

COMMUNITY SERVICES ADVISORY BOARD
Friday, July 19, 2013

Attendance: Debbie Bock, Ann Gilmore Orin, Dave Britton Nancy Girardot, Diane Pavan, Ellen Screwvala, Victoria Stavlas, Penny Dolski, Councilman Dwight Clark

Guests: None

Absent: Polly Clemo, Scott Pohlkamp, Georganne Vartorella,

- I. **Minutes:** The minutes of the April 2013 meeting were approved as written.
- II. Announcements – Welcomed Ann Orin to the board as a staff member having accepted the Senior Center Activities position, Polly Clemo will join the board taking over Ann’s position as board member.
- III. Audience Comments – none
- IV. Department updates:
 - a. **Community Services**
 - i. **Personnel** – Debbie stated that Ann Orin accepted the position as Activities Manager after Liz Carey vacated the position after just three days. Liz was offered a job in Avon Lake in the Building Department for which she was well qualified. Ann accepted the position and has already started. Debbie reported that she would still like to have a part time outreach worker added to the staff at such time that funding was available for this, and that would make the staffing levels a bit more comparable to staffing at other senior centers.
 - ii. **Donation-** The department was able to purchase 3 Garmin GPS devices, one for each of the vehicles due to donations made by friends and family members of long standing and much missed volunteer Ruth Poltorak.
 - iii. **The Village Project-** Barb Harrell sent a press release announcing that the Village Project would be moving its headquarters to 27378 West Oviatt Road. Over the last 2 ½ years, they have provided over 6,000 nutritious meals to 55 families experiencing cancer in both Bay Village and Avon Lake. The new facility will allow for the preparation of a greater number of meals and expansion to neighboring communities. It also offers increased administrative and storage space along with state of the art culinary equipment. There will be room for meetings and training. An open house will be planned for late summer/early fall.
 - b. **Senior Center**
 - i. **Woodshop Donation-** Debbie stated that a joiner planer was donated to the woodshop valued at well over \$1,000.
 - ii. **Office Equipment Donation-** A printer/copier/fax machine was donated to the center as a result of the Womens Club soliciting donations.
 - iii. **Newer Computer-** AND a computer recycled from the Building Department after SAFEBuilt took over. The new computer is out for

seniors to use and is much faster than the computer that was being used previously.

V. Old Business

Center Improvements- Debbie reported that the lighting has nearly been completed. Only 3 more fixtures need to be installed. The old fuse box has been removed and genuine switches have been installed to turn the lights on and off. The new openers have been installed for the bathroom doors, the hardwood floor has been refinished and the carpeting will be replaced over the next few weeks. Ellen Screwvala commented that the toilet was not ADA compliant because it sits low like a standard toilet. Debbie will pursue that with Jim Sears.

New Business-

Wi Fi Password- Debbie explained that the senior center is now hooked up for wireless thanks to a very generous donation from the Bay Village Women's Club and additional donations from the friends and family of Ruth Poltorak. The password to log on is [Bay#1city](#) and seniors have already begun bringing their wireless devices to use at the center, defying the stereotype that all seniors are low-tech people.

Women's Club Donation- as mentioned previously, the Wi-Fi was due largely to the Women's Club. They are also considering another donation to provide a projector and are seeking donations to expand the computer lab for seniors in the community. Shirley indicated that she would love to show movies projected onto the big screen as the seating around the TV is somewhat limited and we have been drawing larger crowds for the movies. Board members discussed the feasibility of mounting a flat screen on the wall and having it mounted high enough that more people could see it easily. A 60" flat screen as Costco may be reasonably priced. Perhaps the Women's Club would be interested in funding that in the future.

Marketing- Board members brought up great ideas for new ways to market programs. Shirley has started an email list that she uses to update people on activities and programs. The board inquired if it was possible to send the Prime Times out via email instead of paper copy. This will be pursued. Other ideas included utilizing the Ministerial Society and contacting church secretaries to include updates in church bulletins. Marketing to adult children may be equally as effective as marketing directly to seniors. It was noted that many seniors are reluctant to attend programs alone and it is easier to join an existing group if a staff member or volunteer facilitates introductions. Gift Certificates have not been promoted for a while and would be something else that hold appeal to adult children looking for ideas for their parents. Looking into billing the kids directly may also be beneficial. Dave Britton stated the Knickerbocker has a monthly bulletin and they would be happy to add a few lines promoting programs that could not be included in the city newsletter that comes out every other month.

VII. Council Update

- Councilman Dwight Clark was reported that the tennis courts have been completed- they are very nice and the lighting is good.

- Road improvement projects have been bid out for Lake Road, milling and asphalt for streets in Ward 1 including Bruce, Fordham and Vineland.
- Union negotiations are being held, the city has 5 unions to negotiate with.
- The city received \$580,000 for roofs due to hail damage and \$320,000 for the salt storage facility. They are following EPA recommendations
- Council hopes to start work on the budget this fall once council officially resumes. Council and the new Finance Director, who is doing a fine job, are moving towards greater transparency.
- Revenue has been a bit higher than expected however funding from the state tax has decreased while healthcare costs have increased. Personnel expenses are 90% of the budget.
- Improvements have been made at the basketball courts as well as the Dwyer Center. A serious look will be taken at the Community House to determine which improvements will be made to that historic facility. It needs a new fire detection system as well as many cosmetic updates.
- The police chief resigned four weeks ago. There are four candidates who will be taking the Civil Service test and then the mayor will be able to choose between the top two candidates.
- The city is down to 90 full time employees- it had previously been as high as 135
- Sewer projects are closing, which has put a bit of a strain on the city budget.
- Discussion on zoning for the east side of the old Shell Station location is being discussed- rezoning it to commercial attached housing. Now residents on the west side have indicated that they would also like to be included in the discussion of rezoning from residences to attached residences.
- Tax abatement is under consideration, Councilman Clark stressed that they must have three readings on this issue prior to placing on the ballot in November.

The meeting was adjourned at 11:00.

Meeting dates for 2013 will be Oct 18. All meetings to be held at the Bay Lodge and start at 9:00 am!