



Senior Center Commission Agenda
Thursday, February 15, 2018

4 PM – 5:30 PM

Room 205

Time

4 PM	1. Introductions/Welcome—Reese
	2. Minutes (January 18, 2017)
4:10—4:15 PM	3. Public Discussion
4:15—4:25 PM	4. Discussion of Commission Visits and Alternatives—Reese <u>Board of Supervisors</u> <i>Call in advance to be placed on the agenda</i> 1. Wednesdays: February 21 and 28, and March 7 and 14 at 9 AM at the CAB (call for specific date and to be placed on agenda) <u>City Council</u> <i>All meeting dates are tentative and should be checked prior to attending</i> 1. Tuesday: February 20 or March 6 at 7 PM
4:25—4:35 PM	5. Discussion of future leadership of the Senior Center – Reese/Monroe
4:35—5:10 PM	6. Operational Overview—Kopping ✓ Update on Policies and Procedures ✓ FOC ✓ Painting Project ✓ Staff Reports
5:10—5:29 PM	7. Commission Discussion—Reese
5:30 PM	8. Adjourn
Next Meeting: March 15, 2018	

Meeting Packets:

1. Agenda: Thursday, February 15th, 2018
2. Minutes: Senior Center Commission, Thursday, January 18, 2018
3. Staff Reports

If you will need disability-related accommodations in order to participate in this program/event, please contact Linda Kopping, Senior Center at 319-356-5225, linda-kopping@iowa-city.org. Early requests are strongly encouraged to allow sufficient time to meet your access needs.

MINUTES
SENIOR CENTER COMMISSION
January 18, 2018
ROOM 205, IOWA CITY/JOHNSON COUNTY SENIOR CENTER

Members Present: Kathy Mitchell, Kenn Bowen, Cheryll Clamon, Lorraine Dorfman, Margaret Reese

Members Absent: Hiram (Rick) Weber

Staff Present: Kristin Kromray, Linda Kopping

Others Present: None

CALL TO ORDER:

The meeting was called to order by Reese at 4:05 PM.

RECOMMENDATIONS TO COUNCIL:

None.

APPROVAL OF MINUTES FROM DECEMBER 14, 2017 MEETING:

Motion: To accept the minutes from the December 14, 2017 with amendments. Motion carried on a vote of 5/0.

PUBLIC DISCUSSION:

None.

DISCUSSION OF COMMISSION VISITS:

Commissioner Bowen will attend the February 6th City Council meeting.

FY19 OPERATIONAL BUDGET UPDATE:

Kopping reported that she presented the FY19 budget to the City Council on January 6th. She presented information on the various programs the Senior Center has had over the last year - highlighting intergenerational programming such as dances and Family Folk Machine. She also noted the Senior Center has been trying to diversify fundraising through Friends of The Center. She noted the Senior Center will be working on reaccreditation as well as more outcome based

evaluations. Challenges that she discussed revolve around the need for additional staffing. Currently the Development Specialist position is unfilled and is funded to be a half time position. She noted that there is enough work for this position to be a full-time position. In addition, the Senior Center believes that there is a need to bring programming out into the community, but to do so would require additional staff.

OPERATIONAL OVERVIEW:

Kopping continues to work on updating the policy and procedures manual. Changes to the organizational structure to both the Voices of Experience choir and the Family Folk Machine choir are forthcoming.

The Friends of The Center fall appeal raised \$24,543 which is about \$3000 more than last year. The Friends of The Center will have another organizational meeting next week. The Friends website has had a set-back in its launch date. Due to the amount of Senior Center information on the Friends site the City is requiring that the site be fully ADA compliant. This will require some additional work from the web developers that will cost \$3000.

The remaining second floor classrooms are currently having wall paper removed and repainted. The 2nd floor hallway will be painted during the first week of March. The Senior Center will close for one day in March due to this. The morning receptionist will be gone during these renovations due to health concerns.

There is some money remaining in the budget for the room 103 renovations. This money will be used to purchase window film.

The boiler needs a new control panel. The HVAC system and associated software have had numerous issues during the extremely cold weather.

A part time temporary afternoon receptionist has been hired.

COMMISSION DISCUSSION:

Motion: To elect a slate of officers for the following year as stated:

**Margaret Reese as Chair
Kenn Bowen as Vice Chair
Kathy Mitchell as Secretary**

Motion carried on a vote of 5/0. Claymon/Dorfman

Reese inquired if there was any place for the Commission in succession planning after Kopping retires. Other commissioners expressed their agreement that they would like to understand how the process will work. Kopping said she would invite Assistant City Manager, Ashley Monroe, to the next commission meeting to discuss the hiring process.

ADJOURNMENT:

Motion: To Adjourn. Motion carried on a vote of 5/0. Bowen/Mitchell

**Senior Center Commission
Attendance Record**

Year 2017

Name	Term Expires	2/16/17	3/16/17	4/20/17	5/18/17	6/15/17	7/20/17	8/17/17	9/21/17	10/26/17	11/16/17	12/14/17	1/18/18
Kenn Bowen	12/31/20	--	--	--	--	--	X	X	X	X	NM	X	X
Cheryll Clamon	12/31/18	X	X	NM	NM	X	O/E	X	X	X	NM	X	X
Lorraine Dorfman	12/31/19	X	X	NM	NM	X	X	O/E	X	X	NM	X	X
Mark Holbrook	12/31/18	X	X	NM	NM	X	X	X	O/E	X	NM	X	--
Kathy Mitchell	12/31/19	X	X	NM	NM	X	X	X	X	X	NM	X	X
Margaret Reese	12/31/17	X	X	NM	NM	X	X	X	X	X	NM	O/E	X
Hiram (Rick) Weber	12/31/20	--	--	--	--	X	O/E	X	X	X	NM	X	O/E

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

02/14/2018 08:52
KKromray

CITY OF IOWA CITY
YEAR TO DATE REPORT

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FOR 2018 99

JOURNAL DETAIL 2018 4 TO 2018 4

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>10570100 Senior Center Administrations</u>							
336110 Johnson County	-59,220	-59,220	-45,000.00	.00	.00	-14,220.00	76.0%
346600 Membership Fees	-69,000	-69,000	-38,820.00	.00	.00	-30,180.00	56.3%
356200 Permit Parking	-32,000	-32,000	-11,400.00	.00	.00	-20,600.00	35.6%
362100 Contrib & Donations	-60,000	-60,000	-2,743.00	.00	.00	-57,257.00	4.6%
363910 Misc Sale of Merchandise	-3,240	-3,240	-4,056.32	.00	.00	816.32	125.2%
369100 Reimb of Expenses	-27,250	-27,250	-670.25	.00	.00	-26,579.75	2.5%
369300 Cashier Overages	0	0	12.56	.00	.00	-12.56	100.0%
382200 Building/Room Rental	-12,480	-12,480	-10,050.00	.00	.00	-2,430.00	80.5%
382400 Locker Rentals	-1,490	-1,490	-1,565.00	.00	.00	75.00	105.0%
384200 Vending Machine Commission	-230	-230	-83.83	.00	.00	-146.17	36.4%
392300 Sale of Equipment	0	0	-228.13	.00	.00	228.13	100.0%
393910 Misc Transfers In	0	0	-11.15	.00	.00	11.15	100.0%
TOTAL Senior Center Administratio	-264,910	-264,910	-114,615.12	.00	.00	-150,294.88	43.3%
<u>10570220 Senior Center Classes</u>							
346400 Lessons	-1,200	-1,200	-1,390.00	.00	.00	190.00	115.8%
348900 Charges for Services	-17,570	-17,570	-13,925.00	.00	.00	-3,645.00	79.3%
TOTAL Senior Center Classes	-18,770	-18,770	-15,315.00	.00	.00	-3,455.00	81.6%
<u>10570250 Senior Center Chorus</u>							
346500 Entry Fees	-4,800	-4,800	-3,150.00	.00	.00	-1,650.00	65.6%
369100 Reimb of Expenses	-1,250	-1,250	-205.00	.00	.00	-1,045.00	16.4%
TOTAL Senior Center Chorus	-6,050	-6,050	-3,355.00	.00	.00	-2,695.00	55.5%
<u>10570260 Senior Center Special Events</u>							
346700 Special Events	-1,750	-1,750	-1,902.75	.00	.00	152.75	108.7%
369100 Reimb of Expenses	-15,000	-15,000	-1,650.00	.00	.00	-13,350.00	11.0%
TOTAL Senior Center Special Event	-16,750	-16,750	-3,552.75	.00	.00	-13,197.25	21.2%

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KKromray

CITY OF IOWA CITY
YEAR TO DATE REPORT

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FOR 2018 99

JOURNAL DETAIL 2018 4 TO 2018 4

10570270 Senior Center Television	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
10570270 Senior Center Television							
363910 Misc Sale of Merchandise	-1,380	-1,380	-663.00	.00	.00	-717.00	48.0%
TOTAL Senior Center Television	-1,380	-1,380	-663.00	.00	.00	-717.00	48.0%
GRAND TOTAL	-307,860	-307,860	-137,500.87	.00	.00	-170,359.13	44.7%

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

Members as of 2/14/18 = 1579