

**Wednesday, October 25, 2023**

**8:30 AM**

**McFarland Municipal Center**  
*Conference Room C*

**AGENDA**

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
  - a. This is an opportunity for members of the public to address the Senior Outreach Services Committee. Members of the public who wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [senior.outreach@mcfarland.wi.us](mailto:senior.outreach@mcfarland.wi.us) to be included as part of the meeting.
3. APPROVAL OF MINUTES.
  - a. Motion to approve the minutes of the April 26, 2023 meeting.
  - b. Motion to approve the minutes of the August 16, 2023 meeting.
4. BUSINESS.
  - a. Director Report
  - b. Update on Community Center project
  - c. Budget update/ process
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or [village.clerk@mcfarland.wi.us](mailto:village.clerk@mcfarland.wi.us) by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND  
**Senior Outreach Services Committee Minutes**

*Wednesday, April 26, 2023 - 8:30 AM*

**1. CALL TO ORDER, ROLL CALL.**

Carolyn Clow called the meeting of the Village of McFarland Senior Outreach Services Committee to order at 8:32 am in Conference Room A of the McFarland Municipal Center.

Members present: Carolyn Clow, Colleen McCormick, Jerry Adrian, Mike Flaherty, Diane Mikelbank, Lowell Prill

Members not present: Barb VanderWerff

Staff present: Matt Schuenke, Lori Andersen, Dawn Wallace

**2. PUBLIC APPEARANCES.**

There were no public appearances.

- a. *This is an opportunity for members of the public to address the Senior Outreach Services Committee. Members of the public who wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [senior.outreach@mcfarland.wi.us](mailto:senior.outreach@mcfarland.wi.us) to be included as part of the meeting.*

**3. APPROVAL OF MINUTES.**

- a. *Motion to approve the minutes of the February 15 , 2023 meeting.*  
Motion by Carolyn Clow, second by Mike Flaherty, to approve the minutes of the February 15, 2023 meeting. Motion carries 4 - 0 - 1 by acclamation, with one abstaining.

**4. BUSINESS.**

- a. *Update on meal vendors*  
A Request for Proposal has gone out for a new caterer(s). Vendors can bid on each site separately (Cambridge and McFarland could have different vendors). Bids are due this week. Lori Andersen noted that Consolidated Food Service has filled in temporarily as the caterer for all sites. Changes to the service are that all items are received in bulk (which has necessitated more volunteer help) and they will not provide larger number of meals for programs as they have in the past. Donated money from patrons is applied and the Endowment Committee may also be willing to donate funds for this purpose.
- b. *Dane County budget discussions for 2024*  
Lori Andersen noted that she is creating a spreadsheet in order to be able to compare budget numbers of all the focal points.
- c. *Program updates*  
Lori Andersen provided a brief overview of the response to a recent fire which displaced tenants of 70 apartments in a Monona senior apartment complex.

Senior Outreach staff went through all of the loan closet equipment in storage and donated items that we cannot loan out (in need of repair, etc.) to the UW Medical Project for reuse. The Lions Club donated new equipment and there is money in the budget to buy additional updated equipment. All items will be labeled going forward and an asset management system put in place to track all items.

Attendance is growing at programs and events. Upcoming scheduled events include a movie day, Lunch & Learn, volunteer appreciation, root beer floats and the annual picnic to be held at Brandt Park in September.

*d. Community Center planning update*

Matt Schuenke provided an update on the Community Center master plan. All campus plan documents can be found on the Village of McFarland website. Option 1 is one story, and Option 2 is a two story version.

The current schedule is: Plan Acceptance: May 2023; Design Process: October 2023-September 2024; Bidding: September 2024-November 2024; Construction: 2025; Occupancy: 2026. Committee members noted some concerns with the layout including the location of the Senior Center, where the home delivered meals can be pick up, the location of the kitchen, etc. Lori and Matt are discussing alternate ideas.

**5. SCHEDULE NEXT MEETING DATE.**

The next meeting will be held Wednesday, June 21, 2023 at 8:30 a.m.

**6. ADJOURNMENT.**

Motion by member Michael Flaherty, second by Member Diane Mikelbank, to adjourn at 9:50 am.

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

Respectfully submitted,  
Dawn Wallace  
Nutrition Manager

VILLAGE OF MCFARLAND  
**Senior Outreach Services Committee Minutes**

*Wednesday, August 16, 2023 - 8:30 AM*

**1. CALL TO ORDER, ROLL CALL.**

Village President Clow called the meeting of the Village of McFarland Senior Outreach Services Committee to order at 8:31 a.m. in Conference Room A of the McFarland Municipal Center.

Members present: Carolyn Clow, Colleen McCormick, Jerry Adrian, Diane Mikelbank, Lowell Prill.

Members not present: Mike Flaherty

Staff present: Lori Andersen, Dawn Wallace

**2. PUBLIC APPEARANCES.**

There were no public appearances.

- a. *This is an opportunity for members of the public to address the Senior Outreach Services Committee. Members of the public who wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [senior.outreach@mcfarland.wi.us](mailto:senior.outreach@mcfarland.wi.us) to be included as part of the meeting.*

**3. APPROVAL OF MINUTES.**

- a. *Motion to approve the minutes of the June 21, 2023 meeting.*  
Motion by Village President Carolyn Clow, second by Member Barb Vander Werff, to approve the consent agenda as presented. Motion carries 5 - 0 - 1 by acclamation.

**4. BUSINESS.**

- a. *New Caterer update*  
Lori Andersen reported that the new caterer, Atlantis Valley Foods, will start meal service on September 1st. Clients receiving home delivered meals will have the option to choose a fresh salad on Tuesdays and starting in October salads will be an option for home delivery and for in-person diners Mondays through Thursdays. We will be able to use this caterer for events going forward. The meal trays will once again be provided by the caterer rather than having to purchase them separately.
- b. *Discussion regarding Senior Outreach's quarterly report including programing updates and trends in service delivery*  
Lori Andersen updated the group on several client cases of note. For the first time, a meal delivery client was residing at a local campground and was approved to receive meals. Senior Outreach has worked with the Police Department on several cases and completed several joint home visits and welfare checks.  
Our programs and events continue to be well attended. Upcoming programs include our annual picnic and a booth at the McFarland Family Festival.

c. Potential changes in case management funding formula

There may be a change in the Dane County funding formula for case management. This change may go into effect in 2025.

**5. SCHEDULE NEXT MEETING DATE.**

The next meeting will be held on October 11th or 25th. Carolyn Clow to decide and inform Lori Andersen.

**6. ADJOURNMENT.**

Motion by Carolyn Clow, second by Diane Mikelbank, to adjourn at 9:45 a.m.

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

Respectfully submitted,  
Dawn Wallace  
Nutrition Manager



**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Wednesday, October 25, 2023

**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. 2023 Senior Outreach third quarter Board report\_

## Senior Outreach Services July-September 2023

### Case Management

#### Units of service/hours reported to Dane County

July 114.75  
August 82.75  
September 80.5

Annual total units to date 798.75

Have exceeded Dane County contracted CM UNITS of 685 units by 113.75 units or 17% at the end of third quarter

#### Cases

Opened 11 / 6 / 9 total of 26  
Closed 7 / 6 / 0 total of 13  
Average monthly census case management clients- 260

Cases tend to be a sprinkling of the usual issues – caregiving stress, financial and housing concerns, declining health issues including hospitalizations/hospice referrals

#### Nutrition (Atlantis Foods, LLC now caters both sites effective Sept 1st)

##### *McFarland*

|           |      |                                   |
|-----------|------|-----------------------------------|
| July      | 821  | 108 congregate/712 Home delivered |
| August    | 1013 | 129 congregate/884 Home delivered |
| September | 866  | 129 congregate/737 Home delivered |

Recent increase in referrals beginning in October for home delivered.

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#### *Cambridge (in house only)*

July 144  
August 166  
September 176 (some clients receive double meals on Salad days)

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## **Volunteer**

- Recruiting for winter drivers (both medical and meal delivery) as many of our regular drivers are snowbirds and leave beginning in October/November till spring
- Outreach Specialist is working with Adult librarian on a project similar to Threads of Resilience during the winter months.
- Added two new members for the Endowment committee after the resignation of two members (1 officer) Notices went out to local churches, food pantry for recruitment
- A new volunteer started for the Cambridge meal site. Seeking an additional volunteer. Notices sent to Cambridge Area Resource Team, Cambridge senior council, Food pantry, local churches, and school nutrition program

## **Wellness**

-Strong Bones has had good attendance. Some class attendance is building back up due to change in class time, per instructor.

-Tai Chi appears to be well attended. They occasionally move the class outdoors to the gazebo if the weather permits.

-Mah Jong has had consistent weekly attendance, with approx. [12 people each week](#).

We are seeking a new yoga instructor for in person instruction as our long-time yoga instructor is retiring. Her successor will most likely continue with the current group and do zoom classes. We are also looking to add an instructor for some other yoga such as chair yoga to appeal to lower functioning individuals

## **Loan Closet**

We have had periods of time where we have loaned out all major items and have very little left for lending. A lot of elective surgeries for hips and knees increase requests for the same items.

The 4-H Scoops and Pops event held on the last day of school raised \$500 for Senior Outreach for medical equipment. These items were recently ordered and are arriving in early October. This includes 2 knee scooters, 2 raised toilet seat frames, a cane, and a shower chair. These replace worn or broken items.

## Transportation (RSVP medical rides round trip)

July            10 clients/9 drivers/25 rides  
August        16 / 10 drivers/34 rides  
September    9 clients/ 9 drivers/18 rides

Total of 77 rides for a total of 77 hours of coordination or 25 hours/month

## Recent Events

- Meals with Melody is a short Musical performance during mealtime held twice with individual piano and a guitar player
- Coffee and conversation July/ August/September [Avg 25 attendees each time](#)
- July movie Mama Mia Pizza lunch from Rock n Rollz [35 attendees](#)(cost shared by participants , Endowment and Senior Outreach)
- Legal clinic Estate planning presentation by Legal Action of Wisconsin August 15<sup>th</sup>
- Root beer "Flotilla" August 16<sup>th</sup> Lewis Park shelter [40 attendees](#)
- Annual picnic September 8<sup>th</sup> Blue grass music by Down Hill duo [Brandt Park 100 attendees](#) (cost shared by attendees, Lioness, Endowment and Senior Outreach services)
- Brain health presentation [50 attendees](#)
  - Individual memory screening appts [10](#)
- Community Festival vendor booth- we distributed 32 locked medication boxes from Safe communities, EMS Files of Life, and small pocket pill containers from Senior Outreach. We had a consistent crowd and offered varied information regarding our services.

## Upcoming Events

- Welcome to Medicare seminar* Elder Benefit specialist Saturday November 11<sup>th</sup>.  
Lunch and Learn Tony Peterangelo, Pharmacist from Forward pharmacy [35 attendees](#)
- Film Fridays
- Halloween Movie Hocus Pocus
  - Thanksgiving movie Planes, trains, and automobiles
  - Christmas movie ELF
- Ongoing private individual/couple estate planning appointments by Legal Aid as f/u to presentation
- Memory assessments with Dementia Specialist -[12 scheduled on Nov 16th](#)
- Flu clinic-Nov 7<sup>th</sup> 3-7 pm in collaboration with Stoughton Neighborhood free clinic and Edgewood Nursing students (notice given to McFarland schools, Food pantry, youth center) at Municipal center for underinsured and uninsured of all ages
- Medicare D individual appointments from Oct 15<sup>th</sup> -Dec 7<sup>th</sup>

## **Training**

Dementia Friendly leader training - Katie  
Annual Nutrition meeting  
Emergency response training all staff  
Bias training Dawn

Respectfully submitted,

Lori Andersen, Director



  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, October 25, 2023

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Update on Community Center project

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None



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**ATTACHMENTS:**

None