



SENIOR CENTER ADVISORY BOARD

Stephenville Senior Citizens Center, 164 E. College
Tuesday, May 18, 2021 at 12:00 PM

AGENDA

CALL TO ORDER

REGULAR AGENDA

- [1.](#) Approval of Minutes from February 20, 2020
- [2.](#) Financial Reports
- [3.](#) Monthly Activity Report February - April 2021
4. Board Member Comments and/or Requests for Upcoming Agenda Items

ADJOURN

Those wishing to address the Senior Center Advisory Board may do so in person. Written correspondence may also be mailed to City Hall or emailed to Kelli Votypka at kvotypka@stephenvilletx.gov. Written correspondence must be received by 9:00 a.m. on May 18, 2021. For alternate arrangements, please contact Ms. Votypka at least 48 hours prior to the meeting.

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.

STEPHENVILLE SENIOR CITIZENS CENTER

ADVISORY BOARD

FEBRUARY 20, 2020 MEETING MINUTES

- I. Chairman Mike Martin called the meeting of the Senior Citizens Advisory Board to order at 10:00 a.m. Thursday, February 20, 2020. Meeting was held in the annex room of the Stephenville Senior Citizens Center with members Mike Martin, Jan Smith, Judith Meador, Marlene Dupas, Edith Stanfield, Sheryl Wells and Joanna Lay present. Staff members present were Jen Basham and Sandy Morgan.
- II. The minutes of the January 28, 2020 meeting were approved as written. Jan Smith advised she had not received a copy of the City's Guidelines for Advisory Boards as reflected in the minutes. Jen promised she would get them to her.
- III. Report on Steering Committee:

Chairman Martin advised he has attended both meetings held thus far. The result to this point is the feasibility study survey that is being circulated to as many people as possible. Surveys are available at the Senior Center, the library and the rec center as well as at City Hall. They are also available on-line through Survey Monkey. Various members of this Board either have or are going to distribute surveys. Some City staff and/or Council members will make presentations to various civic clubs and upcoming events and articles will be presented for newspaper distribution. Town hall meetings will be held March 5 at the Recreation Hall, April 2 at the Library and May 7 at the Senior Center. All surveys must be completed by March 15, 2020. You do not have to live inside the city limits to take the survey and the more input we can get is important. Ms. Basham said currently statistics show 59% of survey takers live inside city limits, 39% outside and 2% other; 27% of on-line survey takers are over the age of 55 and 15% are over the age of 65. Board members expressed there has been some negativity since other surveys have been taken with nothing to show for it. Replies to these thoughts should reflect the City Council supports the initiative and an architect has been hired to do renderings of a new facility. Current buildings are no longer going to function and while some cities ask that a building serve for 20 years, our Council wants the building to serve the citizens for at least 50 years. The site for the new building is undetermined, but the City Park is the expected place as it must be on city-owned land. It was stressed that expediency is of great importance as it is only six months until the request must be put on the ballot and only nine months until the November vote.

Steering committee meetings are open to the public. Committee members consist of the City Council members and one person each from Parks and Recreation

Board, Senior Center, and Library as well as community member Seth Moore and Staff liaison Jen Basham. Remaining meetings will be held every two weeks beginning March 5 and ending June 4, 2020.

IV. Board Comments:

Ms. Stanfield expressed her concern that a lot of senior citizens will not be so vocal about a new facility, but seniors have already been involved in community, school and business events for years as their families matured and are deserving of a new facility.

Chairman Martin commented about the Council's newly proposed 2% tax increase in hotel occupancy tax. This increase is to be used for upkeep and enhancements to sports facilities and should bring in an estimated \$150,000 per year.

Chairman Martin also said we need to get the surveys out to as many people as possible as this survey is for everyone. Comment cards, a synopsis of the larger survey, will be available at town hall meetings.

Ms. Stanfield commented a bus for use of the three entities would be helpful as only CARR is available at this time and not always dependable. Some time ago, there was a bus available, but Ms. Basham advised it would entail the hiring of an additional person as a driver with CDL license and would be cost prohibitive.

V. There being no further business, Chairman Martin adjourned the meeting at 10:35 a.m.

Stephenville Senior Citizens Financial Report

<u>Revenues</u>	<u>2019 Oct-Dec</u>	<u>2020 Oct-Dec</u>	<u>2020 Jan-March</u>	<u>2021 Jan-March</u>
Rental-Sr Citizen Facility	22.00	0.00	657.50	0.00
Rec Senior Program Activities	1,820.50	0.00	1,984.00	4.00
Rec Sr. Citizen Dances	760.00	0.00	500.00	0.00
Sr. Citizen Donations/Memorials	0.00	150.00	0.00	100.00
Sr. Citizen Dance Donations	931.00	0.00	2,060.00	0.00
Coke Machine Revenue	33.20	0.00	39.25	29.95
Grants	328.57	5,250.72	587.45	496.16
	<u>3,895.27</u>	<u>5,400.72</u>	<u>5,828.20</u>	<u>630.11</u>
<u>Expenditures</u>				
Personnel	20,875.36	17,031.46	15,339.50	14,724.10
Contractual	10,131.40	4,167.43	8,986.65	2,979.21
General Services	3,469.08	2,901.40	5,678.83	2,992.46
Machine & Equipment Maintenance	3,320.52	4,106.87	210.49	409.53
	<u>37,796.36</u>	<u>28,207.16</u>	<u>30,215.47</u>	<u>21,105.30</u>
Revenue Over (Under) Expenses	(33,901.09)	(22,806.44)	(24,387.27)	(20,475.19)

MONTHLY REPORT



Item 3.

DEPARTMENT: SENIOR CITIZENS CENTER

MONTH: FEBRUARY 2021

STAFF REPORTING SANDY MORGAN

DATE AS OF: 3/15/2021

METRICS AND REGISTRATION NUMBERS (Month to Month Comparison and YTD)

Metric	COMMENT	2020	2019	Year to Date	R	NR
# OF SCANS IN'S			871	4829	0	0
# of MEMBERSHIPS			14	127		
NEW PROGRAM	CURBSIDE DRIVE THRU LUNCHEON	93		1770		
	ACTIVITY PACKETS FOR NO INTERNET USERS			448		
SCHEDULED ACTIVITIES			1312	7012		
HEALTH SERVICES	BLOOD PRESSURE & GLUCOSE CHECKS (20)		14	103		
CLASSES	MEDITATION W/SHIRLEY PASCAL (20) A & M AGRILIFE EXTENSION SERVICE (20) TEXAS HEALTH HARRIS METHODIST (20)		20	56		
CONTRACTED SERVICES	TAI CHI (20) - YOGA (20)		175	976		
CLUBS	TGIF 42 CLUB (20) BOOK CLUB (20) ALZHEIMER'S SUPPORT GRP (20) ESSENTIAL OIL CLUB (20)		69	317		
SEASONAL/ SPECIAL EVENTS	TAX AIDE (20- 21) I LOVE MY PET (20)	119	98	588		
OFF SITE ACTIVITIES	WATER EXERCISE (20)		74	237		
RENTAL	BIRTHDAY PARTY (20) RELAY FOR LIFE CHILI (20) FAITH HOME SCHOOL CO-OP DANCE (20)		160	500		
PRESENTATION	CHRONIC DISEASE: WHAT YOU NEED TO KNOW (20) CENSUS 2020: WHAT YOU NEED TO KNOW (20)		26	57		
GRAND TOTALS		212	1948	12,064		

PROGRAMS & UPCOMING EVENTS

Free Curbside Drive Thru Luncheon for 55+	Fridays from 11a.m. – 12p.m.
AARP Tax Assistance Program (By appointment Only)	Monday & Wednesday from 9:30a.m. – 3:30 p.m.
Domino & Card Games	Mon-Fri 8a.m. – 5p.m.

MAINTENANCE & FACILITIES

Maintenance	CONTRACTOR	Cost	Budgeted or Non

WINS & CHALLENGES

MONTHLY REPORT



Item 3.

The Curbside Drive Thru Luncheon has been a huge success. On June 5th (starting date), we serve 25 meals. Since June 5th, we have served 1,770 meals all together.

STEPHENVILLE SENIOR CITIZENS CENTER FACEBOOK PAGE

MONTH/YEAR	FOLLOWERS	LIKES	REACHED	VIEWS
JANUARY 2020	543	539	3757	130
FEBRUARY 2020	555	550	2320	108
MARCH 2020	562	557	560	112
APRIL 2020	564	558	589	68
MAY 2020	591	582	22736	304
JUNE2020	648	639	11932	234
JULY 2020	691	681	7038	235
AUGUST 2020	948	939	6347	325
SEPTEMBER 2020	1035	1026	6,763	195
OCTOBER 2020	1075	1066	4045	168
NOVEMBER 2020	1080	1072	7902	108
DECEMBER 2020	1086	1079	3132	120

MONTH/YEAR	FOLLOWERS	LIKES	REACHED	VIEWS
JANUARY 2021	1,101	1093	5,633	109
FEBRUARY 2021	1,105	1098	6,737	117
MARCH 2021				
APRIL 2021				
MAY 2021				
JUNE2021				
JULY 2021				
AUGUST 2021				
SEPTEMBER 2021				
OCTOBER 2021				
NOVEMBER 2021				
DECEMBER 2021				

MONTHLY REPORT



Item 3.

DEPARTMENT: SENIOR CITIZENS CENTER

MONTH: March 2021

STAFF REPORTING SANDY MORGAN

DATE AS OF: 4/15/2021

METRICS AND REGISTRATION NUMBERS (Month to Month Comparison and YTD)

Metric	COMMENT	2021	2020	Year to Date	R	NR
# OF SCANS IN'S		164	376	4993	140	24
# of MEMBERSHIPS		21	4	148		
NEW PROGRAM	CURBSIDE DRIVE THRU LUNCHEON	192		1962		
	ACTIVITY PACKETS FOR NO INTERNET USERS			448		
SCHEDULED ACTIVITIES	DOMINO & CARD GAMES (20-21) CONGREGAGE MEALS (20-21) LINE DANCING (20) EXERCISE (20) ART CLASS (20) POTLUCK (20) COUNTRY & WESTERN DANCE (20)	182	585	7194		
HEALTH SERVICES	BLOOD PRESSURE & GLUCOSE CHECKS (20)		16	103		
CLASSES	MEDITATION W/SHIRLEY PASCAL (20) A & M AGRILIFE EXTENSION SERVICE (20) TEXAS HEALTH HARRIS METHODIST (20)		2	56		
CONTRACTED SERVICES	TAI CHI (20) - YOGA (20)		81	976		
CLUBS	TGIF 42 CLUB (20) BOOK CLUB (20) ALZHEIMER'S SUPPORT GRP (20) ESSENTIAL OIL CLUB (20)		14	317		
SEASONAL/ SPECIAL EVENTS	TAX AIDE (20- 21)	442	51	1030		
OFF SITE ACTIVITIES	WATER EXERCISE (20)		31	237		
RENTAL			0	500		
PRESENTATION			0	57		
GRAND TOTALS		816	780	12,880		

PROGRAMS & UPCOMING EVENTS

Free Curbside Drive Thru Luncheon for 55+	Fridays from 11a.m. – 12p.m.
AARP Tax Assistance Program (By appointment Only) Ends April 14	Monday & Wednesday from 9:30a.m. – 3:30 p.m.
Domino & Card Games	Mon-Fri 8a.m. – 5p.m.
Regular Yoga by Robin McClinton	Tues & Thurs 10a.m. – 11a.m.
Chair Yoga by Robin McClinton	Tues & Thurs 11:15a.m. – 12p.m.

MONTHLY REPORT



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MAINTENANCE & FACILITIES

Maintenance	CONTRACTOR	Cost	Budgeted or Non

WINS & CHALLENGES

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JANUARY 2021	1,101	1093	5,633	109
FEBRUARY 2021	1,105	1098	6,737	117
MARCH 2021	1,134	1,126	12,880	182
APRIL 2021				
MAY 2021				
JUNE2021				
JULY 2021				
AUGUST 2021				
SEPTEMBER 2021				
OCTOBER 2021				
NOVEMBER 2021				
DECEMBER 2021				

MONTHLY REPORT



Item 3.

DEPARTMENT: SENIOR CITIZENS CENTER

MONTH: April 2021

STAFF REPORTING SANDY MORGAN

DATE AS OF: 5/10/2021

METRICS AND REGISTRATION NUMBERS (Month to Month Comparison and YTD)

Metric	COMMENT	2021	2020	Year to Date	R	NR
# OF SCANS IN'S		312	0	5305	269	43
# of MEMBERSHIPS		11	0	159		
NEW PROGRAM	CURBSIDE DRIVE THRU LUNCHEON	134	0	2096		
	ACTIVITY PACKETS FOR NO INTERNET USERS			448		
SCHEDULED ACTIVITIES	DOMINO & CARD GAMES (20-21) CONGREGAGE MEALS (20-21) LINE DANCING (20) EXERCISE (20) ART CLASS (20) POTLUCK (20) COUNTRY & WESTERN DANCE (20)	192	0	7386		
HEALTH SERVICES	BLOOD PRESSURE & GLUCOSE CHECKS (20)	0	0	103		
CLASSES	MEDITATION W/SHIRLEY PASCAL (20) A & M AGRILIFE EXTENSION SERVICE (20) TEXAS HEALTH HARRIS METHODIST (20)	0	0	56		
CONTRACTED SERVICES	TAI CHI (20) - YOGA (20- 21)	135	0	1111		
CLUBS	TGIF 42 CLUB (20) BOOK CLUB (20) ALZHEIMER'S SUPPORT GRP (20) ESSENTIAL OIL CLUB (20)	0	0	317		
SEASONAL/ SPECIAL EVENTS	TAX AIDE (20- 21)	71	0	1101		
OFF SITE ACTIVITIES	WATER EXERCISE (20)	0	0	237		
RENTAL		0	0	500		
PRESENTATION		0	0	57		
GRAND TOTALS		532	0	13,412		

PROGRAMS & UPCOMING EVENTS

Free Curbside Drive Thru Luncheon for 55+	Fridays from 11a.m. – 12p.m.
Container Garden w/Annals	May 12 th 10a.m.
Pinspiration craft (candle making)	May 18 th 2p.m.
Caregivers Support Group	May 20 th at 2p.m.
Domino & Card Games	Mon-Fri 8a.m. – 5p.m.
Regular Yoga by Robin McClinton	Tues & Thurs 10a.m. – 11a.m.
Chair Yoga by Robin McClinton	Tues & Thurs 11:15a.m. – 12p.m.

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FEBRUARY 2021	1,105	1098	6,737	117
MARCH 2021	1,134	1,126	12,880	182
APRIL 2021	1137	1129	5759	151
MAY 2021				
JUNE2021				
JULY 2021				
AUGUST 2021				
SEPTEMBER 2021				
OCTOBER 2021				
NOVEMBER 2021				
DECEMBER 2021				