



Agenda

Thursday, April 19, 2018

4 p.m. – 5:30 p.m.

Room 205

Time

4 p.m.	1. Introductions/Welcome—Reese Scott Finlayson—New Member!
	2. Minutes (February 15, 2018)
4:10—4:15 PM	3. Public Discussion
4:15—4:40 PM	4. Plans and Changes at The Center ✓ Ashley Monroe
4:40—4:45 PM	5. 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: April 25; May 2, 9 and 16 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: May 1 and 15 at 7 PM
4:45—5 PM	6. Policies ✓ Alcohol ✓ Reviewed Policies—Status and Next Steps
5:00—5:15 PM	7. Operational Overview—Kopping ✓ FOC ✓ Staff Reports
5:15—5:29 PM	8. Commission Discussion—Reese
5:30 PM.	9. Adjourn
Next Meeting: May 17, 2018	

Meeting Packets:

1. Agenda: Thursday April 19, 2017
2. Minutes: Senior Center Commission, Thursday, February 15, 2018
3. Alcohol Policy
4. 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
February 15, 2018
ROOM 205, IOWA CITY/JOHNSON COUNTY SENIOR CENTER

Members Present: Kathy Mitchell, Kenn Bowen, Lorraine Dorfman, Margaret Reese, Hiram (Rick) Weber

Members Absent: Cheryl Clamon

Staff Present: Kristin Kromray, Linda Kopping, Ashley Monroe

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 JANUARY 18, 2018 MEETING:

Motion: To accept the minutes from the January 18, 2018 with amendments. Motion carried on a vote of 5/0.

PUBLIC DISCUSSION:

None.

DISCUSSION OF COMMISSION VISITS:

Commissioner Reese will attend a Board of supervisors meeting on April 5th. Commissioners Bowen and Dorfman will attend a city council meeting in March and April respectively.

DISCUSSION OF FUTURE LEADERSHIP OF THE SENIOR CENTER:

Reese noted that coordinator Linda Kopping will be retiring at the end of April and the commission would like to understand the steps in finding a successor for the position. Monroe said that each hiring process within the city is different but that generally there is an interim coordinator until a permanent employee can be

hired for the position. She did not know how long the hiring process will take but noted that given the amount of lead time available that she would think around 2 months. She stated that normally when a position becomes vacant city management will determine if any changes need to occur to the job description or organizational structure. Kopping is working with the city managers office on updating the job description. Monroe noted that she does not anticipate any organizational changes. City management will identify the strengths of The Center and what is important to membership. She stated that the city manager's office and Human resources would take recommendations as to where to post the job opening. She also said that while the job description is rigid in its format that sometimes the City will have a more inclusive job brochure with pictures and more descriptions of the community the position will serve. She also noted that sometimes there will be a meet and greet of prospective candidates.

Reese expressed a desire to have a chance to meet prospective candidates. Bowne noted that a feeling of continuity is important and that he hoped the job search would not go on for an extended period. Dorfman inquired about the need to hire a candidate who is experienced with the unique population of participants at the Senior Center. Monroe replied that it would be important to hire someone with these specific qualifications. Mitchell would like to have a brief survey given to commissioners by city management to express what qualifications they think are important in a coordinator.

There was discussion of how the Senior Center has changed over the time that Kopping has been the Coordinator. Kopping stated when she started activities were more sedentary, the nutrition program was much more popular, volunteer activities were much different (like the greeter program and volunteer secretaries) and the building housed many social service agencies. During her time here the population has changed to being multigenerational (even within Senior Center members), classes and activities have become more robust and follow what participants have expressed desire to be involved with, and many of the social service agencies have moved to other independent locations.

Commissioners expressed a desire to continue to be involved as the succession planning continues.

OPERATIONAL OVERVIEW:

Kopping reported that she is continuing to work on policies and procedures. She is currently on the final part of section 12. This is the final section and it includes emergency procedures, which she will need to totally revamp. She will send out section 12 to commissioners when finished. Mitchell volunteered to look at sections 10 and 11 which also need reviewed.

Friends of the Center is still pulling together a board. Kopping noted that Buhman has expressed interest in helping with this and is moving forward on this task.

The painting project is moving along quickly and it is anticipated it will be finished next week. During the project original shelving needed to be moved from room 211. While being moved it fell apart. Staff is working with purchasing to get new storage cabinets in that space.

Michelle Buhman is working on getting estimates for a tcoil hearing loop for the assembly room. This would help hearing impaired participants. A purchase of replacement exterior lights for the north and south sides of the building is moving forward.

Tax season is in full swing, appointments are booked out into mid-March. Emily Edrington has been working with many new student volunteers who will be volunteering as tech help, game room and quilting volunteers. Emily and Michelle are working on pulling the summer program guide classes together.

There will be an intergenerational team trivia night on February 22nd.

Staff has been putting together a membership retention plan that includes adding more newcomers orientations, additional newcomers breakfasts, surveys of lapsed members and reaching out to new members to find out how the Senior Center could better assist them in becoming involved. The information gathered from new members will be used to create an infographic that will be given to new members when they join.

COMMISSION DISCUSSION:

None.

ADJOURNMENT:

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

**Senior Center Commission
Attendance Record**

Year 2017

Name	Term Expires	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	2/16/2018
Kenn Bowen	12/31/20	--	--	--	--	X	X	X	X	NM	X	X	X
Cheryll Clamon	12/31/18	X	NM	NM	X	O/E	X	X	X	NM	X	X	O/E
Lorraine Dorfman	12/31/19	X	NM	NM	X	X	O/E	X	X	NM	X	X	X
Mark Holbrook	12/31/18	X	NM	NM	X	X	X	O/E	X	NM	X	--	--
Kathy Mitchell	12/31/19	X	NM	NM	X	X	X	X	X	NM	X	X	X
Margaret Reese	12/31/17	X	NM	NM	X	X	X	X	X	NM	O/E	X	X
Hiram (Rick) Weber	12/31/20	--	--	--	X	O/E	X	X	X	NM	X	O/E	X

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

ADMINISTRATIVE REGULATIONS FOR THE USE OF ALCOHOL
at the Iowa City/Johnson County Senior Center (The Center).

The following Administrative Rules regarding the use of alcohol are adopted pursuant to Iowa City Code 4-5-3, and approved by the Senior Center Coordinator and Commission, and the City Manager of Iowa City.

The Center Coordinator, or designee, is authorized to issue written permission to a Permittee, via an addendum attached to an approved Facility Rental Permit, for the use of alcohol in the Assembly Room and First Floor Lobby of The Center pursuant to these administrative rules. The following rules apply:

1. The City will have a designee present for the duration of the event. Said designee is authorized to take action on behalf of the City.
2. A damage deposit shall be required for each event, as set by the City, or designee. The Permittee shall be personally responsible for any and all damages caused by Permittee or any guests, including those damages not covered by the damage deposit.
3. The Permittee must be 21 years of age or older, and provide proof thereof via a government-issued photo I.D. upon request.
4. No person under the legal drinking age may possess or consume alcoholic beverages at The Center.
5. All alcoholic beverages must be consumed in the Assembly Room or first floor lobby. No possession or consumption of alcohol is allowed anywhere else on City property.
6. The Center, or its designee, reserves the right to cut any guest off from further possession or consumption of alcohol, should their behavior, in the opinion of the City or designee, warrant it. Failure to act responsibly and maintain self-discipline may result in removal of the individual from the premises, legal intervention, or termination of the event.
7. No liquor shall be permitted. Permittees may bring their own wine or beer only if catering services are not utilized. If catering services are utilized, any and all wine and beer possessed or consumed must be provided by the caterer.
8. Wine and beer (not liquor) may be sold through a cash bar only if said sales are conducted by a caterer or other provider fully licensed to do so, and only if the license(s) and proof of insurance are placed on file with the Senior Center Coordinator or designee no later than two weeks beforehand. Sales of wine or beer outside the Assembly Room or first floor lobby are allowed only for events sponsored or co-sponsored by the City, and only by liquor licensees acting pursuant to a liquor license then in effect for The Center.

9. If the event is not catered, the Permittee may provide wine and beer (not liquor) to guests only if the guests are not charged. No sales, cup sales, "suggested" or "free-will" donations, and/or tickets, or other forms of reimbursement are allowed. If there is evidence that alcohol has been sold to guests, other than by a fully licensed caterer, the event will be terminated immediately, and law enforcement notified.
10. Permittee agrees to provide evidence of insurance coverage in the amount of \$1,000,000 for the event. If the Permittee is unable to secure the necessary insurance policy, the applicant may apply for a "special event supplemental policy for tenant users" with the City's insurance carrier.
11. Permittee agrees to indemnify, defend, and hold harmless the City against any and all claims related in any way whatsoever to the Permittee or any of Permittee's guests consuming alcoholic beverages, or any behavior that arguably resulted from the Permittee or guest consuming alcoholic beverages.
12. The Center Coordinator or designee may place additional reasonable conditions on the use of alcohol in The Center Assembly Room or First Floor Lobby, which conditions shall be attached to the public rental permit along with the written permission.

I HAVE CAREFULLY READ AND UNDERSTAND THIS DOCUMENT, AND AGREE TO ALL TERMS CONTAINED HEREIN. I AM SIGNING THIS FREELY AND WITHOUT RESERVATION OR CONDITION.

Permit Applicant Printed Name

Permit Applicant Signature, date

04/17/2018 13:26
KKromray

CITY OF IOWA CITY
YEAR-TO-DATE BUDGET REPORT

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FOR 2018 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10570100 Senior Center Administrations</u>							
336110 Johnson County	-59,220	0	-59,220	-60,000.00	.00	780.00	101.3%
346600 Membership Fees	-69,000	0	-69,000	-51,690.00	.00	-17,310.00	74.9%
356200 Permit Parking	-32,000	0	-32,000	-12,545.00	.00	-19,455.00	39.2%
362100 Contrib & Donations	-60,000	0	-60,000	-3,572.02	.00	-56,427.98	6.0%
363910 Misc Sale of Merchandise	-3,240	0	-3,240	-4,334.59	.00	1,094.59	133.8%
369100 Reimb of Expenses	-27,250	0	-27,250	-2,752.56	.00	-24,497.44	10.1%
369300 Cashier Overages	0	0	0	12.56	.00	-12.56	100.0%
382200 Building/Room Rental	-12,480	0	-12,480	-14,620.00	.00	2,140.00	117.1%
382400 Locker Rentals	-1,490	0	-1,490	-1,830.00	.00	340.00	122.8%
384200 Vending Machine Commission	-230	0	-230	-107.72	.00	-122.28	46.8%
392300 Sale of Equipment	0	0	0	-734.52	.00	734.52	100.0%
393910 Misc Transfers In	0	0	0	-11.15	.00	11.15	100.0%
TOTAL Senior Center Administrations	-264,910	0	-264,910	-152,185.00	.00	-112,725.00	57.4%
<u>10570220 Senior Center Classes</u>							
346400 Lessons	-1,200	0	-1,200	-1,480.00	.00	280.00	123.3%
348900 Charges for Services	-17,570	0	-17,570	-17,161.75	.00	-408.25	97.7%
TOTAL Senior Center Classes	-18,770	0	-18,770	-18,641.75	.00	-128.25	99.3%
<u>10570250 Senior Center Chorus</u>							
346500 Entry Fees	-4,800	0	-4,800	-5,460.00	.00	660.00	113.8%
369100 Reimb of Expenses	-1,250	0	-1,250	-1,715.00	.00	465.00	137.2%
TOTAL Senior Center Chorus	-6,050	0	-6,050	-7,175.00	.00	1,125.00	118.6%
<u>10570260 Senior Center Special Events</u>							
346700 Special Events	-1,750	0	-1,750	-4,158.75	.00	2,408.75	237.6%
369100 Reimb of Expenses	-15,000	0	-15,000	-1,650.00	.00	-13,350.00	11.0%
TOTAL Senior Center Special Events	-16,750	0	-16,750	-5,808.75	.00	-10,941.25	34.7%

04/17/2018 13:26
KKromray

CITY OF IOWA CITY
YEAR-TO-DATE BUDGET REPORT

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FOR 2018 10

10570270 Senior Center Television	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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10570270 Senior Center Television							
363910 Misc Sale of Merchandise	-1,380	0	-1,380	-891.00	.00	-489.00	64.6%
392300 Sale of Equipment	0	0	0	-1,351.36	.00	1,351.36	100.0%
TOTAL Senior Center Television	-1,380	0	-1,380	-2,242.36	.00	862.36	162.5%
GRAND TOTAL	-307,860	0	-307,860	-186,052.86	.00	-121,807.14	60.4%

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

Current members as of 4/17 = 1609