

Town of Windsor

Memorandum

March 8, 2022

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders, IV, Town Manager WGS IV

SUBJECT: Proposal for Senior Citizen Programming at the Windsor Town Center

Background

It is understood that from the inception of the Windsor Town Center (WTC) project, one of the initial considerations for its use was to increase the number and availability of programs for senior citizens in the Windsor area. In the last month, town staff have been approached by three groups who have put forward proposals for senior programs in the center.

Senior Services of Southeastern Virginia

Senior Services of Southeastern Virginia (SSSEVA) is private, nonprofit organization and the Area Agency on Aging in South Hampton Roads that supports and enriches the lives of seniors and their families through advocacy, education, information, and comprehensive services. Currently, SSSEVA provides the I-Ride transportation in the northern IOW / Smithfield area and provides senior services in conjunction with Isle of Wight County Parks & Recreation (P&R) in the Nike Park facility in northern Isle of Wight County.

At a meeting on February 9, 2022, SSSEVA staff presented a proposal to host senior services in the in the WTC to staff members of the Town of Windsor and Isle of Wight County. It was also determined at that time that SSSEVA had initiated a limited I-Ride transportation route within the Town of Windsor. The plan proposed by SSSEVA at the meeting included the hosting of seniors 3-4 days a week (Weekdays; M, Wed., Thur.) from 10am – 2pm at the WTC, where they would be provided lunch and activities for 4-20 participants. Storage space for chairs and materials related to activities, as well as use of the kitchen was requested. Clean up following events would be undertaken by SSSEVA staff. The groups would primarily meet in the gym, due to its proximity to the kitchen, but could meet in the Arrowhead meeting room when the gym was otherwise in use. The I-Ride would transport participants to and from the meetings. Due to how impactful the proposed use would be to operations at the WTC, a Memorandum of Agreement between the Town and SSSEVA was recommended by Town staff.

Christian Outreach & Friend's Community Church of Rescue

Christian Outreach, a private non-profit who sponsors a food pantry and other services in Smithfield, has teamed up with the Friend's Community Church of Rescue with a proposal to pick up donated food from the Food Lion in Windsor, transport the food to the WTC, then sort, package and distribute the food to the participants of that day's SSSEVA programs. While not affiliated with SSSEVA, these activities would effectively piggyback on the SSSEVA programs and would only take place in the WTC during and in conjunction with the SSSEVA programs.

On February 16, 2022, Town of Windsor staff met with representatives of Christian Outreach and the Friend's Community Church of Rescue, where the proposal was presented.

Specifics

Senior Services of Southeastern Virginia

Enclosed, find a draft Memorandum of Understanding that is a culmination of ongoing discussions between Town staff, County staff and SSSEVA for your review.

Some items for consideration:

Hours of operation: As currently in the MOU, 9am – 2:30pm, means that senior programs should be wrapping up by the time middle school students are able to get to the WTC, with the school day ending at 2:25pm. However, senior programs would begin several hours prior to P&R staff beginning their shifts at noon.

Days of operation: As currently in the MOU, Monday through Friday; however, the senior programs are likely to start at 3 days per week, Monday, Wednesday and Thursday. Future rental rate schemes may make Friday rates a premium over those for Monday through Thursday.

Conflicting uses: Our current MOU with the County allows for P&R youth programs and other meetings, however, they are subordinate to Town rentals. The way that the current draft MOU with SSSEVA is written, makes SSSEVA programs subordinate to both County and Town events. One point of contention with the draft MOU is that SSSEVA thinks that stopping the older adult program for eight weeks for the P&R summer camp would be problematic.

Rental fees: As written, the senior programs offered by SSSEVA would be at no cost to the Town, but also at no cost to SSSEVA. It is unknown by Town staff whether Council thinks that fees should be paid for the time that SSSEVA uses the facilities for programs, whether there would be no fee for programs, but would be a fee for other events, or whether no fees should apply at all. Currently, a reduced fee is offered to some non-profit and civic organizations, but unless they are partnering with the Town on the event, they do not get the space for free.

Christian Outreach & Friend's Community Church of Rescue

Some items for consideration:

Does the usage of the WTC for these activities rise to the level of requiring a MOU? If so, what parameters should be considered?

Enclosures

Draft Memorandum of Understanding with SSSEVA
SSSEVA Event Calendars for Nike Park
Evidence-Based Program Descriptions

Recommended Action

For your consideration

MEMORANDUM OF UNDERSTANDING
Between
SENIOR SERVICES OF SOUTHEASTERN
VIRGINIA,
And
THE TOWN OF WINDSOR

Parties. The parties to this Agreement are the Town of Windsor, Virginia, a Virginia municipal corporation (Town), and Senior Services of Southeastern Virginia, the 501c3 local Area Agency on Aging (Senior Services).

Purpose. The purpose of this Agreement is to establish expectations concerning the staffing and operations of the Windsor Town Center older adult programming provided by Senior Services.

Responsibilities

Senior Services

Senior Services will provide:

1. Staffing for the older adult programming at Windsor Town Center, at no cost to the Town, during the times that Senior Service programs are active. These hours include 9 am to 2:30 pm Monday through Friday.
2. Damages that occur as a result of Senior Services programing shall be the responsibility of Senior Services.
3. Senior Services staff shall abide by the Town of Windsor's rental policies when booking events outside of the standard hours noted in item 1.
4. Senior Services staff shall be responsible for the set up and break down of chairs, tables, etc. for their program activities.
5. Senior Services staff shall clean up those areas of the facility used during program activities immediately following those activities.

Town of Windsor

The Town will provide:

1. Access to the center during program hours starting on (date) _____.
2. A reasonable amount of storage space to house chairs and materials for activities.
3. Will cover all utilities, routine cleaning, refuse & recycling, insurance, supplies, maintenance, and all repairs which do not fall under the paragraph entitled "Capital Expenditures" which follows below, for the facility.
4. Will provide a staff person for times when the facility is rented outside of normal Senior Services programming activities.

Use of Facility

Senior Services' staff may make use of the facilities for community programs and meetings as outlined in the Responsibilities section above, and such community programs and meetings shall be exempt from rental fees.

Senior Services' use of the facility shall be subordinate to rentals by the Town and planned programs sponsored by Isle of Wight County Parks and Recreation, i. e. Summer Camp (typically eight weeks running mid-late June through mid-late August) and Spring Camp (typically one week in March or April during the Isle of Wight County School spring break).

Insurance

The Town shall add Senior Services as an additionally insured party on their insurance policy and Senior Services shall add the Town as an additionally insured party with a minimum of \$1M coverage per event and \$5M total coverage.

Modification

This Agreement forms the entire agreement among the Parties and supersedes any and all understandings, agreements, letters of intent and negotiations between the Parties relative to the subject matter. This Agreement may not be modified or amended except in writing signed by all Parties.

Assignment

The rights and obligations under this Agreement may not be assigned by either Party hereto without the prior written consent of the other Party.

Non-Discrimination

The Parties agree that at no time it shall discriminate against any person on the grounds of race, religious affiliation, color, national origin, disability, age, or gender.

Counterparts

This Agreement may be executed in counterparts, and any number of counterparts signed in the aggregate by the Parties will constitute a single, original instrument.

Waiver

The failure of either to insist upon strict performance of any obligation in this Agreement shall not constitute a waiver of said Party's right to demand strict compliance therewith in the future.

Governing Law and Severability

This Agreement shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Agreement shall be determined to have been delivered and accepted by the Parties in the Commonwealth of Virginia. The Parties further agree that any legal action or proceeding arising out of this Agreement shall be commenced and tried in the Circuit Court of Isle of Wight County, Virginia to the express exclusion of any otherwise permissible forum.

If any portion of this Agreement shall be adjudged invalid, illegal or unenforceable, no other provision shall be affected in any way.

Termination

The terms of this Agreement will remain in effect until terminated by either party. Termination may only occur after providing one hundred eighty (180) days written notice.

Execution

The foregoing Agreement was duly adopted, accepted and approved by the Town Council at a regular meeting held on the ____ day of _____, 2022 and by Senior Services of Southeastern Virginia on the ____ day of _____, 2022.

Town of Windsor

By _____
Mayor

Date

Attest:

Clerk

Approved as to form:

Town Attorney

Senior Services of Southeastern Virginia

By _____
CEO

Date

Attest:

Clerk







Approved as to form:

Senior Services' Attorney

January

2022

NEW! 2022 CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	<p>3</p> <p>BARBARA ROBERTSON</p> 	<p>4</p> 	<p>5</p> <p>SOCIAL HOUR 10AM-11AM MONTHLY DISCUSSION 11AM-12PM LUNCH 12PM-1PM EXERCISE W/GINA 1PM-2PM</p>	<p>6</p> <p>SOCIAL HOUR 10AM-11AM GAMES 11AM-12PM LUNCH 12PM-1PM CARDS 1PM-2PM</p> <p>WILLARD HUNT</p> 	<p>7</p> 	8
9	<p>10</p> <p>CATHERINE BOWDEN</p> 	<p>11</p> <p>SOCIAL HOUR 10AM-11AM CROSSWORDS PUZZLE 11AM-12PM LUNCH 12PM-1PM GAMES 1PM-2PM</p>	<p>12</p> <p>SOCIAL HOUR 10AM-11AM LINE DANCING 11AM-12PM LUNCH 12PM-1PM EXERCISE W/GINA 1PM-2PM</p>	<p>13</p> <p>SOCIAL HOUR 10AM-11AM GAME DAY 11AM-12PM LUNCH 12PM-1PM CARDS 1PM-2PM</p>	<p>14</p> <p>ROXIE YOUNG</p> 	15
16	17	18	19	20	21	22



SOCIAL HOUR 10AM-11AM
 LINE DANCING 11AM-12PM
 LUNCH 12PM-1PM
 GAMES 1PM-2PM

SOCIAL HOUR 10AM-11AM
 PAINTING 11AM-12PM
 LUNCH 12PM-1PM
 CARDS 1PM-2PM

SOCIAL HOUR 10AM-11AM
 BINGO 11AM-12PM
 LUNCH 12PM-1PM
 GAMES 1PM-2PM



CARLENE KELLY



23

24

**DAY OUT
 SHOPPING &
 DINNER 9AM-2PM**

25

26

SOCIAL HOUR 10AM-11AM
 LINE DANCING 11AM-12PM
 LUNCH 12PM-1PM
 DOMINIOES 1PM-2PM

SOCIAL HOUR 10AM-11AM
 PRESATATION 11AM-12PM
 LUNCH 12PM-1PM
 GAMES 1PM-2PM

27

28

SOCIAL HOUR 10AM-11AM
 GAMES DAY 11AM-12PM
 LUNCH 12PM-1PM
 GAMES 1PM-2PM



29



30





31

SOCIAL HOUR 10AM-11AM
 MOVIES 11AM-12PM
 LUNCH 12PM-1PM
 MOVIES 1PM-2PM

February

BLACK HISTORY MONTH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		SOCIAL HOUR 10AM-11AM LINE DANCING 11AM-12PM LUNCH 12PM-1PM GAMES 1PM-2PM	SOCIAL HOUR 10AM-11AM GAMES 11AM-12PM LUNCH 12PM-1PM EXERCISE W/GINA 1PM-2PM	SOCIAL HOUR 10AM-11AM FREE DAY 11AM-12PM LUNCH 12PM-1PM CARDS 1PM-2PM		
6	7	8	9	10	11	12
SOCIAL HOUR 10AM-11AM WORD PUZZLE 11AM-12PM LUNCH 12PM-1PM EXERCISE W/GINA 1PM-2PM	SOCIAL HOUR 10AM-11AM LINE DANCING 11AM-12PM LUNCH 12PM-1PM GAMES 1PM-2PM	SOCIAL HOUR 10AM-11AM BLACK HISTORY PRESENTATION 11AM-12PM LUNCH 12PM-1PM EXERCISE W/GINA 1PM-2PM	SOCIAL HOUR 10AM-11AM VALENTINE PAINTING 11AM-12PM LUNCH 12PM-1PM			

<p>13</p> <p>SOCIAL HOUR 10AM-11AM VALENTINES PARTY 11AM-12PM LUNCH 12PM-1PM GAMES 1PM-2PM MILDRED ODDMAN</p> <p>Happy birthday</p>	<p>14</p> <p>DAY OUT SMITHFIELD STATION DINNER 11AM-2PM</p>	<p>15</p> <p>SOCIAL HOUR 10AM-11AM DOMINIOES 11AM-12PM LUNCH 12PM-1PM EXERCISE W/GINA 1PM-2PM</p>	<p>16</p> <p>DAY OUT FRANKLIN 10AM-2PM</p>	<p>17</p> <p>18</p> <p>19</p> <p></p>
<p>20</p> <p>CLOSED</p> <p></p>	<p>21</p> <p>SOCIAL HOUR 10AM-11AM LINE DANCING 11AM-12PM LUNCH 12PM-1PM CARDS 1PM-2PM</p>	<p>22</p> <p>SOCIAL HOUR 10AM-11AM BLACK HISTORY MOVIE 11AM-12PM LUNCH 12PM-1PM EXERCISE W/GINA 1PM-2PM</p>	<p>23</p> <p>SOCIAL HOUR 10AM-11AM BINGO 11AM-12PM LUNCH 12PM-1PM GAMES 1PM-2PM ANDREW DIGGS</p> <p></p>	<p>24</p> <p>25</p> <p>26</p> <p>DOUG CHARITY FRANCES PERRY</p> <p></p>
<p>27</p> <p>SOCIAL HOUR 10AM-11PM BIRTHDAY CELEBRATION 11AM-12PM LUNCH 12PM-1PM CARDS 1PM-2PM</p>	<p>28</p>			

Examples of Evidence-Based programs provided by Senior Services of Southeastern Virginia:

The Chronic Disease Self-Management Program meets once a week, for six weeks, for two and a half hours per session. The class can be delivered in person or virtually through Zoom. There is also a telephone option for older adults that do not have internet access. Subjects covered include:

- techniques to deal with problems such as frustration, fatigue, pain, and isolation
- appropriate exercise for maintaining and improving strength, flexibility, and endurance
- appropriate use of medications
- communicating effectively with family, friends, and health professionals
- nutrition
- decision making, and how to evaluate new treatments.

Classes are highly participatory, where mutual support and success build the participants' confidence in their ability to manage their health and maintain active and fulfilling lives.

The Diabetes Self-Management Program is a disease specific model that follows the same format as noted above but can currently be delivered in person only

The Chronic Pain Self-Management program is delivered in person once a week for six weeks. It is proven to reduce arthritic pain and offers further self-management strategies to help participants reduce and cope with pain and its disability.

A Matter of Balance and Bingocize are falls prevention programs delivered in person and virtually through Zoom in response to the growing problem of fatal injuries for older adults who have fallen. Falls are not a normal part of the aging process, and most falls can be prevented. The risk factors associated with falls include lower body weakness, advanced age, balance difficulties, cognitive changes, co-morbidities, environmental safety risks. *A Matter of Balance* meets once a week for two hours for eight weeks. *Bingocize* meets twice a week for one hour for ten weeks.

Walk with Ease was developed by The Arthritis Foundation. It is a community-based physical activity and self-management education program. It can be delivered over the telephone between a coach and participant using the *Walk with Ease* workbook, or in person in a group led by trained leaders. The telephone program is once a week for six weeks and the in-person program is twice a week for nine weeks. While walking is the central activity, *Walk with Ease* is a multi-component program that also includes health education, stretching and strengthening exercises, and motivational strategies. Group sessions include socialization time, pre-walk informational lecturettes, warm up and cool downs and a 10–35-minute walking period. The program is also appropriate for people without arthritis, particularly those with diabetes, heart disease and other chronic conditions, who want to get more active. The only pre-requisite is the ability to be on your feet for at least 10 minutes without increased pain.