

VILLAGE OF MCFARLAND
Senior Outreach Service Committee Minutes

Thursday, February 18, 2021 - 8:30 AM

1. CALL TO ORDER, ROLL CALL.

Chair Clow called the regular meeting of the Senior Outreach Services Committee to order at 8:30 AM in Conference Room A.

Members present: Monica Macarra, Colleen McCormick, Jerry Adrian, Carolyn Clow, Brad Czebotar, Kathleen Blair, Diane Mikelbank, Barb Vander Werff, Leilani Amundson

Members not present: Becky Losby

Staff Present: Lori Andersen and Sara Sprang

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the January 21, 2021 meeting

Motion by Member Diane Mikelbank, second by Member Colleen McCormick, January 21, 2021. Motion carries 10 - 0 - 0 by acclamation.

4. BUSINESS.

a. Senior Outreach Annual report

SOS Director, Lori Andersen provided the SOS Annual report. Case Management hours for 2020 were 67% of case management hours were in McFarland and 32% was case management hours were with the townships. Endowment has received no request but anticipating an increase in the next few months. Staff continue to loan out and take back equipment. Outreach events continue. Stoughton Home Health closed but will continue the foot clinic at the clinic. Meals on Wheels increased thru the year. 400 extra boxes of food were distributed to Meals on Wheels participants. Dane County had an increase of 40,000 meals for the Meals on Wheels. RSVP is still paused, transportation for COVID vaccines are available. Tax clinics will not be offer in McFarland, staff are able to make appointments with the Richard Dilley Tax Center in Madison. Schedule Plus, computer software, has been helpful in streamlining processes especially for Meals on Wheels. Shelf stable meals for meal on wheels participants were delivered if meals are cancelled for inclement weather.

b. Review draft planning document with Volunteer section developed

Reviewed pages 20-27 of packet. No questions or comments.

c. Discuss Administration section of planning document

Director of Senior Outreach shared job descriptions and organizational charts from other communities. Director of Senior Outreach discussed how the roles could be based on the community needs and there could be flexibility in how McFarland organizes positions. Mikelbank, suggested to view current job descriptions and current

organizational chart of McFarland Senior Outreach for a starting point. Committee commented that the needs of seniors are different than other populations, and how do seniors make their voices heard for a Senior Center vs a Community Center and to make sure there is enough space for seniors. Defining administrative roles as a citizen committee is difficult. Director of Senior Outreach suggested that Health and Wellness could be a niche for McFarland Sr. Outreach like offering health and patient self-advocacy classes. Village Departments can coordinate and share some things to bring community together. Consideration should also be given if Senior Outreach overlaps with other departments regarding space needs. Diane Mikelbank, Director of Monona Senior Center, discussed the organizational chart of Monona Senior Center and job descriptions are updated annually. Monona is different from other focal points because it does not have nutrition services, home chore or case management services within the senior center. These services are contracted out to New Bridge, Committee member suggested not to get too specific because things change when there are new programs and a new facility. Committee member also suggested to start with guidelines when it comes to day to day operations.

5. SCHEDULE NEXT MEETING DATE.

Thursday, March 18, 2021 at 8:30am.

6. ADJOURNMENT.

Motion by Village Trustee Carolyn Clow, second by Member Colleen McCormick, to adjourn at 9:32am.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Sara M. Sprang
Case Manager