**Meeting Minutes for Committee on Aging**

**City of Manitowoc**

Monday, September 14, 2020 at 9:30 am at the Manitowoc, Senior Center Assembly Room

Present: Allan Brixius(chair), Cathy Ley – ADRC, June Kramer, Ron Von Drachek, Donna Kickland, Debbie Bonk, Ruth Malzahn

Staff: Curt Hall

Absent: Mary Schultz, Lydia Groeschel

1. Meeting was called to order at 9:30 am by Brixius.
2. Discussion and possible approval of minutes of previous meeting (March 2020) – Motion to approve the meeting minutes, motion byKramer, seconded by Kickland. All in favor.
3. Aging & Disability and Resource Center Report – C. Ley gave an update on current ADRC operations.
   1. Cares Act Grant allowed us to increase survises
      1. Meals Programs: increased service for home delivered meals. Provided cold meal from April until August. Also setup ten in parking lot to provide bag lunch.
      2. Caregiving Program: Provided care packages and tablets
   2. Medicare Open Enrollment: Trying to figure out how the services 1100 clients.
      1. Will be doing medicare consulting via mail and follow-up phone calls
   3. Many other ADRC facilities are not open and most are following the remote approach for medicare.
   4. Taking all precautions
      1. Plexi-glass
      2. Masks
      3. Cleaning
   5. Not planning on opening congregate meal program any time soon.
      1. Don’t expect to open in 2020
   6. Questions/Comments:
      1. Kramer: “Want to thank you for everything you and your staff have done in this difficult time. Are you open to provide wheelchair and walker service.”
      2. Lee: “Yes, we are open, people can come to the door to receive those services.”
4. Sr. Center Covid Operations Updates and Discussion
   1. Safety Protocol and Procedures
      1. Closed Mid-March, opened Mid-June
         1. Provided puzzle, and book pick-up
         2. Mailed newsletter
      2. Developed a 10 week opening plan, starting with essential programs
      3. When Mayor mandated Masks we halted opening plan
         1. Seeing lower attendance
      4. Currently allowing low risk programs with operating adjustments to allow for distancing, masks, room capacities. Not allowing high aerobic activities. See Calendar.
      5. Requiring contact tracing
      6. Collaborating with WASC. I think we are in the middle of the road compared to other Senior Centers regarding what we are offering/allowing.
      7. Introduced Punch card option.
      8. Bonk: “Will tai chi be included in the punch card?”
         1. Hall: “We will be attempting to allow punch card to be used for Tai Chi”
      9. Bonk: “Will exercise room be opened/”
         1. Hall: “We have developed a policy that is under review for approval as we speak. This will require members to sign up for exercise room use followed by cleaning”
      10. Bonk: “Will the walking program be operating?”
          1. Hall: “We are planning on operating winter walking as normal with restrictions.”
      11. Kickland: “Will we be allowed to play cards?”
          1. Hall: “ We are being advised to not allow cards until further notice”
          2. Committee: “Agrees to not allow cards”
      12. Committee: “What about Bingo/”
          1. Hall: “We are allowing Bingo with restrictions and cleaning”
      13. Kramer: “What about the library?”
          1. Hall: “We are allowing library use with follow up cleaning”
      14. Kramer: “Thanks for everything you and your staff are doing, we really appreciate the newsletter being sent.”
      15. Kramer: “What about the magazines and free table?”
          1. Hall: Good question; We can remove both.
      16. Lee: “We have been required to eliminate paper brochures and have gone to 1 laminated copy.”
      17. Hall: “We are trying hard to stick to the schedule and protocol to minimize risk.”
      18. Malzahn: “What is the policy with donations? Are people allowed to take in donations”
      19. Hall: “We are trying to limit donation as much as possible. Only taking essential donated items.”
   2. Current Programs and Schedule
   3. Punch Card Introduction
   4. Questions, Comments and Concerns
5. Sr. Center Events and Trips Discussion: Food Truck Day Oct. 8th, Holiday Fair, x-mas party
   1. Summer trips were cancelled
   2. Not planning to host any trips any time soon
   3. Planning Food Truck Fiesta event on Oct. 8th, Music start at 11:00am-1pm
      1. Malzahn: “What about bees?”
      2. Hall: “Will provide cans with covers”
   4. General feedback on events:
      1. Brixius: “I propose that we do not get involved in any events that resent a risk and the center not organize any large events until further notice.”
      2. Committee: “all in favor”
      3. Hall: “The down side about not having events is that we lose out on fundraisers.”
      4. Kickland: “What if we explored catering in food for events”
      5. Hall: “We can look into options for meal through caterers for events”
      6. Malzahn: “How will we manage the puzzle sale?”
      7. Hall: “People will not be able to touch puzzles before buying”
      8. Brixius: “Could we partner with local organizations like restaurants to partner on fundraisers? Many will partner to provide a portion of their daily sales to support the Center.”
   5. Other comments:
      1. Kickland: “We really appreciate the new program of Friday Field trip”
      2. Bonk: “Can we frankly ask for donations?”
      3. Hall: “I think we are trying to simply provide an acceptable level of activity to keep all of our membership happy”
6. Sr. Center Fee Increases and Financial Report
   1. Hall: “We are getting a lot of questions and comments about fees and why they are the way they are. I have been telling the folks with questions to come to the meeting. In general the fee structure was in place when current staff started but also know its not perfect and we starting to re-evaluate the fee structure. The Punch card is a response to the fee structure to help people cope with the fees”
   2. Malzahn: “Why is there not a financial report provided?”
   3. Hall: “We want to make sure that the reports we provide are accurate. Reports are very staff intensive and we are exploring ways to effectively share financial info.”
   4. Brixius: “It would be good to see a general overview of the finances on a monthly basis.”
   5. Hall: “I will look into providing a report that is similar to the report that was historically provided”
7. Adjourn –
   1. Hall: “Is everyone comfortable with this meeting format?”
      1. All in favor of same format for next meeting.
   2. Brixius: “Thanks for making the punch card happen.”
   3. Brixius: “Motion to adjourn, all in favor @ 10:48am

Next meeting will be held on Nov. 9th, 2020.

Respectfully submitted,

Curtis Hall, Park and Rec Division Manager