

Portage Senior Citizens Advisory Board

Meeting Minutes

July 17, 2013

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

Absent Excused: Ruth Michelhaugh and Mary Lou Petrulio

Staff: Jill Hess, Deputy Director

Guests: None

Chairperson Larry Smith called the meeting to order at 2:30 p.m. Ruth Ann moved to approve the June minutes as written. Ann seconded the motion. Minutes were unanimously approved.

Management Report for June – Jill

- There were 2285 event sign-ins in June.
- Active memberships for the Portage Senior Center (PSC) in June totaled 1721. This included 16 new members and 189 renewals. June is typically the biggest month for annual renewals. Ruth Ann mentioned she is willing to assist with calling members who are due for membership renewal. Jim suggested that all members be called once a year.
- Volunteer hours were at 1740.
- For fiscal year 2012-2013 Jill reported that PSC requested \$10,000 from the Friends of PSC for operating funds.

Items for Information

- Wellness – No report this month.
- Trip Committee (Art) – An extended trip to the Traverse City and Charlevoix area was very successful. Day trips to a Tigers game and a Gatlin Brothers show in Shipshewana went well. Monifa and Jill reported an incident that occurred during the Charlotte Mystery Dinner Train trip, concerning a news announcement made by the bus driver. Follow-up was done by Jill and Johanna Thompson, PSC Trip Coordinator, and the issue was resolved with the bus company. A rafting trip in northern Michigan was cancelled.
- Friends of PSC (Jill) –The Friends Board will conduct a board recruitment event at the Beacon Club in September. Those interested in serving on the board will be invited to attend.
- Youth Advisory Board – No representative this month. Kyle Huitt was recently appointed as the youth representative to our board.

Old Business

- Grievance /Complaint policy/procedure – The proposed new sentence written by Monifa will be added to the first paragraph of the PSC Complaint Resolution/Appeal Procedure. Larry will incorporate the addition into a draft update of the policy.
- Advisory Board Responsibilities – Larry provided each board member with a notebook containing documents for their reference while serving on the board. Information includes a current list of members, city ordinances and rules of operation pertaining to the Advisory Board, an administrative order on the staff liaison role, our goals, and other supportive information. Notebooks are to be returned when a board term is finished, and will be passed on to new members.

New Business

- Room Use Guidelines – Jill noted that a Portage administrative order allows for public use of City Hall, but details were not given. Mary shared some ideas on factors to consider when determining room use at PSC. She will email them to board members who are asked to add their thoughts as well. Jill gave us a draft list of service priorities for PSC. There was also some discussion on volunteer leader education needs.

Advisory Board Comments: Ruth Ann suggested that Portage Community Center (PCC) be added to Items for Information in our agenda. Larry commented that sometimes no information is available. Art asked how the recent fire drill at PSC went. Jill replied that all went well. Jim attended the July 11 new member orientation and was pleased with the session presented by Denita Demler. Monifa asked about use of Facebook for PSC, and Jill responded that personnel are not available to maintain it. Mary mentioned the PSC email account that is listed in the bimonthly newsletter.

Citizen Comments: None

The meeting was adjourned at 3:58 p.m.

The next Advisory Board meeting will be held August 21 at 2:30 p.m. at the Senior Center.

Submitted by Mary Maisto, Secretary