



Agenda
Thursday, June 21, 2018

4 p.m. – 5:30 p.m.

Room 205

Time

4 p.m.	1. Introductions/Welcome—<i>Reese</i>
	2. Minutes (May 17, 2018)
4:10—4:15 p.m.	3. Public Discussion
4:15—4:30 p.m.	4. Transportation Concerns – discussion of letter submitted by Harry Olmstead
4:45 – 5:00 p.m.	5. Fall Program Sneak Peek – <i>Buhman</i>
5:00—5:05 p.m.	6. Staff Report - <i>Staff</i>
5:05—5:15 p.m.	7. Commission Discussion—<i>Reese</i>
5:15—5:29 p.m.	8. Update on search for Center Coordinator – <i>Monroe</i>
5:30 PM.	9. Adjourn
Next Meeting: July 19, 2018	

Meeting Packets:

1. Agenda: Thursday June 21, 2018
2. Minutes: Senior Center Commission, Thursday, May 17, 2018
3. Letter submitted by Harry Olmstead
4. Staff Reports

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

MINUTES
SENIOR CENTER COMMISSION
May 17, 2018
ROOM 205, IOWA CITY/JOHNSON COUNTY SENIOR CENTER

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

Members Absent: None

Staff Present: Michelle Buhman, Kristin Kromray, Ashley Monroe

Others Present: None

CALL TO ORDER:

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

RECOMMENDATIONS TO COUNCIL:

None.

APPROVAL OF MINUTES FROM THE APRIL 19, 2018 MEETING:

Motion: To accept the minutes from the April 19, 2018 with amendments.
Motion carried on a vote of 7/0. Mitchell/Weber

PUBLIC DISCUSSION:

None.

POLICIES AND PROCEDURES:

Monroe thanked the commission for their time and hard work in reviewing the policies. She and staff have reviewed the policies and there are some areas that need confirmation from the City's legal and accounting divisions to ensure they conform with the most up to date City policies. Other areas may need revision to accurately reflect current procedure. Monroe asked commissioners if they had any feedback on the policies. Dorfman questioned the policy stipulating that members need to sign a waiver of liability every two years. Monroe noted that that was one item that specifically needed to be asked of legal, as it was not part of current policy and she was unsure if this had been added by the city attorney's office.

Monroe asked if any of the Commissioners would like to meet with staff after the updates have been made. Mitchell volunteered. Clamon asked if commissioners could come as well if they were interested. Monroe noted that would be fine but that if enough commissioners were interested they would need to set a special meeting. Once the policies are updated a red lined version of the will be distributed for a final review.

DISCUSSION OF VOLUNTEER RECOGNITION:

Mitchell reminded commissioners of her report last month that after the last volunteer recognition event some people had been disappointed that volunteer awards had not been given. Buhman gave some background and history of the volunteer event. In the past (over 10 years ago) the commission had a greater role in the volunteer recognition event. Over time this shifted into being a more staff driven event. In 2006 they gave an award to a person who had been a volunteer for 25 years. The idea had been to give this award each year, however, that practice was not followed. About 5 years ago staff wanted to highlight some of the volunteers at the Senior Center and began giving awards in a variety of categories such as Senior Center advocate, group, or instructor. Last year the staff felt that with no specific criteria it was difficult to continue this practice, which led to no individual awards being given.

Buhman asked the commission if they wanted a larger role in the volunteer event and what they thought of the volunteer awards. Several commissioners felt that individual awards could cause animosity and hard feelings amongst the volunteers. Reese noted that other organizations recognize hours or years of service. Commissioners discussed the merits of having no awards or recognizing hours or years of service. Buhman noted that compelling volunteers to accurately record their hours was a challenge. There is money in next year's budget for volunteer software to more accurately track volunteer time. Commissioners felt that giving awards based off set criteria, like hours volunteered in a year would be fine. Weber said a volunteer pin or some other token would be appreciated.

DISCUSS CENTER BILLIARDS ROOM USAGE:

Buhman reported that twenty years ago the billiards room was very popular, holding formal game times and tournaments as well as unstructured time for people to play. The pool room became a member only space when participants wanted access on the weekends; an electronic door reader was added to the space. Over the years the space has become less popular. There are currently about 20 people who use the room consistently. Two months ago staff was approached by participants who wanted the tables to be recovered. They needed to be leveled, repaired and recovered. Staff is hoping that these changes will

increase usage. If usage does not increase, staff and the commission may need to consider changing the use of the room.

One participant had noted to Buhman that she would like to play pool with her granddaughter. The current policy only allows members to access the pool room. Buhman asked commissioners how they would feel about opening the billiards room so that guests could come in with a member. Commissioners discussed this idea. They noted that tracking of room usage would need to change since a door count would no longer be accurate.

Clamon suggested a pool class is given to garner interested. There has been an informal woman's pool group that has been meeting at the Senior Center for 20 years. Monroe asked the commission if they thought it would be a good idea to have cable do a spot on the group. The commission agreed it was a good idea.

**Motion: To change the member only status of the billiards room to allow members to bring in guests. Motion carried on a vote of 7/0.
Bowen/Clamon.**

UPDATE ON SEARCH FOR CENTER COORDINATOR:

The job posting for the coordinator will be open through May 25th. Monroe has started to go through and review the incoming applications. She stated she would like commissioners to share any questions they have for potential applicants. Monroe indicated that a meet and greet would likely still be an option. Reese noted that she knows of organizations who have a longer interview format that includes meeting with various groups associated with an organization and wondered if that might an option. Commissioners agreed that they liked this idea. Monroe was favorable to this as well. Reese asked that commissioners generate a few questions in anticipation of meeting the coordinator candidates. A larger meet and greet with Senior Center participants could be planned for after a hire is made.

FRIENDS OF THE CENTER BOARD REPORT:

Buhman reported the Friends donor appreciation social and the Coffee and Canvas events were both well attended and had received positive feedback. The Coffee and Canvas event generated \$1700 with expenses around \$350. The best outcome of this event was exposing new people of all ages to the Senior Center with a positive experience.

The spring annual appeal letter in honor of Linda Kopping has generated \$18,490 in donations and a pledge of another \$10,000. Expenses for sending out the appeal (design, writing, and mailing) was \$2,427. The Friends website is

being updated with biographies of people who have signed on to be permanent board members. Buhman would like to see an emphasis on a monthly giving campaign. The Friends account balances are as follows: endowment fund, \$928,381.80; charitable giving, \$12,533.61; checking account, \$31,882.21. Friends received the check from the community foundation for the annual endowment payout, which goes into the Senior Center's general operational budget. This year the amount was \$39,782. Buhman noted that there has been a significant increase in donations to Friends over the last 3 years.

Buhman asked commissioners how often they would like to receive Friends of the Center updates. Commissioners thought a semiannual report would be sufficient.

COMMISSION DISCUSSION:

Monroe thanked Dorfman for coming to the City Council meeting.

Monroe reported that the Senior Center applied for an AARP grant to help with the expense of new assembly room tables and chairs in the amount of \$14,000. These items are already budgeted for but a grant would be a great help. The grant recipients will be awarded in August. Bowen asked if the grant was awarded to the Senior Center would the budgeted money still be available for other Senior Center items. Monroe confirmed a budget amendment would need to occur but that she anticipated the money would remain in the budget as there are many other large projects on the horizon.

Reese requested that commissioners submit questions to her for potential coordinator candidates no later than June 5th.

Senior Center member and instructor, Janice Bell will have an art opening at Mercy Hospital on June 15th from 4-6 pm.

The Johnson County Board of Supervisors awarded a \$60,000 Quality of Life Block Grant to the Senior Center. A reception will be on June 6th and Commissioner Reese will attend.

Motion: To Adjourn. Motion carried on a vote of 7/0. Bowen/Mitchell

**Senior Center Commission
Attendance Record**

Year 2017

Name	Term Expires	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	3/15/18	4/19/2018	5/17/2018
Kenn Bowen	12/31/20	--	X	X	X	X	NM	X	X	X	N/M	X	X
Cheryll Clamon	12/31/18	X	O/E	X	X	X	NM	X	X	O/E	N/M	X	X
Lorraine Dorfman	12/31/19	X	X	O/E	X	X	NM	X	X	X	N/M	X	X
Robert (Scott) Finlayson	12/31/20	--	--	--	--	--	--	--	--	--	--	X	X
Mark Holbrook	12/31/18	X	X	X	O/E	X	NM	X	--	--	--	--	--
Kathy Mitchell	12/31/19	X	X	X	X	X	NM	X	X	X	N/M	X	X
Margaret Reese	12/31/17	X	X	X	X	X	NM	O/E	X	X	N/M	X	X
Hiram (Rick) Weber	12/31/20	X	O/E	X	X	X	NM	X	O/E	X	N/M	X	X

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

From: Harry Olmstead <holmstedo@gmail.com>

Sent: Thursday, May 31, 2018 12:45 PM

To: Margaret Reese

Subject: Request letter of support

Dear Organization Leader:

In a few months Iowa City and City of Coralville will be in contract negotiations with the Johnson County Board of Supervisors for para-transit (SEATS) service. We must insist and encourage late night service for those getting off of work late or working third shift jobs, also our communitities have wonderful festivals ie: Jazz Fest, Fry Fest, Art Fest, 4th of July Fireworks, Book Fest, Soul Fest and many more, however persons with disabilities who depend on SEATS have to leave early on Friday and [Saturday evening](#) (due to service [ending at 6:30 pm](#)) and unable to participate on Sundays.

I request that your board of directors send a letter to Iowa City Council, Coralville City Council, Johnson County Board of Supervisors and please copy me. I ask that letters be sent no later than [June 30, 2018](#).

Furthermore, because of concerns coming from marginalized people and their families in our community who need City bus service scheduled hours extended including late night service and Sunday service for the same concerns mentioned earlier in this email, we must also support the need for City bus service and in your request please include this in your letter.

Iowa City says they will be doing a bus needs survey which they indicate will take at least 3 years to complete, but we need the services now and not wait further.

If you have any further questions call me at [319-855-2666](tel:319-855-2666) or email me at this address.

Sincerely,

Harry Olmstead, Advocate for persons with disabilities

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06/19/2018 13:50
KKromray

CITY OF IOWA CITY
YEAR-TO-DATE BUDGET REPORT

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FOR 2018 11

ACCOUNTS FOR: 1000 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10570100 Senior Center Administrations</u>							
10570100 336110 Johnson County	-59,220	0	-59,220	-60,000.00	.00	780.00	101.3%
10570100 346600 Membership Fees	-69,000	0	-69,000	-58,515.00	.00	-10,485.00	84.8%*
10570100 356200 Permit Parking	-32,000	0	-32,000	-13,780.00	.00	-18,220.00	43.1%*
10570100 362100 Contrib & Donation	-60,000	0	-60,000	-43,927.44	.00	-16,072.56	73.2%*
10570100 363910 Misc Sale of Merch	-3,240	0	-3,240	-4,650.48	.00	1,410.48	143.5%*
10570100 369100 Reimb of Expenses	-27,250	0	-27,250	-3,042.32	.00	-24,207.68	11.2%*
10570100 369300 Cashier Overages	0	0	0	12.56	.00	-12.56	100.0%*
10570100 382200 Building/Room Rent	-12,480	0	-12,480	-15,960.00	.00	3,480.00	127.9%
10570100 382400 Locker Rentals	-1,490	0	-1,490	-1,985.00	.00	495.00	133.2%
10570100 384200 Vending Machine Co	-230	0	-230	-119.72	.00	-110.28	52.1%*
10570100 392300 Sale of Equipment	0	0	0	-814.57	.00	814.57	100.0%
10570100 393910 Misc Transfers In	0	0	0	-11.15	.00	11.15	100.0%
TOTAL Senior Center Administrations	-264,910	0	-264,910	-202,793.12	.00	-62,116.88	76.6%
<u>10570220 Senior Center Classes</u>							
10570220 346400 Lessons	-1,200	0	-1,200	-1,660.00	.00	460.00	138.3%
10570220 348900 Charges for Servic	-17,570	0	-17,570	-19,821.50	.00	2,251.50	112.8%
TOTAL Senior Center Classes	-18,770	0	-18,770	-21,481.50	.00	2,711.50	114.4%
<u>10570250 Senior Center Chorus</u>							
10570250 346500 Entry Fees	-4,800	0	-4,800	-6,482.50	.00	1,682.50	135.1%
10570250 369100 Reimb of Expenses	-1,250	0	-1,250	-1,915.00	.00	665.00	153.2%
TOTAL Senior Center Chorus	-6,050	0	-6,050	-8,397.50	.00	2,347.50	138.8%
<u>10570260 Senior Center Special Events</u>							
10570260 346700 Special Events	-1,750	0	-1,750	-4,747.75	.00	2,997.75	271.3%
10570260 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	-6,397.75	.00	-10,352.25	38.2%

06/19/2018 13:50
KKromray

CITY OF IOWA CITY
YEAR-TO-DATE BUDGET REPORT

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FOR 2018 11

ACCOUNTS FOR: 1000 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10570270 Senior Center Television							
10570270 363910 Misc Sale of Merch	-1,380	0	-1,380	-1,081.00	.00	-299.00	78.3%*
10570270 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	-2,432.36	.00	1,052.36	176.3%
TOTAL General	-307,860	0	-307,860	-241,502.23	.00	-66,357.77	78.4%
TOTAL REVENUES	-307,860	0	-307,860	-241,502.23	.00	-66,357.77	

Current members as of 6/19/2018=
1602