

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 City Center, Room 132
July 14, 2023
1:30 PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT (five minute time limit for each person)
- D. MINUTES TO APPROVE
 - 1. June 9, 2023
 - 2. Amended minutes from May 12, 2023
- E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Public Health
 - a. Sixty Plus Grant Program Update
 - 2. Senior Center
 - a. Operations and Programming Update
 - 3. Announcements
- F. New Business
 - 1. Senior Center Committees Discussion
 - 2. Municipal Code SEC. 2-4-10 Revisions
- G. HELD OVER BUSINESS
 - 1. Sesquicentennial Celebration Activities
 - 2. Onboarding Information – Review Draft
- H. ACTION ITEMS
 - 1. Approval of Onboarding Materials
 - 2. Posting of Onboarding Materials on the Website
- I. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Health Department at 967-3520 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
COMMITTEE ON AGING
MINUTES
June 9, 2023

A. CALL TO ORDER

Meeting called to order by Pat Irwin at 1:35 PM

B. ROLL CALL/EXCUSED ABSENCES

Present: Anne Anderson, Sarah Bauer, Pat Irwin, Kristine Hutter, Bea Kohanski

Excused: Chloe Hansen-Dunn

Staff Present: Larissa Keller, Leah McCormick, Meghan Pauly

Guest: Laura Derocher, Dan Kelpinski

C. PUBLIC COMMENT (five minute time limit for each person)

Guest and Committee introductions. Guests discussed interest in Committee activities and possibly seeking mayoral appointment.

D. MINUTES TO APPROVE

1. Committee on Aging Meeting Minutes May 12, 2023

Sarah Bauer motioned to approve the May 12, 2023 minutes. The motion was seconded by Anne Anderson. The motion passed.

E. CORRESPONDENCE

No report.

F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Public Health

a. COVID-19 Update: Kristine Hutter shared that the department will no longer be publishing data summaries now that the federal public health emergency declaration has ended. The health department will incorporate COVID-19 activities into regular operations and continue to track outbreaks. COVID-19 vaccinations continue to be offered and appointment times have been incorporated into the department's monthly Vaccines for Children clinics. COVID-19 will no longer appear as a separate monthly agenda item. Kristine will provide communicable disease updates as needed.

b. Sixty Plus Grant – Programs Update: Meghan Pauly reported that in the month of May, she provided 77 services to 52 people. Services provided included wellness room visits, blood pressure readings at Lakeside Commons, Lunch & Learn, Memory Café, and Walking Club. The summer Tai Chi class was canceled due to low participation.

2. Senior Center

a. Senior Center Operations/Programming Update: Leah McCormick shared Center highlights for the month of May, which include bus trips to Mt. Rushmore (overnight) and tour of 'Bago, Ageless Grace exercise program, Story Circle, K9 Cami demonstration with Officer Nelson, and nail care.

3. Announcements: Walking Club continues to meet on Tuesdays and Fridays. Upcoming bus trips include a Timber Rattlers game in July, Wisconsin State Fair in August, Door County fish boil in September, and an overnight trip to La Crosse in October. The Senior Center will have a float in the Parade of Lights on July 3rd. The Center will host a Beach Bash on June 13th with music by Paul Evansen.

G. NEW BUSINESS

1. Onboarding Materials – Draft Review: Committee reviewed and discussed edits and additions to the onboarding materials compiled by Chairperson Irwin.

H. HELD OVER BUSINESS

1. COA Vacancies (2) – Committee discussed visibility of Committee information and application as it pertains to the City website. Consensus was to move the Committee link from the Senior Center menu to the Health Department menu.
2. Sesquicentennial Celebration – Committee member Sarah Bauer is serving as chairperson of the ad hoc committee for planning for the celebration. Sarah shared some of the planning committee's ideas and proposed the Committee on Aging participate in the celebration, which is set to take place in June 2024. Committee discussed ways to promote the Senior Center as part of the celebration activities.

I. ACTION ITEM

None.

J. ADJOURNMENT

Sarah Bauer motioned to adjourn the meeting at 2:57 PM. The motion was seconded by Anne Anderson. The motion passed.

Next meeting: June 9, 2023 at 1:30 PM
Menasha City Hall
100 Main Street, Room 132
Menasha, WI

CITY OF MENASHA
COMMITTEE ON AGING
MINUTES
May 12, 2023

A. CALL TO ORDER

Meeting called to order by Pat Irwin at 1:34 PM

B. ROLL CALL/EXCUSED ABSENCES

Present: Anne Anderson, Pat Irwin, Kristine Hutter, Bea Kohanski, Chloe Hansen-Dunn

Excused: Sarah Bauer

Staff Present: Leah McCormick, Meghan Pauly

C. PUBLIC COMMENT (five minute time limit for each person)

No Comments.

D. MINUTES TO APPROVE

1. Committee on Aging Meeting Minutes April 14, 2023

Anne Anderson motioned to approve the April 14, 2023 minutes. The motion was seconded by Bea Kohanski. The motion passed.

E. CORRESPONDENCE

No report.

F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Public Health

- a. COVID-19 Update: Kristine Hutter led a review of the COVID-19 data summary dated May 11, 2023. This will be the last data summary published. The federal Public Health Emergency declaration ended on May 11. COVID-19 will continue to be monitored as other respiratory viruses are, outside of an emergency response. The Say Yes! Covid Test website remains active and the free test kit ordering will continue until the end of May or as inventory allows. The state telehealth treatment program will continue through 2023.

- b. Sixty Plus Grant – Programs Update: Meghan Pauly reported that in the month of April, she provided 81 services to 54 people. Services provided included wellness room visits, blood pressure readings at Lakeside Commons, and Memory Café. Stepping On class ended today. Walking Club started last week and will meet at different parks and locations in the City throughout the summer. The oral health screening was attended by 8 people.

2. Senior Center

- a. Senior Center Operations/Programming Update: Chloe Hansen-Dunn reported that in the month of April, the Center hosted 214 unique visitors for 835 visits for 933 services, and had 13 volunteers provide 54.5 hours of time. Highlights for the month of April include: a tea party, watercolor class, Story Circle, Ageless Grace exercise class, and a luncheon to recognize volunteers.

3. Announcements: Nurses Meghan and Kortney will begin the summer Tai Chi class on June 14th. Upcoming Lunch and Learns include a presentation by the ADRC in June. The Center has contracted with a registered nurse who is a certified nail tech for nail care services beginning in next week. Upcoming Center offerings include a puzzle contest, Mind over Matter class, and a book club. The Mount Rushmore bus trip leaves on May 21. The trip to Two Rivers is currently full.

G. NEW BUSINESS

1. Sesquicentennial Celebration – Discussion about whether the Menasha Senior Center should plan and host an event for the Sesquicentennial Celebration.
2. Community Dialogue Response Review – Committee members were provided electronic and hard copies of reports summarizing the responses from participants of the 2019 Community Dialogues and 2020 MSC listening sessions. Discussion about responses and ideas for incorporating more multicultural activities/events.

H. HELD OVER BUSINESS

1. COA Vacancies (2) – Committee discussed application and information provided to interested parties. Mayor has received one application to review.
2. Onboarding Information – Pat Irwin will work on drafting materials.

I. ACTION ITEM

1. Senior Center Rental Form Approval

Anne Anderson motioned to approve the revised Senior Center Rental Form. The motion was seconded by Bea Kohanski. The motion passed.

J. ADJOURNMENT

Anne Anderson motioned to adjourn the meeting at 2:56 PM. The motion was seconded by Bea Kohanski. The motion passed.

Next meeting: June 9, 2023 at 1:30 PM
Menasha City Hall
100 Main Street, Room 132
Menasha, WI

Authority shall select a chairman from among its members. The Authority shall select from among its members a vice-chairman, and it may employ a secretary (who shall be executive director), technical experts and such other officers, agents and employees, permanent and temporary, as it may require, and shall determine their qualifications, duties and compensation. The Authority may call upon the City Attorney or chief law officer of the City for such legal services as it may require. The Authority may delegate to one or more of its agents or employees such powers or duties as it may deem proper.

- (c) The Housing Authority shall have all the powers and perform all of the duties conferred upon it by Section 66.40, Wis. Stats.

SEC. 2-4-10 COMMITTEE ON AGING.

- (a) **COMPOSITION; TERMS.**

The Committee on Aging shall consist of eight (8) members appointed to three (3) year terms by the Mayor, subject to confirmation by the Common Council. The Public Health Director and Active Older Adult Programming Coordinator of the Neenah/Menasha YMCA shall be a permanent members of the Committee on Aging. All other terms commence on May 1 in the year of appointment.

- (b) **DUTIES.**

The Committee shall make recommendations to the Mayor and Common Council regarding the well-being of senior citizens.

SEC. 2-4-11 BOARD OF HEALTH.

- (a) **COMPOSITION; TERMS.**

The Board of Health shall consist of five (5) members and shall include the Public Health Director and City Physician. Their membership shall be without regard to their place of residence. The remaining members shall be appointed by the Mayor and confirmed by the Common Council. An effort shall be made to attempt to have one of the three citizen members a physician, a registered nurse, or some other person whose employment or training is in a health related field.

- (b) **DUTIES.**

The board shall have all duties specified by Sec. 251.03 and 251.04, Wis. Stats., and shall make such recommendations to the Mayor and Common Council regarding the health of the citizens of Menasha.

SEC. 2-4-12 NEENAH-MENASHA SEWAGE COMMISSION.

- (b) **GENERAL POWERS.**

The Commission shall have the power to plan, design, purchase, acquire, construct, extend, add to, improve, replace, control, operate, manage, maintain and hold title to such real and personal property, including, but not limited to, a treatment plan, interceptor mains, and the plans and specifications developed in connection therewith, in order to provide the Contracting Municipalities with adequate and sufficient sewage collection, treatment and disposal services and to produce a treatment plant effluent which meets effluent standards established by the current Wisconsin Pollutant Discharge Elimination System permit issued to the Commission. The Commission shall further modify, enlarge, abandon or replace

Welcome to the Committee on Aging

The Committee on Aging (COA) consists of eight members. Two members are City of Menasha employees, and six members are resident volunteers from the City of Menasha who are appointed by the mayor. Citizen members serve for a three-year term.

Our charge is to offer encouragement and oversight to the Menasha Senior Center and to advocate for the welfare of senior citizens in Menasha and the surrounding communities.

We meet as a committee once per month on the second Friday at 1:30pm in the first floor conference rooms of Menasha City Center. Members will receive a copy of the previous month's minutes and the agenda for the upcoming meeting approximately three days prior to the meeting. If a member wishes to place an item on the agenda, they should contact the Public Health Director at (920) 967-3520 at least one week prior to the next meeting.

Attendance at each meeting is required. If unable to attend, please notify the Health Department of the anticipated absence.

Each member of the COA contributes thoughts, ideas, and praise as they see fit. Sometimes subcommittees are needed for specific tasks and members volunteer either formally or informally.

This committee is established under SEC. 2-4-10 of the City of Menasha Municipal Code.