

**SENIOR OUTREACH
SERVICE COMMITTEE**

**Thursday, December 17,
2020**

8:30 AM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly 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 ZOOM WEBINAR:

<https://us02web.zoom.us/j/81487256756>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 814 8725 6756

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the November 19, 2020 meeting.
4. BUSINESS.
 - a. Director report
 - b. Review planning document draft
 - c. Identify recreational and health and wellness programming details
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.



McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 17, 2020

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Director report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 third Quarter board report

McFarland Senior Outreach report Third Quarter July-September 2020

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

July	31.25
August	35.5
September	34.75
Total	101.5

We have provided 465.25 units for the year thus far or 79% of annual total. We should be able to meet our goal by year end.

We closed 7 clients and opened 7 clients during this period. Our average daily census was 160 clients.

Many of our clients are declining in functioning at a more rapid rate than they had been. Loss of routine and decline in socialization has certainly made that worse. Although virtual outreach is a nice alternative, for many of our seniors that is not feasible one way or the other. We are continuing to reach out to clients as frequently as we can via phone.

At the end of the month of September, we experienced the suicide of one of our long-time (5 + years) clients. Social isolation was a consideration in his death, but it appears to be related more to his loss of functioning and thus his independence. This meant increased care needs. With a lot of support, he was planning to move to a facility the next day. Our case manager had worked with his family and supports along with Adult Protective Services and this person's primary care physician. We also worked with the police and EMS on outreach and shared communication regarding this individual. It was felt by the team that all involved had done a thorough job in providing services and supports despite the outcome. It helped to have support from the Police officers, EMS and our EAP services.

We have worked with APS also on a long-standing caregiver/client relationship who has made some questionable decisions on their well-being. Other outside services have been going in for the last year on and off through the VA. Officer Statz is making weekly home visits under the 'Are you Ok'.

Supportive Home Care, which is county monies available to provide in home services, is still available to us, however it has become extremely difficult to find agencies or caregivers that are authorized and have available staff.

Nutrition

McFarland - Only home delivered

July 850

August 823

September 882

Cambridge meal site - Drive up only

July 157

August 128

September 168

Transportation

Dane County Transportation has been providing transportation services to medical appointments if needed as RSVP IS not available. They may start a trail run with select drivers. We are concerned that many of our drivers will not return. This concern is county wide and may impact this service when things open more.

Our contracted transportation service Transit Solutions has continued to take clients grocery shopping as needed and to Walmart. They also have been delivering meals for us and grocery shopping and delivering food on behalf of clients free of charge.

Foot Clinic

We continue to offer Artistic Salon as a provider of self-pay nail care services, supplemented by a grant we received from Stoughton Hospital COVID outreach.

Stoughton Hospital Home Health just started offering services out of a new community clinic on Hwy B/51, which was a bank. Foot care will be one of the services again so we will explore bringing that option back for those that would like to return.

Events

Held a drive thru picnic in September. We served approximately 100 people a meal of hot dog/brat, pasta salad, chips, cookie. We had several sponsors this year including Cookies by

Design, Edward Jones -Gary Andersen office and Forward Pharmacy. Participants also received a bag filled with items such as Falls prevention Information, treats, Absentee voting info, stress balls with inspirational quotes, word searches/puzzles, Files of Life, flu shot info, hand sewn face masks and hand sanitizer etc. As an extra “treat” Comm/Tech recorded a performance by a local musician I had hired, and it was premiered at the picnic time on cable and you tube. Clients could take their picnic lunch home and watch the performance

We also delivered small meals to our home delivered meal participants and the Cambridge site drive thru participants. They received some of the swag that was placed in the picnic bags.

Feedback from seniors on these outreach events was very positive.

Educational and Recreational

All Evidenced based classes were cancelled such as Living Well with Chronic Conditions and Powerful Tools for Caregivers. They are revising the program to offer them virtually.

Bocce and swimming which are held elsewhere for seniors was also cancelled during this time.

Yoga has resumed on its own at one of the local churches.

Cards, Mah Jong and exercise classes have been on hold. Mah Jong has been meeting elsewhere.

Trainings

Director participated in a program on *Scams during COVID*
Sara attended a Dementia symposium

Village Volunteer events

We participated in International Coastal Cleanup Day, a partnership with Dane County Land and Water Resources and the Henry Vilas Zoo. This is the second year the Volunteer program provided a fall event in addition to community service day. Volunteers collected trash via land and water along Lake Waubesa, Babcock lagoon, Yahara river and Lower Mud lake. All available volunteer slots were filled within three days of posting. On sign up genius. 14 volunteers participated and 12 bags of trash and recyclables were collected along with some larger items. We anticipate doing an annual fall event like this or Don't Leaf the lakes.

Coordinator also arranged for volunteers to assist in park weed cleanup per request of Park Director Sayer Larson. These are parks that could not safely receive pesticide weed removal. The Volunteer committee is looking at these volunteers receiving McFarland shirts to identify themselves as being under our direction in the future.

New Hire

We have hired a new Nutrition manager at 20 hours week. Her name is Dawn Wallace and she started mid-September. Dawn was able to draw on her volunteer experience helping us with the nutrition program since May. She will have to complete her food safety training and become familiar with the paperwork. Since this is the first time under my leadership that we hired this position, it warranted a review for needed updates. As a result, the procedure manual was updated, we redid internal forms and reorganized the paperwork. After clarification on record retention requirements with the Area Agency on Aging we also purged information.

Just a side note that our coordinator in Cambridge is also a Dawn- Dawn Fleury.

Department Volunteers

We have successfully recruited our second round of meal drivers as many of our volunteers were school-based volunteers and they have now returned to work. Only 3 of our original drivers have returned.

Recruitment and filling volunteer openings remain an on-going task. We have been successfully using sign up genius for this recruitment too.

Communications

Bi -weekly Focal Point director meetings have been held by the Area Agency on Aging to discuss when the restrictions began and now again during the reopening process, so that we can share ideas and have some consistency from place to place. Normally we meet only monthly.

Our team worked together exceptionally well during this crisis to meet the increase needs It will help to have our nutrition manager position filled and on site

Our newsletter has been coming out bimonthly, rather than monthly. We have increased our other communication then like updates to our web page, separate emails and information disseminated through other avenues. Clients receiving meals get an updated menu and they were posted for others as well online.

Guidelines for phased in reopening

See approved plan for more specific details.

Respectfully submitted,

Lori Andersen, Director



McFarland

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1. Senior Outreach Future Planning (1)

Senior Outreach Future Planning

1. Case management

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

Services/Programming

On and off-site meetings with clients, collateral contacts/family meetings, Targeted Counseling such as Medicare D, mental health provider, tax, financial provider, health provider, family

Loan closet

Newsletter

Access to Information

Transportation oversight

Collateral projects with community groups

Collateral contacts with village staff- Public works, concerns, Community Development-housing,

Healthy community, Administration outreach efforts/concerns, Police/EMS/Fire-Outreach and follow-up on areas of need "Are You OK", medication disposal/locked boxes/ Knox boxes, Files of Life, smoke alarms, falls, blood pressure and health maintenance

Staff

Director, 2 case managers full time (this is one additional full time case manager

Depending on status of dual Role position of Case manager/Volunteer Coordinator)

Potential separate social worker for First Responders

Nurse

Administrative assistant-answer phones, greet visitors

CM CONTINUED

Space

Offices, conference rooms, computers, phones, storage for loan closet, supplies, equipment, décor, projects

Cost

Personnel, offices, phone, computers, internet, training, expenses, licensing

2. Nutrition Program

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

Services/Programming

2 Meal sites (tbd number of Days) Cambridge and McFarland

Home Delivered meals 5 days a week

Staff

1 Nutrition Manager 20 hours a week (additional hours TBD)

1 Nutrition Coordinator 12 hours a week

Kitchen volunteers approximately 5 per week for both sites

Volunteer drivers 10-20 drivers a week

Staff coordination several hours a month

Director oversight

Kitchen assistants-for events

Substitute Nutrition manager

Janitorial and someone who can arrange to set up events

Volunteer data input

Space Needs

Kitchen with covered outside access for caterer to enter

Supply storage-private

Décor storage -private

Refrigerator- Currently have two (additional one for public or one in a locked separate area)

Serving items-plates, cups etc.

Commercial sink/garbage disposal/garbage and [recyclable](#)/emergency and daily cleaning supplies/

[Volunteer area with phone](#)

[Double microwaves/commercial stove/double dishwashers](#)

Nutrition program continued

Dining area to fit 100 comfortably including those with accommodation needs /easy to be rearranged/ storage area for tables and chairs/sound and video/lighting options

Cost

Equipment, supplies, personnel, computer, lap top, cell phone

3. Health and Wellness

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

Services and Programming

Blood pressure screening, foot care, chair massage, meditation, mindfulness, brain health activities, balance screenings, strengthening ,support groups, nutrition counseling, small cooking classes, telehealth, weight management, evidenced based classes; Living well w/ chronic conditions, Walk with ease, Mind over Matter, Healthy living with Diabetes, Stepping on, Strong Women/Strong bones.

Staff

Classes require instructors-volunteer or paid. Can be contracted or lend space only.

Someone to handle fee structure if needed

Janitorial

Space

Classroom type, exercise room, medical access for blood pressure, diabetes, weight and foot clinic

Requires access to internet, storage(exercise) (medical) and hot/cold water basin

Cooking classes can be in kitchen area

Private area for confidentiality

Cost

Equipment for each individual class- books, posters, easel, white board, internet access, power point, weight scale, sound system for music, etc.

Planning or scheduling staff, oversight. Liability

Snacks are an ongoing requirement for evidenced based classroom classes

4. Recreational programming

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

Services and Programming

Mah jong, cards, bunko, bingo, games, chess, checkers, backgammon, cribbage

Painting, writing, photography, etc.

Cultural places/ trips Indoor and outdoor gardens, plays or performances, sporting events, community events, festivals/fairs, historical sites

Outdoor physical exercise such as biking, walking track, kayaking, pickleball, tennis, bocce, horseshoe

Staff

Instructors or leaders (paid or unpaid) Chaperones

Take down/set up room for event

Event coordinator or class organizer/registration, liability

Someone to handle fee structure if needed

If flex space someone to rearrange as needed

janitorial

Space needs

Open area with access to table /chairs, easy clean floor,

Outdoor recreational area

Cost

Instructors, games, project costs, pickle ball courts

Trips to events-self pay and scholarships for those unable to pay

5. Volunteer management

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost

6. Center administration

- a. Services/ Programming
- b. Staff
- c. Space needs
- d. Cost



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None



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