



Senior Center Commission Agenda
Thursday, May 21, 2020
Electronic Meeting - 4 PM
ZOOM MEETING PLATFORM

Electronic Meeting

(Pursuant to Iowa Code section 21.8)

An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of Commission members, staff and the public presented by COVID-19.

You can participate in the meeting and can comment on an agenda item by joining the Zoom meeting via the internet by going to https://zoom.us/meeting/register/tjYvc-6oqjstH9GrLfYklODXn634bX2_5yfv

If you are asked for a meeting ID, enter Meeting ID: 922 4704 0755 to enter a 'Waiting Room' for the meeting.

If you have no computer or smartphone, or a computer without a microphone, you can call in by phone by dialing (312) 626-6799 and entering the meeting ID when prompted. Providing comment in person is not an option.

1. **Introductions/Welcome**—*S. Finlayson*
2. **Minutes (April 16, 2020)**
3. **Public Discussion for items not on the agenda**
4. **Commission Assignments**— *S. Finlayson*
Board of Supervisors
City Council

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.

5. **Operational Overview—*Staff***
 - ❖ **Covid-19 Update and Reopening Plan**
 - ❖ **RFP Update**
 - ❖ **Senior Center Policies**
6. **Commission Discussion— *S. Finlayson***
 - ❖ **Future Agenda Items**
7. **Adjourn**

****Next meeting is Thursday, June 18 at 4 PM ****

Meeting Packet Contents:

1. Agenda: Thursday, May 21, 2020
2. Minutes: Senior Center Commission, Thursday, April 16, 2020
3. Policies: Community Use of Center Space

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MINUTES
SENIOR CENTER COMMISSION
April 16, 2020
ELECTRONIC Formal Meeting
ZOOM MEETING Platform

Members Present: Lorraine Dorfman, Scott Finlayson, Zach Goldsmith, Angela McConville, George Nelson, Linda Vogel, Paula Vaughan

Members Absent: None

Staff Present: LaTasha DeLoach, Kristin Kromray

Others Present: Jamie Huntly, John Johnson

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CALL TO ORDER:

The meeting was called to order by Finlayson at 4:10 PM.

RECOMMENDATIONS TO COUNCIL:

None.

APPROVAL OF MINUTES FROM THE February 20, 2020 MEETING:

Motion: To accept the minutes from the February 20, 2020 meeting. Motion carried on a vote of 7/0. Nelson/Vaughan

PUBLIC DISCUSSION:

None.

COMMISSION ASSIGNMENTS:

None.

OPERATIONAL OVERVIEW:

DeLoach reported the Senior Center remains closed at least through the end of April due to the Covid-19 pandemic. The Senior Center is committed to keeping

members and area seniors engaged. Ways staff and volunteers have been doing this include:

- Calling all 1700+ members to check in with them. Assisting members in getting services that they need as well as continuing to call members who request check ins
- Providing online learning opportunities via email, Facebook, YouTube, and on the Senior Centers website
- Started a project called Sewing for Seniors. This is a partnership with TRAIL to have volunteers sew masks to provide, free of charge, to any Senior Center member. Donated funds have allowed the Senior Center to purchase fabric and volunteers receive fabric delivered by a TRAIL volunteer. Once masks are completed a TRAIL volunteer picks up the masks and delivers to members. Currently materials to sew 750 masks have been distributed and 261 masks have been sewn. Members can request a mask via an online form, or by calling or emailing the Senior Center. After member requests have been fulfilled this project will be offered to other area seniors.
- Partnering with the University of Iowa Rehab and Mental Health Counseling students to provide free tele-appointments.
- Various Senior Center groups are taking advantage of the two Senior Center Zoom accounts to continue meeting
- DeLoach hosted a Facebook live "Coffee with the Coordinator" event

All Senior Center staff continue to work. Staff meets virtually twice a day to keep in contact with each other. In addition to pivoting to online learning staff has been using this time to focus on various projects. Additionally, staff is brain storming ways to transition into being in the building again. They are keeping in mind and will follow local and national resources for doing this safely. There will be no summer program guide.

McConville noted that while the North Liberty recreation centers will be opening on May 1st they will not having any senior programming until at least June.

McConville asked about distribution of programming materials to low income members. DeLoach noted that this was an idea she had had before but is being slow and thoughtful about this considering the steps it would take to implement and the safety of staff to complete.

McConville asked how Zoom was working for the Senior Center members as she has had some issues in getting North Liberty seniors to work out the technology. DeLoach noted that there is a bit learning curve that all have been dealing with. Other commissioners noted that Microsoft Teams and Skype might be alternatives.

Nelson gave an update on the Tai Chi group he leads at the Senior Center. Normally there is a worldwide Tai Chi day at the end of April. This has been postponed until the end of May. It will be held on the last Saturday of the month at 10 AM.

Bids for the request for proposal for the Senior Center's capitol improvement projects have been submitted and are currently being reviewed.

DeLoach noted that the three polices that were in the packet for this month are the last three polices to be reviewed. She gave an overview of each.

Nelson had questions regarding the Community Use of Center Space policy. He wondered if outside organizations had preference over Senior Center activities. He also had complaints regarding the way Senior Center activities must be scheduled months in advance to be put in the program guide. DeLoach noted Senior Center programming is covered under a different policy and this only pertains to outside organizations who want to use the building. Finlayson mentioned that since Nelson's concerns were outside the parameters of this policy that he meets with DeLoach before the next meeting to fully understand how the two policies work.

Commissioners discussed the Displays, Bulletin Boards, Materials Distribution policy. Nelson questioned this section of the policy: "All flyers must meet existing State and Federal laws on obscenity, libel, defamation of character or invasion of privacy" since he did not know what those laws entailed. Finlayson asked if all polices had been to the City's legal department. DeLoach said that yes, all of them had gone before legal. DeLoach also noted that items noting laws could be put in an addendum.

**Motion: To accept the Displays, Bulletin Boards, Materials Distribution.
Motion carried on a vote of 7/0. McConville/Goldsmith**

**Motion: To accept the Pantry Exchange. Motion carried on a vote of 7/0.
Dorfman/McConville.**

Goldsmith left the meeting.

DeLoach reported the changes to the room rental agreement is a change in the deposit amounts. Previously there were two deposit amounts for rentals with or without refreshments or audio-visual needs. It now has only one deposit amount. Additionally, there is a higher deposit if a rental will have alcohol. Also, there is a higher rental fee for organizations who wish to fundraise or collect fees during a rental. She noted these changes will also need to go before the City Council for approval.

Commissioners discussed the change in deposit amounts. Nelson questioned the difference in price for renting room 103 and G13. DeLoach noted that it is because they are studio spaces with hardwood floors.

Motion: To accept the room rental document and fee structure. Motion carried on a vote of 6/0. Vogel/Dorfman

COMMISSION DISCUSSION:

Finlayson had hoped to discuss the various community partners the commissioners have contact with and do some strategic planning on how the commission can help the Senior Center reach its goals. He noted that since the global and local situation have changed since the last meeting he would be open to waiting on this depending on how others felt. All commissioners agreed that this should be taken up at a later date.

McConville reported the information given in the packet about the North Liberty transportation program was for the timeframe of November – February. This program gives qualifying North Liberty seniors a low fare cab ride to pre-approved locations. She hopes in the future the Senior Center can be one of these locations. The program is still currently running and has 103 current users.

Motion: To Adjourn. Motion carried on a vote of 6/0. Dorfman/Nelson

Senior Center Commission Attendance Record

Name	Term Expires	5/16/19	6/20/19	7/18/19	8/14/19	9/19/19	10/17/19	11/21/19	12/19/19	1/16/20	2/20/20	3/19/20	4/16/20
Kenn Bowen	12/31/19	X	NM	X	X	NM	NM	NM	X	--	--	--	--
Cheryll Clamon	12/31/19	X	NM	X	X	--	--	--	--	--	--	--	--
Lorraine Dorfman	12/31/21	X	NM	O/E	X	NM	NM	NM	X	X	X	NM	X
Robert (Scott) Finlayson	12/31/20	O/E	NM	O/E	X	NM	NM	NM	X	X	X	NM	X
Zach Goldsmith	12/31/21	X	NM	X	X	NM	NM	NM	X	X	X	NM	X
Angela McConville	12/31/21	X	NM	X	X	NM	NM	NM	X	X	X	NM	X
George Nelson	12/31/22	--	--	--	--	--	--	--	--	X	X	NM	X
Paula Vaughan	12/31/22	--	--	--	--	--	--	--	--	O/E	X	NM	X
Linda Vogel	12/31/20	--	--	--	--	--	--	--	--	X	X	NM	X
Hiram (Rick) Webber	12/31/19	X	NM	X	O/E	NM	NM	NM	O/E	--	--	--	--

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

Title: **Community Use of Center Space**
Date of Current Version: **April 2020**
Replaces Version: **April 2012**

Background

The Center supports the needs of the community by providing opportunities for community members and organizations to use the facility to disseminate information, offer programs, hold meetings, or host events. Rentals of the facility provide the opportunity to generate revenue that supports operational expenses.

Community Use of Center Space

General Guidelines

1. When planning programs and activities, Center space needs have priority over all other requests.
2. Requests to schedule space can be made by:
 - a. Individuals (for their personal, not business, use)
 - b. Community groups
 - c. 501c3 Non-profit organizations
 - d. For-profit organizations and businesses
 - e. Candidates for Political Office and Political Parties
 - f. Government entities
3. The location of scheduled space may be changed due to unforeseen circumstances involving the operation of the facility.
4. The specific areas of the facility available for rent (i.e., for a fee) or use (i.e., for no fee) are determined by the coordinator or designee.
5. Space is reserved on a first come, first served basis.
6. Janitorial services are not provided. Room set-up and return to its original configuration is the responsibility of the individual or group.
7. Publicity for all events is the responsibility of the sponsoring individual or group. It must not be intrusive to participants or disruptive to Center programs and operations.
8. The Center neither approves nor disapproves content, ideas or subject matter presented in the space and does not accept responsibility for ensuring accuracy or that all points of view are represented.
9. Coordinator or designee approval is required to serve or prepare food and non-alcoholic beverages in permitted areas of The Center.
10. All activities held at the Senior Center must comply with Senior Center policies and City of Iowa City resolutions and ordinances. Users and renters of space must follow all applicable City of Iowa City codes and The Center code of conduct. If found in violation of any city code, the person or group will be asked to stop the activity or vacate the premises. If the person or group refuses or are repeat offenders, police will be summoned.
11. Propping open an exterior door of the facility for any reason is prohibited.

12. Scheduling repeating uses or rentals is permitted in four-month intervals: January-April; May-August; and September-December. Rooms are not intended for multiple day exhibitions or displays unless approved by the coordinator or designee.
13. Rental agreements for one-time events can be made up to 12 months in advance, except for rental requests for the Assembly Room which may be made up to 24 months in advance.

Space Use and Rental During Business Hours

1. The operations assistant or designee coordinates all community space usage.
2. During business hours individuals, 501c3 non-profit organizations, community groups, and government entities may use the space free of charge.
3. For-profit businesses, political candidates and political parties must rent space during business hours.
4. The individual or group shall identify a contact person and provide contact information at the time of reserving space.
5. A table to disseminate information may be reserved by individuals, 501c3 non-profit organizations, community groups, and government entities at no cost if space is available and such use does not interfere with Center programs or operations. The following conditions apply:
 - a. Tables or displays must be confined to the designated space.
 - b. Tables or displays must not be intrusive to Center visitors. Table staffers shall not approach or overtly solicit the involvement of participants or visitors.

Space Rental During Non-Business Hours

1. The operations assistant facilitates all rentals of the facility. Coordinator or designee approval is required.
2. A Room Use and Rental Application/Letter of Agreement must be submitted to the operations assistant no later than five (5) business days prior to the requested time of use. Rental fees and deposit money are required to officially reserve the rental space.
3. A City Council approved schedule of rental fees and security deposits is applied. Each are reviewed periodically by Center staff and the Senior Center Commission. Recommended changes are submitted to the City Council for approval. If programming aligns with the Senior Centers mission and is open to Senior Center members, rental fees may be waived at the discretion of the Senior Center coordinator.
4. All deposits shall be returned, in part or full, depending upon the condition of the area and equipment utilized, within 30 days following the scheduled use of space.
5. Additional charges may be required for damage to the facility or equipment, or rental of space extending beyond the initially agreed upon time limit.
6. Renters must agree to all items on the Room Use and Rental Application/Letter of Agreement.
7. Individuals and community groups:
 - a. Rental fees are only for weekend and evening use of the facility.
 - b. Standard rental fees and security deposits are assessed.
8. 501c3 Non-profit organizations:

- a. Rental fees are paid only for weekend and evening use of the facility.
- b. Receive a 50% discount on rental fees.
- c. Security deposits are paid at the standard rate.
9. For-profit organizations and businesses:
 - a. Rental fees are paid each time the facility is used.
 - b. Standard rental fees and security deposits are assessed.
10. Political candidates and political parties:
 - a. Rental fees are paid each time the facility is used.
 - b. Standard rental fees and security deposits are assessed.
 - c. The Center shall not sponsor any activities that have the purpose or effect of endorsing a political party, candidate, or point-of-view.
 - d. When requested by recognized political parties for space to hold a caucus, meeting space is provided without charge. For all other room use purposes, political candidates and political parties pay rental fees each time the facility is used.
 - e. Candidates, political campaign staff and volunteers, and political party staff shall not disturb visitors or participants in any other program or service offered at The Center. Interaction with candidates, political campaign staff and volunteers, and political party staff must be initiated by the visitor or participants.
11. Government Entities:
 - a. Rental fees are paid only for weekend and evening use of the facility.
 - b. Standard rental fees and security deposits are assessed.

Sales and Participation Fees

1. No fundraising, charging of admission, and/or sale of items or services are allowed without Senior Center coordinator approval. Additional rental fees may apply.
2. Charges solely to recoup program and material costs are acceptable on a case by case basis as authorized in advance by the coordinator or designee.
3. 501c3 non-profit organizations collaborating with The Center to offer evening and weekend programs of interest to the 50+ population may assess participation fees for specific events or programs.
4. Requests to use the building for fund-raising efforts sponsored by in-house agencies (e.g., Senior Nutrition Program, VNA, TRAIL), other departments within the City of Iowa City, or Johnson County will be considered on a case by case basis by the coordinator or designee.

Administration

The Center coordinator or designee administers space and use policies. Decisions to deviate from the policy will be made by the coordinator or designee on a case by case basis.

Approved by the Senior Center Commission on: _____