

**\*\*\*ATTACHMENTS\*\*\***

**CITY OF SHEBOYGAN**

**REQUEST FOR SENIOR ACTIVITY CENTER COMMISSION CONSIDERATION**

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**ITEM DESCRIPTION:** Program Highlights, Upcoming Events, Statistics Collection

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**REPORT PREPARED BY:** Wendy Schmitz, Supervisor of Senior Activity Center

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**REPORT DATE:** May 31, 2017

**MEETING DATE:** June 21, 2017

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**FISCAL SUMMARY:**

Budget Line Item: N/A  
Budget Summary: N/A  
Budgeted Expenditure: N/A  
Budgeted Revenue: N/A

**STATUTORY REFERENCE:**

Wisconsin Statutes: N/A  
Municipal Code: N/A

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**BACKGROUND / ANALYSIS:**

None

**STAFF COMMENTS:**

Program Highlights-

- Wendy Schmitz accompanied a SAC trip to England at the end of April/ beginning of May. There were 10 people on the trip.
- Kerri Robertson hosted a Laughter Yoga workshop on May 4.
- Kerri Robertson facilitated "Stepping On" an evidenced based falls prevention program. Series continues through June.
- A very successful Ladies Luncheon was held May 12.
- IDEAS academy students presented their creative writing projects to seniors at SACS.
- Coffee with a Cop, first time event, was well received and attracted younger community members.
- Wendy Schmitz presented at the Non-Profit seminar in Appleton on May 17.
- AMP elective "Communicating with Your Doctor" was held May 19.
- Kohler High School and Sheboygan Christian HS students came as volunteers on 2 separate days to weed, spread mulch and general yard clean up, supervised by Sue Garski, senior Program Leader.
- The Friends Annual Meeting and pot luck was held at Kiwanis Park on May 24.
- A group of seniors formed a Thrivent Action Team to complete the gardening and planting project on May 25.
- Kerri Robertson taught all the Fitness Classes at Fountain Park in celebration of Senior Health and Fitness Day on May 31.

Upcoming Events-

- June 6- Food Summit with Nourish.

- June 15- International Intergenerational Conference, Milwaukee- Wendy Schmitz
- June 15- Ellis Neighborhood Block party at SACS
- June 20- Dennis McNett Workshop at SACS
- June 22- Brewers Trip
- June 29- First Wellness café- Getting a Great Night's Sleep

Statistics Collection-

April totals= 2706 (2428 in 2016)

Friends members= 623 (604 in 2016)

Volunteers = 128.6 by 15 (309.75 by 29 in 2016)

Friends Report-

The Friends Board approved the hiring of a Community Engagement Coordinator.

**ACTION REQUESTED:**

None

**ATTACHMENTS:** None

**Steps taken to fulfill strategic plan goals.**

**Quality of Life Action Items**

1. To inform senior citizens about civic engagement opportunities.
2. Complete a building adequacy study
  - Assigned to Department of Public Works

**Governing and Fiscal Management Action Items**

- Include Senior Activity Center participants in planning related to the retirement population.
- Develop a succession plan for all management positions.
- Wendy attended CVMIC Succession Planning training April 13<sup>th</sup>.
- Communication- Critical Measures

## **Senior Activity Center Commission Rules**

### **Article I Name**

**The name of the organization shall be the Senior Activity Center commission (formerly the Commission on Aging). Henceforth abbreviated to SACC in this document.**

### **Article II Mission Statement**

**The mission of the SACC is to oversee programs, activities and services through the Senior Activity Center of Sheboygan (SACS) that encourage older adults to remain active and engaged in their community.**

### **Article III Purpose**

**The SACC shall be a supervisory body in charge of the SACS operations, appointed by the Mayor of Sheboygan and reporting to the Mayor's Office. It will receive and convey information about the SACS operations to the Mayor's Office, to SACS participants and to other interested city seniors.**

### **Article IV Organization**

**Sec. 2-729.**

**The SACC shall annually elect, at the May meeting, a chairman, vice-chairman, and secretary, whose terms shall begin June 1.**

**(Ord. No. 7-08-09, 1. 6-2-08)**

### **Article IV Functions and Duties**

**Sec. 2-730.**

- (a) The city administrator in consultation with the senior activity center commission shall establish and direct policy of the multipurpose senior activity center, shall develop a mission statement, shall establish goals, shall be involved in the selection and appointment of a full-time supervisor, shall establish rules, subject to common council approval, and shall govern the facilities and activities.**
- (b) The hours of operation of the SAC of Sheboygan shall be from 8:00 a.m. to 4:00 p.m., Monday through Thursday, and on varied evenings, Fridays, and weekends as established by the city administrator in consultation with the SACC, except for city-observed holidays.**
- (c) The city administrator with input from the SACC shall direct and supervise the management and operation of the senior activity center in accordance with appropriate city policies and procedures.**
- (d) The city administrator in consultation with the SACC shall oversee the budget and financial activities of the senior activity center, subject to common council approval.**

- (e) The city administrator in consultation with the SACC shall report to the common council on the status of the management and operation of the senior activity center annually.**
- (f) To encourage and promote gifts, grants and donations of money and property from all available resources for senior activity center purposes.**  
**(Ord. No. 7-08-09, 1, 6-2-08; Ord. No. 45-10-11, 3, 12-20-10; Ord. No. 58-12-13, 1, 4-15-13)**

## **Article V Membership**

### **Sec. 2-726. Composition**

**The SACC shall consist of nine voting members, composed of eight citizen members and one council member. The SAC Supervisor shall be a non-voting ex-officio member. A minimum of three of the citizen members shall be members of the Friends of the SAC. The names of the citizen members shall be recommended to the Mayor by the SACC, and shall represent a cross-section of the community. Final appointments shall be made by the mayor, subject to approval by the Common Council.**

### **Sec. 2-727. Appointment**

**The citizen members of the SACC shall serve for a term of three years, and may be reappointed for not more than one consecutive three-year term. After the second three-year term, the individual must remain off the commission for one-year before being eligible for reappointment. The council member shall serve a one-year term, to expire at the end of the council year for which the council member was appointed. The mayor may reappoint the council member at his/her discretion, subject to council approval.**

## **Duties of Officers**

- (a) The chairperson shall preside at all meetings and shall be an ex-officio member of all committees, and shall carry out other duties pertaining to the office as the SACC directs. The SACS Supervisor or designee shall set and distribute the meeting agendas, after consultation with the SACC chair.**
- (b) The vice-chairperson shall preside in the absence of the chairperson and shall carry out other assigned duties.**
- (c) The secretary shall keep accurate records and minutes of the proceedings of the SACC, and shall be responsible for correspondence, or delegate this task. The secretary shall also receive minutes of all sub-committee meetings. The minutes shall be reported to the supervisor of the SACS, the chair of the SACC, and the city clerk no later than 96 hours following the meeting and presented to the public and members 24 hours before the next meeting.**

## **Committees**

- (a) Elected officers shall constitute the executive committee.**
- (b) The executive committee shall appoint all committees and ad-hoc committees as needed.**

## **Meetings**

- (a) Regular SACC meetings shall be held bi-monthly at the SACS.**
- (b) Special meetings may be called by the chairperson or vice-chairperson and may act on behalf of the SACC, when necessary, between regular SACC meetings.**
- (c) Vacancies are to be filled within two months after a vacancy occurs, by candidates suggested by the SACC to the mayor, and appointed by the mayor.**
- (d) These rules may be amended by a majority vote of the SACC at a regular meeting and approved by the Common Council.**
- (e) Any proposed amendment must be submitted to the SACC at least one month prior to voting on the amendment.**

## **Article VI Rules of Order**

**Conduct of the meeting shall follow Robert's Rules of Order.**

**Retyped on 05/04/2017 by Wendy Schmitz, Supervisor**

**Final approval received from SACC -**