



Agenda

Thursday February 16, 2017

4 p.m. – 5:30 p.m.

Room 205

Time

4 p.m.	1. Introductions/Welcome—Holbrook
	2. Minutes (January 19, 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, February 23 and March 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 21 and March 7 at 7 PM
4:25—4:35 PM	5. Officer Appointments—Holbrook Chair, Vice Chair, Secretary, Commission Liason
4:35—5:00 PM	6. Operational Overview—Buhman ✓ Update on work with Friends of The Center ✓ Nutrition Program Update ✓ Operations ✓ Programming
5:00—5:29 PM	7. Commission Discussion—Holbrook
5:30 PM.	8. Adjourn
March 16, 2017	

Meeting Packets:

1. Agenda: Thursday February 16, 2017
2. Minutes: Senior Center Commission, Thursday January 19, 2017
3. Staff Reports

**MINUTES
SENIOR CENTER COMMISSION
JANUARY 19, 2016
ROOM 208, IOWA CITY/JOHNSON COUNTY SENIOR CENTER**

Members Present: Mark Holbrook, Kathy Mitchell, Cheryl Clamon, Lorraine Dorfman, Margaret Reese

Members Absent: None

Staff Present: Michelle Buhman, Kristin Kromray, Ashley Monroe

Others Present:

CALL TO ORDER:

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

RECOMMENDATIONS TO COUNCIL:

None.

APPROVAL OF MINUTES FROM DECEMBER 8, 2016 MEETING:

Motion: To accept the minutes as amended from the December 8th, 2016 meeting. Motion carried on a vote of 5/0. Reese/Mitchell

PUBLIC DISCUSSION:

None.

DISCUSSION OF COMMISSION VISITS AND ALTERNATIVES:

Holbrook volunteered to attend the 16th Board of Supervisors meeting.

Holbrook noted that it is important to communicate with both the city council and the board of supervisors about all of the things occurring at the Senior Center. Although it is not always possible to have a commissioner attend a City Council or Board of Supervisors meeting each month commissioners need to think about how to communicate what is occurring at the Senior Center regularly.

Monroe reminded the Commission that there is time for public comment for items not on the agenda at the beginning of each City Council meeting and that those comments are limited to five minutes per person. The commission discussed having a sign-up sheet for each month. Staff will pull that together for next month.

REPORT OF FY18 BUDGET MEETING WITH CITY COUNCIL:

Buhman reported that Kopping presented the Senior Center proposed budget to the city council on January 7th. The presentation highlighted the Senior Centers programs, fundraising efforts, and updates to promotional and marketing plans. In FY16 the Senior Center had a cost recovery of 28%. The fall appeal for Friends of the Center has raised about \$20,000 and room rentals have gone up. The Friends of the Center have finished updating the current bylaws, new policies and will be recruiting new volunteers in the upcoming months. The development specialist position has not been filled, but is being re-advertised this month.

Reese inquired if the development specialist position was still a half-time position. Buhman said that it was. If a suitable candidate is not hired this time around the Center staff will investigate the possibility of creating a full-time position.

The commission discussed membership retention. Staff will be discussing this further in the future to find reasons why some participants do not renew their memberships.

COMMISSION MEMBERSHIP:

The commission has two open spots. Due to gender equity guidelines these will need to be filled by men, both of whom live within the city limits. Commissioners were encouraged to speak with anyone they know who might be interested.

OPERATIONAL OVERVIEW:

Work is continuing on the Friends of the Center website. It is anticipated that it will be completed in February.

Elder Services is partnering with Horizons: A Family Service Alliance based in Cedar Rapids. The meals are made by Horizons and then prepped into the trays for delivery at Elder Services location in North Liberty. Buhman reported that the RFP for all of the programs funded by the Older Americans Act are due in July to Heritage Area Agency on Aging. All programs have a 4 year contract length. She is unsure if Elder Services will submit a proposal for the nutrition program. If Heritage does not receive any applications or they do not find a suitable applicant Heritage would take over the program.

Kopping and Buhman met with Jill Gleason of Heritage to discuss the various programs funded through the Older Americans Act. If the Senior Center were to apply for a grant additional staff would need to be hired, or a serious reorganizing of current staff would need to occur. Due to this it was decided that this would be

a significant shift in the Senior Centers mission and these grants (including the meal program grant) will not be pursued.

Craig Buhman had surgery and will be out of work for about two months. Staff members from other departments have been helping on Tuesday mornings. Buhman has been working with Monroe to secure additional maintenance help on Monday's and Tuesday's until Craig is able to return to work.

Kopping had foot surgery and will be off of work until the end of January.

The Open House at the beginning of the month was successful and resulted in 10 new members, over 100 people attended.

March 9th will be the Zachary Benedict age friendly community event. Buhman is currently seeking sponsorships throughout the community. She recently learned that the University of Iowa Regional and urban planning department will donate \$1000 to the program.

Spring classes are going well. No classes have been cancelled due to low enrollment. There are a few classes that have waitlists and many classes are full.

The newcomer's breakfast is scheduled for next Friday. So far only 7 people have enrolled. Kromray noted that this is very unusual and she is hoping more people will sign up before the deadline. Commissioners discussed that perhaps number are down due to the Open House. Kromray noted that the Open House occurred last year a few weeks before the Newcomers Breakfast and it did not affect attendance. Holbrook noted that maybe a different time of day would be good for a newcomer's event. Kromray said she would discuss it with the membership committee.

COMMISSION DISCUSSION:

The Commission positions will need to be on next month's agenda. Commissioners discussed the need to have an understanding of what the responsibilities of the positions chair, vice chair and secretary entail.

ADJOURNMENT:

Motion: To Adjourn. Motion carried on a vote of 5/0. Mitchel/Clamon

**Senior Center Commission
Attendance Record**

Year 2016

Name	Term Expires	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	1/19/17
Joy Beadleston	12/31/19	X	NM	O/E	X	NM	O/E	--	--	--	--	--	--
Cheryll Clamon	12/31/18	X	NM	O/E	X	NM	X	X	X	NM	X	X	X
Lorraine Dorfman	12/31/19	--	--	--	--	--	--	--	--	--	--	--	X
Jack Hobbs	12/31/16	O/E	NM	X	X	NM	X	O/E	O/E	NM	X	O/E	--
Mark Holbrook	12/31/18	X	NM	X	O/E	NM	X	X	X	NM	X	X	X
Jay Honohan	12/31/16	X	NM	X	X	NM	X	X	X	NM	X	X	--
Kathy Mitchell	12/31/19	X	NM	X	X	NM	O/E	X	X	NM	X	X	X
Margaret Reese	12/31/17	X	NM	O/E	X	NM	X	X	X	NM	X	O/E	X

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



Memorandum

To: Senior Center Commission
From: Emily Light Edrington, Community Outreach Specialist
Date: February 13, 2017

Friends of The Center Website Development Update

Work continues on the design of the Friends of The Center website by Silver Oaks, a web design firm based in the Quad Cities. Website copy has been written by freelance writer, Ruth Paarmann. The homepage design has been approved by our staff, and Silver Oaks is currently working on setting up an events calendar for the website that will help promote Senior Center programs. The website will focus on providing information about Friends of The Center and provide an infrastructure for accepting online donations. The site will also share information about the Senior Center and its programs, services, and events in order to demonstrate the impact of donations and encourage engagement with The Center. Interior page design is expected to be the next step, followed by a period of testing the website before going live, then unveiling the new website at a special event for Friends' donors later this spring.

Tax Aide Counselors Urgently Needed for Winter/Spring 2017

The AARP Tax Aide program got started on January 31 this year. One of our counselors had to drop out unexpectedly at the last minute, so we are experiencing a shortage of tax aide volunteers this spring. As a result, we will only be able to offer scheduled appointments three days a week, rather than walk-in services four days a week. The available appointments are filling quickly, and we expect to be full midway through the season, at which point we'll have to start turning people away. We are currently seeking volunteers who have experience with tax preparation in hopes that they will be able to step in and become certified mid-season and help us expand our limited services.

Student Volunteers and Independent Study, Spring 2017

We have received many volunteer applications and inquiries so far this semester from University of Iowa students. Orientation and training is underway for more than a dozen new volunteers, most of them working with the technology mentoring program. Some student volunteers have already begun their one-on-one sessions with older adult technology learners.

The Senior Center has a new independent study intern this semester, Lexi Smolyar, a UI marketing and aging studies student. Lexi will assist The Center with promotional efforts for various programs including our 2017 "Age More" campaign and the Age-Friendly Community Conversation Day on March 9. Her primary project this semester will be to create a "travel guide" focusing on the journey of life. She will interview her classmates to learn what questions they have about life and growing older, then conduct focus groups with older adults to gather answers to these questions. She will synthesize the life stories and experiences shared by our participants into her travel guide and present her final product, along with individual life road maps completed by participants, at an exhibit/reception event in early May.

EMILY LIGHT EDRINGTON, COMMUNITY OUTREACH SPECIALIST

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Update on the Family Folk Machine's Songwriting Project, *Wasn't That a Time?*

The Center's intergenerational choir, Family Folk Machine, is in the midst of a yearlong songwriting project in collaboration with Iowa City folk band, the Awful Purdies. The FFM's goal is to create original songs inspired by life stories and share these songs with Iowans. This project is made possible by a grant from the Iowa Arts Council, sponsorship from the University of Iowa Community Credit Union, and financial and administrative support from The Center.

Our project began last August with a lecture and performance by the Awful Purdies to introduce FFM members and the public to songwriting concepts. Then FFM members conducted story circles with Senior Center participants and other community members in September and October. Written responses to storytelling prompts were also collected at The Center and via the project website last fall. In January and February 2017, the Family Folk Machine is taking part in four songwriting workshops led by the Awful Purdies. FFM members will craft songs with the guidance of the Purdies, and the songs will be arranged for a choir and rehearsed. The original songs will be unveiled at two Family Folk Machine concerts this spring, so mark your calendars:

- Sunday, April 30, 3 PM at the Senior Center
- Saturday, June 3 at 1 PM (with the Awful Purdies) at the Iowa Arts Festival (main stage)

2016 Quilt Raffle Fundraiser Results

Mary Merchant won the 2016 quilt raffle prize, a queen-sized Grandmother's Flower Garden pattern quilt. The fundraiser generated \$2,232 to support the Senior Center's operational budget. Special thanks to the Senior Center's volunteer quilters for hand-piecing and hand-quilting the prize: Debbie Cooney, Eliza Dixon, Bernita Howe, Mary Kate, Helen Nicklaus, Donna Wendler, Jody Wiley.

Thanks to the volunteers who helped make this fundraiser a success by selling raffle tickets: Marilyn Calkins*, Bryson Dean, Diana Durham, Linda Eastman, Ed Flaherty, Mary Guttmann, Jeff Hanke, Pat Hanke, Judy Hardesty, Bernita Howe, Kris Johnson, Mary Kate, Mary Merchant, Mary Reichardt, Mara Schrott, Emily Schwartzstein, Esther Tate, Jan Thein, Sheila Vedder, Barb Wilcox, Bob Wiley, Jody Wiley*.

*Top individual sellers were Jody Wiley (\$286) and Marilyn Calkins (\$270). Way to go!

Finally, we recognize these community partners and thank them for hosting our raffle: Iowa City Farmers Market, Lucky's Market, New Pioneer Co-op, North Dodge Hy-Vee, Old Capitol Quilters Guild.

SHIIP Update/Medicare Open Enrollment Period

During the period of October – December 2016, the Senior Center's five SHIIP counselors had 488 contacts with SHIIP clients. This number is down slightly from last year's open enrollment period (508 contacts in 2015), but The Center had one less SHIIP counselor in 2016, so each volunteer actually served more clients last fall than the year before.

We have good news for the coming year: Two more people, Marilyn Calkins and Roger Jensen, will be trained as SHIIP counselors this spring/summer and begin working at the Senior Center site later this summer. A potential third volunteer may participate in the later training session this summer and begin working at The Center in the fall. The SHIIP program receives an exceptional amount of use by the community, so additional volunteer capacity is very important to the effectiveness and sustainability of this service.

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CITY OF IOWA CITY
YEAR TO DATE REPORT

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JOURNAL DETAIL 2017 1 TO 2017 6

	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	-44,418.00	.00	-14,806.00	75.0%
346600 Membership Fees	-69,000	0	-69,000	-40,910.00	.00	-28,090.00	59.3%
356200 Permit Parking	-25,200	0	-25,200	-13,000.00	.00	-12,200.00	51.6%
362100 Contrib & Donations	-60,000	0	-60,000	-3,255.00	.00	-56,745.00	5.4%
363910 Misc Sale of Merchandise	-5,400	0	-5,400	-4,164.12	.00	-1,235.88	77.1%
369100 Reimb of Expenses	-20,600	0	-20,600	-1,193.00	.00	-19,407.00	5.8%
369300 Cashier Overages	0	0	0	-40.11	.00	40.11	100.0%
382200 Building/Room Rental	-500	0	-500	-5,600.00	.00	5,100.00	1120.0%
382400 Locker Rentals	-1,965	0	-1,965	-1,179.00	.00	-786.00	60.0%
384200 Vending Machine Commission	-264	0	-264	-104.58	.00	-159.42	39.6%
392300 Sale of Equipment	0	0	0	-96.90	.00	96.90	100.0%
TOTAL Senior Center Administrations	-242,153	0	-242,153	-113,960.71	.00	-128,192.29	47.1%
<u>10570220 Senior Ctr Classes</u>							
346400 Lessons	-3,900	0	-3,900	-1,225.00	.00	-2,675.00	31.4%
348900 Charges for Services	-16,500	0	-16,500	-12,904.50	.00	-3,595.50	78.2%
362100 Contrib & Donations	0	0	0	-300.00	.00	300.00	100.0%
TOTAL Senior Ctr Classes	-20,400	0	-20,400	-14,429.50	.00	-5,970.50	70.7%
<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	-3,986.67	.00	-888.33	81.8%
369100 Reimb of Expenses	-400	0	-400	-393.33	.00	-6.67	98.3%
TOTAL Senior Center Chorus	-5,275	0	-5,275	-13,380.00	.00	8,105.00	253.6%
<u>10570260 Senior Center Special Events</u>							
346700 Special Events	-1,000	0	-1,000	-1,485.75	.00	485.75	148.6%
369100 Reimb of Expenses	-8,000	0	-8,000	-2,800.00	.00	-5,200.00	35.0%

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CITY OF IOWA CITY
YEAR TO DATE REPORT

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL Senior Center Special Events	-9,000	0	-9,000	-4,285.75	.00	-4,714.25	47.6%
<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	-574.00	.00	-1,176.00	32.8%
TOTAL Senior Center Television	-1,750	0	-1,750	-594.00	.00	-1,156.00	33.9%
GRAND TOTAL	-278,578	0	-278,578	-146,649.96	.00	-131,928.04	52.6%

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

Membership as of 2/14/17=1557