

MINUTES
June 4, 2020

- Call meeting to order, Chair, Jim Hughes

IN ATTENDANCE: Laurie Allen, Al Barth, Carol Brunn, Perry Biese, Amy Christensen, Jim Hughes, Shaunna Johnson, Sharon Kolstad, Ann Matvick, Kris Peterson, Jeff Proell, Janet Reigstad, Keisha Scheie, Steve Heinen, Aging Service/RSVP staff: Lisa Braun, Jennifer Wucherer, Heather Brooks & Joleen Christiansen

- Approval of minutes: **APPROVED with motion by Shaunna Johnson, second by Perry Biese, none opposed.**

- Adjustments to the agenda - **None**

--Ice Breaker – **Acts of service and/or kindness around you**

ITEMS OF INTEREST:

- RSVP Advisory Council By-Laws adoption – Lisa reviewed all changes for the by-laws. Most of the changes were moving different paragraphs or sentences to more appropriate places in the by-laws. **APPROVED with motion by Kris Peterson, second by Al Barth, none opposed. Final version will be distributed by email.**
- Funding
 - City and County budgets – Lisa has completed all City and County budgets and is scheduling personal meetings with Jennifer and herself with each of the funding sources. So far, Sherburne County is scheduled for June 8th and the City of Sauk Rapids is June 10th.
 - United Way funding/ Youth grant – Lisa reported that United Way will be sending out their funding amounts for the next year which starts July 1 next week. Currently all RSVP funds have been stopped and we may or may not receive about 40% of what we had been receiving or we may not receive any funding at all. Also, there should be a decision coming out next week on the youth grant through United Way Partner for Student Success.
 - Loss of funds and fundraising dollars due to COVID-19 - Jennifer
 - United Way (April/May & future prediction) - \$2,337.38
 - Expo for Seniors - \$1,500
 - ? Rox Baseball - \$4,200
 - ? Brat Stands - \$1,490
 - Total projected loss = \$9,527.38
 - Expense Reduction - Jennifer
 - Volunteer mileage reimbursement (Jan-June 2020: budgeted \$17,450/ projection is \$4,900)
 - Staff Payroll (budgeted and projections conclude a \$26,804 difference ahead however this does not take into account sick leave payout expenses for Lisa's retirement.
 - Future Fundraiser - Jennifer
 - Future Tending for a Cause at Beaver's Island- 8/5/2020 5-7pm
 - Future Grant Opportunities – Joleen (detail in staff report on pg 4 & 5)
 - Move the Mall – Joleen (detail in staff report on pg 4 & 5)
 - Volunteer Recognition Donation Letter – Jennifer shared via email attachment the donation letter draft and potential donor list and asked members to review the documents and send back feedback or suggestions of business to add to the donor list.
- Marketing & Publications - Joleen (detail in staff report on pg 4 & 5)
- Senior Friendship Circles – Jennifer shared information on the developments of

this new program. RSVP is currently collecting participant registrations and volunteer commitments from seniors that wish to participate in a weekly phone conference visit to serve as a means of socialization.

- Volunteer Engagement – What is happening? - Heather
 - Volunteers are still active in the community by sewing and donating masks, virtually reading to students, being pen pals to students and older adults in senior living communities, assisting in food shelves and meal programs, cleaning city ponds and storm drains, doing data entry and at-home virtual tasks, providing transportation, and by making phone calls with isolated seniors.
- Aging Service Department – Lisa reported that the Aging Services Department has been meeting almost weekly to discuss the future structure of the Aging Services Department including RSVP and Whitney Senior Center. Discussions are also happening about procedures and protocols about how and when to re-open Whitney Senior Center once the Governor approves of this type of center opening. No decisions have been made on either issue, but Advisory Council members will receive information as it is finalized between now and the next Advisory Council meeting.
- Additional staff updates (see below)
- Other items of interest – All

Heather Brooks

Birthday calls	14
New Site Partner Agreement	1
Senior Community Services	
New Site Exploration	1
Senior Community Services	
RSVP display opportunities	1
Brochures are on display at Sherburne Gov Center	
RSVP newsletter/posting articles	3
Elk River Senior Center/Keller Lake Commons/ Becker Senior Center	
Vol Bridge publication & social media submissions	3
Elk River Star News, The Citizen, Sherburne County Area United Way	
Volunteer Bridge referrals	1

Personnel Issues

Trainings	5
Webinars on Helping Caregivers of Loved Ones Find Support, Working from Home 101, Resolving Conflict During Trying Times, End of Life Planning, and Establish a Volunteer Led Social Wellness Program	
Annual Personnel Review with Director	1

Annual Goals: Progress on Action Steps - RSVP Indicators of Success

Indicator 1 – Total Enrollments	0
Indicator 2 – Total Placements	
Ongoing	10
Placement Org Detail	
Performance Measure Placements:	10
Other Community Priorities	10

Other

Meetings – Total	9
RSVP Staff	3
Aging Services	3
Sherburne County Senior Providers Network	2

Lisa J. Braun – RSVP/Aging Services Director

- *12- month Federal Project Progress Report – 5-14-2020
- *Emcee Sauk Rapids Citizen of the Year Recognition Event - postponed
- * National Volunteer Week
 - “Volunteer riding in Style Limousine - postponed
 - Radio Spots – KNSI/WJON – 10 radio interviews (by RSVP Staff)
- WJON Radio Interview
- SCAVC Agency spotlight
- Facilitated Catholic Charities storage on 1,000 boxes of shelf stable food at RECC

Intergovernmental

- Stearns County Donations Management Center – 5-4-2020, 5-5-2020, 5-7-2020, 5-12-2020, 5-14-2020, 5-19-2020, 5-28-2020
- Aging Services Department – 5-4-2020, 5-11-2020, 5-27-2020
- Live Well at Home Block grant meeting/review of RFP
- RSVP Advisory Council meeting
- St. Cloud State of the City Address
- Central MN Council on Aging Providers meeting
- Live Well at Home final grant review meeting
- Move the Mall committee
- Federal Project Progress Report for 3-year grant submitted – 5-19-2020
- Whitney Senior Center Advisory Board

Personnel

- *Employee Performance Evaluations
 - Jennifer Wucherer - 5-21-2020
 - Joleen Christiansen – 5-21-2020
 - Heather Brooks – 5-27-2020
- Meeting with Charlotte Henry
- Meeting with Jan Madsen
- RSVP Director training for Jennifer Wucherer and Joleen Christiansen
- Phone meeting with Sherry Scholtes
- Meeting with Paula Woischke

Other

- RSVP Staff – 5-6-2020, 5-27-2020
- Partner for Student Success
- SCAVC
- United Way Director’s Council
- Sauk Rapids Chamber

Jennifer Wucherer – Interim RSVP Director

- Developed a new program, Senior Friendship Circles to help combat social isolation and loneliness. Next steps: Marketing, volunteer and participant registration
 - Recruited **8** RSVP volunteers to place over **600** phone check-in calls to Whitney Senior Center Patrons and RSVP volunteers without email.
 - Secured and obtained donated furniture from Netgain for RSVP offices
 - Sent **70** email correspondences with community partners regarding monthly RSVP timesheets
 - Volunteer recognition: Placed **73** Birthday calls
 - Daily phone visits to volunteers
- Intergovernmental**
- Age-Friendly Communities proposal and exploration for the City of St. Cloud

Attended the Mayor's Virtual City Address
Living Well Grant – Developed Senior Friendship Circle program,
reviewed and proposed grant feedback.
Organized Whitney Time summer issue front cover – developed theme and
secured volunteer photographer.
Evaluation with supervisor, Lisa Braun
Sat in on RSVP staff evaluations for Heather Brooks and Joleen Christiansen
Aging Services Staff Meeting X 3
RSVP staff meeting X 4

Personnel Issues

Social Isolation and Loneliness Among Older American's during COVID-19
(NCOA) Webinar
Guidance for Senior Centers during COVID-10 (NCOA) webinar
E-Grants training for RSVP Federal Grant Reporting
Finance Process and Managers Report training
Senior Corps New Project Director Series training webinar
Establish a Volunteer Led Social Wellness Call Program (NCOA) webinar

1 Total Volunteer Enrollment

3 Total Ongoing Volunteer Placements:

- 8 volunteer leaders for Senior Friendship Circles
- 6 volunteers to assist with the COSC Wastewater Adopt-a-Drain
Program
- 1 volunteer to assist COSC Public Works Adopt-a-Pond Program

2 One-time Community Events:

- 4 volunteers planted and prepared the Veteran Memorial flower
gardens at the MAC
- 1 volunteer photographer for Whitney Senior Center Whitney Time front
page cover

Other meetings attended:

Move the Mall Fundraiser - Virtual
St. Cloud Area Volunteer Coordinators - Virtual

Joleen Christiansen - Outreach & Grants Coordinator

General:

Added FB posts – introducing Friendship Circles, along with sharing items of
note to stay in touch including: RSVP Resilient for Memorial Day with Sr Corp
TY; Move the Mall updates; We miss you 'I hope you're proud'; virtual reading
by RSVP volunteer Ann; suggestion to contribute to Stearns History archive.
Last volunteer interviews for Vignettes by RSVP Volunteer Lalita S, submitted
to Lisa for use in the eGrants final Progress Report.
Web updates on volunteer opportunities & Advisory Council updates of 2020
Agendas, Minutes and Members.
Whitney Time: prepared 2 page spread on RSVP for June issue insert to
weekend subscribers of St Cloud Times.
Updated creative on new logo combining COSC, Aging
Services, Senior Corp emblem & RSVP.
Prepared creative; along with flyer, tri-fold and rack
card designs for new Friendship Circles program
Volunteer Reporter (VR) upgrade review – preparing for
the data backup and upgrade to version 6.7. Working with Lisa to determine
what will be needed to prepare for tracking of the focus areas that will be



required with the 2020-2023 Federal grant.

Office furniture move, packing/unpacking. Clean carpets & fresh paint are wonderful!

Completed 360 evaluation and received my six-month informal review.

Fundraising Efforts:

Move the Mall 2020 – RSVP & FGP jointly decided to indefinitely postpone this event, rather than choose a date again (formerly March 21, then June 13).

The team will revisit after July 4th to decide on a new date, make modifications to the event, or cancel based on the Covid-19 evolving situation. I

communicated this change to all registered Walkers and planned Vendors via email or phone. Updated information on social media posts and community calendars.

Grants review – began review or submitted several potential grantors to look for funding opportunities, including Great River Energy, Women’s Foundation, Central MN Disaster Funding, CMUW Relief Funds, Central MN Response Funds, and more in research. Created a process tracking spreadsheet for grant research, submissions and results.

Financial Activities

Revenues Requested and/or Received during **April 2020**

Federal: 14876.03

Sherburne Co: 22131.75

City of Waite Park: 5500.00

United Way: 779.13

COSC: 8333.33

Donations/Misc: 150.65

Grant end reports prepared - submitted final PMS-FFR in the Payment Management System for the 2017-2020 Federal grant. This report is a verification of fund balancing of the drawdowns we have received through the Federal grant.

Prepared VR reports for Lisa for use in preparing 2017-2020 Federal Grant final progress reports.

Completed May payroll financial tracking, first look at May expenses.

Managers’ Report process reconciliation April – creating new tracking for Revenue and Expense for the new 3-year Federal grant period (2020-2023)

Timesheet management – monitoring incoming timesheets for April. Volumes of hours is down considerably. April hours will not be entered into VR until after the 6.7 system upgrade. Prepared spreadsheet for tracking May hours & emailing out June timesheets.

Provided overview of my part of our financial process to Jennifer

Outreach - Board, Committee, Meeting Activities:

St Cloud Chamber of Commerce virtual meeting

RSVP Advisory Council meeting

SCAVC Meeting

Webinar – Guidance for Resuming On-site Sr Center Operations

NSCA Town Hall – Future of Sr Corps Programs in our new reality

CNCS - Began coursework through CNCS Litmos – completed 1st 2 modules of learning path - Orientation to Litmos & Overview of CNCS Partnership

Aging Service: Participated in TED Talk virtual, that was led by our RSVP

Volunteer, Lalita

Participated in overview of Title III grant application, led by Paula W.

Attended a CivicRec demo for potential use, given by CivicPlus

Intergovernmental:

Aging Services Staff Meeting(s) with Tony

Mayor Kleis – State of the City

RSVP Staff Meeting(s)

City of St Cloud Jobs – Hours Served, Summary by Job

Hours for COSC related jobs were minimal for April 2020. A single placement reported hours:

RSVP - Volunteer Representative: 15.25 hours

COVID-19

3 hours of COVID leave were used during May

ANNOUNCEMENTS

- Next Meeting –**September 3, 2020 at 2:30pm**
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ADJOURNMENT: Motion by Perry Biese, second by Keisha Scheie, none opposed.