

Agenda  
SENIOR CITIZENS COMMITTEE  
MONONA COMMUNITY CENTER  
Monona Room  
1011 Nichols Road  
Monona, Wisconsin

AGENDA

Wednesday, September 1st, 2021  
**5:00 P.M.**

1. Call to Order
2. Roll Call
3. Approval of Minutes from August 4th, 2021
4. Appearances
5. New Business
  - A. 2022 Operating Budget proposal for Monona Senior Services
7. Reports
  - A. Updates/Discussion on Diversity, Equity, and Inclusion (DEI) Efforts
  - B. Chairperson's Report – Alderperson, Molly Grupe
  - C. Friends of the Monona Senior Center Report – Stan Nielsen, Board Member
  - D. NewBridge Report – Jim Krueger, Executive Director
  - E. Monona Senior Center Report – Diane Mikelbank, Director
7. Miscellaneous Business –
8. Next Meeting Scheduled: TBD
9. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andruz at (608) 222-2525 (not a TDD telephone number), FAX (609) 222-9225, or through the City Police Department TDD telephone number 222-2535.

This public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information about or speak on a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Monona Senior Center  
SENIOR CITIZENS COMMITTEE

MINUTES  
August 4th, 2021  
5:00 P.M.

The meeting of the Senior Citizens Committee for the City of Monona was called to order by chairperson, Molly Grupe at 5:00 p.m.

PRESENT:

Chairperson Alder Molly Grupe, Glenn Vosberg, Gwen Feit, John Anderson, Steve Halverson and Judy Runk

ALSO PRESENT:

Diane Mikelbank, Monona Senior Center Director  
Jim Krueger, NewBridge Madison

ABSENT: Peggy McDonald

APPROVAL OF MINUTES:

Minutes of the June 16th, 2021 meeting were approved on a motion made by Gwen Feit and seconded by Glenn Vosberg to approve the minutes. Motion carried unanimously.

APPEARANCES: None

NEW BUSINESS:

A. 2022 – 2026 Capital Budget proposal for Monona Senior Services

Diane Mikelbank summarized potential capital budget projects for the coming years. In 2022, it is proposed to replace the touchscreen monitor which participants use to sign into activities at the center and purchase an additional mobile scanner, which is used for off-site and other programs that do not take place in the lower level of the Community Center. Mobile scanners have offered a touch free way to sign in over the pandemic. These items as well as a new supply of key tags is estimated to cost \$2,560.00. \$3,000.00 is being proposed for the purchase.

Proposed for 2023 is updating the family bathroom right off the Senior Center Main Room – estimated cost is \$10,000

Proposed for 2024 are entrance vestibules estimated at \$15,000

Discussion and questions regarding these items followed.

A motion was made by Steve Halverson to approve the 2022 – 2026 Capital Budget Proposal for Monona Senior Services as presented. Motion was seconded by Gwen Feit. Motion carried unanimously.

REPORTS:

- A. **Updates/Discussion on Diversity, Equity and Inclusion (DEI) Efforts** – The City is working on accessibility features at Stone Bridge Park. Discussion followed regarding offering transportation to community concerts. Jim Krueger shared that for the concerts at Warner Park Community Center, transportation is provided and is rather reasonably priced. It was also noted that an article ran in the August edition of the Monona Senior Connection newsletter featuring Garrett Tusler, Diversity and Inclusion Program Coordinator at NewBridge and explained his work with Latinx older adults.
- B. **Chairperson’s Report** – Alder Grupe shared that the city is working on transit RFP’s for contracts, National Night Out is scheduled for Tuesday, August 10<sup>th</sup> from 5:00 – 8:00 p.m. in Winnequah Park and the City has hired two new police officers who will bring more diversity and inclusion to the department.
- C. **Friends Group Report** – Judy Runk reported on behalf of Stan Nielsen that their summer concert series has been going well with their last concert scheduled for Tuesday, August 10<sup>th</sup>.
- D. **NewBridge Report** – Jim Krueger reviewed service numbers and that approximately 71 Monona seniors are being served with Case Management services. Issues include depression, AODA and mental health. These issues require more time. Hoarding is a growing issue as well, making it difficult to provide home chore services. Case Managers are now doing assessments again and starting to go back into homes for safety assessments. Affordable housing continues to be a need as there is not enough available to those who need it. NewBridge is returning to opening congregate meal sites. Their biggest need right now is Home Chore volunteers.
- E. **Monona Senior Center Report** – Diane Mikelbank shared the return to recommendations to wear face masks while in the Senior Center and it is getting mixed reviews as seniors adjust back to wearing them. Seniors are requesting that when we return to having refreshments available at the Center to offer healthier alternatives. We are still getting the word out to people that we are open as some have let their newsletter membership lapse so are unaware.

MISCELLANEOUS BUSINESS: None

NEXT MEETING: September 1st at 5:00 p.m.

ADJOURNMENT: A motion to adjourn was made by Steve Halverson and was seconded by John Anderson. Meeting adjourned at 6:01 p.m.

Respectfully submitted,

*Diane Mikelbank*

Diane Mikelbank, Director  
Monona Senior Center

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	TO DATE 6/30/2021	2021	2021	1%	0%
					YEAR END ESTIMATED	BUDGET	2022 BUDGET	2022 BUDGET
<b>SENIOR CENTER</b>								
<b>REVENUES</b>								
204-46-41110-000	175,425	179,333	186,393	229,039	229,039	229,039	233,438	233,438
204-46-43570-000	3,688	4,615	2,436	282	3,500	5,204	5,204	5,204
204-46-46710-300	8,493	10,789	2,748	557	6,000	10,000	9,500	9,500
204-46-46710-400	1,800	1,800	-	-	1,800	1,800	1,800	1,800
204-46-49210-000	-	-	-	-	-	-	-	-
	189,406	196,537	191,577	229,878	240,339	246,043	249,942	249,942
<b>EXPENDITURES</b>								
204-55-55310-110	80,356	110,461	113,201	57,167	114,333	114,333	116,620	116,620
204-55-55310-119	26,605	16,352	17,000	8,569	17,060	17,060	17,577	17,577
204-55-55310-130	8,393	9,872	10,000	5,036	10,052	10,052	10,266	10,266
204-55-55310-131	7,369	8,503	8,991	4,538	8,869	8,869	8,723	8,723
204-55-55310-132	55	82	87	44	100	100	110	110
204-55-55310-133	5,677	10,717	10,924	5,565	11,154	11,154	11,584	11,584
204-55-55310-134	482	748	485	315	600	1,000	1,010	1,000
204-55-55310-214	46,800	48,200	49,646	20,757	50,517	50,517	51,022	50,017
204-55-55310-310	1,301	1,787	1,637	513	2,240	2,240	2,262	2,240
204-55-55310-340	11,345	10,586	4,175	1,304	6,000	9,500	9,595	9,500
204-55-55310-347	1,954	1,600	1,900	-	2,000	2,000	2,020	2,000
204-55-55310-342	5,564	6,400	7,292	2,742	6,592	6,592	6,658	6,592
204-55-55310-343	4,406	4,175	2,320	928	3,500	5,204	5,204	5,204
204-55-55310-344	(1)	(0)	(3)	1	-	-	-	-
204-55-55310-345	6,800	6,845	5,421	2,477	7,422	7,422	7,291	7,291
	207,105	236,328	233,077	109,955	240,439	246,043	249,942	248,724
					Levy Increase/decrease		2%	2%
					Expenditure Increase/decrease		2%	1%
			2021		1% Budget			0% Budget
					PROPOSED	DIFFERENCE	PROPOSED	DIFFERENCE
PERSONNEL			161,568		164,880	2%	164,880	2%
NON-PERSONNEL			84,475		85,062	1%	83,844	-1%
TOTAL			246,043		249,942	2%	248,724	1%

**DEPARTMENT  
PROGRAM BUDGET  
ACCOUNT**

**Community Rec. Service  
Senior Services  
204**

**MISSION OF DEPARTMENT:**

The mission of the Monona Senior Center is to provide those 50 and over with, social, recreation, and health and fitness programs as well as education and volunteer opportunities. We strive to enhance the dignity, support the independence, enrich the quality of life, and advocate for older adults.

**CHALLENGES AND OPPORTUNITIES FOR 2022:**

1. **COVID-19:** As we continue to adapt to the latest guidance in order to keep our participants and staff safe, we have developed a hybrid programming model which includes both virtual and in-person programming. Outdoor gatherings and drive-thru events have proven to be a useful and popular way to keep in touch with seniors who prefer not to meet in groups indoors.
2. **ONLINE PAYMENTS:** Our participants and staff have become comfortable with making and taking payments online. We have now been using the WeShare system for a year and are feeling it is a good way to collect payment, especially for our virtual fitness programs.
3. **THE FRIENDS OF THE MONONA SENIOR CENTER:** Our Friends Group held a very successful campaign to raise funds to help seniors in need. They also secured sponsors to support another engaging summer concert series attended by hundreds this summer. Finally, they have plans to hold a dance fundraiser this fall.

**LONG-TERM GOALS FOR THE DEPARTMENT:**

The Senior Center will continue to meet the needs of a changing senior population during a historic time of change, offering seniors the education, social and recreational experiences they seek based on their ideas, requests, and concerns. Monona's Senior Committee has determined that the long-term goals of this committee include:

- **Goal:** Deliver vital connections to support older adults in aging well.  
**Objective:** Provide knowledge, programming and resources to prevent social isolation and enhance lives through in-person programs (as we can safely do so), virtual programs and newsletter articles (2022).
- **Goal:** Promote diversity and inclusion in our community.  
**Objective:** Offer and promote at least two events that focus on inclusion and/or diversity, staff will engage in at least one training focused on this topic and keep the conversation on diversity and inclusion active through committee and other meetings (2022).
- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community.  
**Objective:** Continue evaluation of programs and services provided by Monona Senior Center to identify areas where improvements can be made. (Ongoing/2022).

**SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:**

- The budget for the year ahead still feels a bit unknown. Although we are running most small groups, we have chosen not to hold the Thanksgiving Dinner in person, but will plan a drive thru event. The Senior Center runs a pretty cost neutral budget where most expenses are covered by fees our participants pay.

**ANALYSIS OF PROPOSED BUDGETS:**

**2022 Proposed Budgets:** The budgets proposed are as directed by the Mayor with a 0% and 1% budget with input from NewBridge Madison and RSVP driver services.

**2022 Committee Budget:** The Monona Senior Committee voted on September 1st in favor of the X% budget in light of the challenging budget situation due to the pandemic.

**GOAL ACHIEVEMENTS IN 2021:**

- **Goal:** Deliver vital connections to support older adults in aging well.  
**Objective:** Provide knowledge, programming and resources to prevent social isolation through in-person programs (as we can safely do so), virtual programs and newsletter updates (2021).

This goal was achieved in 2021. When were unable to meet in person, social connection phone calls were made by volunteers to keep people engaged. We met outdoors in the summer of 2021 as much as we could and continue to meet in person.

- **Goal:** Promote diversity and inclusion in our community.  
**Objective:** Offer and promote at least two events that focus on inclusion and/or diversity, regularly include images of diverse older adults in our publications and staff will engage in at least one training focused on this topic (2021).

The Senior Center offered *Kindness Culture* and *Being a Global Artist* as at least two events that focused on inclusion and diversity. All staff have taken the *Prejudice: How to Respond to Prejudicial Comments from Customers* training among other opportunities. We continue to include diverse images as able.

- **Goal:** Advocate for seniors in Monona by understanding the needs of the senior community.  
**Objective:** Continue evaluation of programs and services provided by Monona Senior Center to identify areas where improvements can be made. (Ongoing/2021).

As we returned to in-person programming, we have conducted several informal evaluations to determine if changes are needed as we go forward with future programming. We have found that healthier snacks an simpler refreshments are desired and they mainly want things to return to how they used to be prior to the pandemic.

**EXPLANATION OF SENIOR CENTER BUDGET INCREASES:**

1% increase budget	This budget reflects line item increases	1% increases per line	
<b>RSVP budget</b>		<b>Decreased by 1.7%</b>	

COMMUNITY RECREATION SERVICES – SENIOR SERVICES

ACCOUNT JUSTIFICATIONS

**REVENUES**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 233,438	Amount needed to subsidize Senior Center
204-46-43570-000 CULTURE/RECREATION GRANT	\$ 5,204	County transportation grant
204-46-46710-200 FUNDRAISING REVENUES	\$ -0-	Discontinue fundraising as part of operating budget.
204-46-46710-300 SENIOR CENTER PROGRAM FEES	\$ 9,500	Includes revenues incurred for general programs
204-46-46710-400 NEWSLETTER ADVERTISING	\$ 1,800	Revenues from additional advertisers obtained beyond those necessary to publish newsletter

**EXPENDITURES**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
204-55-55310-110 ADMINISTRATIVE SALARIES	\$ 116,620	Senior Center Director's and Program Coordinator salaries (2 full-time positions)
204-55-55310-119 WAGES	\$ 17,577	Includes 1020 hours (19 hours/week) for one (1) project assistant
204-55-55310-130 FICA	\$ 10,266	Social Security
204-55-55310-131 WISCONSIN RETIREMENT	\$ 8,723	Wisconsin Retirement
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 11,584	Health allocation for Senior Center Director buyout option & Program Coordinator
204-55-55310-134 PROFESSIONAL DEVELOPMENT	\$ 1,010	Memberships: WASC-\$65, NCOA-\$145 conferences for 3 staff-\$800
204-55-55310-214 CONTRACTED SENIOR SERVICES	\$ 51,022	Case management services and 2 hours per month of outreach
204-55-55310-310 OFFICE SUPPLIES	\$ 2,262	Printer ink, paper and other office supplies, copy machine service contract and color copies

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55310-312 POSTAGE	\$ -0-	Postage for senior programs.
204-55-55310-339 FUNDRAISING EXPENSES	\$ -0-	Discontinued fundraising as part of operating budget. All fundraising dollars raised are collected in a donation account.
204-55-55310-340 SENIOR PROGRAM EXPENSES	\$ 9,595	Expenses associated with programs offered through the Senior Center such as: holiday programs, Low Vision, Men's Breakfast, supplies, refreshments, entertainment, etc.
204-55-55310-347 MAINTENANCE FEE – ELECTRONIC ATTENDANCE SYSTEM	\$ 2,020	Includes updates to software, access to technical support, nightly database backups and periodic web-based refresher training.
204-55-55310-346 SENIOR TRANSPORTATION	\$ -0-	Transportation to Monona Farmers' Market: DISCONTINUED.
204-55-55310-342 PROGRAM DEVELOPMENT (Home Chore)	\$ 6,658	Request from Coalition for coordination of home chore services.
204-55-55310-343 TRANSPORTATION	\$ 5,204	Grant from Dane County for group transportation; funding is used to pay for shopping trips to Woodman's and East Towne/Target and transportation to the Low Vision support group.
204-55-55310-345 RSVP	\$ 7,291	RSVP (Retired Senior Volunteer Program) ride scheduler at \$3,925, mileage reimbursement for volunteer drivers at \$1,960 and office expenses



# Monona Driver Services

## 2022 Budget

	<b>2021 Monona Approved</b>	<b>2022 Monona Request</b>	<b>2022 Dane County Support</b>	<b>2022 TOTAL</b>
SALARIES				
Ride scheduler	3,811	3,925	3,925	7,850
PAYROLL TAXES/ FRINGE BENEFITS				
21.29% of Salaries	811	836	836	1,671
				-
SUPPLIES/PRINTING	150	150		150
				-
AUDIT	170	170		170
				-
TELEPHONE	200	200	366	566
				-
LOCAL TRAVEL	90	50		50
REIMBURSEMENT TO DRIVERS				
3,500 Miles at 56 Cents/mile	2,588	1,960		1,960
<b><u>ADMINISTRATIVE EXPENSES</u></b>				
3,500 Miles at 39.5 Cents/Mile			1,383	1,383
<b>TOTAL</b>	<b>7,820</b>	<b>7,291</b>	<b>6,509</b>	<b>13,800</b>

**NewBridge Madison  
2022 Budget Proposal**

NewBridge Madison			
2022 Budget (0% increase)	Home Chore	Case Management	Outreach & Advocacy
<b>Revenue</b>	\$5,892	\$50,517	\$700
<b>Expenses</b>			
Personnel			
Salaries & Taxes	\$3,341	\$34,175	\$525
Benefits	\$457	\$790	
<b>Total Personnel</b>	\$3,798	\$34,965	\$525
Operating Expenses			
Home Chore Reserves	\$1,200	\$0	\$0
General Expenses	\$770	\$8,044	\$175
Space/Utilities	124	\$7,508	\$0
<b>Total Operating Expenses</b>	\$2,094	\$15,552	\$175
<b>Total Expenses</b>	\$5,892	\$50,517	\$700
<b>Total 2020 Budget</b>	\$57,109		

NewBridge Madison			
2022 Budget (1% increase)	Home Chore	Case Management	Outreach & Advocacy
<b>Revenue</b>	\$5,951	\$51,022	\$707
<b>Expenses</b>			
Personnel			
Salaries & Taxes	\$3,341	\$34,368	\$525
Benefits	\$457	\$822	
<b>Total Personnel</b>	\$3,798	\$35,190	\$525
Operating Expenses			
Home Chore Reserves	\$1,200	\$0	\$0
General Expenses	\$753	\$8,032	\$182
Space/Utilities	\$200	\$7,800	\$0
<b>Total Operating Expenses</b>	\$2,153	\$15,832	\$182
<b>Total Expenses</b>	\$5,951	\$51,022	\$707
<b>Total 2020 Budget</b>	\$57,680		