CITY OF TOMAHAWK — COMMISSION ON AGING

Tuesday, October 22, 2024
2:00 p.m.

Senior Center
113 S Tomahawk Ave

AGENDA

COMMISSION MEMBERS

MIKE LOKA
CHAIRPERSON

JEAN CRASS

KAREN STROMING

DOLLY JENKINS

PHYLLIS GORECKI

KATHY WOLFF

IVAN JENKINS

"WINTER, SPRING, SUMMER, FALL… TOMAHAWK HAS IT ALL"

1. **CALL TO ORDER**

2. **PUBLIC COMMENTS** (During this item on the agenda the Commission listens to oral comments from members of the public on non-agenda items. When speaking please state your name and limit your time to five minutes.)

3. **Minutes**
   a. August 27, 2024

4. **OTHER BUSINESS**
   a. Acceptance of Letter of Retirement from the Senior Center Director
   b. Senior Center Director Job Description
   c. Appoint Interview Ad Hoc Committee

5. **NEXT MEETING –** October 29th, 2024 at 2:00 p.m.

6. **ADJOURN**

Any additions to this agenda will be added to the original posted at City Hall. Any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Clerk-Treasurer at City Hall, 453-4040, at least three days prior to the meeting so any necessary arrangements can be made to accommodate each request.

PLEASE TURN CELL PHONES ON SILENT DURING MEETINGS

Posted: 10-18-2024

Commission on Aging
City of Tomahawk, Senior Center
113 S Tomahawk Av, Tomahawk, WI 54487
August 27th, 2024

Call to Order: Phyllis Gorecki called the Commission on Aging meeting to order at 2:02pm.

Members Present: Members present were Phyllis Gorecki, Jean Crass, Dolly Jenkins and Ivan Jenkins.

Staff members present were Senior Center Director Patti Panfil, Deputy Clerk Miranda Swenty, Administrative Assistant Lexie VanStrydonk, TAIV Director Joan Litwitz, and Barb Hartwig from ADRC.

Public comments: There were no public comments.

Minutes: Minutes from March 26th, 2024, meeting was discussed but approved by CRASS and seconded by D. JENKINS. The VOTE was unanimous.

Checks: CRASS MOVED to approve checks #1251-1267 in the amount of $1,017.64 and I. JENKINS seconded. The VOTE was unanimous.

Reports

a. Report from Tomahawk Interfaith Volunteers (TAIV) – Joan Litwitz reviewed the TAIV report with the Commission. TAIV continues to partner with the Senior Center for stock box pickups. She also stated that the TAIV van driven by Ivan Jenkins brings people to neighboring cities for grocery shopping. They only have 4-5 people attend each time, but the van can seat 6. In January, TAIV switched to assisted rides and they have had over 400 trips since the beginning of the year. Most of the trips are for medical, but also some personal trips (hair appointments, etc.)
Litwitz stated she submitted a 5310 Grant that is a supportive grant for operational support to maintain vehicles.

b. Director's Report – Patti Panfil reviewed the director's report with the commission. CRASS had asked why there was a waitlist for the stock box pickups. Panfil said she thinks it is due to budget issues. Panfil also stated the microwave at the Senior Center needs replacing, Deputy Clerk Miranda Swenty said she has a working microwave that is no longer in use at her household and would like to donate it to the center.
In the discussion regarding the Calvary Chapel of Tomahawk temporarily using the Senior Center, CRASS asked if a church can use a government owned building to hold services. Panfil stated she talked with Clerk Amanda Bartz and received an approval; they just can't take a rental fee. Panfil stated the church has been very good to them, and they even donated money from corn sales to the Senior Center.

c. Meal Report – Barb Hartwig from the ADRC stated that not much has changed. Meals on Wheels is about mid 30's for people, and the onsite dining is about 5 people, and a little higher on bingo days. CRASS asked if someone who doesn't sign up for the onsite meals can take leftover food. Hartwig

says they should still register as a participant if someone plans to take leftover food. There was also discussion about the light in the kitchen needing to be replaced. Deputy Clerk Miranda Swenty said the message will be passed along to Parks Leadsperson Steve Borem.

d. Financial Report – Patti Panfil reviewed the financial report with the Commission. Panfil stated they may be looking into other Farmer's Markets to attend to make some more money.

JEAN CRASS left at 2:32p.m., meeting is adjourned due to lack of a quorum.

Senior Center Director

Part-Time Employee
$_____/hr. DOQ

POSITION OBJECTIVES

Provides community outreach to the City's senior population by managing and coordinating recreational, social, and educational activities; identifies and evaluates programs and needs; markets programs and senior services using various forms of communications, newsletters and presentations; collaborates with local, state and national organizations addressing senior issues; develops plans to meet future needs for services and equipment; evaluates and manages volunteers, develops volunteer training, and implements policies and procedures for the Senior Center; oversees use and operation of the facility; works with the City Treasurer to develop and administer the Senior Center budget; applies for grants and manages same; regular and punctual attendance.

RESPONSIBILITIES

Essential Duties:

1. Provides management for day to day operations of the Senior Center.
2. Reviews all programs and operations for quality.
3. Orders office and building supplies as budgeted.
4. Serves as the contact for facility rental, including having each rental fill out rental forms; collects rental fees and informs renters of access.
5. Maintains a file for each program/grant.
6. Reviews and documents each program, tracks and maintains appropriate records. Ensures that confidentiality of records is maintained for clients as required by law.
7. Plan and implement program activities such as weekly bingo, seasonal celebrations and parties, fundraisers, etc.
8. Recruits and supervises volunteers at the Senior Center, processes volunteer applications and obtains criminal history checks prior to assigning duties.
9. Seeks advise, cooperation and assistance from the Commission on Aging for senior program planning and fundraising activities.
10. Writes appropriate updates for local newsletters, publications, and social media. Prepares all news releases or approves ones completed by another source.
11. Maintains and inventory of equipment and furniture.
12. Collaborates with other agencies serving families and seniors.
13. The Director is expected to resolve most day-to-day operations and maintenance problems.
14. Keep updated on services offered by Lincoln County and other agencies for seniors.
15. Perform other related duties as assigned.

REQUIREMENTS

DESIRABLE QUALIFICATIONS:

1. **Ability** to work closely with other agencies; communicate effectively orally and in writing; deal tactfully with the public; establish and maintain an efficient, orderly professional office; establish and maintain effective working relationships with superiors and peers; comprehend and follow instructions; make arithmetic calculations accurately at and acceptable speed;

operator computer programs at an acceptable speed and accuracy; learn and present information for seniors; prioritize concurrent demands; work independently; maintain a courteous, helpful manner; maintain accurate and complete files; work in a team environment; create a positive, non-judgmental and motivational atmosphere for co-workers.

2. **Knowledge:** Considerable knowledge of telephone etiquette, filing systems, writing grammar and spelling; computer programs including Microsoft Office.
3. **Special Qualifications:** Must pass a criminal background check.

EDUCATION AND/OR EXPERIENCE:

1. High school graduate with at least three years of experience in office and/or program administrations, preferable with experience in program management or equivalent combination of education and experience.
2. Program-related education and training may be required and may be paid by the program.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit, talk, see, hear, walk, handle objects, tools, standard keyboards of office equipment, and reach with arms and hands.
2. The employee must frequently lift and/or move objects up to 10 pounds, and occasionally lift or move objects up to 25 pounds.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.