



Senior Center Commission Agenda

Thursday June 15, 2017

4 p.m. – 5:30 p.m.

Room 205

Time

4 p.m.	1. Introductions/Welcome—Reese
	2. Minutes
4:10—4:15 PM	3. Public Discussion
4:15—4:25 PM	4. Discussion of Commission Visits —Reese <u>Board of Supervisors</u> <i>Call in advance to be placed on the agenda</i> 1. Thursday, June 15, 22, 28, and July 6 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, June 20 at 7 PM
4:25—4:40 PM	5. Johnson County Contribution
4:40—4:50 PM	6. Health Care Decisions Day Proclamation
4:50—5:15 PM	7. Operational Overview—Buhman ✓ Update on work with Friends of The Center ✓ Operations ✓ Programming
5:15—5:29 PM	8. Commission Discussion—Reese
5:30 PM.	9. Adjourn
**	

Meeting Packets:

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

If you will need disability-related accommodations in order to participate in this program/event, please contact Michelle Buhman at 319-356-5222 or michelle-buhman@iowa-city.org. Early requests are strongly encouraged to allow sufficient time to meet your access needs.

**MINUTES
SENIOR CENTER COMMISSION
MARCH 16, 2017
ROOM 205, IOWA CITY/JOHNSON COUNTY SENIOR CENTER**

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

Members Absent: None

Staff Present: Linda Kopping, Emily Edrington

Others Present: None

CALL TO ORDER:

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

RECOMMENDATIONS TO COUNCIL:

None.

APPROVAL OF MINUTES FROM FEBRUARY 16, 2017 MEETING:

Motion: To accept the minutes from the February 16, 2017 meeting as amended. Motion carried on a vote of 5/0. Mitchell/Holbrook

PUBLIC DISCUSSION:

None.

DISCUSSION OF COMMISSION VISITS AND ALTERNATIVES:

Reese will attend the Board of Supervisors meeting on April 6 instead of March 30. She will be talking about National Healthcare Decisions Day on behalf of Honoring Your Wishes, as well as provide Senior Center updates.

Clamon tentatively plans to attend the City Council meeting on March 21.

SPACE ARRANGEMENT WITH TRAIL:

Kopping gave an update on the Senior Center's agreement to provide shared office space to TRAIL (Tools and Resources for Active Independent Living). The executive director of TRAIL will be sharing an office with the Senior Center's half-time Development Specialist in room 201. A partnership with TRAIL will be

beneficial to both organizations. Dorfman noted that this new organization is modeled after the Village to Village concept with three components: volunteer assistance with household chores and basic services, referrals to vetted local service providers, and the coordination of social activities. Mitchell expressed a concern that there may be financial barriers for the most needy to utilize this membership-based service. Dorfman noted that there will be low-income discounts available. Kopping told the group that the organizers of TRAIL are very enthusiastic and well-coordinated.

MEMBER ENGAGEMENT FAIR TABLE:

The annual meeting this year will take the form of a member engagement fair on April 13 from 2 - 3:30 PM. Rather than a sit-down lecture event, it will be more of an open house with information tables for each leadership group (Commission, Steering Council, Program Committee, Membership Committee, Steering Council voting). The event will begin with musical entertainment by vocalist, Kristin DeGrazia. To staff the Commission table, Mark Holbrook will join Kathy Mitchell from 2 – 3 PM. Clamon and Dorfman will staff the table from 3 – 3:30 PM. Mitchell noted that there are many long-time Senior Center members who do not understand the purpose and function of the Commission. Mitchell and Kopping will work together to plan the Commission table's theme and décor. Some suggestions for engagement tactics included: a top 10 list, quiz, crossword puzzle, trivia contest, games, etc. Reese suggested making a fun organizational chart infographic that illustrates the purpose of each body within the Senior Center and how their work and resources flow together.

Kopping suggested we use this event to promote the vacancies on the Commission.

Kopping discussed the need for additional Commission applicants and the importance of communicating the value and function of the Commission. She noted that we can promote the fact that the Commission is involved in leadership and decision making that guides the direction of the Senior Center as a whole

Clamon said that she believes that the majority of participants want to come to The Center, participate in activities that they enjoy, and then go home. The only time that most people get involved is when there is a problem or crisis.

The Commission needs to discuss not only what it has accomplished, but to think about what it wants to do, possibly establishing annual goals. Clamon noted that at this point the Commission does not have specific tasks that it is engrossed in. Suggested that we identify some projects/goals we can work on proactively, such as the kitchen development, reaccreditation, or broader goals such as increasing diversity of The Center participant base.

OPERATIONAL OVERVIEW:

We have hired a half-time Development Specialist, Ashley Lindley. She will begin March 29. She graduated from the University of Iowa with a bachelor's degree in journalism and a certificate in development and philanthropic communication. She has worked for two years as an AmeriCorps vista for United Action for Youth. As Ashley takes over the work related to fundraising, Kopping will be able to transfer her attention to reaccreditation. Kopping has asked Linda Wastyn to work with Ashley to set goals for the coming year and get to work.

Kopping provided an overview of the events surrounding Zachary Benedict's visit, including a tour of Iowa City, a City staff roundtable, a master class with the UI School of Urban and Regional Planning, and finally a public lecture and panel discussion at the Senior Center. The events were successfully received and well attended. Staff reports were discussed.

COMMISSION DISCUSSION:

Reese summarized a discussion earlier in the meeting by saying that the Senior Center Commission needs to establish annual goals, which will be created under the guidance of the Senior Center staff and disseminated among participants.

Ideas for immediate goals include:

- Reaccreditation
- Kitchen renovation
- Increasing Senior Center membership

ADJOURNMENT:

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

**Senior Center Commission
Attendance Record**

Year 2016

Name	Term Expires	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	2/16/17	3/16/17
Joy Beadleston	12/31/19	O/E	X	NM	O/E	--	--	--	--	--	--	--	--
Cheryll Clamon	12/31/18	O/E	X	NM	X	X	X	NM	X	X	X	X	X
Lorraine Dorfman	12/31/19	--	--	--	--	--	--	--	--	--	X	X	X
Jack Hobbs	12/31/16	X	X	NM	X	O/E	O/E	NM	X	O/E	--	--	--
Mark Holbrook	12/31/18	X	O/E	NM	X	X	X	NM	X	X	X	X	X
Jay Honohan	12/31/16	X	X	NM	X	X	X	NM	X	X	--	--	--
Kathy Mitchell	12/31/19	X	X	NM	O/E	X	X	NM	X	X	X	X	X
Margaret Reese	12/31/17	O/E	X	NM	X	X	X	NM	X	O/E	X	X	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: June 13, 2017

SHIIP Program Update

Three new SHIIP volunteers, Marilyn Calkins, Roger Jensen, and Viana Rockel, recently completed new counselor training and are in the process of shadowing our current SHIIP counselors. A fourth new volunteer, Christine Allen, will complete training by early August. With four new counselors, we anticipate being able to serve a higher volume of clients during the open enrollment period this fall, and we will redouble our promotional efforts for SHIIP services in order to utilize our increased capacity.

Welcome to Medicare programs are being offered at the Senior Center this summer on Saturdays, July 8 and August 5 at 10:00 AM. The Senior Center SHIIP team is also partnering with Mercy Hospital to offer a Welcome to Medicare seminar at Mercy Iowa City on July 27 at 5:30 PM. Based on the turnout and demand this summer, we may partner with Mercy to offer additional WTM seminars on a regular basis beginning next spring.

Downtown Iowa City Block Party

The Senior Center was invited by the Iowa City Downtown District to contribute programming for the first ever Downtown Iowa City Block Party on the evening of Saturday, June 24. Three groups from the Senior Center are planning to attend and offer performances/demonstrations at the event, including a poetry reading by Reading Aloud members, a Taoist Tai Chi demonstration, and a performance by the Voices of Experience Chorus. We greatly appreciate the invitation for the Senior Center to be represented at this high profile community event. Please consider supporting it with your attendance.

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

The Center's intergenerational choir, Family Folk Machine, has just completed a yearlong songwriting project in collaboration with Iowa City folk band, the Awful Purdies. The goal of the project was to create original songs inspired by life stories and share these songs with Iowans. The project recently culminated in a joint performance of the new songs by the Family Folk Machine and Awful Purdies at the Arts Fest main stage on June 3. An audience of more than 300 people enjoyed the performance (from the Pentacrest's shade) despite extreme heat. We were happy the concert was not rained out, at least.

As part of this project, the FFM and Awful Purdies recorded 8 of the original songs with the help of a professional sound engineer. Tracks are being mixed now, and we plan to release an audio CD along with liner notes that include lyrics and artwork by the FFM members. Proceeds will benefit The Center. This project was 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. If you have the opportunity, please thank the Iowa Arts Council, UICCU, and City of Iowa City for their support.

EMILY LIGHT EDRINGTON, COMMUNITY OUTREACH SPECIALIST

319-356-5224 • EMILY-EDRINGTON@IOWA-CITY.ORG • 28 S LINN ST, IOWA CITY, IA 52240



Memorandum

To: Senior Center Commission
From: Craig Buhman, Maintenance Worker III
Re: Facility Report
Date: 12 June 2017

The Senior Center has accepted bids for projects that will take place within the next year. Each project will be scheduled to minimize the disruption to the Center's classes and activities. As contractors become available we will begin the following projects:

The wallpaper will be removed from rooms 205 and 210. A skim coat will be applied prior to priming and painting.

Window treatment for room 208 has been selected with the criteria for selection emphasizing room darkening for video presentations while allowing sufficient lighting through the window treatment to permit the room to be safely navigated.

Room 103 will undergo a door repositioning that will allow a more efficient use of the space. In addition, the carpet will be removed and an engineered hardwood floor installed.

The Senior Center's chilled water system is functioning as designed though an abnormal amount of wind borne detritus has necessitated an intensified maintenance schedule. One of the Center's boilers is experiencing intermittent failures that, unfortunately, need cooler temperatures in order to troubleshoot. Combustion gas analysis is the logical "next step" to identify and correct the issue but with the outdoor air temperatures in the 80s and 90s it is very difficult to create the range of heating demand that will allow the analysis to be effective. When the temperatures moderate the analysis will be scheduled.

Craig Buhman, Maintenance Worker III
319-356-5227 • craig-buhman@iowa-city.org
28 South Linn Street, Iowa City, Iowa 52240

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KKromray

CITY OF IOWA CITY
YEAR TO DATE REPORT

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FOR 2017 99

JOURNAL DETAIL 2017 1 TO 2017 6

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>10570100 Senior Center Administrations</u>							
336110 Johnson County	-59,224	0	-59,224	-59,224.00	.00	.00	100.0%
346600 Membership Fees	-69,000	0	-69,000	-57,610.00	.00	-11,390.00	83.5%
356200 Permit Parking	-25,200	0	-25,200	-15,015.00	.00	-10,185.00	59.6%
362100 Contrib & Donations	-60,000	0	-60,000	-38,613.47	.00	-21,386.53	64.4%
363910 Misc Sale of Merchandise	-5,400	0	-5,400	-5,426.72	.00	26.72	100.5%
369100 Reimb of Expenses	-20,600	0	-20,600	-15,656.81	.00	-4,943.19	76.0%
369300 Cashier Overages	0	0	0	-39.96	.00	39.96	100.0%
369900 Miscellaneous Other Income	0	0	0	-94.05	.00	94.05	100.0%
382200 Building/Room Rental	-500	0	-500	-9,860.00	.00	9,360.00	1972.0%
382400 Locker Rentals	-1,965	0	-1,965	-1,699.00	.00	-266.00	86.5%
384200 Vending Machine Commission	-264	0	-264	-156.14	.00	-107.86	59.1%
392300 Sale of Equipment	0	0	0	-785.90	.00	785.90	100.0%
TOTAL Senior Center Administrations	-242,153	0	-242,153	-204,181.05	.00	-37,971.95	84.3%
TOTAL REVENUES	-242,153	0	-242,153	-204,181.05	.00	-37,971.95	
<u>10570220 Senior Ctr Classes</u>							
346400 Lessons	-3,900	0	-3,900	-1,230.00	.00	-2,670.00	31.5%
348900 Charges for Services	-16,500	0	-16,500	-16,758.75	.00	258.75	101.6%
362100 Contrib & Donations	0	0	0	-300.00	.00	300.00	100.0%
TOTAL Senior Ctr Classes	-20,400	0	-20,400	-18,288.75	.00	-2,111.25	89.7%
TOTAL REVENUES	-20,400	0	-20,400	-18,288.75	.00	-2,111.25	
<u>10570250 Senior Center Chorus</u>							
334900 Other State Grants	0	-9,000	-9,000	-9,000.00	.00	.00	100.0%
346500 Entry Fees	-4,875	0	-4,875	-4,291.67	.00	-583.33	88.0%
369100 Reimb of Expenses	-400	-2,350	-2,750	-2,063.33	.00	-686.67	75.0%
TOTAL Senior Center Chorus	-5,275	-11,350	-16,625	-15,355.00	.00	-1,270.00	92.4%
TOTAL REVENUES	-5,275	-11,350	-16,625	-15,355.00	.00	-1,270.00	
<u>10570260 Senior Center Special Events</u>							

06/13/2017 13:47
 KKromray

CITY OF IOWA CITY
 YEAR TO DATE REPORT

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FOR 2017 99

JOURNAL DETAIL 2017 1 TO 2017 6

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
10570260 Senior Center Special Events							
346700 Special Events	-1,000	0	-1,000	-3,309.27	.00	2,309.27	330.9%
369100 Reimb of Expenses	-8,000	0	-8,000	-3,800.00	.00	-4,200.00	47.5%
TOTAL Senior Center Special Events	-9,000	0	-9,000	-7,109.27	.00	-1,890.73	79.0%
TOTAL REVENUES	-9,000	0	-9,000	-7,109.27	.00	-1,890.73	
10570270 Senior Center Television							
362100 Contrib & Donations	0	0	0	-20.00	.00	20.00	100.0%
363910 Misc Sale of Merchandise	-1,750	0	-1,750	-757.00	.00	-993.00	43.3%
TOTAL Senior Center Television	-1,750	0	-1,750	-777.00	.00	-973.00	44.4%
TOTAL REVENUES	-1,750	0	-1,750	-777.00	.00	-973.00	
GRAND TOTAL	-278,578	-11,350	-289,928	-245,711.07	.00	-44,216.93	84.7%

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

Members as of 6-13-17 = 1556