

VILLAGE OF MCFARLAND
Senior Outreach Services Committee Minutes

Wednesday, December 20, 2023 - 8:30 AM

1. CALL TO ORDER, ROLL CALL.

Members present: Carolyn Clow, Michael Flaherty, Diane Mikelbank, Colleen McCormick, Barb Vander Werff, Jerry Adrian, Lowell Prill

Members not present:

Staff Present: Lori Andersen, Matt Schuenke, Dawn Wallace

Carolyn Clow called the meeting of the McFarland Senior Outreach Services to order at 8:34 am in Conference Room A of the McFarland Municipal Center.

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 to be included as part of the meeting.*

3. APPROVAL OF MINUTES.

Motion by Member Jerry Adrian, second by Member Diane Mikelbank, to approve minutes dated 10/25/23. Motion carries 7 - 0 - 0 by acclamation.

- a. *Motion to approve the minutes of the October 25, 2023 meeting.*

4. BUSINESS.

- a. *Annual contract with Dane County*

The contract with Dane County has been signed and returned. It includes an increase for Case Management services.

- b. *Endowment committee update*

Lori Andersen noted that the Endowment Committee will be tracking categories of expenditures in 2024. Currently, there is \$4,800 available for grants. They may also do a fundraiser in May to tie in to Older Americans Month. The committee was increased from 4 to 7 members (with 1 position yet to fill).

- c. *Volunteer handbook draft*

Lori Andersen presented a draft version of a volunteer handbook being created for Village volunteers. More specific information may be added for roles such as meal delivery driver, kitchen volunteer, etc. An application may be included for general Village volunteer opportunities (RSVP coordinates the paperwork for meal drivers, medical appointment drivers and kitchen volunteers).

- d. *Directors report*

Lori Andersen presented a draft of the 4th Quarter Director's Report. Dane County will be providing numbers related to Medicare Part D savings to clients. All Senior Outreach

events in 2023 met or exceeded the anticipated number of participants. Lori shared several client cases in which Senior Outreach worked with the Police Department. It was suggested by the group that efforts be made to retain the connection between Senior Outreach and the PD with them having moved to the new building (i.e. inviting them to events or asking them to help out, have new officers do orientation with Senior Outreach, include Senior Outreach services information in their materials, etc.).

e. Community Center update

In October the Village Board approved a 2-story building. It is anticipated that the first floor will house Senior Outreach and Senior Center, Community Center, and possibly the Youth Center. Administrative services will be on the second floor.

The Concord Group has been chosen as the Owner's Rep. The next step is hiring the architectural company (which will be finalized in January 2024).

5. SCHEDULE NEXT MEETING DATE.

The next meeting will be held Wednesday, February 21, 2024 at 8:30 am.

6. ADJOURNMENT.

Motion by Member Colleen McCormick, second by Village Trustee Michael Flaherty, to adjourn at 9:40 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