



Agenda

Thursday January 19, 2017

4 p.m. – 5:30 p.m.

Room 209

Time

4 p.m.	1. Introductions/Welcome—Holbrook
	2. Minutes (December 8, 2016)
4:10—4:15 PM	3. Public Discussion
4:15—4:25 PM	4. Discussion of Commission Visits and Alternatives—Holbrook <u>Board of Supervisors</u> <i>Call in advance to be placed on the agenda</i> 1. Thursday, January 26 and February 2 and 16 at 9 AM at the CAB <u>City Council</u> <i>All meeting dates are tentative and should be checked prior to attending</i> 1. Tuesday, February 7 at 7 PM
4:25—4:40 PM	5. Report on FY18 Budget Meeting with City Council—Buhman
4:40—4:55 PM	6. Commission Membership—Holbrook
4:55—5:15 PM	7. Operational Overview—Buhman ✓ Update on work with Friends of The Center ✓ Nutrition Program Update ✓ Operations ✓ Programming
5:15—5:29 PM	8. Commission Discussion—Holbrook
5:30 PM.	9. Adjourn
February 16, 2017	

Meeting Packets:

1. Agenda: Thursday January 19, 2017
2. Minutes: Senior Center Commission, Thursday December 8, 2016
3. Staff Reports

**MINUTES
SENIOR CENTER COMMISSION
DECEMBER 8, 2016
ROOM 208, IOWA CITY/JOHNSON COUNTY SENIOR CENTER**

Members Present: Jay Honohan, Mark Holbrook, Kathy Mitchell, Cheryl Clamon

Members Absent: Jack Hobbs, Margaret Reese

Staff Present: Linda Kopping, Kristin Kromray

Others Present: None

CALL TO ORDER:

The meeting was called to order by Honohan at 4:00 PM.

RECOMMENDATIONS TO COUNCIL:

None.

APPROVAL OF MINUTES FROM NOVEMBER 17, 2016 MEETING:

Motion: To accept the minutes as amended from the November 17, 2016 meeting. Motion carried on a vote of 4/0. Mitchell/Clamon

COMMISSION ASSIGNMENTS:

Holbrook may attend the January 5th Board of Supervisors meeting.

REVIEW AND DISCUSSION OF THE CMO BUDGET RECOMMENDATIONS:

Kopping reported that she will present the budget to the City Council in January 2017. The budget will be finalized in March. She highlighted some new revenue items and a couple changes to the initial request made by finance and city manager's office. Finance and the City Manager increased revenue projections in two areas. Membership revenue was increased from \$52,000 to \$69,000; and contributions and donations, which includes donations given directly to the Senior Center and endowment earnings from Friends of the Center, was increased by \$15,000. An additional \$25,000 contribution from Friends of The Center to support operational expenses was added to the FY18 budget.

A few expense lines were reduced by Finance and the City Manager. These include travel and associated fees for educational seminars, and funding for banners for the exterior of the building, bulk mailing, and office supplies.

COMMISSION MEMBERSHIP

Kopping reported both commissioner Honohan and commissioner Hobbs terms will end at the end of December. Kopping thanked Honohan for his 18 years of service on the Commission. Kopping noted that the city was going to re-advertise the three open spaces on the Senior Center Commission. Commissioners discussed various people who they might approach to consider applying.

OPERATIONAL OVERVIEW:

Update on work with Friends of the Center: The first draft of the Friends of the Center website was received. Staff reviewed the draft and will be communicating recommendations to the designers. Kopping has been working on additional Friends of the Center policies. The Friends annual appeal letter went out two weeks ago and has raised \$11,100 to date.

Nutrition Program Update: The Senior Center has received many complaints regarding Elder Services' congregate meal program. Concerns have been expressed about running out of meals and the quality and temperature of the food. Kopping spoke with the director of Elder Services and he indicated that they can only guarantee the meal will be hot for 30 minutes after it is delivered. They are working on ways to adapt the program to accommodate this limitation.

Kopping met with representatives from Heritage Area on Aging to discuss the various grant-funded programs Heritage offers that could be run by The Center. Included in the discussion were the meal and volunteer transportation program, chore services, evidenced based programming, and an information and referral program. Grant applications for all these services are due in February 2017, which does not allow much time to consider options or develop an organizational plan. Any program considered would need to fit the mission of The Center and not place an additional financial burden on The Center or City.

Operations:

The elevator is back in working order. The chiller has been winterized for the season.

Programming:

The first day of registration is December 14th. Kromray reported the next Newcomers Breakfast will be January 18th and invited commissioners to attend. She also noted that on April 13th from 2-3:30 will be a Member Engagement Fair that the membership committee is organizing.

COMMISSION DISCUSSION:

None.

ADJOURNMENT:

Motion: To Adjourn. Motion carried on a vote of 4/0. Reese/Mitchell

**Senior Center Commission
Attendance Record**

Year 2016

Name	Term Expires	2/18/16	3/17/16	4/21/16	5/19/16	6/11/16	6/16/16	7/21/16	8/18/16	9/15/16	10/20/16	11/17/16	12/8/16
Joy Beadleston	12/31/19	X	X	NM	O/E	X	NM	O/E	--	--	--	--	--
Cheryll Clamon	12/31/18	X	X	NM	O/E	X	NM	X	X	X	NM	X	X
Jack Hobbs	12/31/16	X	O/E	NM	X	X	NM	X	O/E	O/E	NM	X	O/E
Mark Holbrook	12/31/18	X	X	NM	X	O/E	NM	X	X	X	NM	X	X
Jay Honohan	12/31/16	X	X	NM	X	X	NM	X	X	X	NM	X	X
Kathy Mitchell	12/31/19	X	X	NM	X	X	NM	O/E	X	X	NM	X	X
Margaret Reese	12/31/17	X	X	NM	O/E	X	NM	X	X	X	NM	X	O/E

Key: X = Present
O = Absent
O/E = Absent/Excused
NM = No meeting
-- = Not a member

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KKromray

CITY OF IOWA CITY
YEAR TO DATE REPORT

P 1
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FOR 2017 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>10570100 Senior Center Administrations</u>							
336110 Johnson County	-59,224	0	-59,224	-29,612.00	.00	-29,612.00	50.0%
346600 Membership Fees	-69,000	0	-69,000	-34,595.00	.00	-34,405.00	50.1%
356200 Permit Parking	-25,200	0	-25,200	-11,920.00	.00	-13,280.00	47.3%
362100 Contrib & Donations	-60,000	0	-60,000	-2,890.00	.00	-57,110.00	4.8%
363910 Misc Sale of Merchandise	-5,400	0	-5,400	-3,940.58	.00	-1,459.42	73.0%
369100 Reimb of Expenses	-20,600	0	-20,600	-733.00	.00	-19,867.00	3.6%
369300 Cashier Overages	0	0	0	-.11	.00	.11	100.0%
382200 Building/Room Rental	-500	0	-500	-4,640.00	.00	4,140.00	928.0%
382400 Locker Rentals	-1,965	0	-1,965	-869.00	.00	-1,096.00	44.2%
384200 Vending Machine Commission	-264	0	-264	-88.95	.00	-175.05	33.7%
392300 Sale of Equipment	0	0	0	-96.90	.00	96.90	100.0%
TOTAL Senior Center Administrations	-242,153	0	-242,153	-89,385.54	.00	-152,767.46	36.9%
<u>10570220 Senior Ctr Classes</u>							
346400 Lessons	-3,900	0	-3,900	-1,145.00	.00	-2,755.00	29.4%
348900 Charges for Services	-16,500	0	-16,500	-11,095.00	.00	-5,405.00	67.2%
362100 Contrib & Donations	0	0	0	-300.00	.00	300.00	100.0%
TOTAL Senior Ctr Classes	-20,400	0	-20,400	-12,540.00	.00	-7,860.00	61.5%
<u>10570250 Senior Center Chorus</u>							
334900 Other State Grants	0	0	0	-9,000.00	.00	9,000.00	100.0%
346500 Entry Fees	-4,875	0	-4,875	-2,545.00	.00	-2,330.00	52.2%
369100 Reimb of Expenses	-400	0	-400	-230.00	.00	-170.00	57.5%
TOTAL Senior Center Chorus	-5,275	0	-5,275	-11,775.00	.00	6,500.00	223.2%
<u>10570260 Senior Center Special Events</u>							
346700 Special Events	-1,000	0	-1,000	-1,135.75	.00	135.75	113.6%
369100 Reimb of Expenses	-8,000	0	-8,000	-1,800.00	.00	-6,200.00	22.5%

01/17/2017 10:44
KKromray

CITY OF IOWA CITY
YEAR TO DATE REPORT

P 2
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FOR 2017 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL Senior Center Special Events	-9,000	0	-9,000	-2,935.75	.00	-6,064.25	32.6%
<u>10570270 Senior Center Television</u>							
362100 Contrib & Donations	0	0	0	-20.00	.00	20.00	100.0%
363910 Misc Sale of Merchandise	-1,750	0	-1,750	-484.00	.00	-1,266.00	27.7%
TOTAL Senior Center Television	-1,750	0	-1,750	-504.00	.00	-1,246.00	28.8%
GRAND TOTAL	-278,578	0	-278,578	-117,140.29	.00	-161,437.71	42.0%

** END OF REPORT - Generated by Kristin Kromray **

Senior Center members as of 1/17/2017 = 1516