

**SENIOR OUTREACH
SERVICE COMMITTEE**

Thursday, January 21, 2021

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/81487478960>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 814 8747 8960

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the December 17, 2020 Senior Outreach meeting.
4. BUSINESS.
 - a. Review and discuss Volunteer management planning
 - b. Review and discuss Center Administration planning
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, December 17, 2020

8:30 A.M.

McFarland Municipal Center

MINUTES

Call to order.

1. The meeting was called to order by Chair Clow at 8:31 am.

Present: Carolyn Clow (Trustee/Chair), Jerry Adrian, Leilani Amundson, Lori Andersen (Director), Kathleen Blair, Brad Czebotar, Becky Losby, Monica Macarra, Colleen McCormick, Diane Mikelbank, Barbara Vander Werff, Sara Sprang (Case Manager)

Absent: Carol Lobes

2. **Public Appearance**

No public appearances

3. **Approval of minutes from November 19, 2020**

Motion to approve by Czebotar and second by Vander Werff. Motion carries 8-0.

4. **Business**

- a. **Directors report:** Case management units are on target for Dane County. Case Managers continue to contact clients via phone and some in person visits occurred for Medicare Part D. Meals on Wheels program is starting to see an increase related to winter coming. Transportation continues thru Dane County transportation, no RSVP. Foot care continues thru Artistic Salon. Stoughton Home Health have begun accepting appointments at new clinic on Hwy 51/B. Events: Drive thru annual Picnic, fall mums delivered to meal recipients, not so secret Santa for MOW clients, 4H bags are being distribute with handmade blankets with personal products, Meals on Wheels volunteers are receiving a gift for Christmas, Living Well with Chronic Condition classes are on hold, there may be approval to begin classes on line. Staff attended training online. New nutrition manager, Dawn received her Serv Safe license. There was increase cost related to COVID for the nutrition programs. Disposable containers and PPE for volunteer drivers. These expenses were submitted to Dane County for reimbursement. Dane County received funding for social isolation, going to distribute craft kits.
- b. **Review planning document draft: Case Management:** Additional Case Manager will be needed as population grows. **Nutrition program:** Substitute nutrition manager when Nutrition Manager needs a day off. Possibly train more of the Senior Outreach staff instead of hiring of substitute.

Possible future staff could fill the substitute for the Nutrition Manager. Requirements for the Nutrition staff is knowledge of technology and Serv Safe certification.

c. Identify recreational and health and wellness programming details:

Space needs for health and wellness programming, a room for confidential appointments (HIPPA compliant) and multi space rooms. Music license needs to be considered for classes. **General/Recreation:** Lounge for coffee, socialization and waiting area. Place to lock equipment up for exercise class. Exercise class and nutrition program should be in separate rooms, not a shared space. Locker rooms with showers, workout area and weight room. Ping pong and pool tables as an option. Weight room at public safety building for public use. Public Safety building is not designed for programming for public

Tour other focal points for examples and possible lay outs. Focus on needs and lay the groundwork. Cost will be built on programming and priorities, fixed, equipment, personnel

Educational program: Classes how to sanitize and keep things clean. How to properly wear a mask.

Collaboration and examples: McFarland Police Dept has a family room. Is this room HIPPA compliant? McFarland High School has a weight room for public use. Do we want competition with local businesses? Work with local businesses for senior discounts. The Library Board and McFarland Village Board working on future programming. Also refer to Village of McFarland strategic plan.

5. Schedule Next Meeting Date:

Thursday, January 21, 2021 at 8:30am.

6. Adjournment

- Motion to adjourn at 10:01 am by Vander Werff, seconded by Czebotar.

Submitted by,
Sara Sprang

McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 21, 2021

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Review and discuss Center Administration planning

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

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 or shared social worker for First Responders

Access to Nurse for consultations

Administrative assistant-answer phones, greet visitors, minutes

Commented [LA1]:

CM CONTINUED

Space

Secure Offices, conference rooms, computers, copier/fax phones, storage for loan closet x4 , supplies, equipment, décor, projects. Storage lockable. Priority to inhouse programs/departments

Display for posting events electronically outside and inside along with written materials

Resource area

Accessible building/bathrooms/kitchen

Main entrance with covered drive up

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 (Cambridge)

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 and not directly into the kitchen to minimize weather issues and sanitary concerns

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/ample counter space for Home Delivered meal prep

[Volunteer area with phone](#)

[Double microwaves/commercial stove/double dishwashers/commercial refrigerators and freezer \(public access for one\) Set up conducive to teaching classes/live demonstrations or video instruction](#)

[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](#)

[Indoor lounge area near a small separate food prep/kitchen area. Could have a lunch or salad bar or breakfast area. Rented by different groups. Food cart model?](#)

Cost

Equipment, supplies, personnel, computer, 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

Access to nurse or patient advocate /EMS outreach

Introduction of other independent health care professionals for classes and coaching

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 so “treatment room” access to bathroom and waiting area. More soundproof.

Cost

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

Planning or scheduling staff, oversight. Liability Snacks are a requirement for evidenced based classroom classes/more video conferencing of classes now

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,

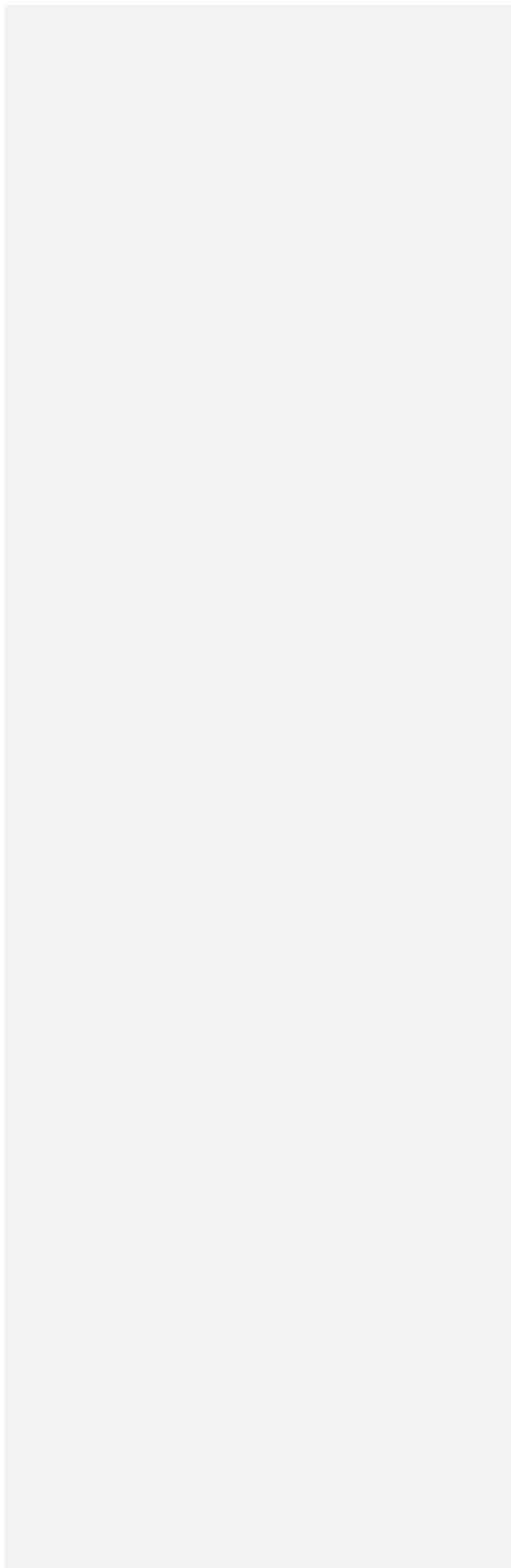
Secure craft area 4-8 tables

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