

**APPROVED MINUTES SENIOR CENTER BOARD  
CITY OF DERBY  
January 11, 2023 9:10 AM**

**CALL TO ORDER:**

Jim Burgess

Dixie Chapman –Chairman

Tom Davidson – Secretary

Kay DePriest

Janice Neagle

Diane Schmitt

Marsha Volz– Vice Chairman

**CITY STAFF**

Dan Bronson, Deputy City Manager - ABSENT

Jenny Foster-Farquhar, Director

Amy Bruso, Activity and Volunteer Coordinator

Ashley Cory, Administrative Assistant

**Agenda Item #1**

**PUBLIC FORUM**

No public in attendance.

**Agenda Item #2**

**RE: DIRECTOR’S REPORT AND BOARD COMMENTS**

**DIRECTOR REPORT**

Member surveys have gone out and are available at the center. Approximately, 90 completed surveys have been returned. The closing date for surveys is Tuesday, January 17<sup>th</sup>. She asked board members to encourage center patrons to complete the survey.

The member handbook has been updated and is currently in the review process by Human Resources. Once that review is completed a determination will be made on whether a final review needs to be completed by legal counsel. Once the handbook has received final approval, it will be shared with the advisory board members.

The center was awarded an enrichment grant by the Derby Community Foundation in the amount of \$2,500 to support the senior garden. The funds will be used for outdoor furniture and supplies. A check presentation was made at the City Council meeting on January 10. Additionally, the DCF provided a donation of \$500 to go toward scholarships rides for the Derby Dash.

A response was received from the National Council on Aging regarding the accreditation plaque. The plaque has been sent to the printers and will hopefully be received in the next several weeks.

The Senior Center will be closed on Monday, January 16<sup>th</sup> for Martin Luther King Jr. holiday. The center will be closing early at 11:30 on Friday, January 13<sup>th</sup> for a city staff

training. The fitness sub-committee will reconvene in February. A garden planning meeting is scheduled for February.

The Derby Dash is a recipient of 5310 federal grant funding to support operations. Grant applications are due in late February so staff will be working on the application and federal grant reporting.

The 2024 budget kick off for the city begins this week. Jenny asked board members for any ideas or thoughts regarding equipment, facility needs, or programming.

There have been a couple of interviews for the Transportation Coordinator position but recruitment is ongoing. Sonya's last day will be January 31<sup>st</sup>; there will be a come-and-go retirement party for her from 9:00 AM-11:00 AM. Please attend as you are able.

### **BOARD COMMENTS**

Jim commented that he is attending the Sedgwick County Aging Board meeting and the number one agenda item is budget cuts. He said he will update as he knows more.

Janice commented that serving the senior community was important and that seniors have worked their entire lives and paid taxes and deserved to be served and cared for. Janice stated that she is on the board to serve the seniors and expects the center to serve the seniors, as well. Discussion was held regarding meeting the needs of seniors today and into the future and that work needed to be done in both areas in order to increase membership and meet accreditation standards.

### **Agenda Item #3**

RE: APPROVAL OF ADVISORY BOARD MINUTES FROM DECEMBER 14, 2022

MOTION: Jim made a motion to accept the Advisory Board minutes for December 14, 2022 after a change of the wording from "Dan suggested to the board..." to "Dan challenged the board...". Diane seconded.

VOTE: 7 yea, motion carried.

### **Agenda Item #4**

RE: BOARD TERMS/APPLICATIONS/TIMELINE 2023

Jenny updated the board that she had met with Marsha about an incorrect term date that had been listed in the board manual. The incorrect date was related to Marsha's term ending in January 2023. New sheets for each member's books were distributed to reflect the correct term date of May 2023. Jenny then let the board know that the city clerk had reached out regarding 4 board member's terms that expire at the end of April. Those expiring are Dixie, Janice, Tom, and Marsha. Jenny briefly explained the reapplication process, the timeline, and the deadline of March 16 by 5:00 PM. All of the board members requested copies of the applications once they were available.

Jim requested sheets with each board member's contact information be made. They will be provided at the February board meeting.

#### **Agenda Item #5**

RE: RECEIVE AND FILE DERBY DASH SCHOLARSHIP FUND REPORT FOR DECEMBER 2022 AND REVIEW DERBY DASH RIDER STATISTICS

Jenny reviewed the scholarship balances. \$31 was used toward a scholarship leaving a balance of \$100 in scholarships for senior riders. There was a donation of \$40 made in December and \$60 used in scholarships for non-senior riders. There is an overall balance of \$970.21 in scholarship money for any eligible riders.

MOTION: Diane made a motion to accept the Derby Dash report. Janice seconded.

VOTE: 7 yea, motion carried.

#### **Agenda Item #6**

RE: TNT PAST PERFORMANCE REVIEW

The board was provided some performance report spreadsheets that Jenny had located and the board had an opportunity to look through them and discuss.

#### **Agenda Item #7**

RE: SUGGESTION CARDS

There were no suggestion cards. Diane asked if all suggestions that get put in the suggestion box are brought in to the meetings. Jenny answered that all have been with the exception of one as it was a comment made about her children being present at the center which was not a suggestion related to senior services programs or operations. Jenny shared with the board that her children attended the accreditation celebration which was an event open to the public and have volunteered for bingo and the senior garden and that. Jenny reminded the board that children are permitted to visit, volunteer and participate in programming that is intergenerational with the appropriate adult supervision and/or Director approval. Current policy includes this and the updated member handbook will include information on this. Jenny shared that the city encourages, welcomes and supports a family friendly atmosphere. She shared that she also spoke with a member regarding children at the center and center policy. There was no further discussion.

#### **Agenda Item #8**

RE: NEW BUSINESS

Kay inquired about the minutes from the special board meeting. They had not been completed by the time of the January meeting but will be included in the February agenda.

**ADJOURNMENT**

MOTION: Tom made a motion to adjourn. Marsha seconded.

VOTE: 7 yea, motion carried.

**Information:** Next Advisory Board meeting is scheduled in the Senior Center Conference Room for Wednesday, February 8, 2023 @ 9:10 AM.

*Dipie Chapman*  
Chairman  
Senior Services Advisory Board

2-13-2023  
Date