

Ad-hoc Strategic Planning Committee
City of Port Washington – Adult Community Senior Center
RFP Review

February 9, 2015

Present: Mary Fran Lepaska,, Edie Webb, Tom Murphy, Director Catherine Kiener,
Paul Ehrlich, Alderman Bill Driscoll, John Sigwart, Irene Taylor, Chris Flint

Excused: Joe Millonzi, Mayor Tom Mlada

Next meeting: Tuesday, March 3, 4:30 p.m. (and/or Monday, March 2 if needed)

The committee met in this extra session specifically to make a recommendation on the RFPs received so that it could go forward to tonight's meeting with Commission on Aging. With Stantech not responding, the two offers were from GreenPlay and MSA. Everyone had picked up and read the proposals earlier and a discussion was held regarding the two offers.

Catherine reviewed the referrals on both companies. All the comments she received were positive. Our budget range is \$9-13k) and our timeline is shooting for results the end of May. Alderman Driscoll made a motion that we hire MSA and Ms. Webb seconded. The motion carried and a vote was taken and was unanimous in favor of MSA.

Members of the Commission on Aging stepped in towards the end of the meeting.

Next meeting Tuesday, March 3rd, 4:30 p.m. (and/or Monday, March 2nd if needed)

Respectively submitted by Irene Taylor

Suggested Questions for Adult Senior Center Visits:

1. *Average age of members*
2. *Other demographics (% seniors in the city, etc.)*
3. *Funding (How is the center supported?)*
4. *What funds were used to build the facility?*
5. *What is the physical layout of the building, the capacity, etc.*
6. *Parking details*
7. *Is there a coordination of services with neighboring communities?*
8. *What classes are offered?*
9. *Are senior meals offered here?*
10. *What are the yearly dues?*