

Southwest Dane County Outreach



107 N. Grove St.
Mt. Horeb, WI. 53572
608-437-6902
Lynn Forshaug, Director
Mary Kay Sutter, Case
Manager

SW Dane Outreach/Nutrition Board Agenda Wednesday, May 12, 2021

The Southwest Dane Outreach/Nutrition Board will meet on the above date at 5:30 pm in the Community Room of the Senior Center, 107 N. Grove Street, Mount Horeb, WI. Agenda as follows:

1. Call to order
Roll Call
2. Public Comments - non-agenda items
3. Approval of October 26, 2020 minutes
4. End of Year Review of 2020 Budget
5. Review of 2021 Budget
6. Capital Plan
7. Update from Center
8. Adjourn

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT LYNN FORSHAUG AT 107 N. GROVE ST., MOUNT HOREB, WI 53572 (608)437-6902

The meeting was called to order by Pat Farrell at 5:30 pm. In attendance were Mary Ann Nelson, Charlotte Hefty, Lynn Forshaug, Cecile McManus, Pat Farrell, Dorothy Handrick and Mary Ann Hopp. Leona Syrud was absent. The minutes from the October 26, 2020 meeting were reviewed. Mary Ann Nelson made a motion to accept the minutes and Mary Ann H. seconded them.

The 2020 budget was reviewed. 100.28 % of the Outreach budget was spent and 96.37 % of the Nutrition budget was spent. Total revenue, \$156,538.01, total expenses, \$166,874.12 with a deficit of \$10,336.11. No money was transferred to the 231-Fund Balance Account.

The 2021 budget was reviewed; 15.90 % has been spent in the Nutrition budget and 17.83 % has been spent in the Outreach budget. All of the Outreach accounts that had been at the State Bank of Cross Plains have now been transferred to the Mound City Bank.

The Board talked about the possibility of office space for the Director in the current Senior Center. This would come under the Capital Plan for the 2022 budget.

Update: The Village will be going with a new software for financials and payroll for all Departments. The Fundraising Donation Letter sent out in December 2020 raised \$12,780.00.

The Outreach/ Nutrition programs received a grant of \$1,500.00 from the Mt. Horeb Community Foundation for the monthly newsletter sent to 500 seniors in the Mt. Horeb area.

Lynn F. has been looking into some new software called "My Senior Center". This program would allow seniors to sign up for events and outings, order meals, arrange for transportation, etc. at their Senior Centers. Lynn will check with other Senior Centers in our area who are using this program, to see if this program would work for our Center.

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SW Dane Outreach/Nutrition Board Agenda Wednesday, July 14, 2021

The Southwest Dane Outreach/Nutrition Board will meet on the above date at 5:30 pm in the Community Room of the Senior Center, 107 N. Grove Street, Mount Horeb, WI. Agenda as follows:

1. Call to order
Roll Call
2. Public Comments - non-agenda items
3. Approval of May 12, 2020 minutes
4. Review of 2021 Budget
5. 2022 Budget
6. Update from Center
7. Adjourn

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Southwest Dane Outreach Board Meeting- July 14, 2021

The meeting was called to order by Pat Farrell at 5:50 pm. In attendance were Mary Ann Nelson, Charlotte Hefty, Lynn Forshaug, Pat Farrell, Dorothy Handrick and Mary Ann Hopp. Leona Syvrud was and Cecile McManus were absent. The minutes from the May 12, 2021 meeting were reviewed. Mary Ann N. made a motion to accept the minutes and Mary Ann H. seconded them.

Reviewing the April 2021 Financials, 24.16% of the Nutrition Budget was spent and 26.81 % of the Outreach/Case Management budget was spent. We should be at 33% for money spent for programs. Our assets at the Mound City Bank are at \$159,183.35 and our CD is at \$7,842.41. The Board discussed the plan for these assets and determined that this money would go towards our operating budget.

Amy H. and Lynn F. applied for a CDBG grant through Dane County, that would help offset the costs of new office space, meeting room and storage space for the Senior Center. The total amount applied for is \$132,000.00. The architect, Mark Schellpfeffer, Partner - CaS4 Architecture, LLC came to the Senior Center and did a tour and assessment of the space and later sent the floor plan.

The Board discussed the 2022 budget and looked over a summary of proposed increases for the six municipalities; with a 20% increase for 2022 and 2023 and 3% increases for 2024, 2025 and 2026. The Board discussed the possibility of a 10% increase for each municipality for the next five years. Lynn will check with Amy H. to see if she could join us for the next meeting and give us some insight for this and future budgets.

Dane County is wanting feedback and help from seniors by filling out an "Aging Survey". There will be paper copies and an online survey for seniors to fill out, on what new things they would like to see happen or changes made for current programs for seniors in Dane County. This survey was conducted in June and July. Results will be tallied and sent to all Focal Points.

Finks Café changed their day of serving the "My Meal My Way" from Wednesday to Tuesday from 11:00 am-1:00 pm. This day worked better for Eric, owner and chef at Finks Café.

July 1 was the reopening of our doors at the Senior Center. Congregate meals resumed along with an art class and "Ageless Grace, an exercise program associated with Tai Chi. Seven seniors attended the first meal. We were sending out around 50 home-delivered daily during the Pandemic. During the Pandemic, all seniors were eligible for home-delivered meals, since our doors were closed. The funding for the 2021 Nutrition program may be used up before the year is over, so the Area Agency on Aging of Dane County is urging seniors who were getting home delivered meals and can get out to join us at Senior Centers or at "My Meal My Way" restaurants for meals.

Mary Ann Nelson made a motion to close the meeting at 6:45 pm and Mary Ann Hopp seconded the motion.

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SW Dane Outreach/Nutrition Board Agenda Wednesday, August 18, 2021

The Southwest Dane Outreach/Nutrition Board will meet on the above date at 5:30 pm in the Community Room of the Senior Center, 107 N. Grove Street, Mount Horeb, WI. Agenda as follows:

1. Call to order
Roll Call
2. Public Comments - non-agenda items
3. Approval of July 14, 2021 Board Meeting Minutes
4. Update of 2022 Budget
5. Update from Center
6. Adjourn

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Southwest Dane Outreach Board Meeting- August 18, 2021

The meeting was called to order by Pat Farrell at 5:40 pm. In attendance were Mary Ann Nelson, Charlotte Hefty, Lynn Forshaug, Pat Farrell, Dorothy Handrick, Cecile McManus, Cheryl Sutter and Amy Hall. Mary Ann Hopp was absent. (Leona Syvrud, the representative from the Town of Springdale has resigned from her position and Cheryl Sutter has replaced her.) The minutes from the July 14 meeting were reviewed. Mary Ann N. made a motion to accept the minutes and Dorothy H. seconded them.

Amy Hall compiled a spreadsheet and explained how the two options would work for the municipalities in deciding their 2022 and future contributions. The first option shows a contribution increase of 20% for 2022 and 2023, a 3.4% increase for 2024 and a 3.3% increase for 2025 and 2026. The second option asks for a 10% increase for 2022 through 2026. The two options show how much money would come out of the Fund Balance account at the end of each year. The Fund Balance account would deplete very quickly without a significant contribution from all of the municipalities each year. Cheryl S. made a motion to recommend a 20% increase from the municipalities for the 2022 budget. Dorothy H. seconded the motion. Lynn will include the spreadsheet in the letter that will be sent to all of the municipalities when asking for their 2022 contribution.

Lynn has applied for a \$1,500.00 grant from the Mt. Horeb Community Foundation for the monthly newsletter.

A new "Mask Mandate" goes into effect on August 19, 2021 for all of Dane County businesses.

RSVP of Dane County is going to be mandating that ALL PASSENGERS riding with RSVP Driver Escorts to medical appointments be vaccinated by Oct. 15, 2021. All of the Driver Escorts had to be vaccinated before they could resume driving in June, 2021. Letters will be sent to all current RSVP passengers to have them sign paperwork and send these papers and a copy of their vaccination card back to RSVP. This precaution will enable seniors and drivers to stay safe and yet utilize this important service. RSVP is hoping that with this safety precaution in place, they will be able to recruit more volunteers to transport seniors to their appointments.

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**SW Dane Outreach/Nutrition Board Agenda
Wednesday, October 20, 2021**

The Southwest Dane Outreach/Nutrition Board will meet on the above date at 5:30 pm in the Community Room of the Senior Center, 107 N. Grove Street, Mount Horeb, WI. Agenda as follows:

1. Call to order
Roll Call
2. Public Comments - non-agenda items
3. Approval of August 18, 2021
4. Review of 2021 Budget
5. Update from Center
6. Adjourn

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT LYNN FORSHAUG AT 107 N. GROVE ST., MOUNT HOREB, WI 53572 (608)437-6902

Southwest Dane Outreach Board Meeting- October 20, 2021

The meeting was called to order by Cheryl Sutter at 5:30 pm. In attendance were Mary Ann Nelson, Lynn Forshaug, Dorothy Handrick, Cecile McManus, Mary Ann Hopp and Cheryl Sutter. Pat Farrell was absent. The minutes from the August 18, 2021 meeting were reviewed. Mary Ann H. made a motion to accept the minutes and Cecile M. seconded them.

Reviewing the 2021 Nutrition budget, \$24,339.00 has been spent of the \$64,000.00 and for the Outreach budget, \$52,299.00 of the \$130,000.00 has been spent through June, 2021. Letters have been sent to the Village of Blue Mounds and the Towns of Blue Mounds, Perry, Primrose and Springdale for their 2022 contribution. The Outreach Board is asking for a 20% increase from all municipalities for 2022. A spreadsheet was sent along with the letter explaining the 20% increase and different options for current and future contributions.

Lynn F. applied for \$1,500.00 grant from the Mt. Horeb Community Foundation to help cover most of the cost of mailing the monthly newsletter to nearly 300 seniors. Amy Hall, the Finance Director for the Village of Mt. Horeb and Lynn F. applied for a Community Development Block Grant, through Dane County. The purpose of this grant is to add an office for the Case Manager, a meeting room and storage space for the Senior Center. We will hear the final results from the CDBG committee in November.

The Outreach Board was wondering if the Village had received any "Cares Act" money during the Pandemic? Lynn will check with the Village.

Dane County's proposed 2022 budget for Southwest Dane Outreach may have a \$2,000.00 increase for the Case Management program.

Congregate meal participant numbers are down at the Senior Center since we opened our doors in July. This may be due to seniors not being comfortable being in group. The meal numbers at Finks Café are steady with about 25 seniors eating there every Tuesday. Home delivered meals are steady with 40-55 meals being delivered daily.

The Mt. Horeb Senior Center hosted a "Brat Sale" at Millers on Sept 18, 2021. We raised \$1,200.00. We also had a garage sale in October and made \$200.00.

Dorothy Handrick, Board member, representing the Village of Mt. Horeb announced her resignation from the Outreach Board at the meeting. Charlotte Hefty stopped in to the Senior Center earlier in the day to give Lynn F. her resignation from the Southwest Dane Outreach Board as the Senior Representative. The Board thanked Dorothy H. and Charlotte H. for their time and commitment. Lynn will let Amy Hall know of the resignations of Charlotte H. and Dorothy H.

Lynn and staff are planning the annual Volunteer Recognition Party for October 29, 2021. The Senior Center has about 55 volunteers assisting with different programs and activities.

A motion was made to adjourn the meeting at 6:07 pm by Mary Ann N. and seconded by Cheryl Sutter.

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**SW Dane Outreach/Nutrition Board Agenda
Wednesday, December 1, 2021**

The Southwest Dane Outreach/Nutrition Board will meet on the above date at 5:30 pm in the Community Room of the Senior Center, 107 N Grove Street, Mount Horeb, WI. Agenda as follows:

1. Call to order
Roll Call
2. Public Comments - non-agenda items
3. Approval of October 20, 2021 minutes
4. Review of 2021 Budget
5. Update of 2022 Budget
6. Update from Center
7. Adjourn

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Southwest Dane Outreach Board Meeting- December 1, 2021

The meeting was called to order by Cheryl Sutter at 5:55 pm. In attendance were Mary Ann Nelson, Lynn Forshaug, Cecile McManus, Mary Ann Hopp, Cheryl Sutter, Mary Kay Sutter and Alexis Cox. Pat Farrell was absent. The minutes from the October 20, 2021 meeting were reviewed. Mary Ann N. made a motion to accept the minutes and Mary Ann H. seconded the motion.

The dates for the 2022 Outreach Board Meetings will be on February 9, April 13, June 8, August 10, October 12 and December 7.

The 2021 Nutrition budget has used \$45,639.21 of the \$69,600.00 and the Outreach budget has used \$99,865.03 of the \$130,321.00 through November, 2021.

Dane County is giving Southwest Dane Outreach/Nutrition \$54,598.00 for the Case Management Program, \$22,879.00 for Nutrition and \$33,273.00 for Home Delivered Meals program for 2022. We may be getting about \$2,000.00 more for Case Management.

Dane County has granted the Southwest Dane Outreach/Nutrition program \$90,000.00 from the CDBG (Community Development Block Grant). This money will be used to add an office and storage space in the Senior Center.

The annual December "Donation Letter" went out in the November 24, "Mail Shopper" to 6,411 residents in the Mt. Horeb area.

A "Holiday Tea and Sing-along" will be held on December 4, 2021 at 1:00 pm.

FREE Vision Testing sponsored by the "Lions Club" will be held at the Senior Center on December 3, from 1:00-3:00 pm.

Mary Kay has been very busy since October 7, 2021 reviewing Medicare D Prescription Drug Plans for seniors. Each appointment can take up to 2 hours.

Alexis has been busy with the Nutrition Program, with more seniors getting home-delivered meals. She has a great group of Volunteers that deliver meals and help with assembling of the meals. The meals are prepared at Consolidated Foods in Verona. They provide meals for 90% of the Senior Centers in Dane County. Consolidated Foods has notified us that the monthly menu could change due to shipment delays and availability of certain food items.

Lynn did check into the "Cares Act" money that was designated for the Village of Mt. Horeb. They have received half of the money, but it has not been designated for any Department yet. They will receive the other half of the money in June, 2022

The next Outreach Board Meeting will be held on February 2, 2022 at the Mt. Horeb Senior Center. ✓

A motion was made to adjourn the meeting by Mary Ann N. and seconded by Mary Ann Hopp.

Mary Ann Nelson, Secretary