. We will need to verify availability of Skaalen Village space at that time.

Tax assistance- Our last two clinics of the season were cancelled and we do not anticipate them to be rescheduled despite an extended filing period. That would be decided by AARP or VITAE

RSVP Driver Escort services- RSVP has cancelled all medical rides. We have not been transporting for appointments since the end of March. We are checking in with clients on essential medical needs such as lab work, eye pressure testing, etc. Our case manager recently worked with McFarland EMS and the client's physician on lab work for a client experiencing a crisis.

Transportation- Rides to Pick N Save grocery store and Walmart are as requested through Transit Solutions. We have not scheduled any other Madison based shopping trips at this time.

Food resources- Seniors who are facing challenges in securing food due to finances or physical restrictions are asked to contact Senior Outreach to assist. Transit Solutions Inc., our contracted transportation service, has offered to assist seniors in shopping on their behalf. Senior Outreach can also work on connecting clients with the McFarland food panty if they are not already a client. Patrick Miles, our county supervisor and outreach staff distributed 50 - 5 shelf-stable meal bags the end of March. These were in addition to the ones we anticipate receiving from Dane County later this month. These were purchased by a generous donation to Senior Outreach. Included in the bags were hand sanitizer and soap. We also provided food to two multigenerational homes per their request over and above the food provided by the food pantry and for one animal. Food share participants are receiving a one time additional federal payment of $178

Miscellaneous

Exercise groups- All cancelled indefinitely

Bocce cancelled for the season

All other Senior Outreach programs cancelled indefinitely including our Living Well classes and Driver Safety

McFarland Area Senior Outreach Newsletter has been on hold and the next planned hard copy edition. Is June. That may change and we may just do an online version.

Moving forward….

Current focus is on the social isolation factor for clients. We are planning on some stuffers for our meal delivery clients such as coloring sheets /crayons, word search, Mother's day recognition and May Day flowers. As our Focal point group agreed, it is not prudent to allow outside groups such as day care etc. to make or provide items to give to clients to place in meal bags. The exception to this has been facial masks if requested. Several sewing volunteers have come forward and provided non-medical masks for Senior Outreach staff, meal volunteers, election volunteers and a few clients.

The Dane County Focal Point Directors have been tele-conferencing weekly to discuss ideas and changes in service delivery and resources. We will begin next week discussing how different aspects of our programs fit into the states Badger back plan. Of course, since Senior Outreach is not a freestanding program or center as many of our colleagues are, our plans must align with the McFarland Municipal center plans as well. That will be taken in consideration as we move forward. If you want more information on this, we have a draft given from the Area Agency on Aging that the Directors will be discussing and revising over the next month.

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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, May 21, 2020**

SECTION: **Business**

DEPARTMENT: **Outreach**

CONTACT:

AGENDA ITEM: **Review shared Focal Points plan based on Badger Bounce back plan**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Badger Bounce Back--Dane County Updated 051220

Badger Bounce Back Plan--Dane County Focal Points

Action	Safer At Home (thru 5/26/20)	PHASE ONE (effective 5/11/20) When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
AARP Tax Clinics	No	Yes--if private space allows	Yes--if private space allows	Yes
Adult Day Centers	No (Colonial Club is open)	Yes--following best practices**	Yes--following best practices	Yes
Blood Pressure Checks	No	No	Yes if private space allows	Yes
Case Management	Yes--by phone/email; **limited** in-person contact	Yes--by phone/email; **limited** in-person contact	Yes--by phone/email/in person; must wear PPE at home-visits	Yes
Congregate Meal Sites	No	No	No	Yes
Delivery Services (food & supplies)	Yes--thru Transportation Call Center	Yes--thru Transportation Call Center	Yes--thru Transportation Call Center	No
Drive-Thru Meal Options	Yes--for age 60+	Yes--for age 60+	Yes--for age 60+	No
Evidence-based Health Promotion Classes	No	No	No	Yes
Farmers' Market Voucher Distribution	No	Yes--drive-up only	Yes*	Yes
Focal Point Buildings	Closed to public; limited staff in building	Yes--following best practices	Yes--following best practices	Yes
Foot Care Clinics	No	Yes--if private space allows	Yes-- if private space allows	Yes
Groceries	Yes--delivered to door	Yes--delivered to door	Yes--delivered to door	No
Group Exercise Classes	Yes--online only	Yes--online only	Yes--online only	Yes
Home-Delivered Meals	Yes--reduced criteria for eligibility; multiple meals per day	Yes--reduced criteria for eligibility; multiple meals per day	Yes--reduced criteria for eligibility; multiple meals per day	Meet eligibility for meals; one meal per day/5 meals max per week
Driver Escort Rides (to medical appointments)	Yes--essential appointments only (thru Transportation Call Center)	Yes--essential appointments only (thru Transportation Call Center)	Yes--essential appointments only (thru Transportation Call Center)	Yes (thru RSVP)
Shopping Trips/Grocery	Yes--in groups of 1 or 2 only	Yes--in groups of 1 or 2 only	Yes--in groups of 1 or 2 only	Yes
Shopping Trips/Other	No	No	No	Yes
Social/Educational/Recreational Activities	No	No	No	Yes
Social/Educational/Recreational Trips	No	No	No	Yes
Supportive Home Care	Yes--if client/residents are well	Yes--if client/residents are well	Yes--if client/residents are well	Yes
Volunteers	Age 60+ not allowed; under age 60 allowed following best practices	Yes--following best practices	Yes--following best practices	Yes

*People over age 60, including employees and those who are medically vulnerable, should continue to shelter in place. Online education/remote work encouraged whenever possible.

**Oregon & NW Dane considering having one or two participants in at a time in order to give their caregivers a break and to provide the participants with some stimulation.

Considerations for reopening

1. Converse with management on what phase the facility opens.
2. Work with City/Board to evaluate conduct policies in advance of any purposed Phase Two opening.
3. Rate all facility programs using the three phase approach to determine what phase it will occur.
4. Develop written cleaning protocols.
5. Obtain a supply of masks in the event public come to the facility without one. It would be important to encourage public to have their own if possible because of the supply shortage.
6. Discuss physical building & determine what areas to open first so can then be managed by limited staff. Consider size & air circulation of each area. Open large rooms first.
7. Require all public and staff to wear masks inside the facility.
8. Require social distancing.
9. At the main door entry point, take the temperature of all people entering the building.
10. Place signage at entryway that states "Please do not enter if you have any signs of illness".
11. Evaluate the first point of contact between staff & public. Install plexi-glass barrier between public & staff.
12. Rope off areas to maintain a traffic flow inside the facility.
13. Protect staff office areas and make off limits to public since they are an enclosed smaller space.
14. Consider the requirement to provide contact tracing (sign-in when entering the building required?)

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CONTACT:

AGENDA ITEM: **Present committee goals**

PREVIOUS ACTION:

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ATTACHMENTS:

1. General meeting discussion and process for 2020
2. Core services

General meeting discussion and process for 2020

1. Review our role as a committee from a board perspective

2. Review Current and future service needs of Senior Outreach Services

3. Identify staffing needs for Senior Outreach

4. Identify space needs for senior outreach core services

a. Size-minimum

b. Features /amenities of dedicated space

c. Layout needed (generally speaking what needs to be located adjacent or near one another)

5. Review current and future programs for seniors

6. Identify space needs to accommodate senior programming

a. Size- minimum

b. Amenities- must have vs extra

c. Shared vs dedicated

7. Review staffing to accommodate program needs

8. Discuss outside services or village wide needs for seniors to be addressed

Meeting 1	Present #'s 1, 2, and 3
Meeting 2	Discuss #'s 1, 2, 3
Meeting 3	Present #4
Meeting 4	Discuss # 4
Meeting 5	Discuss # 5 needs/wants
Meeting 6	Discuss #6 space
Meeting 7	Discuss #7

Core services

Case management 2 offices. Current situation is Part-time Case manager (24 hours) shares office with nutrition manager (20 hours) and conference area. Other case manager is 40 hours

Nutrition 1 office. Currently shares an office with part time case manager/volunteer coordinator

Director 1 office –office with conference area

Kitchen- Larger Commercial with access for Home Delivery, steam table, two refrigerators and prep space and dining area for 150 with audio visual. Twice the current size kitchen with storage located adjacent

Nutrition storage- supplies, meal delivery bags

Activity storage-décor

Loan closet for medical equipment- space is a small closet. Spreading over into hallway and community room.

Requesting

Separate Spaces for two volunteers/Volunteer coordinator/Activity and or health promotion with personal phone and computer with workspace

Private conference room to hold 12-20 and internet access with a computer

Room for foot clinic on site (health type room) scale, blood pressure equipment with wait room area nearby, video conferencing

Sewing/craft room- storage for materials and crafts and 4-8 crafting tables

Dedicated exercise area to hold 50

More Secure entry and reception area including place for receptionist. Electronic sign in area for usage.

Classroom type space for 40 people w/ audio/visual

More intimate lounge area near a small separate food prep/kitchen area for smaller casual events. Could have a lunch or salad bar or breakfast area. Would consider a food cart model.

Accessible bathrooms- electric doors for entering, lower sink area, larger handicap stall, Emergency response system potentially

Copier/fax/scan located in general area, not an office

Display for posting events electronically and written and outside display

Larger loan closet area x6 minimum -easily accessible

Explore transportation options- in town taxi or transit

Staffing Needs

Increase Case manager/Volunteer coordinator to full time -2021

3-5 year outlook- add additional full time case manager and make Volunteer coordinator a full time position

Full time activity person

Part time health promotions person

Increase nutrition staffing to add special events part time assistant

Current program offerings in Senior Outreach

Meal site three days a week at noon

Home delivered meals to McFarland, Pleasant Springs and Dunn

Second meal site in Cambridge two days a week

Seasonal clinics such as flu shots, taxes or distribution of famers market vouchers

Foot clinic- off site. Would like to hold that internally.

Dining out-specific groups such as Singles over 60, Romeos and Juliets, Senior dining club

Exercise-Strong women/Strong bones, Tai chi, Yoga (moved due to lack of space)

Educational programs

Evidenced based Classes 2X a year. Mostly held at library due to space availability.

Entertainment on occasion

Outreach in collaboration with various groups such as 4-H, Lioness/lioness, Girl scouts, day care, assisted living

Mah Jong weekly, Euchre monthly

Volunteer ride service for medical rides (20 hours a month coordination) in collaboration with RSVP and other internal volunteer opportunities

Shopping bus coordination-Pick n Save, Out of town two times a month and one in town shopping for McFarland, Pleasant Springs, Dunn and a separate service for Cambridge. Rides for meal site and coordination for meal attendance.

Loan closet for lending medical equipment such as bath benches, commodes, walkers, raised toilet seats.

Offerings by other groups

E.D. Locke Library offers short-term exercise, craft groups, movies, educational programs, games or cards

McFarland Lutheran Church offers Thursday night community meal

Maple Tree offers casino trips. Not sure with new owners.

Other senior centers offer a variety of additional programs as does the ADRC OF Dane County. Sometimes we host and other times other sites host. All citizens are welcome to attend. There may be fees attached to certain programs.

Food pantry- collaboration with food pantry delivery to seniors, registering clients

Examples of frequent services we connect clients to

McFarland Area Outreach Endowment for unmet needs like medications, assistance with bills

Energy assistance/ free phone/specialized phones for hard of hearing/ hearing aides

Food share/ farmers market voucher/food pantry

Supportive home care

Caregiver grants

Support groups

Dementia specific programs such as memory clinics

Housing and public assistance housing programs when available

Long-term care services such as managed care organizations

Alcohol and drug treatment/ support

Medicare information including Medicare D sign ups and referrals to look at Medicare insurance programs whether it is supplemental, advantage or low income insurance

Medicare savings plan, applying for Medicare and/or Social Security. Referrals to Benefit Specialist to resolve issues

Money management such as payee

Guardianship

Mental health services

Health services such as dental or hearing aid, prosthetics, cancer referrals and assistance, incontinence products and dietary supplements such as Ensure

Home health agencies-publicly funded or private pay

Specialized housing referral such as assisted living, nursing home

Hospice referrals

Elder abuse referrals

Collaboration with Police and EMS for seniors at risk- Knox boxes, Care Trak, Are you OK program

Monthly Newsletter, web page, Village Facebook, Quarterly Outlook newsletter and Lookout

Specialized medical equipment