

# Portage Senior Citizens Advisory Board

## Meeting Minutes

August 21, 2013

Board Present: Patricia Berninger, Jim Hoppe, Monifa Jumanne, Mary Maisto, Ruth Ann Meyer, Ruth Michelhaugh, Ann Perkins, Mary Lou Petruccio, Trudy Riker, and Larry Smith

Absent Excused: Art Roberts

Absent Unexcused: Kyle Huitt, Youth Participant

Staff: Jill Hess, Deputy Director

Guests: None

Chairperson Larry Smith called the meeting to order at 2:30 p.m. Monifa commented on some changes needed to the July minutes. After discussion edits were agreed upon. Ann moved to approve the July minutes with edits. Jim seconded the motion. Minutes were unanimously approved as amended.

### Management Report for July – Jill

- There were 2389 event sign-ins in July.
- Active memberships for the Portage Senior Center (PSC) in July were reported as 1292, with 20 new members and 86 renewals. Jim questioned why the number of members significantly changed from the June report. Jill will investigate. Ruth Ann inquired whether a committee has been formed to address membership renewals. Jill told us one is still needed.
- Volunteer hours totaled 1871.

### Items for Information

- Larry provided a replacement page dated January 19, 2011 for the “Senior Citizens Advisory Board Rules of Operation” located in our Advisory Board notebooks. He also gave us copies of the Duties and Responsibilities form which we each signed and turned in to Larry for retention.
- Transportation changes – Jill informed us that the 14-passenger PSC mini-bus will be retired at the end of September. Training has been completed for drivers of the replacement 7-passenger handicap accessible van. Jill will be sending a letter about the transportation change to those who currently ride the mini-bus on a regular basis. Service priorities were discussed. Ann suggested a scheduled day for transportation to the Crossroads Mall for Christmas shopping. Jill welcomed the idea dependent upon an available bus driver.
- Wellness (Ruth) – A letter from Tendercare Portage describing a proposed Wellness Initiative was provided to the board. Tendercare would like to offer PSC members and the community a 5-month program with speakers discussing a range of health topics. We talked about this opportunity. Jill plans to reply that PSC would like to participate on a trial basis.
- Trip Committee (Trudy) – Trudy reported on a fun mini-bus trip to a White Caps game for senior night on July 30 and informed us of available seats for a White Caps trip on August 26. An extended trip to the Canadian Rockies was enjoyed early in August.
- Friends of PSC (Jill) –The Friends Board will conduct a board recruitment event at the Beacon Club on September 25. We also learned there is a plan for collaboration with some college students for generation of fundraising ideas.
- Portage Community Center (PCC) – No report.

### **Old Business**

- Grievance /Complaint policy/procedure – The proposed draft was discussed and some revisions were suggested. Jill agreed to create a revised draft for board review/approval via email.
- Room Use Guidelines for PSC staff – The content of the document written by Larry was agreed upon by the board. These guidelines will be available in the updated PSC Membership Manual which is being finalized. Jim asked whether the guidelines are for PSC activities only or whether they apply to rentals. Jill clarified that they do not apply to rentals, but that for room use determination PSC activities have priority vs. rentals.

### **New Business**

- Update to PSC Membership Manual – Mary explained that she, Monifa, and Jan Gates, PSC Administrative Assistant, have been working since May of this year to update information contained in the PSC Membership Manual. In early September a final draft will be circulated to the Advisory Board for their review for critical changes that may be needed.

**Advisory Board Comments:** Larry informed us that Mary Lou is stepping down as co-chair of the accreditation renewal committee. A replacement is needed. He also reported that he is scheduled to present a Senior Citizens Advisory Board annual update to City Council on Tuesday, September 24 at 7:30 p.m. Board attendance is encouraged. There was some discussion of the board positions that will be coming due for renewal soon. Ruth also commented that the PSC Band gave a wonderful performance at the Kalamazoo Fair and others agreed that they provided good entertainment at the Art Encounters event August 10th. Ruth Ann informed us that she will be attending the new member orientation in September.

**Citizen Comments:** None

The meeting was adjourned at 4:12 p.m.

The next Advisory Board meeting will be held September 18 at 2:30 p.m. at the Senior Center.

Submitted by Mary Maisto, Secretary