

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**

**June 12, 2014
7:45 AM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [May 8, 2014](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Senior Center
 - 2. Public Health
 - 3. Re-Accreditation
- E. New Business
 - 1. Election of Chairperson
 - 2. Election of Vice Chairperson
 - 3. Election of Secretary
 - 4. Review of Senior Center Rental Policies
 - 5. Review of Senior Center Rental Fees
- F. HELD OVER BUSINESS
 - 1. Renovation Project Update
 - a. Architectural Design
 - 2. Brainstorming for Fund Raising
- G. ADJOURNMENT
 - Next meeting August 14, 2014

"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
May 8, 2014**

- A. Meeting called to order at 7:50 AM by Chairman J. Klundt.
- B. Present: Joyce Klundt, John Ruck, Mary Lueke, Sue Steffen, Lee Murphy, Tom Stoffel, Jean Wollerman, Susan Nett
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from April 10, 2014 meeting made by T. Stoffel and seconded by S. Steffen. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Senior Center Older Adult Coordinator J. Wollerman reported on recent activities at the center. Attendance is starting to “pick up” now that the weather has improved. There will be two new activities for the month of May. A Spa Day is scheduled and Exercise Can be Fun will be presented. Bingo remains popular. Many seniors took advantage of the tax help this year. The Spring Banquet is scheduled for May 13th at 12:15.
 - 2. Public Health Director S. Nett provided an update on the hiring of her replacement stating the position was being reposted today with applications being accepted through June 2, 2014.
 - a. Interim plans include having the health department sanitarian as the health officer as he is very aware of what is needed for follow-up when there are human health hazards. One of the nurses will temporarily assume the duties of a nurse supervisor in the interim.
 - b. Assignment of Committee on Aging Duties. S. Nett suggested J. Wollerman work with the health department public health aide to get the agenda out. S. Nett will check with one of the nurses to see if they can attend the meeting and take notes and then get them typed up.
- E. New Business
 - 1. None
- F. HELD OVER BUSINESS
 - 1. Re-Accreditation Time-line Development. J. Wollerman discussed the need for a time-line to have the review of the accreditation materials. The materials will need to be submitted in October. The materials could be reviewed monthly at the COA meetings.
 - 2. Discussion on Re-accreditation Committee Formation. J. Wollerman questioned if committee members wanted to form a committee to review the accreditation materials or if the COA wanted to be that committee. There was no discussion or preference regarding this. T. Stoffel volunteered to assist J. Wollerman with the review and update. J. Wollerman questioned if there was anyone who would be

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able to type the updated materials. S. Nett will check with the health department's public health aide regarding typing any needed updates.

3. Renovation Project Update

a. Report on Meeting with Architect (May 6, 2014). S. Nett reported on the meeting with the architect which was held to review the agreement and make the needed changes to the agreement. Once the agreement meets the approval of the city attorney and the community development department then it will need to go to the common council for approval. In a discussion held after the meeting, it was decided that the actual construction target date will be moved to Spring 2015 with a completion of July 2015. This will allow for time to get the results of the architectural design, bid the project, and have a builder committed.

4. Renovation Fund Raising-Update given by J. Wollerman. The exact amount of the fundraising account was not available. \$500+ was made during the rummage sale at the center. \$2381 was made at the "Rockin to Raise the Roof" day. There was discussion on other avenues of fundraising. J. Ruck suggested finding a person who is good at fundraising to assist, now that the timeline for the project has changed and there won't be any construction completed this year. J. Wollerman will make some calls to persons she knows and bring the suggestions back to the COA.

G. Motion to adjourn at 9:06 AM made by L. Murphy and seconded by S. Steffen. Next meeting June 12, 2014.