

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING:	Senior Center Advisory Committee
TIME & DATE:	5:30pm, Thursday, January 28, 2016
LOCATION:	Germantown Senior Center, W162 N11960 Park Ave., Germantown, WI 53022

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:** October 22, 2015
- IV. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.
- V. **OLD BUSINESS:**
 - A. Security Camera System
- VI. **NEW BUSINESS:**
 - A. Senior Club Newsletter "Golden Years Gazette"
 - B. Senior Center Office Staffing – Review & Recommendation on Volunteer Compensation
 - C. Senior Center Coordinator Position – Review & Recommendation
- VII. **DIRECTOR'S REPORT:**
- VIII. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Senior Center Advisory Committee meeting will be **April 28th @ 5:30 p.m.**
- IX. **ADJOURNMENT:**

*UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Clerk's Office at (262)250-4740 at least 2 days prior to the meeting. Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State *ex rel. Badke v. Greendale Village Board*, even though the Village Board will not take formal action at this meeting.*

**VILLAGE OF GERMANTOWN
SENIOR CENTER ADVISORY COMMITTEE
MEETING MINUTES
October 22, 2015**

I. CALL TO ORDER:

The meeting was called to order at 5:30 p.m. by Chairperson Daniels.

II. ROLL CALL:

Present: Chairperson Shane Daniels, Trustee Jeffery Hughes, Trustee Dennis Myers, Citizen Representative Norine Janzen, Senior Club Representative Arline Flesch.

Staff: Park & Recreation Director Mark Schroeder, Senior Coordinator Katie Rodger;

Audience: Trustee Art Zabel, Trustee David Baum, John Krause, Cathie McCaffrey, and Laura Lee.

III. APPROVAL OF MINUTES:

Motion by Janzen seconded by Hughes to approve the April 16, 2015 meeting minutes; motion carried unanimously.

IV. PUBLIC INPUT:

None

V. OLD BUSINESS:

- A. Senior Transportation Program: At the last meeting in April, the committee reviewed the fee structure and policies of the senior transportation program. With a look to the future, and noting increasing expenses and decreasing ridership, the committee approved increasing the senior van fees for the first time since the program began 17 years ago. Senior Coordinator Rodger noted there have been no complaints from the senior van patrons on the fee increases, and the program is going well in 2015.
- B. Security Camera System: At the April meeting, it was reported that the six interior cameras were installed, and that a few of the exterior cameras were no longer working. Currently seven of the nine exterior cameras do not work. Senior Coordinator Rodger contacted MCR Services who provided a quote of \$450 per camera including installation. Staff will meet with MCR Services, and DPW/Building & Grounds staff to determine the most important camera locations taking in mind access to the building entrances and parking areas, and overall safety to building users. Following discussion, a motion was made by Janzen, seconded by Flesch to approve a not to exceed amount of \$2,000 to replace 3-4 exterior cameras at the Senior Center. Motion carried unanimously.
- C. Senior Accreditation: Senior Coordinator Rodger provided an update on the senior center accreditation. Schroeder and Rodger will work together to try and complete it by the end of 2016.

VI. NEW BUSINESS:

- A. 2016 Senior Center Budget: Director Schroeder indicated that the Village Board has reviewed the 2016 Senior Center Operating Budget, and forwarded as part of the overall budget for the Public Hearing on November 16, 2015. The proposed 2016 Senior Center Budget is \$117,890 which is a 2% increase over the 2015 Budget of \$115,548. It was recommended that in the future the committee include the budget review on the July agenda as this is the time department begins the annual budget process.

- B. Kiwanis Performing Arts Pavilion: Director Schroeder welcomed Village Trustee David Baum, and Kiwanis Member John Krause to the meeting. Mark provided a brief background on the meeting discussions that have been held in 2015 regarding the site location for this facility, which is now called the Gehl's Performing Arts Pavilion. In September, the Kiwanis Club went before the Village Plan Commission for site and architectural plan review. Based on comments/feedback received at that meeting, a joint meeting was held at Firemen's Park last week with the Park & Recreation Commission and the Building Construction Oversight Committee to review the original proposed location at the south end of the park, as well as three new locations at the north end of the park. Following discussion at the October 14th joint meeting, approval was given to locate the performing arts pavilion at the north end of the park just east of the Senior Center with a southeast orientation. Trustee Baum offered his professional architectural services to draft a park master plan which was presented to the Senior Center Advisory Committee. The master plan incorporates the performing arts pavilion, with existing park amenities as well as potential future park shelter/restrooms, and lighted pathways taking into account current and future community uses. John Krause of the Kiwanis Club provided an update on the fundraising for this project. The feedback was very positive from the committee on this exciting project.

VII. DIRECTOR'S REPORT:

Senior Coordinator Rodger informed the committee that the Senior Newsletter will now be printed professionally through a company called Liturgical Publications, Inc. This will begin the first of the year.

VIII. ANNOUNCEMENTS OF PUBLIC INTEREST:

The Senior Club Christmas Party will be held on December 9, 2015 at the American Legion. Invitations for the Advisory Committee will be sent out at a later date.

IX. ADJOURNMENT:

Chairperson Daniels adjourned the meeting at 6:40pm.

Respectfully Submitted: Katie Rodger



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SENIOR CENTER ADVISORY COMMITTEE

MEETING DATE: January 28, 2016

AGENDA ITEM: New Business

ITEM TITLE: Senior Center office volunteers

FROM: Katie Rodger, Senior Coordinator

SUMMARY:

During the public input section of the October 2015 Senior Advisory Committee meeting, the question of paying volunteers when they cover for the Senior Center Office Assistant, was brought before the committee. The Office Assistant position is a 12 hour a week, paid position. If the Office Assistant wishes to take a day off, they do so unpaid and are asked to find a volunteer to cover the front desk in their absence. Often times a volunteer will end up working a 6-hour shift. On the request of the Committee more information was sought. Attached you will find the job description for both the Office Assistant and the Front Desk Volunteer.

RECOMMENDATION:

Continue having volunteers unpaid if they cover for the Office Assistant.

PARK & RECREATION DEPARTMENT SENIOR CENTER OFFICE ASSISTANT

GENERAL STATEMENT OF DUTIES

Perform various typing, secretarial and clerical tasks for the Germantown Senior Center. Completes related department work as required.

DISTINGUISHING FEATURES OF THE CLASS

The part time employee in this position is responsible for a number of varied clerical tasks which require the ability to master the procedures and regulations of the office to which assigned, and skill in operation of equipment found there. The work also entails some knowledge of Older Adult programming and the ability to exercise good judgment, courtesy, and tact in reviewing office callers and disseminating department information. Experience working with groups and volunteers is desired.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Coordinator.

EXAMPLES OF DUTIES PERFORMED

- Assists with daily office procedures.
- Performs daily scheduling of Senior Van riders and drivers.
- Prepares upcoming van sheets
- Accepts and processes financial transactions/registrations for various senior center activities, classes and trips.
- Creates flyers for upcoming events, classes and trips.
- Leads tours and processes registrations for Senior Center Rentals
- Sorts and files as needed.
- Helps set up and run planned programs or events.
- Operates a variety of office machines.
- Answers all customer questions in the friendliest and most professional manner possible.
- Performs other duties as directed by the Senior Coordinator.

ESSENTIAL KNOWLEDGE, SKILLS, ABILITIES

Sound knowledge of office terminology, procedures and equipment and of business arithmetic and English; computer skills and ability to type at a reasonable rate of speed and accuracy; ability to understand and follow oral and written instructions; ability to exercise good judgement, courtesy, and tact in receiving office callers and disseminating departmental information; ability to get along well with others; dependability. Computer skills to include ability to use RecTrac as well as various computer software programs. Experience with older adults in an educational or recreational setting.

DESIRED EXPERIENCE AND TRAINING

Considerable experience in general office procedures, clerical work, and intermediate computer knowledge; completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Possess a valid State of Wisconsin drivers license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Updated 06/26/02

Updated 12/28/15

JOB TITLE: Front Desk Volunteer

JOB DESCRIPTION: Welcome participants and newcomers to the Germantown Senior Center. Answer the telephone and take messages. Perform routine office duties.

TASKS:

- Initial contact person for the Germantown Senior Center
- Welcome newcomers and answer questions about programs available at the Center.
- Answer the phone and take messages if senior coordinator is unavailable.
- Accept participant registrations for upcoming activities.
- Confirm upcoming activities with registrants.
- Schedule van reservations
- Work on other projects as directed by staff.
- Collection and receipting of money.

QUALIFICATIONS:

- Friendly and interested in making participants feel welcome.
- Ability to accurately answer the phone and transfer calls.

TRAINING:

- Work with Office Assistant and Senior Coordinator to learn office procedures.

SUPERVISION:

- Works under the general supervision of the Senior Coordinator.

HOURS:

- To be scheduled according to the Senior Center's needs and volunteer's availability.

Updated: 12/29/2015