

**KENAI COUNCIL ON AGING
WORK SESSION – ANNUAL WORK PLAN
FEBRUARY 8, 2024 – FOLLOWING ADJOURNMENT OF REGULAR MEETING
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611
Telephonic/Virtual Information Below
www.kenai.city**

- A. CALL TO ORDER**
- B. INTRODUCTION** – Kathy Romain, Senior Center Director
- C. COMMISSION DISCUSSION** – Annual Work Plan for Council on Aging Pg. 2
- D. PUBLIC COMMENT**
- E. ADJOURNMENT**
- F. INFORMATIONAL ITEMS**
 - 1. Council on Aging 2023 Goals Memo Pg. 4
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Join Zoom Meeting

<https://us02web.zoom.us/j/87253557972?pwd=YzVER1RqOVU2OXdqRWRNZU13R0ROUT09>

Meeting ID: 872 5355 7972

Password: 209020

OR Dial in by your Location: (253) 215-8782 or (301) 715-8592

Meeting ID: 872 5355 7972

Password: 209020



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Chair Ayers and Council on Aging Members
FROM: Shellie Saner, City Clerk
DATE: January 25, 2024
SUBJECT: **Annual Commission Work Plan**

As part of the City of Kenai Commissions, Committees and Council on Aging Review process, Council has given direction for the development of tools and methods to clarify the roles and responsibilities for members of the City's advisory boards, including the development of an annual work plan.

Your Commission will develop an annual work plan at the beginning of each year, which will guide the work of the Commission throughout the year.

Purpose of a Work Plan.

1. Documents that the work plan of the commission aligns with the assigned role, plans, policies and procedures of the City.
2. Ensures the Council and Administration is aware of the work intended for the Commission for the year ahead.

Using the template provided on the following page, create a list of issues and goals (objectives) your Commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing Council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.

Your completed work plan will be formally recommended at the March 14, 2024 Council on Aging regular meeting before presentation to Council for their approval.

At the end of each year, your Commission will revisit your work plan to confirm that the work of the Commission has met the work plan objectives and has aligned with the Commission's assigned role, before submitting a final report to the Council for review of your activities.

INTRODUCTION

This area should include a brief description of the overall purpose of the commission. *Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

Instructions: In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.



Objective No. _____ Objective: _____ Estimated Time to Complete: _____

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*



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MEMORANDUM

TO: City of Kenai, Council on Aging Members
FROM: Kathy Romain, Senior Center Director
DATE: January 5, 2023
SUBJECT: **Goals Discussion – December 2022 Work Session**

I wanted to provide a reference regarding our Goals Work Session and the list generated from the meeting. These are not in any particular order.

Goal	Time Definition
Public Input & Feedback	Short Term
Rebuilding Volunteer Program	Short Term
Community Outreach	Ongoing Long Term
Senior Center Accreditation	Long Term
Senior Center Additional Space Project	Long Term
Senior Center Budget Considerations	Long Term

This proved to be a very successful work session! I look forward to pursuing these as we work together to establish short and long-term goals for the Kenai Senior Center.

Thank you for your consideration.

Performance Measures

Fiscal Year	2019	2020	2021	2022	2023*
Congregate Meals	15,339	11,024	677	7,653	10,925
Home Delivered Meals	16,759	21,720	34,623	27,667	22,549
Assisted & Unassisted Rides	7,845	4,143	135	1,565	2,053
Volunteer Hours	8,950	4,303	380	2,713	3,561
***Activity Participation Units	27,450	21,245	1,972	17,759	22,002**
New Registered Participants	62	90	49	54	94

*Projected Figures based on year-to-date information.

**Activity Participation Units are single-entry sign-ins to MySeniorCenter

FY23 Department Goals Evaluation

1. Increase unassisted and assisted transportation by 25% with a regular transportation schedule throughout Kenai serving not only those seniors who visit the Senior Center, but also seniors who could utilize this system for basic transportation. This goal is in line with City Comprehensive Plan Goal #5 to provide transportation systems that are efficient and adequate to serve the regional needs of the community.
 - *Achieved.*
2. Develop at least four education classes throughout this year for seniors in partnership with Kenai Community Library, using new technology purchased through COVID-19 funding.
 - *Achieved. Classes are held monthly in conjunction with the Library.*
3. Senior Center staff will work to increase activity by 20% with more classes targeting the mind and the body. This will be registered through MySeniorCenter as activity participation units.
 - *Achieved.*
4. Senior Center staff will welcome at least 50 new participants to the Senior Center encouraging those individuals.
 - *Achieved. In the first 8 months of FY23, 63 new participants were registered to the Senior Center.*
5. Senior Center staff will develop a new member orientation program welcoming them to the Center and identifying information that would be most useful to them.
 - *Partially Achieved. Will continue through FY24.*
6. Senior Center staff will develop a volunteer training program to improve the effectiveness and meaningful engagement and satisfaction of volunteers/members.
 - *Partially Achieved. In Development. Will continue through FY24.*
7. Senior Center staff will attend/participate in a minimum of two training/classes per year on current aging trends or safety-related issues.
 - *Achieved.*
8. Senior Center staff along with volunteers will utilize the new greenhouse to supply bedding plants for the Center and help subsidize the kitchen with fresh vegetables.
 - *Achieved.*

FY24 Department Goals

1. Senior Center staff will develop a new member orientation program welcoming them to the Center and identifying information that would be most useful to them. (continuation from FY23 Goals)
2. Senior Center staff will develop a volunteer training program to improve the effectiveness and meaningful engagement and satisfaction of volunteers/members. (continuation from FY23 Goals)
3. Market and promote a positive, active image of the Kenai Senior Center within the Community by surveying both seniors and the general community regarding their perceptions of the Senior Center.
4. Upgrade the Senior Center page on the City website increasing awareness of opportunities via social media.
5. Increase awareness of the Meals on Wheels Program by having local “celebrities” deliver meals as least twice during the year.

Future Considerations

Today’s senior centers are reinventing themselves to meet the needs and desires of three generations of older adults. It will be vital to develop new programs and opportunities for these dynamic generations and have an eye towards the Generation X turning 60 in 2025.