Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

# CITY OF MENASHA
# COMMITTEE ON AGING
# Minutes
# December 12, 2013

A. Meeting called to order at 7:59 AM by Chairman J. Klundt.

B. Present: Mary Lueke, Lee Murphy, Tom Stoffel, Joyce Klundt, Jean Wollerman, Sue Nett
Excused: Sue Steffen
Absent: John Ruck

C. MINUTES TO APPROVE
1. Motion to approve minutes from November 14, 2013 meeting made by L. Murphy and seconded by M. Lueke. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. Senior Center Older Adult Director J. Wollerman reported senior center visits for November at 1356 which is less than last month and less than November of 2012. The center was closed for the Thanksgiving holidays and also closed for one day due to plumbing repairs which may have directly contributed to the lesser numbers. There will be a raffle starting 12-13-13 with the drawing for a quilt and other prizes in February 2014 to benefit the senior center renovation project. In addition, there will be a fundraising table of various items set up at the Y on Dec. 18th which will also benefit the renovation project. There are plans to add new art/craft classes. The last item J. Wollerman reported on was that she was currently completing staff evaluations. There will be a 2.5% wage increase in 2014.
2. Public Health Director S. Nett reported the senior center budget was formally adopted by the common council on November 18th. S. Nett also gave an update on the CDBG funding and reported that the city has not been notified yet when they will be able to start the architectural design work. The architect was notified of the grant award and would be notified when the actual design work could start. S. Nett informed committee members a new 60+ grant nurse has been hired and is training with K. Endres between now and the end of the year.

E. New Business
1. 2014 Accreditation Review. S. Nett reminded committee members that a section of the accreditation from 2009 would be covered at each meeting to prepare for the 2014 review.
a. Governing Body section reviewed. The ordinance will need to be updated to reflect a change referencing the committee on aging Y member title of the Active Older Adult Programming Coordinator of the N/M YMCA to Active Older Adult Director.
b. Governing Documents section reviewed. Resolution for the current planned renovation will need to be included. Also it is still unknown if a document exists showing authorization for the building of the current senior center. L. Murphy indicated the accreditation committee searched every record they could and never found the documentation.

c. Organizational Structure document will need to be changed to reflect the current involvement with the YMCA. J. Wollerman will work on this and bring a draft to the next COA meeting.

d. Mission/Purpose Statement has been revised by the COA members. Motion to accept this as the mission statement: "The mission of the Menasha Senior Center is to enhance the quality of life of older adults by providing educational, recreational, and social and wellness programs and to meet these needs as requested by the community", made by L. Murphy and seconded by M. Lueke. Motion carried.

e. Advisory Board. This will be addressed at the next committee on aging meeting.

F. HELD OVER BUSINESS

None

G. Motion to adjourn at 9:37 AM made by L. Murphy and seconded by T. Stoffel. Motion carried. Next meeting January 9, 2014.