

**Wednesday, December 18, 2024**

**8:30 AM**

**McFarland Municipal Center**  
5915 Milwaukee St, McFarland  
*Conference Room A*

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 August 28, 2024 meeting.
4. BUSINESS.
  - a. Discussion regarding a general update to Departmental operations.
  - b. Presentation regarding proposed programming and events for 2025.
  - c. Discussion regarding schedule for meetings in 2025.
5. SCHEDULE NEXT MEETING DATE.
  - a. Wednesday, January 15, 2024 at 8:30 am - Planned for cancelation.
  - b. Wednesday, March 19, 2024 at 8:30 am.
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, August 28, 2024 - 8:30 AM*

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

Village President Clow called the regular meeting of the McFarland Senior Outreach Services to order at 8:30 am in Conference Room A of the McFarland Municipal Center.

Members present: Lowell J. Prill, Carolyn Clow, Jerry Adrian, Vito Griseta, Colleen McCormick, Diane Mikelbank, Barb Vander Werff

Members not present:

Staff Present: Lori Andersen, Matt Scheunke, Dawn Wallace

**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 May 22, 2024 meeting.*  
Motion by Village President Carolyn Clow, second by Member Barb Vander Werff, to approve Motion to approve the minutes of the May 22, 2024 meeting. Motion carries 5 - 0 - 2 by acclamation, with Carolyn Clow, Diane Mikelbank abstaining.

**4. BUSINESS.**

- a. *Community Center update*  
Matt Scheunke reported that the Village Board has voted to put the Community Center project on hold. New goals and the Capitol Improvement plan were discussed at the Board meeting last night. The intention is to look at this project again in April of 2025. The hope is to have a plan to move ahead by the end of 2025.
- b. *Dane County Case management program audit report*  
Lori Andersen reviewed the Area Agency on Aging report detailing the recent audit of Focal Point recordkeeping systems. They found that there are many different data management systems being used which creates a lack of consistency. Dane County may fund a system to be used in the future if they require uniform recordkeeping.
- c. *Dane County Adult Protective Services report*  
Lori Andersen reviewed the recent APS report.
- d. *Review Senior Outreach brochure for possible changes*  
Lori Andersen reviewed proposed changes to three Senior Services brochures (Endowment, Senior Outreach Services and Fall Prevention). These will be printed

before the upcoming Community Festival as Senior Services will have an informational table.

**5. SCHEDULE NEXT MEETING DATE.**

The next meeting will be held Wednesday, October 16, 2024 at 8:30 am.

**6. ADJOURNMENT.**

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, December 18, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding a general update to Departmental operations.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Lori Andersen retired from her position as Senior Outreach Director on October 10, 2024. Since that time, the current Staff have been working to facilitate the services needed within the Department with assistance as needed from the Administrator and/or Administration where applicable. We will give an update on how things have been progressing during this time and work being done to keep operations continuing.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action. Presented for discussion as an update.

**ATTACHMENTS:**

None

  
VILLAGE OF  
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**SUMMARY SHEET**

**MEETING DATE:** Wednesday, December 18, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Katie Gletty-Syoen

**AGENDA ITEM:** Presentation regarding proposed programming and events for 2025.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Staff have put together a list of programs and events for 2025. They will present this to the Committee in the meeting and discuss their preparations for these activities in the coming year.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action. Presented as an update for discussion.

**ATTACHMENTS:**

None

  
VILLAGE OF  
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**SUMMARY SHEET**

**MEETING DATE:** Wednesday, December 18, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding schedule for meetings in 2025.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

With the new year upon us, we wanted to talk about what the calendar for Committee meetings looks like in 2025. Staff would like to plan on meetings held in odd months which is customary for the Committee to meet every other month as needed. This would avoid a meeting in April which almost always falls when the board year begins and new appointments take place helping to make a transition more seamless. We will discuss to ensure that is acceptable to the Committee.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action. Presented for discussion.

**ATTACHMENTS:**

None