

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  
Menasha Senior Center  
116 Main Street, Menasha**

**February 12, 2009  
7:45 AM**

**MINUTES**

**A. CALL TO ORDER**

1. Meeting called to order at 8:50am

**B. ROLL CALL/EXCUSED ABSENCES**

Present: Joyce Klundt, Mary Lueke, Sue Steffen, Roy Rogers, Lee Murphy, Sylvia Bull, Jean Wollerman Excused: Bob Jankowski. Absent: Sue Nett

**C. MINUTES TO APPROVE**

1. Motion made by R. Rogers, seconded by S. Steffen to approve the January 8, 2009, minutes with date of meeting changed to reflect January 8. Carried.

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

1. Commission on Aging – Program: Winnebago County's Adult Foster Family Care and Volunteer Guardianship Programs
2. Financial Report – no report available
3. Senior Center Supervisor
  - a. Congratulations to Lee Murphy and Sue Steffen for reappointment on the Committee on Aging by the Common Council to another 3 year term.
  - b. The Valentine Party on 2/13 will have close to 70 people attending. The Highlands at Mahler Park sponsored the food for this party. Germania Hall donated the pasta; A Birthday Party will be held in March (cake, ice cream and games)
  - c. Class TV in January was attended by 11 people. It may prove to be a good idea for future activities.
  - d. S. Nett, S. Bull met with Terri Sturn, Winnebago Co. Nutrition Director, to discuss ways in which the meal program at MSC can be promoted. Terri created a letter to seniors who have never visited the meal site to invite them to the site and includes a coupon for a free meal. This letter will be placed in the City's spring newsletter, *The Horizon*, as well as MSC's *Senior Chatter*.
  - e. MSC is working with a SALT team to help them promote File of Life. Volunteers with File of Life materials will be available at MSC parties as well as the Spring Banquet.
  - f. Sylvia asked advice from committee members regarding a request to print each month's meal-site menu in the *Senior Chatter*. Because Sylvia would not be able to get the menu from Zaugs until after the newsletter printing date and printing the menu would also cause the subscription price to increase, members suggested placing an article in the newsletter saying that anyone could stop in MSC and pick up a copy of the menu for the entire month.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

g. The Safety Committee has completed the Senior Center's EOEP-Emergency Operations and Evacuation Plan.

## E. DISCUSSION

1. Four multi-day rentals for 2009 were presented to the Committee for approval: Fox Speaks Toastmaster/LuAnn Wickeham; Creative Memories/Sandy Hietpas; Creative Memories/Alexis Olson; and Dartball League/Marilyn Wolff. All have rented previously at MSC and are considered good renters. Motion made by J. Klundt, seconded by L. Murphy to accept 2009 rental applications from Fox Speaks Toastmaster/LuAnnWickeham, Creative Memories/Sandy Hietpas, Creative Memories/Alexis Olson and Dartball League/Marilyn Wolff. Carried
2. In preparation for accreditation, a few changes are required to MSC's Policy and Procedures. The Accreditation Committee presented the Committee on Aging with two new important policies they believe should be added to the manual: *Confidentiality Policy/Acknowledgement* for volunteers and staff and a *Participation/Behavioral Policy*.

In addition, Sylvia presented the Committee for acceptance an updated version of the Committee on Aging's *Duties and Powers*. It will read

“(a) Act as the clearinghouse for all senior citizen groups requesting aid of any type from the City of Menasha. Such requests may be made by the requesting group through the Menasha Committee on Aging. If approved by the Committee, the request will be forwarded to the Menasha Common Council for approval. The operation of the Senior citizen's group requesting aid of any type from the City of Menasha shall be under the jurisdiction of the Menasha Committee on Aging.

(b) Act as the mechanism through which the voices of senior citizens can be heard on any and all issues.

(c) Encourage the development of new and expanded programs for older adults consistent with the needs of our seniors in cooperation with Winnebago County, the Bay Area Agency on Aging, and other area agencies on aging.

(d) Responsible for reviewing, advising and formulating policies:

Facility – makes recommendations; oversees rental policy

Fundraising – approve any requests for exceptions to the fundraising policy when other organizations are involved

Policies & Procedures– reviews policies and makes recommendations, implements changes

Budget – makes recommendations, offers support at budget hearings, assists with fundraising

Personnel – may provide input to personnel department on job description for staff

Programming – recommends development; assists with planning and administering; requests and reviews progress/programming reports

Public – solicits public input, promotes senior center programming; acts as liaison between senior population and City of Menasha Common Council”.

Motion made by R. Rogers, seconded by J. Klundt to accept the Confidentiality Policy/Acknowledgement as presented, the Participation/Behavioral Policy with the addition of “Anyone violating this policy will be removed at Menasha Senior staff's discretion.” and the updated *Duties and Powers* of the Committee on Aging. Carried.

F. HELD OVER BUSINESS

1. Accreditation is nearing completion. Committee on Aging's review of the entire manual is anticipated at the March meeting.
2. The security deposit is required for one-day and multiple-day rentals. The policy reads:
  1. The deposit for one-day only rental will be returned within 10 days.
  2. The deposit for a multiple-day rental will be returned within 10 days at the end of the rental period. If the deposit is needed for clean up by the Menasha Senior Center or City of Menasha staff for any day during the rental period an additional \$25.00 will then be required before the next scheduled rental day.

G. ADJOURNMENT

Motion to adjourn meeting at 9:15am made by L. Murphy and seconded by M. Lueke. Carried

Next Meeting: Thursday, March 12, 2009

Call 967-3530 if you can not attend.