

SENIOR OUTREACH SERVICES COMMITTEE

Thursday, July 16, 2020

8:30 A.M.

McFarland Municipal Center

MINUTES

Call to order.

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

Present: Carolyn Clow (Trustee/Chair), Lori Andersen (Director), Kathleen Blair, Brad Czebotar, Monica Macarra, Colleen McCormick, Diane Mickelbank, Barbara Vander Werf, Sara Sprang (Case Manager)

Absent: Carol Lobes, Becky Losby,

2. **Public Appearance**

No public appearances

3. **Approval of minutes from May 21, 2020**

Motion to approve by Czebotar and second by McCormick. Motion carries 7-0.

4. **Business**

- a. **Directors quarterly report**

- Case Manager service units have remained consistent between 45-65 units per month. New client continues to be open regularly.
- Meals on wheels program changed from a 3 day a week delivery to 5 day a week delivery. Clients are being requested to go on a consistent meal delivery schedule. Volunteers are needed as some regular volunteers have decided not to return and the temporary volunteers and needing to return to work. Transit Solutions, Dane County transportation, continues to assist to delivering meals as well Meals on Wheels delivery is up 30%.
- Dane County focal points are following the Forward Dane Plan for reopening.
- The McFarland Municipal Center is currently closed, and offices are locked. Loan closet equipment is being returned and disinfected.
- Trainings for Case Managers and Nutrition have completed online. Dane County Focal Point Director continue to meet online biweekly.
- Foot clinics: Artistic Salon in McFarland is currently hosting the foot clinic. Endowment is paying for pedicure kits. Cambridge foot clinic participants are utilizing Fort Atkinson's Senior Center foot clinic.

- b. **Review core services of department**

- c. Case management services: Dane County provides \$88,000 for case management and nutrition services. McFarland covers 108 square miles for case management services.

Last year contracts were formalized with townships and case management data is provided to townships on an annual basis.

- Nutrition Services
 - Additional services and programs offered to older adults. Exercise programs, educational events, evidence base classed, entertainment, outreach with various local community organization, Mah Jong, Euchre, loan closet and coordination of medical and shopping transportation.
 - Senior Outreach staff also collaborate with Police, EMS, Community Development and Public works.
 - Emerging trends are need of financial support, support for caregivers and affordable housing.
 - Director reviewed current staffing, hours and office space. Director of Senior Outreach @ 40/wk., Case Manager @ 40/wk., Case Manager/Volunteer coordinator 24 hr./wk. and Nutrition Manager @20 hrs./wk. The Case Manager/Volunteer coordinator and Nutrition Manager share an office.
 - Committee members for future meetings.
1. What do we need for social services?
 2. What additional services should we offer?
 3. Do we want to change the services we offer?
 4. Do we want to continue to participate in the County program and serve the townships?
 5. How can we use volunteers?

c. Review of potential future needs of Department

- Define space needs. Discuss what Senior Outreach offers older adults and what additional services to offer in the future
- Define staffing needs, if additional services are offered what staff is needed to provide the service.

d. Discuss nutrition manager opening

- Village Board approved filling the Nutrition Manager position. Director is currently rewriting the job description and will meet with Administrator to review pay scale. Director explained the duties have increased due to 4 hrs. of paperwork per week. The job is becoming more of a professional role.

5. Schedule Next Meeting Date:

- Committee agreed to meet monthly to discuss core services independent of space needs. Next meeting scheduled for Thursday, August 20, 2020 at 8:30 a.m.

6. Adjournment

- Motion to adjourn at 10:04am by Vander Werf, seconded by Adrian.

Submitted by,
Sara Sprang

