

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES
Monday, Sept. 10, 2007**

Suzanne Bruner called the meeting to order at 7:05 PM.

Present: Edie Webb, Harold Matthews, & JoAnn Stade, Suzanne Bruner, Carl Federspiel, Warren Haseley, Alderman Neumeyer and Catherine Kiener, Director.

1. Ms. Stade moved to accept the minutes and Mrs. Webb seconded the motion. Two corrections are noted for the minutes. Mr. Federspiel did not comment about the lower level water problem as he was excused. Ms. Stade wanted here concern for memorials be used for special purposes. Motion carried.

2. Mr. Matthews moved to accept the bills to be paid by the city. Mr. Haseley seconded the motion. Questions on the bills from Mr. Federspiel were on the vacation days for the Director. It is listed on the sheet in hours not days. Mrs. Bruner asked if the Center would run out of assistant hours. The Director indicated there should be enough hours for the assistant through the end of the year. There are no benefits for the position so Mrs. Knaub, the retiring Assistant will not have any vacation hours subtracted. Mrs. Kiener noted for the committee that the miscellaneous account line was over \$244.98 due to the two job ads placed for the Assistant position. Motion carried.

3. The review of the Senior Center Financial summary for August. Mrs. Wed moved to accept and Alderman Neumeyer seconded the motion. Discuss was a question on the AARP Driving class. Mrs. Kiener explained the program and AARP guidelines when hosting the class. One question was on the differences in the two Center checking accounts. Mrs. Bruner noted there were new headings for the deposits. Motion carried.

4. Unfinished Business

A. Assistant position – Personnel committee & the council approved the hiring of Laurie Sucharda. She started on Wed. Sept. 5. Her hours will be similar to Bonnie's hours.

B. 2008 Budget preparations

Mrs. Kiener took a few minutes to give an overview of the process and the Directives from the City Administrator. The prepared budget was distributed. The wages were the first item discussed. Mr. Federspiel asked for the breakdown of hourly rate. For 2007 the Director received \$20.5349 per hour, the Assistant started at 11.00 per hour and the environmental staff is at \$8.58 per hour. The presented budget has 3% increases in the following line items: of wages, supplies, miscellaneous, building maintenance & conferences; 10% increase for the utilities of gas and electric.

Mrs. Bruner stated the Director is doing a good job with managing the budget. The members were given an example of line justifications. There was a discussion on health insurance as the Director indicated it went up 12% by calculating prior year premium to the figure given for this year. There could be a change as Mr. Grams does not have the actual figures. With these increases the only, no additional adjustments for building

maintenance needs or supplies; the total was overall increase of 5%. The Director indicated the budget recommendation was not to exceed 3%. The Commission reviewed the largest items of insurance, telephone, and building maintenance. **The recommendation is for the Director to continue paying health insurance at 75% rather than the 80%, and reduce the telephone line.** General discussion was the telephone expense is eating into the budget to much and it seems hard to believe the amount the center is spending is really that great.

Capitol budget recommendation for the Center was proposed at \$15,600. The Director reviewed the three items and asked the Commission to prioritize the 3 needed items. Ranked number one was repair of the lower level parking and drive. Due to the safety concerns of the depressions becoming quite significant for walking and add water, snow, ice build up in these areas the hazard is to great to not repair. Second item is the replacement of the windows in the front room. They are in need of repair, do not lock properly, and are not energy efficient. The third item is replacement of lower level door as there is a security issue with it when it does not close properly. Mr. Matthews questioned whether the capitol expense is also subject to the 3% increase. Alderman Neumeyer wondered if the 3% was extended.

The commission members stated the city needs to consider the budget a necessary expenditure. Ms. Stade moved to accept the proposed 2008 budget with the change to insurance rate at 75% city 25% employee pay and further reduction in the telephone line to achieve an overall 3% increase with the capital budget request of \$15,600. Mrs. Webb seconded the motion. Motion carried.

4C. The irrevocable trust money has been deposited into the Friends of the Port Washington Senior Center account. The Friends group favors offering internship stipends and as needed program position assistance. The Director mentioned a contract with the University of Iowa for 3 years is in place. Ms. Stade suggested Carroll college. The Director will check with the city to see what universities may have contracts in place.

5. New Business

The Strategic Planning Committee met with the City Engineer on Aug. 27 to review the two proposals from Haag Mueller and Plunkett Raysich. The strategic plan committee accepted the Haag Mueller proposal. Mr. Matthews moved to accept the recommendation and forward to the Council for approval. Mr. Federspiel seconded the motion. Motion unanimously carried.

6. Director's Report

A. Senior Center & Dining Site programs continue in September with the site celebrating the 35th Anniversary with "sea horse" races. Mrs. Bruner asked about the food and the Director mentioned that last week a new attendee stated they would not come back. The menu was chili Mac and regular attendees who enjoyed it in the past stated the meat looked like pellets, dog food, and was not eligible. There are quite a few members attending to help keep the program numbers up for those who need the program and they called the office on aging. Alderman Neumeyer encouraged the commission members to call their supervisors. Mrs. Bruner was concerned with the home delivered meals. The general feeling was that the food quality should be consistently good for the seniors.

B. Sept/Oct Events

1. Day Trips – nothing new, working on 2008
2. Lakeside Tea Society – September will be a 35th Anniversary Tea and Oct. will feature Pomeranians tea.
3. Physical Activities – Arthritis Exercise class will begin session five. Horseshoes finished and bocce will continue through September.
4. Open House and member recruitment will be Thur. Sept. 27 with various groups and activities taking place for guests to take part in or talk with members. It is also the celebration for Senior Center Month.

C. Director's Comments

1. Orientation began last week for Laurie Sucharda the assistant. She has a background in activity planning with seniors and is an art therapist. Orientation will be over the first month and for various programs as they occur in the next few months.
2. Strategic plan timeline will now be for the Council to approve Commission recommendation and the selected group to begin the work.
3. The 35th Anniversary year celebrations will be incorporated in the Sept. tea and the annual Christmas luncheon.

7. Adjournment at 8:35PM