



Senior Center Commission Agenda
Thursday, July 18, 2019
4 PM
Iowa City/Johnson County Senior Center - Room 205

- 1. Introductions/Welcome—*K. Bowen***
- 2. Minutes (May 16, 2019)**
- 3. Public Discussion for items not on the agenda**
- 4. Commission Assignments—*K. Bowen***
 - Board of Supervisors - *Call in advance to be placed on the agenda***
Thursday, July 25, Aug 2 at 9 AM; July 8 at 5:30 PM
 - City Council- *All meeting dates are tentative and should be checked prior to attending***
Tuesday, August 6 at 7 PM
- 5. Operational Overview—*Staff***
 - ❖ **Senior Center Policies Update**
 - ❖ **Program/Center Evaluation**
 - ❖ **New Mission Suggestion**
- 6. Commission Discussion— *K. Bowen***
 - ❖ **Meeting Reports**
 - ❖ **Board of Supervisors Meeting**
 - ❖ **Future Agenda Items**
- 7. Adjourn**

****Next meeting is Thursday, August 15 at 4 PM room 205 at the Senior Center****

Meeting Packet Contents:

1. Agenda: Thursday, July 18, 2019
2. Minutes: Senior Center Commission, Thursday, May 16, 2019
3. Policies: Fundraising, Donations, Grants, and Partnerships; Membership Program; Programs and Services; Research; Senior Center Technology and Video

If you will need disability related accommodations to participate in this program or event, please contact LaTasha DeLoach at latasha-deloch@iowa-city.org or 319-356-5225. Early requests are strongly encouraged to allow sufficient time to meet your access needs.

MINUTES
SENIOR CENTER COMMISSION
May 16, 2019
ROOM 205, IOWA CITY/JOHNSON COUNTY SENIOR CENTER

Members Present: Kenn Bowen, Lorraine Dorfman, Zach Goldsmith, Angela McConville, Hiram Webber

Members Absent: Cheryll Clamon, Scott Finlayson

Staff Present: LaTasha DeLoach, Kristin Kromray

Others Present: None

CALL TO ORDER:

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

RECOMMENDATIONS TO COUNCIL:

None.

APPROVAL OF MINUTES FROM THE APRIL 18, 2019 MEETING:

Motion: To accept the minutes from the April 18, 2019 meeting. Motion carried on a vote of 5/0. Webber/Dorfman

PUBLIC DISCUSSION:

None.

COMMISSION ASSIGNMENTS:

Bowen and McConville are planning to go to the Board of Supervisors in July.

OPERATIONAL OVERVIEW:

DeLoach is drafting a memo to the City Council regarding the kitchen. A community organization reached out to City Council about potentially being able to use the kitchen. In the memo DeLoach will give the current status of the kitchen, what tentative plans and timeline there is for the future of the kitchen, and potential short and long-term solutions. The kitchen is currently utilized by the Elder Services/Horizon's for the congregate meal program. They do not prepare meals in the kitchen, but serve food and wash dishes from the space. Several items would need to be updated and repaired for the kitchen to be

functional. There is CIP money currently earmarked in FY21 for a kitchen remodel. Before this remodel can take place a comprehensive plan and design with input from staff, members, and the community will need to occur. Goldsmith asked if TIF funding is available to help renovate the space. The Commission discussed various options for utilizing the kitchen.

DeLoach reported exterior building envelope repairs need to occur over the next two or three fiscal years with an estimated cost of \$120,000.

The Senior Center is partnering this summer with Horizon's to provide lunch three days a week to children free of charge.

DeLoach reported staff is getting to the end of the policy reviews. There will be a few more for the Commission to consider in the next packet.

Motion: To approve the Bed Bug Policy. Motion carried on a vote of 5/0. Goldsmith/Dorfman

Motion: To approve the Facility Security Policy. Motion carried on a vote of 5/0. Goldsmith/McConville

Motion: To approve the Fees and Revenue Policy. Motion carried on a vote of 5/0. Dorfman/Goldsmith.

Motion: To approve the Locker Rental Policy. Motion carried on a vote of 5/0. McConville/Dorfman

Motion: To approve the Low-Income Membership Program Policy. Motion carried on a vote of 5/0. Webber/Dorfman

Dorfman asked if a person had a partial term if they could then be considered for two additional terms. DeLoach replied that yes, a partial term is not counted against the two-term limit policy.

Motion: To approve the Senior Center Commission Policy. Motion carried on a vote of 5/0. Goldsmith/McConville

DeLoach reported the Senior Center currently has the highest paid membership number at 1712.

COMMISSION DISCUSSION:

Bowen attended a City Council meeting and reported to them the success of the recent Open House at the Senior Center.

The Commission will not hold a meeting in June.

Motion: To Adjourn. Motion carried on a vote of 5/0. Goldsmith/Dorfman

**Senior Center Commission
Attendance Record**

Name	Term Expires	6/21/18	7/19/18	8/16/18	9/20/18	10/18/18	11/15/18	12/13/18	1/24/18	2/21/19	3/21/19	4/25/19	5/16/19
Kenn Bowen	12/31/20	X	X	X	NM	X	X	NM	X	X	NM	X	X
Cheryll Clamon	12/31/18	O/E	X	X	NM	X	X	NM	O/E	X	NM	X	X
Lorraine Dorfman	12/31/19	X	X	O/E	NM	X	X	NM	X	X	NM	O/E	X
Robert (Scott) Finlayson	12/31/20	O/E	X	X	NM	X	O/E	NM	X	O/E	NM	X	O/E
Zach Goldsmith	12/31/21	--	--	--	--	X	X	NM	X	X	NM	X	X
Kathy Mitchell	12/31/19	X	--	--	--	--	--	--	--	--	--	--	--
Margaret Reese	12/31/17	X	X	X	NM	X	X	NM	--	--	--	--	--
Hiram (Rick) Webber	12/31/20	X	X	X	NM	X	X	NM	X	X	NM	X	X

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

Title: Fundraising, Donations, Grants and Partnerships
Date of Current Version: March 2019
Replaces Version: August 2017

Background

The Center receives the majority of its operational funding from the City of Iowa City's General Fund. Fundraising, donations, grants, and partnerships contribute to the balance of funds needed to maintain Center operations.

Policy

Financial Management

1. The Center shall comply with all applicable city and state budgeting and accounting policies and practices regardless of the funding source.

Fundraising

1. Friends of The Center is an IRC Section 501(c)(3) nonprofit affiliate organization which solicits funds to support the Iowa City/Johnson County Senior Center. Policies are in place to provide continuity in solicitation, acknowledgement, stewardship, and confidentiality of philanthropic gifts within the Friends of The Center Board of Directors Handbook.
2. The Center staff members shall support the fundraising efforts of Friends of The Center.
3. Fundraising activities sponsored by The Center include, but are not limited to, solicitation of support from area businesses and special projects (e.g. quilt raffle).
4. All third parties not directly affiliated with The Center who wish to solicit on its behalf must acquire written permission from The Center coordinator prior to beginning any fundraising activities.

Donations: Cash, credit card, or check

1. All donations made directly to The Center shall be recorded in the member database and acknowledged with written correspondence within one (1) week of receipt.
2. Non-designated donations made directly to The Center shall be credited to the operational budget.
3. Whenever possible, staff shall encourage donors to make non-designated gifts through Friends of The Center.
4. Gifts and bequests designated for a specific purpose may be accepted at the discretion of the coordinator. If designated gifts are accepted, the wishes of the donor shall be honored. When designated gifts are received for an activity or service that is discontinued, the gift will be used for an activity or service that most closely approximates the donor's original intent.

Donor Recognition and Privacy

1. Donors will be recognized in print in appropriate publication(s) at least once annually.
2. All requests to remain anonymous shall be honored.
3. The Center does not sell donor lists.

4. Donors who supply contact information (email or mail) may be periodically contacted for solicitation purposes and/or with information regarding upcoming events and programs. They may opt out of these communications by contacting staff via email, phone or in person. All requests to be removed from The Center's mailing list shall be honored.

Types of Gifts

1. Gifts of tangible property must be approved and accepted by The Center coordinator or designee. All tangible gifts accepted shall contribute to the mission and goals of The Center and be in such condition that it would be able to withstand public use.
2. Upon acceptance and receipt of any donated items, the Senior Center coordinator or designee reserves the right to use or dispose of the property in any way that is in the best interest of The Center. No item may be placed in The Center where the owner retains rights to the item or dictates its use except by written agreement with a partnering organization.
3. All donations of personal property shall be acknowledged with written correspondence from the coordinator or designee. Thank you acknowledgments for tangible items shall describe the donation, but not indicate the actual or estimated value of any item donated.
4. Donations to The Center in the form of marketable securities; life insurance when The Center is the beneficiary; charitable remainder trusts and charitable lead trusts; IRA distributions; bequests; real estate; stocks; or similar items shall be handled in cooperation with the City of Iowa City Finance and Legal Departments in a manner that will honor donor wishes and foster attainment of The Center's mission and goals.

Grants and Partnerships

1. The staff shall secure financial or in-kind program support through grants, partnerships, and corporate sponsors whenever possible.
2. Grant applications shall comply with the Finance Department's grant management policy.
3. The use of The Center facilities or equipment for purposes of fundraising is reserved for The Center unless approved by the coordinator or designee.
4. Partner organizations, independent contractors, and in-house agencies utilizing The Center are encouraged to make charitable contributions to The Center operations.

Administration

The Center coordinator is responsible for administering the operational budget. The development specialist works closely with The Center coordinator to increase revenue related to fundraising through donations, grants, special events, and community partnerships.

Approved by the Senior Center Commission on: _____

Title: **Membership Program**
Date of Current Version: **March 2019**
Replaces Version: **April 2012**

Background

Memberships help create a sense of ownership and interest in leadership roles among members. The Center offers a membership program for individuals intended to generate revenue to support operational expenses.

Membership Program

1. A voluntary membership program is available for individuals fifty (50) years and over.
2. Center memberships shall not be required to participate in all Center activities. As a community facility The Center shall provide a variety of programs and services for non-members over-fifty (50) years of age, intergenerational groups, special needs populations, and community members from all walks of life.
3. Adults under fifty years of age can purchase memberships if their spouse, domestic partner, partner by cohabitation, or person with whom they have an intimate relationship is over fifty (50) years of age and a current member of The Center.
4. The cost of an annual membership shall vary in accordance with the level of operational funding The Center receives from the city or county in which the person resides.
5. To ensure the participation of all interested community members fifty (50) years and over, a low-income membership program and household discounts shall be available to participants. See policy "Low-income Membership Program".
6. Regular memberships shall run for a period of one (1) year beginning on the date of purchase.
7. Members receive expanded access to the facility, programs, and services as a benefit of membership.
8. When purchasing a membership, new members are asked to sign a general release of liability.
9. Visitor memberships are available to individuals who are fifty (50) years or over.

Membership Cards

1. Members are assigned a personal access proximity card (which serves as a membership card) at the time of registration. These cards are compatible with the computerized building security system and help provide, control, and track building access and use.
2. Each membership access card is programmed to automatically expire at the end of the card holder's membership period. Cards are reusable and are re-programmed when memberships are renewed.
3. Membership cards must be picked up in person.

Lost or Damaged Membership Cards

1. Lost membership cards must be reported to the operations assistant (or designee) immediately so the access privileges associated with the card can be canceled.

2. Members shall be responsible for paying a reasonable fee for replacement membership access cards.

Revocation of Membership Card Access Privileges

1. At the discretion of the coordinator (or designee) access privileges associated with individual membership cards can be modified or canceled at any time due to such things as providing someone with unauthorized access to the facility or violations of the code of conduct.

Evaluation

1. A comprehensive evaluation of the membership program shall be conducted on an annual basis.

Financial Management

1. All revenue generated by the membership program shall be handled in accordance with City Policy and deposited as revenue in The Center’s current operational budget.

Administration

Day-to-day administration of the membership program is provided by the operations assistant. Oversight of the program is the responsibility of the coordinator (or designee) and Senior Center Commission.

Approved by the Senior Center Commission on: _____

Title: **Programs and Services**
Date of Current Version: **June 2019**
Replaces Version: **August 2011**

Background

The Center offers high quality, diverse programs and services that meet the needs and interests of adults age 50+ and the larger community. Programs and services may be planned by Center staff or offered through coordination and outreach with other agencies and organizations. Programs and services are the means by which The Center promotes optimal aging and attains its mission and goals.

Target Audience

1. Programs and services are primarily intended for individuals 50 years of age and older. However, many special events, intergenerational programs and services, and general interest classes and services may be open to the general public.
2. Membership requirements for Center programs and services shall be determined by the staff member organizing the program.
3. The Senior Center is not equipped or staffed to be a direct service or care provider. Visitors and participants must be able to navigate through the building and meet personal needs independently or with the aid of assistive devices or personal assistants that are arranged for and provided by the visitor or participant.

Instructors

1. The staff and program committee volunteers shall identify volunteer instructors and independent contractors to teach quality classes.
2. To ensure quality instruction, a professional level staff member shall meet with all new instructors prior to the start of their class to assess their preparedness and instructional skills.
3. Volunteer instructors and independent contractors shall not be allowed to teach at The Center, if in the opinion of a professional staff member, there is reasonable doubt about the quality of the proposed course or instructional techniques.
4. All independent contractors shall sign an Independent Contractor agreement that extends through the duration of their class. The staff member working with the contractor shall provide oversight to ensure the terms of the contract are carried out properly.
5. Failure to comply with the terms of the Independent Contractor agreement may result in temporary or permanent termination of the involved instructor.

Content

1. The Center neither approves nor disapproves the content, ideas, or subject matter presented in programs or used by individuals, non-profit groups, and organizations. The Center does not accept responsibility for ensuring accuracy or that all points of view are represented.
2. As a city-owned facility, it is inappropriate for The Center to sponsor any activities that have the purpose or effect of either advancing or inhibiting religion or any particular religious point of view.

Prioritizing Use of Space

1. Center administration and staff evaluate use of space for programs and services on an ongoing basis to maximize usage of the facility.
2. Center programs and services always have priority when facility space is being allocated.

Public Accommodation, Exceptions Sec. 2-3-2

1. It shall be unlawful for any person to deny any other person the full and equal enjoyment of the goods, services, facilities, privileges, advantages of any place of public accommodation because of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sex or sexual orientation.
2. It shall be unlawful to directly or indirectly advertise or in any other manner indicate or publicize that the patronage of persons is unwelcome, objectionable or not solicited because of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sex or sexual orientation.
3. This section shall not apply to any bona fide religious institution with respect to any qualifications the institution may impose based on religion when such qualifications are related to a bona fide religious purpose.
4. Public accommodations may be designated specifically for the elderly and disabled. However, public accommodations may not be restricted among the elderly and disabled on the basis of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sex or sexual orientation.
5. It shall not be unlawful for a public accommodation to take any action otherwise prohibited by this section where age is a bona fide factor or qualification based on health, safety or developmental differences between age groups. In order to establish that the exception applies, a place of public accommodation must show the restriction or policy is necessary to protect the health, safety, or developmental differences of persons based on age alone. Developmental differences of persons based on age means the social, emotional, physical and intellectual development of a person based on the chronological age of a person.
6. Nothing in this section shall prohibit restrictions regarding the consumption of alcoholic beverages by those under the legal drinking age or the presence of persons under the legal drinking age in places of public accommodation where alcoholic beverages are served.
7. This section shall not apply to discounts for services or accommodations based upon age.

Administration

The program specialist and the community outreach specialist are primarily responsible for the creation and evaluation of the majority of Center programs. The program specialist is responsible for organizing classes, special events, interest groups, and clubs. The community outreach specialist is responsible for coordinating volunteer programs and community services including SCTV, technology programs, SHIP, Tax Aide, and intergenerational opportunities. Center staff coordinates with volunteers, independent contractors, and community partners to plan and implement programs and services.

Approved by the Senior Center Commission on:

Title: **Academic and Scientific Research Policy**
Date of Current Version: **June 2019**
Replaces Version: **April 2012**

Background

The Center is a valuable resource for students and professionals doing research on aging. The Center may provide support to scientifically-based studies intended to improve the quality of life for people fifty (50) years and over or investigate aspects of aging.

General Guidelines

1. Researchers who are requesting support beyond displaying a recruitment flyer must complete The Center's Research Application. The project and all related materials involved must be approved by the IRB of an accredited university as well as human subjects' approval. *Requests without evidence of IRB approval shall not be considered.*
2. Once the research request is approved, any changes in the researcher or project shall be reported to The Center Coordinator (or designee) and approval reconsidered.
3. The research study shall pose no more than minimal risk to participants as defined by the *University of Iowa Institutional Review Board Standard Operating Procedures* or IRB of University affiliated with research project.
4. Participant complaints involving the research project or researcher(s) shall be investigated by the Coordinator (or designee). Confirmed complaints will result in action up to and including immediate withdrawal of approval for the current research project and any future research project involving the researcher(s).
5. Research activities shall not interfere with or detract from the delivery of scheduled programs and services, or participant use of The Center.
6. Staff time required during the research project must be minimal and the project conducted at no cost to The Center or its members, clients, volunteers, or staff.
7. The researcher is asked to provide a summary of the findings to The Center Coordinator or designee.
8. Any peer-reviewed publications must be made available to the Coordinator or designee.

Types of Research Support Provided by The Center

1. Display an 8.5 x 11-inch recruitment flyer in the facility.
 - a. Coordinator or designee approval of the flyer must be obtained prior to it being posted.
 - b. Evidence that the flyer has been reviewed and approved by the IRB must be provided.
2. Use of an informational/recruitment display table in a high traffic area of the facility to attract and recruit volunteers for the study.
 - a. Completion and Coordinator or designee approval of The Center's Research Application.
 - b. Table displays must be scheduled in advance with The Center's operations assistant.
3. Conducting an educational program on the research topic to inform and recruit participants.
 - a. Completion and Coordinator or designee approval of The Center's Research Application.

- b. Program topics and scheduling must be approved and arranged in advance with The Center's program specialist.
- 4. Use scheduled Center space to conduct all or part of the research.
 - a. Completion and Coordinator or designee approval of The Center's Research Application.
 - b. Room reservations must be made for during the business day and scheduled in advance with The Center's operations assistant.
- 5. A combination of three (3) or more of the above items.
 - a. Researcher must agree to do a presentation at The Center on the research findings or a related topic of interest to people fifty (50) years and above within six (6) months of The Center's involvement.

Research Involving In-House Agencies and Organizations

- 1. In-house agencies and organizations are urged to comply with The Center's research policy.

Administration

The Center coordinator or designee is responsible for reviewing research applications and overseeing all approved research projects that are intended to be published. To be supported by The Center, all research must have the originating institution's human subjects' approval and IRB approval.

Approved by the Senior Center Commission on: _____

Title: Senior Center Technology and Video (SCTV)
Date of Current Version: June 2019
Replaces Version: August 2011

Background

Senior Center Technology and Video (SCTV) is a program that serves as a hub for technology learning and practice within the Senior Center. SCTV engages volunteers of all ages, supports and enhances technology literacy among older adults, and fosters intergenerational connections and collaboration.

Through SCTV, Center staff and volunteers provide technology and video-based services to older adults and the community at large, including drop-in tech help sessions, one-on-one technology mentoring, video to DVD transfer services, and commissioned video production and photography services. Staff and volunteers also produce video content to promote Center programs and services, explore topics of interest to older adults, and share authentic perspectives on aging. SCTV videos are shared with the community via the internet and local cable access channels.

Video Production and Programming

1. Video content produced with SCTV equipment and/or disseminated via SCTV-managed outlets (e.g. The Center's YouTube account, SCTV programming slots on cable access channels) must support this mission and goals of The Center and fit within the scope of The Center's video production and programming priorities.
2. Center staff determines which video content is suitable to share publicly via SCTV-managed outlets. Decisions are based on whether content is consistent with The Center's mission and goals, and whether the production quality meets appropriate technical standards.
3. Once completed, SCTV videos are maintained in a digital and/or physical archive for historical reference. DVD copies of archived SCTV programs may be ordered for a fee.

Equipment

1. All equipment housed at The Center and used by SCTV volunteers and staff is protected against loss due to fire, negligence, theft, and vandalism under insurance coverage provided by the City of Iowa City.
2. SCTV equipment shall only be used by Senior Center staff, designated Center volunteers, and City of Iowa City Cable Television staff.
3. Check-out of SCTV equipment by volunteers must be appropriately requested and documented. Off-site use and multi-day loans of SCTV equipment must be approved in advance by SCTV staff or the community outreach specialist. At the discretion of Center staff, permission to check out SCTV equipment may be denied.
4. SCTV equipment shall not be available for personal use or financial gain.

Administration

Immediate oversight is provided by the community outreach specialist and the video production specialist. SCTV volunteers take an active role in planning special projects and determining which

programs to record and share. The coordinator has final authority over SCTV's operational budget, equipment purchases, handling of controversial content, and new program areas.

Approved by the Senior Center Commission on: _____