

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**

**11-10- 2011  
7:45 AM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [October 13, 2011](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. Senior Center Older Adult Coordinator
- E. New Business
  - 1. [Review and Approval of Advocap Mealsite Agreement January 1, 2012 through December 31, 2012.](#)
  - 2. Rental Cancellation Policy.
  - 3. Building Entrance change.
- F. Old Business
  - 1. Policy Discussion: For Profit Agencies Advertisement at the Senior Center
  - 2. Continued Discussion on Senior Center Goals
- G. ADJOURNMENT
  - 1. Next Meeting December 8, 2011

"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."

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**CITY OF MENASHA  
COMMITTEE ON AGING  
Minutes  
October 13, 2011**

- A. Meeting called to order at 7:48 AM by Chairman J. Klundt.
- B. Present: Mary Lueke, John Ruck, Peg Malueg, Sue Steffen, Lee Murphy, Joyce Klundt, Jean Wollerman, Susan Nett
- C. MINUTES TO APPROVE
  - 1. Motion to approve the August 18, 2011 minutes made by M. Lueke and seconded by S. Steffen. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. Senior Center Older Adult Coordinator J. Wollerman reported the August 2011 senior center contacts at 1475 and the September 2011 contacts at 1521. Both of these are higher than 2010 numbers of 953 and 1053 respectively. A chart was distributed showing a comparison of contacts for the past 5 years. Attendance seems to fluctuate based on the month and time of year. 2011 is one of the highest years for attendance to date. The hot water heater has been replaced due to a leak at a cost of \$500. In reviewing past records, it appears the replaced hot water heater was installed sometime in the 1980's. Some minor plumbing changes needed to be done to accommodate the new water heater. Steps to Healthy Aging II has been continuing on a weekly basis. The new Strong Bones class has been popular and well attended. Seventy flu shots were given at the center.
  - 2. Senior Center Budget – 2012. S. Nett presented the proposed 2012 budget for the senior center. The total budget amount is \$92719. The contract amount with the N-M YMCA is \$88500. The city's cost will be offset by a county grant of \$25000 and rent revenue.
  - 3. Senior Center Open House was not well attended. Those that did attend were pleasantly surprised at the changes that have occurred in the building. S. Nett suggested presenting a report on the progress of the collaborative effort with the YMCA at one of the next council meetings.
- E. New Business
  - 1. J. Wollerman reported on the current rental fees and the increasing numbers of building rentals that are occurring. S. Nett reviewed fees that are currently being charged by the Park and Rec department for the park pavilions and kitchens; and for Heckrodt Wetland Preserve. Committee members discussed the balance that is needed between increasing fees and still keeping the rent affordable for senior citizens who want to rent the facility for a family function. After considerable discussion, a motion was made by L. Murphy and seconded by M. Lueke to recommend to the common council the following rental fees: resident \$40 up to 4 hours and \$5 /hr after 4 hrs with kitchen rental of \$20 (senior citizens age 55 and older have the kitchen rental fee waived). Non-resident \$55 up to 4 hours and \$10/hr after 4 hrs with kitchen rental of \$25. Security deposit of \$25. Motion carried.

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2. Discussion: data Collection of Referrals for Community Services. J. Wollerman reported that she has initiated a call log to track phone calls and office visits of those contacts where referrals are made to other agencies or a request for services/information is received.
3. Name change of the Senior Center Newsletter. J. Wollerman discussed information she learned at a recent WASC meeting regarding newsletters and what is needed to have someone pick up a newsletter and read it. Newsletter name is key. Committee members discussed the current title of the center newsletter and were in agreement that the name *Senior Chatter* sends the message it is for older adults. J. Wollerman suggested changing the name to just *The Chatter* so there still would be some name recognition that this was for the Menasha Senior Center. Motion made by P. Malueg and seconded by S. Steffen to change the name of the senior center newsletter to *The Chatter*. Motion carried.
4. Policy discussion: For Profit Agencies Advertisement at the Senior Center. J. Wollerman discussed the increasing number of For Profit agencies that want to come in and leave their information at the center and was requesting a policy statement be made for consistency in responding to the requests. P. Malueg suggested renting space in the brochure rack such as \$10/month to post their literature. J. Wollerman related that there are some For Profit groups that sponsor bingo and supply all the prizes and refreshments and questioned how they would be included in the policy. Committee members suggested J. Wollerman bring a draft policy statement to next month's meeting for continued discussion.

F. Old Business

1. Continued Discussion on Senior Center Goals. S. Nett requested this item be held until the next meeting.

- G. Motion to adjourn at 9:40 AM made by M. Lueke and seconded by S. Steffen. Motion carried. Next meeting November 10, 2011.

**2012 AGREEMENT AND CONTRACT**  
**Among**  
**ADVOCAP, INC.**  
**And**  
**CITY OF MENASHA**  
**MENASHA COMMITTEE ON AGING**  
**And**  
**NEENAH-MENASHA YMCA**  
**With**  
**MENASHA SENIOR CENTER**

**PURPOSE:**

The Winnebago County Nutrition Program funded through the Older Americans Act is administered by ADVOCAP, Inc. through a contract with the Winnebago County Department of Human Services. In consideration of the mutual agreements, ADVOCAP, INC., hereinafter referred to as "Program," having offices at 181 E. North Water Street, Suite 210, Neenah, WI 54956, and the CITY OF MENASHA with the MENASHA SENIOR CENTER elderly facility operated by the NEENAH-MENASHA YMCA, located at 116 Main Street, Menasha, WI 54952, hereinafter referred to as "Facility," agree as follows:

**FACILITY SHALL PROVIDE:**

1. Use of the Main Activity Room and kitchen area at the Menasha Senior Center facility for meal service Monday through Friday from 9:00 a.m. to 1:00 p.m.
2. Use of necessary storage space in basement and use of storage closets in the Main Activity Room.
3. Use of existing refrigerator, utility carts, coffee servers, silverware, coffee makers (100 cup urn), built-in dishwashing machine, and miscellaneous utensils.
3. For payment of utility charges and garbage removal.
4. General janitorial services and maintenance.
5. Public liability and property damage insurance, and shall furnish Program with certificate of insurance coverage.

**PROGRAM SHALL PROVIDE:**

1. Meal site management including recruiting, training and scheduling of volunteers who shall be responsible for hosting, serving, cleanup, and record keeping, and shall follow health and sanitation procedures. The Meal Site Manager is responsible for all meal site operations. All comments, concerns, and problems regarding the meal site should be directly referred to the Meal Site Manager or the Program Director.
2. Meals served shall meet the most current Dietary Guidelines for Americans, and provide at least one-third of the current DRI's (RDA's/AI's), as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Science. Meals served shall also meet the nutrient standards required for Nutrition Program meals as stated in A Manual of Policies, Procedures, & Technical Assistance for the Wisconsin Aging Network, Last Revised June 30, 2011.
3. Upon mutual agreement, the Meal Site Manager and the YMCA Active Older Adult Director will coordinate such events that shall be beneficial for program participants. This may include, but are not limited to, birthday and seasonal parties (holiday parties and the meal site anniversary party). The Meal Site Manager will arrange for the Program Advisory Council (PAC) meeting when it is scheduled to be held at the Menasha Senior Center.
4. Additional consumables such as disposables (plates, silverware, cups, napkins) salt, pepper, sugar, non-dairy creamer, ketchup, sanitizer, dish detergent, and dishwasher machine detergent.

5. Equipment for meal service including steam table, serving and meal trays, cups, sugar and creamer dispensers, coffee urns (30-36 cup), four coffee servers (white swirl), labeled plastic bin containing serving utensils, three dish pans, dish rack and drain board, towels, dishcloths, a desk and chair.
6. A cellular telephone with cost of the phone and monthly fees paid for by the Program.
7. Replacement of damaged or broken facility equipment and furnishings which are regularly used by the Program and maintenance on the built-in dishwashing machine.
7. Arrangements for garbage pickup or additional services for the meal site program over and above normal service.
8. Laundering of dishcloths and towels used by the program.
9. Public Liability and Property Damage Insurance and Liability Insurance for the action of ADVOCAP, Inc. staff and volunteers at the meal site program.

**FACILITY AND PROGRAM SHALL AGREE AS FOLLOWS:**

1. Meal service shall be open to the following persons:
  - a. individuals, sixty (60) years of age and older, living in the community and their spouses;
  - a. persons with disabilities who reside at home with and accompany older individuals to the meal site,
  - b. individuals whose meals are paid for by programs operated by the Winnebago County Department of Human Services, Lakeland Care District, other managed care organizations, or IRIS, and
  - c. individuals granted a Non-Elderly Waiver by Greater Wisconsin Agency on Aging Resources.
2. No meals will be served on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day before Christmas, and Christmas Day. If any of these holidays fall on a weekend, a date during the work week will be designated by ADVOCAP for the holiday.
3. Supply each other with the job description of the YMCA Active Older Adult Director and the Menasha Meal Site Manager.
4. Conduct a annual inventory of mutual supplies used in connection with the meal site program.
5. Conduct regular meetings with Program and Facility staff to review meal site operation.
6. The YMCA Active Older Adult Director is responsible for planning all programs and activities within the Facility with exception of the special events so designated under the **PROGRAM SHALL PROVIDE** section, Item 3, that are to be carried out jointly.
7. The modified storage space and shelving shall remain in the Facility, when and if, the Nutrition Program discontinues its service at the Facility.
8. All parties will observe Federal laws and regulations pertaining to nondiscrimination in the provision of services and in employment practices. To that end, no person shall, on the grounds of race, creed, color, sex, national origin or physical condition or handicap be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under this Program or any of its activities carried out by the subcontractor.
9. Comprehensive general liability insurance will be maintained by all parties with certificate of insurance coverage being furnished mutually by each party. If changes should occur, a new certificate of insurance should be submitted immediately.

This Contract represents the Agreement in effect between the Facility and the Program. This Agreement is in effect from January 1, 2012, through December 31, 2012. However, any party may, at any time during the life of the Agreement, terminate this Agreement by giving thirty (30) days notice in writing to the other party of the intention to do so.

IN WITNESS OF THIS AGREEMENT, the duly authorized agents sign APPROVED this day:

\_\_\_\_\_  
*(Date)*

**CITY OF MENASHA  
MENASHA SENIOR CENTER**

**ADVOCAP, INCORPORATED**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DONALD MERKES  
Mayor, City of Menasha

MICHAEL BONERTZ  
Executive Director

BY: \_\_\_\_\_

SUE NETT  
Menasha Public Health Director

**NEENAH-MENASHA YMCA  
MENASHA SENIOR CENTER**

BY: \_\_\_\_\_

JEAN WOLLERMAN  
Active Older Adult Director