

Senior Initiatives In-Home Committee
May 4, 2017

Meeting begun 5:05pm

1. Introductions: Present Kathy Miller (Chair), Lyle and Cynthia Mettler, Susan McKinnon, Michelle Jerome, Mary Murphy, Gaylen Willett, Sharon Lukacs, Jill Milner

2. TLC Program Sponsor: Chelan Valley Hope, a nonprofit 501c3 organization.

3. Approval of TLC forms and documents:

TLC Program Description

TLC for Seniors Volunteer Job Description

TLC for Seniors Coordinator Job Description

TLC for Seniors Program Client Intake Form

TLC for Seniors Program Activity Report Policy

TLC for Seniors Program Activity Report

TLC for Seniors Program Volunteer Application

TLC for Seniors Program Volunteer Policies

TLC for Seniors Program Confidentiality Agreement

TLC for Seniors Program Notification/Authorization to Release Criminal Information

TLC for Seniors Program Setting Limits

TLC for Seniors Program Guidelines for Emergencies

Discussion re: benefit of recruiting a bilingual Spanish speaker for Coordinator position. Requiring this skill could significantly reduce the available pool of potential coordinators. Job description and recruitment process/ads should state “bilingual Spanish preferred”. Efforts should be made to find a volunteer available for translating as needed. These suggestions were agreed upon by all present.

Gaylen made a suggestion re: format of the Activity Record, which Mary agreed to do.

4. Review of New Budget:

Mary Murphy reviewed requirements of grant application to United HealthCare, and subsequent changes that were made to the previously approved budget. Significant was the increase in time of the coordinator from 20 hours a month to 15 hours a week to set up the program in the first year. The fundraising target is \$15,500 for year one.

Fund Raising Committee:

Carried over from the April meeting, review of the circles diagram of existing, potential and possible future donors (in kind or current financial support) by category: 1) Know about the TLC program and donate, 2) Know and have not yet donated, 3) Do not know about the TLC program.

Kathy will attend a workshop May 11 sponsored by Community Foundation on engaging board members in fund raising.

Kathy established need for funding committee and reviewed scope of responsibility of this committee. Lyle and Cynthia Mettler and Gaylen Willett volunteered to serve on this committee with Kathy Miller and Mary Murphy. Mary described in brief the strategy for approaching fund raising. Date for the fundraising committee to meet will be set via email communication.

TLC Program Deliverables:

What will TLC for Seniors Program deliver? How do we assess success?

Mary described importance of outcome collection and evaluation. She proposed measuring monthly for the first 6 months, for example, the following:

1. Is client satisfied with the program?
2. Is client satisfied with their volunteer?
3. Has client made progress in personal goals?
4. Does client feel overall health has improved?
5. Does client feel better able to do daily activities?
6. Does client feel they can get care and services needed when they need it?
7. Does the client feel they could recommend the program to other seniors?

Committee was asked to consider the outcome measures and provide feedback over the next few months. The once-a-month check-in with senior clients in the first year will establish a pattern of feedback and continuous improvement, to be ongoing throughout the life of the TLC program.

Next: In Home Committee will meet Thursday June 1, 2017 at the Chelan PUD office

Adjourned 6:20pm