

COA Meeting Minutes January 9, 2023

Social Room
Manitowoc Senior Center

Present: A Brixius (Chair), D Bonk (Co- Chair), M Schultz, J Hudon, R Malzahn, R VonDrachek, L Kalista, W Hutterer (ADRC), C Hall (Staff), M Michels (Staff)

Absent: J. Kramer

1. Call meeting to order 1:30pm by A. Brixius
2. Discussion and possible approval of minutes of previous meeting (November 2022)
 - (a) Revisions
 - i. 3(c): Lyn Kalista revised to Lynn Kalista
 - ii. 7(b)ii.a: A. Brixius revised to A. Brixius
 - iii. 7(d): weaving looms revised to weaving reeds
 - (b) Motion: J Hudon
 - (c) Second: D Bonk
 - (d) All Approved
3. Chair Person's Report
 - (a) Asked that all members sign the Thank You card for D Kickland and her service time on this board
 - (b) Introduced new member Lynn Kalista
 - (c) Asked members to be prepared for meetings
 - i. Read through previous minutes prior to the meeting for any concerns or questions
 - ii. Read through the agenda prior to the meeting so that everyone is prepared and knows when topics will be discussed – stay on task
 - iii. Any new business will have no action until the next meeting
 - iv. Chair needs to approve anyone wanting to speak
 - (d) Announced that the meetings will now be held in the Classroom rather than the Social Room, the setup is more conducive for these meetings
 - (e) Would like to see the city put more attention/budget money into the Senior Center.
 - i. Enrollment keeps going up
 - ii. Encouraged being involved in city meetings and contacting aldermen.
4. Aging & Disability and Resource Center Report
 - (a) Job Openings: Receptionist and Outreach and Marketing Coordinator
 - (b) Nutrition Coordinator Position Filled: Emily Siemers begins February 27th, 2023
 - (c) Wendy Hutterer is the current interim Older American's Act Program Manager along with current role as Director
 - (d) Upcoming classes
 - i. Powerful Tools for Caregivers: 3/21/23 to 5/2/23 1:00 pm to 3:30 pm Meadow View Assisted Living Two Rivers \$10 book fee
 - ii. Stepping On Falls Prevention: 4/13/23 to 5/25/23 1:00 pm to 3:00 p.m. Bethlehem UCC Church Kiel \$10 book fee
 - iii. Stepping On Falls Prevention: 5/2/23 to 6/13/23 10:00 am to 12:00 pm Two Rivers Site TBD \$10 Book Fee
 - iv. Early Stage Dementia Support Group: First Tuesday of the Month 10:00 to 11:30 a.m. ADRC of the Lakeshore Location
 - v. Hybrid Caregiver Support Group: Third Thursday of the Month 2:00 p.m. to 3:30 p.m. ADRC of the Lakeshore Location and Virtual
 - vi. Sip and Swipe Class: 2/14/23 and 2/17/23 1:00 p.m. to 3:00 p.m. ADRC of the Lakeshore Location
 - vii. Virtual Dementia Tours: 3/9/23 9:30 a.m. to 11:30 a.m. and 1:00 p.m. to 3:00 p.m. ADRC of the Lakeshore Location
 - viii. Dementia 101: 2/9/23 1:00 p.m. to 2:30 p.m. ADRC of the Lakeshore Location
 - ix. Medicare A-D Presentation: 2/14/23 3:00 p.m. to 4:00 p.m. ADRC of the Lakeshore Location
 - (e) To find out more or to sign up please call 920-683-4180

5. Sr. Center Staff Report
 - i. Day Trips
 1. Fireside: White Christmas The Musical, November 16, 2022
 - a. Full with a wait list
 - b. Volunteer took the group
 2. Next trip planned for March 23, 2023
 - a. Exploring the Lakeshore
 3. R Malzahn suggested a Mystery Trip
 - a. C Hall explained that we have tried them in the past and had to cancel due to low enrollment
 - i. M Michels confirmed the same has happened with Mystery Trips from the Two Rivers Senior Center
 - ii. Fundraiser
 1. Health Fair May 10, 2023
 - a. Working on getting everything organized for this and expecting invitations to go out this week
 - i. W Hutterer explained the ADRC was planning the do a Fair around this same time at the Expo. The ADRC does do a Resource Fair in Kewaunee also. She will talk to her team and let Michelle know how we can work together and/or how the ADRC will proceed.
 2. Cashews overall profit \$521
 - a. Easy and quick profit
 - b. Will have more of these if and when the opportunities present themselves in the future
 3. Pop up Bake Sales – first one in January
 - a. Pop-up means that it will not be advertised but they will be on high traffic days at the Center.
 - b. Staff to work on some these ahead of time so that they will not have to be pop-up and can be advertised in newsletters
 - c. There is a wish list in the newsletter so most of the supplies are donated and volunteers do the baking and packaging.
- (b) Policy update
 - i. November 30th meeting
 1. Programming Online
 2. Senior Center Entertainment Group Guidelines
 - ii. December 28th meeting
 1. Bingo Policies
 2. Weaving Policies
 - iii. All sections have now been reviewed and discussed at the open Policy Meetings held throughout 2022. Staff is working on getting everything laid out and printed.
 1. Committee on Aging will look it over the manual and give their recommendations/suggestions.
6. Financial Report
 - (a) Holiday Fair
 - i. R Malzahn asked for the profit
 1. Just under \$3000
 2. Does not include advertising
 - ii. A Brixius noted that the time and effort put into the food area was not worth the profit in that area
 - iii. Continued discussion will be saved for the Holiday Fair Planning Committee when they start to meet. All senior center members are welcome to join that committee.
7. Old Business
 - (a) Tables (too large) and Chairs (no arms) in the Social Room (*re: July 11, 2022; Chair Person's Report*)

- i. 42 chairs with arm rests were purchased from Lakeshore Business Interiors for the fee of \$1,325 which was paid from the fundraising account
 - 1. Used but in excellent condition
 - 2. To be delivered the week of January 9th
 - 3. Dispersed in the Social Room, Coffee Shop, and Library
 - ii. C Hall will request a quote for (3) 42" round tables
 - 1. 48" round is still too big
- 8. New/Other Business
 - (a) Handicap Access and Parking (*J. Hudon*)
 - i. No access right next to a sidewalk or in close enough proximity to the doors
 - 1. Additional walking in/through the building for rooms located in the rear of the building are hard to get to.
 - a. Discussion around ADA standards, fire lanes, and cost
 - i. C Hall to work with Buildings and Grounds to look at any options, costs, time frame
 - (b) Phones and/or emergency communication in each room (*R. Malzahn*)
 - i. Phone system in each room does not work, would like to see them removed
 - 1. Staff will need to find out what the walls look like behind the phones and boxes next to them and see what it would take to remove them all
 - ii. Suggestion for having walkie talkies to check out from the office in case there is an emergency
 - 1. C Hall noted that some were purchased for the Parks division and they ran about \$500 each, not including the main station or programming
 - iii. Suggested using personal cellphones if there is an emergency. First make sure you get to safety, then call 911, then call the office (do not call the office first).
 - iv. C Hall said that Extreme Audio was in the building to look at our current communication system and they pretty much said "don't touch it" as it will be a very comprehensive and expensive project.
 - 1. J Hudon suggested an emergency or safety grant
 - (c) Capital Project
 - i. C Hall noted that the cost of 8(a) and 8(b) together would be considered a building project and if it went over \$25,000, it would have to go through a rating approval process.
 - (d) Discussion for the July meeting
 - i. Committee on Aging wish list
 - ii. Fee (rate) change recommendations
 - (e) Volunteer Recognition Policy (*A Brixius*)
 - i. Decided at the policy meeting that this should not be a policy or even a part of the manual
 - ii. No ideal way to capture volunteer hours and decide who should be invited
 - 1. There is a volunteer sign in binder but most volunteers do not enter their time in this
 - 2. Input that most people volunteer because they want to and it makes them feel good.
 - iii. A Brixius noted that in the definition of volunteer it states that a volunteer gives time without the need for recognition
 - iv. There have been Senior Center recognition dinners in the past but these get paid for from the fundraising account, therefore the volunteers work the fundraisers to pay for their dinner, entertainment, prizes, etc. Plus, volunteers are needed to work the volunteer dinner. Just these two things don't seem to make much sense.
- 9. Adjourn – Next meeting March 13, 2023 at 1:30 pm in the classroom
 - (a) Adjourn at 3:00 pm
 - (b) Motion by R Malzahn
 - (c) Second by L Kalista
 - (d) All Approved