



Senior Center Commission Agenda
Thursday, January 21, 2021
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 going to <https://zoom.us/meeting/register/tJEodu6vrjgpE9L5oBRQgBcNntGNxSGwvK8y> via the internet to visit the Zoom meeting's registration page and submit the required information.

Once approved, you will receive an email message with a link to join the meeting. If you are asked for a meeting or webinar ID, enter the ID number found in the email. A meeting password may also be included in the email. Enter the password when prompted.

If you have no computer or smartphone, or a computer without a microphone, you may call in by telephone by dialing (312) 626-6799. When prompted, enter the meeting or webinar ID. The ID number for this meeting is: 955 1770 3396 .

Once connected, you may dial *9 to "raise your hand," letting the meeting host know you would like to speak. Providing comments in person is not an option.

1. **Introductions/Welcome**—*A. McConville*
2. **Executive Committee Elections (Chair, Vice Chair, Secretary)**
3. **Minutes (November 19, 2020)**
4. **Public Discussion for items not on the agenda**
5. **Operational Overview**—*Staff*
 - ❖ **Senior Center operations update**

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.

6. **Commission Discussion— *A. McConville***
 - ❖ **Senior Center Master Plan discussion**
 - ❖ **Policy updates**
 - ❖ **Future Agenda Items**
7. **Adjourn**

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

Meeting Packet Contents:

1. Agenda: Thursday January 21, 2021
2. Minutes: Senior Center Commission, Thursday, December 17, 2020
3. Policies: Winter Weather Cancellations and Personnel Policy

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MINUTES
SENIOR CENTER COMMISSION
December 17, 2020
ELECTRONIC Formal Meeting
ZOOM MEETING Platform

Members Present: Zach Goldsmith, Angela McConville, Paula Vaughan, Scott Finlayson

Members Absent: Linda Vogel, Lorraine Dorfman

Staff Present: LaTasha DeLoach, Kristin Kromray

Others Present: None

Electronic Meeting (Pursuant to Iowa Code section 21.8)
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CALL TO ORDER:

The meeting was called to order by Finlayson 4 PM.

RECOMMENDATIONS TO COUNCIL:

None.

APPROVAL OF MINUTES FROM THE November 19, 2020 MEETING:

Motion: To accept the minutes from the November 19, 2020 meeting.
Motion carried on a vote of 4/0. Vaughn/McConville

PUBLIC DISCUSSION:

None.

OPERATIONAL OVERVIEW:

DeLoach reported the January program guide will be mailed in the next two weeks. Virtual programming is going well. The Senior Center is working on putting out a new commercial highlighting the virtual nature of programming currently. Staff is planning for some hybrid programming when the Senior Center building reopens. Staff is working on writing the procedures that accompany the

policies. DeLoach will be presenting the Senior Center's CIP plan on January 5th and the Senior Center's budget on January 9th to the City Council.

McConville noted the Commission had postponed the annual Board of Supervisor presentation. She wondered if waiting a bit longer until the building master plan is finalized made sense. Commissioners agreed.

DeLoach noted that there will be a public FAQ on January 5th to discuss the building master plan survey results as well as discuss some of the questions and concerns regarding the master plan.

COMMISSION DISCUSSION:

DeLoach reviewed the building survey results that were included in the Commission packet.

McConville asked when the two openings on the Commission might be filled. DeLoach said she was uncertain but hopefully in the near future.

Finlayson questioned if election of officers should occur since only 4 Commissioners were present. The Commission decided to defer to the next meeting.

Commissioners thanked Finlayson for his work on the Commission over the last three years as well as being the chair for the last year. DeLoach specifically noted how thankful she was to have Finlayson on the Commission when she started at the Senior Center.

Motion: To Adjourn.

Senior Center Commission Attendance Record

Name	Term Expires	1/16/20	2/20/20	3/19/20	4/16/20	5/22/20	6/18/20	7/16/20	8/20/20	9/17/20	10/15/20	11/19/20	12/17/20
Lorraine Dorfman	12/31/21	X	X	NM	X	X	NM	X	X	NM	NM	X	O/E
Robert (Scott) Finlayson	12/31/20	X	X	NM	X	X	NM	X	O/E	NM	NM	X	X
Zach Goldsmith	12/31/21	X	X	NM	X	X	NM	X	X	NM	NM	X	X
Angela McConville	12/31/21	X	X	NM	X	X	NM	O/E	X	NM	NM	X	X
George Nelson	12/31/22	X	X	NM	X	X	NM	X	X	NM	NM	X	--
Paula Vaughan	12/31/22	O/E	X	NM	X	X	NM	X	X	NM	NM	X	X
Linda Vogel	12/31/20	X	X	NM	X	X	NM	X	X	NM	NM	X	O/E

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

Title: **Personnel**
Date of Current Version: **January 2021**
Replaces Version: **December 2018**

Background

The Center shall be staffed and administered by qualified personnel capable of coordinating services and programs to support The Center's mission and vision. City personnel policies shall guide the decisions and actions of supervisors and employees to promote a collegial and supportive work environment that enables programs and services to be carried out efficiently and effectively.

Personnel

1. All permanent and temporary employees of The Center are employees of the City of Iowa City. Each staff position has been approved by the City Council.
2. The following permanent staff positions have received City Council approval:
 - a. Coordinator, 1 FTE
 - b. Program Specialist, 1 FTE
 - c. Community Outreach Specialist, 1 FTE
 - d. Operations Assistant, 1 FTE
 - e. Receptionist, 2 0.63 FTE
 - f. Development Specialist, 0.5 FTE
3. The Senior Center is also supported by the following part-time temporary employees:
 - a. Video Production Specialist, up to 20 hours/week
4. Other non-City employees who support the work of The Center include:
 - a. Work-study employees
 - b. Subsidized workers when available

Policies and Procedures

1. All City personnel policies, contracts, and job descriptions are available on the City of Iowa City website, www.icgov.org.

Administration

Personnel policies generally apply to all employees; however, not all provisions of personnel policies apply to temporary or hourly pay employees. The Center Coordinator or designee is responsible for administering personnel policies at The Center. Questions related to personnel policies should be directed to The Center Coordinator or the City of Iowa City Human Resources Office. Review and modifications to the personnel policies are the responsibility of the Human Resources Office and the City Manager's Office, and are ultimately approved by City Council. The AFSCME contract also governs personnel issues. City policy will guide the review and revision of these policies.

Approved by the Senior Center Commission on:

Title: **Winter Weather-Related Cancellations and Closings**
Date of Current Version: **January 2021**
Replaces Version: **December 2018**

Background

The purpose of The Center's winter weather policy is to ensure the safety of participants, visitors, and staff when severe weather conditions occur.

Cancellation Policy

1. During routine hours of operation, The Center will cancel all Center-sponsored activities when the Iowa City public schools have remote instruction or close for the entire day due to weather conditions.
2. On days when the Iowa City public schools are not in session, decisions to cancel Center-sponsored activities and/or close the facility shall be made by the coordinator or designee.
3. In-house agencies and renters may make decisions about weather-related cancellations independently of The Center. Each agency, individual, or group is responsible for conveying program cancellations to their participants and Center staff.

Facility Access During Severe Weather

1. When all Center-sponsored programs and services are cancelled, the facility shall remain open during regular business hours.
2. With authorization from the City Manager or designee, the coordinator or designee may close the facility to all public access during very extreme weather conditions.

Administration

The coordinator is responsible for making winter weather-related cancellation and closing decisions. The coordinator consults with the City Manager when appropriate. Permanent staff members assist with disseminating announcements of winter weather-related cancellations and closings.

Approved by the Senior Center Commission on: