

January '21 MEETING MINUTES

Merrill Enrichment Center Committee

Meeting was held on Jan. 21st, 2021 at 3:15pm

Merrill Enrichment Center Conference Room – 303 N. Sales Street

Present: Laura Bertagnoli (Chair), Gene Bebel, Rose Akey, Sharon Harvey, Jennifer Clark (ADRC representative)

Absent: Paul Russell (Alderpersion)

1. Opening

- a. Bertagnoli called the meeting to order.

2. Consent Items

- a. Motion by Bebel second by Akey to approve October minutes. Motion carried.
- b. Motion by Akey second by Harvey to approve Nov-Dec 2020 vouchers. Motion carried.

3. Public Comment – no public comment

4. Budget

- a. Director provided MEC's 2020 contribution of \$2575.66 back to the General Fund to balance our budget. This was significantly less than the original request of \$11, 766, which the committee and Director were concerned about. Ultimately, COVID resulted in payroll savings for the MEC.

5. COVID-19 – Phase 2 – Update on Operations

- a. Director reviewed MEC's opening plan for January 2021. [Please see document on page 2.](#) This plan allowed the MEC to begin fitness classes and other activities on a small scale prior to the remainder of the City opening their doors. At the time of the meeting we had just completed week one of opening. Administrative adjustments were made for efficiency.

6. ADRC

- a. Jennifer provided the following updates;
 - i. ADRC continues to address social isolation in many area communities. The Meals On Wheels drivers continue to be the front line face of checking in on our isolated adults to ensure their wellbeing. Because there are more people confined to their homes during this pandemic, more MOW drivers are needed. Many businesses are taking on routes. Teams of people take one day of the week to deliver. The routes are only 1 hour. Please contact the ADRC at 715-536-0311. The MEC will reach out to their volunteer Thanksgiving and Christmas delivery drivers for help.
 - ii. Virtual Programs will continue this spring. Living Well with Chronic disease is changing focus to a specific disease such as heart and diabetes. The programs will also focus on the Caregivers for people with these conditions. Classes begin in March and April. See the ADRC's website for more information and registration.

7. Discussion

- a. Director provided a recap of our Thanksgiving and Christmas outreach programs. Once again we received numerous amounts of positive feedback from the recipients. [Please see recap sheets on page 3&4.](#)
- b. The MEC in collaboration with the ADRC, UW-Extension, TB Scott Library, Tomahawk Library and Senior Center delivered 275 outreach bags to isolated adults in Lincoln County. These bags contained a variety of mind and body wellness items such as exercise sheets, activity books, and art projects. We will have a second round of bags going out the first week in February.
- c. Director provided the MEC overview sheet that was created to better communicate with Common Council all that we provide to the community. [Please see page 5.](#)
- d. Director provided an overview of the City Strategic Plan meeting and how the MEC has contributed to the plan. Director discussed the possibility of the City forming a Marketing Committee which I would serve on. More details are on page ? Bebel mentioned that every department in the city should be involved in marketing. This committee would aid in involving all departments.
- e. Event Planning. MEC's annual Spring Craft Show is scheduled for May 1st. Bebel expressed concern that it may be too soon. Director had researched the forecasted COVID numbers through April at <https://covid19.healthdata.org/> the trend lines shows estimated infections substantially declining as we approach the end of April.
 - i. Bebel asked about the vaccinations happening in the Expo on Jan. 26th. The MEC directs all calls to the LCHD. Discussion on this topic revealed there is much confusion.

8. Adjournment

- a. Motion to adjourn made by Bebel second by Harvey.

The next meeting date is **February 18th at 3:15pm in the MEC Conference room.**

Public invited to call in. Phone: 650-735-3309 PIN: 380 887 966 #

Vouchers will be available for review 10 minutes prior to meeting time.

Respectfully submitted,

TMrachek

Tammie Mrachek
MEC Director

January 2021 MEC opening plan - - COVID-19

1. Standard Operating Procedures

- a. Disinfecting multiple times per day; entry/exit doors, bathrooms, kitchen, all touch surfaces, exercise areas, conference and craft rooms, and office/reception area.
- b. Face masks **required for an indefinite period of time** while in the building including during exercise.
- c. Hand sanitizers readily available in multiple locations.
- d. Maintain Social distancing - at least 6 feet apart.
- e. All recommended COVID signs in place.
- f. Water fountains are not operational.
- g. Coffee and tea will not be served until safe to do so.
- h. When class/activity is complete participants will leave the building.

2. Check-in. We will *no longer require people to sign in* at the desk but rather simply check-in. **Participants will be allowed to check in 15 minutes prior to the activity.**

- a. **Names, addresses and phone numbers will be collected in case contact tracing is needed**
- b. **Everyone attending a class will be accounted for at each session to allow for contact tracing if necessary**

3. Card playing will not begin until safe to do so.

4. Book Club will be allowed with a max of 10.

5. Art and craft classes in craft room will be limited to 8 and under. Larger class sizes will take place in the Expo. Take home projects are also available.

6. Exercise classes will be scheduled with a limit of 25 people (instructor makes 26).

7. Walking will be on select days and by appointment only, and scheduled in one hour blocks.

8. Support groups will be offered in person and via phone or virtual. Each organization has specific timeframes for returning.

9. Craft Shop will be open and only allow 3 people in the shop at any given time. Curb side pick-up will also be available.

TMrachek

Tammie Mrachek

MEC Director

Thanksgiving Meal Recap 2020

175 Delivered + 165 Carryout/pickup= 340 Total meals

Due to Covid-19 there was no sit down meal. All meals were packed cold, and sent out from the Enrichment center, rather than the church.

Church- St. Stephens-

Church planned for 350, we hit 350 reservations early on deadline day (week before thanksgiving). The Church advertised in the Foto news.

We had to turn people away, thankfully St. Pauls Church in Pine River was offering meals by carryout and delivery as well. They gave us permission to give their number out.

We used the County Market bags for all deliveries & takeout (Except for Jenny Towers).

Hardees donated 700- 6oz cups for cranberry sauce and gravy to be put into. (call Hardees at LEAST ONE month before hand to guarantee delivery of containers)

Delivery Drivers came to the front of the MEC for their delivery routes 9:30am was our first driver pickup time, and every 10 minutes after. Steph and Annie worked with the Delivery drivers. We put one of the long rugs out the door for the carts to roll over the door jamb easier and rolled up the other rugs to not get snagged on. We also numbered bags with the corresponding driver so bags went with the correct driver. If meals did not fit in one bag the last name was wrote on a second or third bag. One thing to change/add make sure there is a sign out for volunteer drivers- we did have quite a few people come and try to get meals for themselves on our side of the building. Overall, everything went well with 2 people.

Carryout was brought out the east side doors (from the Expo) pickups started at 10am we had several cars pull in every 10 minutes, they were assigned a time.

Tammie and Vicki handled the pick ups.

Delivery volunteers-

Beth Pergolski

Dana & Christi Stellingworth

John Loesel & Lynn Little

Jerry Lynn

Kristy Nuemann

Kristen, Jacob & Caleb Novitch

Chester & Rebecca Kwiesielewicz and Sam Merrill

Russ & Carol Mancl

Karen Akey & Nancy Dewar

Cheryl Wenzel

Rita Wiechman

Jessica Anderson

Denise, Logan, Sierra & Alicia Humphrey

Vicky & Corrie Rice

Sharon & Marty Anderson

Other Volunteers- Annie Amenson

Christmas Joy Recap for 2020

Due to the Covid-19 pandemic we did not have a sit down meal. All meals were delivered. Deliveries started at 10:30, the last delivery pickup was at 11:30. Tammie and Vicki drove meals to Jenny Towers and Beth Pergolski (who works there) delivered those meals.

We only had one in house volunteer which was Annie.

The meal went out cold/uncooked.

The menu was ham (County Market-sliced), baby red potatoes (Donated by Gallenburg Farms in Antigo), sweet potatoes & fresh green beans (purchased from Russ Davis), Steak rolls (Walmart) & Jim Blaire's cookies. We had about \$70 left on our Kwik Trip Gift card from 2019 we used it to purchase apples and oranges those also went in the bags.

Presents given to the participants were:

Fleece shawl with a little saying on a card.

Annie and Steph cut the fleece and wrapped them.

We delivered 90 meals. We had 3 meals picked up.

Total of **93** meals

Merrill Enrichment Center Overview created by Tammie Mrachek, MEC Director
Strategic Planning meeting January 8th, 2021

MEC's impact on City of Merrill's Strategic Plan 2020-2024

The Enrichment Center's Team of three practices **all** the primary Core Values identified in the City's Strategic Plan daily.

The MEC's mission statement aligns well with the City's as we are dedicated to enhancing lives and bringing generations together. We strive to provide high quality services and focus on how we will continue to improve these services with innovative strategies to promote growth.

MEC's contributions to the Opportunities defined within the strategic plan pg.4 are as follows;

#1 – Marketing platform for the City. Director met with Krystal Westfahl the Director for the Minocqua Chamber to gain insight into how to draw people into our community as a destination, not just a stop off the highway on their way up north. She provided valuable information on how to achieve this and to partner with other state Chamber and visitors' bureaus throughout the state. We have a marketing team set up for the City that MEC Director will serve on.

#12 – community events to attract non-residents. The MEC has two large craft shows each year that draw people from hours away into our community. Future events in the planning stages are a 50+ Health and Wellness Fair, a pickers fair, talent shows, craft shows, adult dances, etc.

About the MEC

The MEC partners/collaborates with the following organizations	MEC team helps in managing Expo Events not under the MEC offerings(not all inclusive)
UW-Extension	MAPS rentals
ADRC	Covid Testing Site
St. Vincent	Blood Drives
Food Pantry	Weddings
Merrill Housing Authority	Kitchen Rentals – created procedures
MAPS	County Fair
Crime Stoppers	Dept of Workforce development..Semco closing
MAC House	Community Night Out
Chamber	
Haven	
Area nursing homes/assisted living	
NAMI Northwoods	
Local Churches	
Alzheimer's Association	
Ascension Good Samaritan Hospital	
AARP	
King's Veterans Home	
Eagles Club	
Merrill Optimists	
TB Scott Library	
Tomahawk Library and Senior Center	
UW Stevens Point	
Marshfield Clinic – All of Us Research project	
Generations Online – located in PA	
Wisconsin Health Literacy - Madison	

MEC Community Outreach Efforts

- MEC outreach bags

- The MEC staff delivered activity bags and goodies to our regular participants at the onset of the COVID shutdown. The intention was to keep in touch with them, let them know we missed them, and to keep their mind and body active.
- Lincoln County Cares
 - COVID outreach project in collaboration with TB Scott Library, ADRC, UW-Extension, Tomahawk Library, Tomahawk Senior Center. This outreach focused specifically on individuals who were confined to their homes because of the virus.
 - 275 recipients throughout Lincoln county received an outreach bag with a variety of mind and body wellness items. Second bag will go out at the end of Jan 2021 and a third bag in March.
- Annual Outreach
 - Thanksgiving Day Meal – 350 meals delivered in 2020
 - Christmas Joy Dinner and Delivery – 100 meals and gifts delivered in 2020
 - Wreath making for Memorial Cemetery
- Quilting group creates a variety of sizes of quilts
 - Nursing homes, MAC house, Haven
 - Benefits
 - Individuals
- Outreach of our art and craft projects during COVID

Services provided within the MEC facility (all of which encompass socialization which is critical for overall physical and mental wellness – our main focus).

● Fitness/Wellness – yoga, strength and balance, walking, Pound class. Past offerings Zumba Gold, tai chi, self-defense, meditation	
● Travel/Experiences	● Education/Information sessions
● Art & Craft Classes	● Guitar/Ukulele lessons
● Quilting classes	● Quilting Club
● Book club	● Parties
● Volunteer opportunities	● Guest chefs
● Speakers	● Participative activities/sessions
● Variety of card and board games	● Grief Support
● Depression Support	● Alzheimer's support
● Mental Health support	

Mind & Body Wellness Course – created by the Director funded by a grant from Security Health Plan. Course meets for 3 hours, 4 times within a month. To date, 70 people have completed the course. Director is working on creating the second course based on demand.

Sip & Swipe Café – in partnership with Generations Online, a national non-profit, volunteers assist older adults in learning how to use a tablet, so they can stay in touch with family, browse the internet, facetime, etc. To date 120 people have taken the course. This will continue until demand is no longer.

The list above does not happen without extensive administration including but not limited to creativity, brainstorming, planning, organizing, management and control. With only 2 employees at 32 hours and one at 18 hours, the MEC employee team functions effectively and resourcefully.

Despite COVID-19 causing shut down of our facility, the MEC had a solid financial performance with revenues exceeding \$10,000. We also managed to pull our craft shop out of the red!