

Approved May 14, 2020

**COUNCIL ON AGING
P.O. BOX 243, 36 Muddy Pond Road
Sterling, MA 01564**

The Sterling Council on Aging Board meeting was called to order at the Sterling Senior Center on Thursday, March 12, 2020 at 5:35 pm and Liz Pape recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

1. Open Meeting

2. Roll Call

PRESENT

Sheila Battles (2021) Member
Kevin Beaupre, (2022) Chair
David Cosgrove, (2022) Treasurer
Deb MacLennan (2021) Member
Liz Pape (2020) Secretary
Sue Protano, (2020) Member

ABSENT

Nancy Castagna (2020) Member
Joe LaGrassa, (2021) Member

Veronica Buckley, Director

3. Review/Approve Minutes and Treasurer's Report

February 13, 2020 meeting's minutes tabled until April due to lack of quorum.

Motion by Protano, Cosgrove seconded to approve January 9, 2020 meeting's minutes.

- Passed unanimously.

Motion by Pape, Protano seconded, to approve Treasurer's Report.

- Passed unanimously.

4. Building Committee Update

Kevin Beaupre provided the Building Committee update.

5. Public Session – none

6. Director's Report

- a. Gift account expenditure requests and votes

Motion by Cosgrove, seconded by Pape, to authorize Veronica Buckley to spend up to \$625 from the Gift Account for Sterling Strummers shirts.

- Passed unanimously.

- b. Veronica Buckley gave the Director's Report which includes the Outreach and Volunteer Coordinator's Reports and all committee reports. Finance Committee asked that one-time expenditures such as this year's request for line painting/stripping and interior painting be submitted to Capital Committee. FinCom also asked that the Building Maintenance Plan be revised to specify year of action. Under Committee Updates, the next topic for the Program Marketing Committee will be to consider how to market outreach services. COVID-19 plans were reviewed and discussed.

Motion by Cosgrove, Battles seconded, to approve Director's Report.

- Passed unanimously.

7. New Business-

- Liz Pape to draft Outreach Aide position description for review by board at next meeting.

Motion by Pape, seconded by Protano, to support the AARP grant application for Peg's Pond Trail, through a letter of support from the Sterling Council on Aging to be included in the grant application

package.

- Passed unanimously.

8. Next Meeting – The next monthly COA Board meeting will be Thursday, April 9, 2020 at 5:30 pm at the Sterling Senior Center.

9. Adjournment

Motion by Cosgrove, Battles seconded, to adjourn at 7:40 pm

- Passed unanimously

Respectfully submitted,

Liz Pape

Secretary

Attachments –

Council on Aging Treasurer's Report FY2020

CoA Board Meeting, February 13, 2020
Reporting for Month ended January 31,2020

**FY19 July 1, 2019-June 30,
2020**

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$187,464.12	\$109,780.68	\$77,683.44	58.56%
01541-53000	CoA Home Care	\$400.00	\$0.00	\$400.00	0.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$0.00	\$4,300.00	0.00%
01541-57000	CoA Expense	\$16,050.00	\$5,872.83	\$10,177.17	36.59%
01540-57000	Sr Center Operations	\$21,755.00	\$12,115.70 *a	\$9,639.30	55.69%

Other Accounts

Account #	Description	FY20 starting balance	Revenues *****_ 48400	Expenses *****_ 57000	Current Balance
24000-	Revolving funds	\$16,320.18	\$22,534.35	\$23,040.75	\$15,813.78 *b
25003-	CoA Donation/	\$15,363.88	\$2,509.00	\$243.71	\$17,629.17 *c
26011-	Formula Grant	\$0.00	\$19,332.00	\$10,780.56	\$8,551.44 ***

Account #	Description	FY20 starting balance	Revenues *****_ 48000	Expenses *****_ 57001	Current Balance
24000-	Sr. Center Usage	\$5,288.97	\$2,605.00	\$91.78	\$7,802.19

* Does not reflect to date value

** Appropriated amount for COA Wages represents base requested amount. To be adjusted by Merit and Longevity program when finalized.

*** Formula revenue not yet received

*a Net of Town Account 01540-57003 Contra-Expense \$1,250.00.

*b Revolving. Fund Current Balance as a percent of beginning balance: 96.90%

*c COA Donation/ Current Balance as a percent of beginning balance: 114.74%

\$52,145.33 Total non-Salary Expenses as recorded by Town as of month end.

\$0.00 Total Non-Salary Current Month Expense's paid by Town in next month.

\$0.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through January: 58.33%

David Cosgrove, Treasurer

COA Board Meeting March 12, 2020

Director's Report for Feb 2020

Event Statistics from 2/1/20 – 2/28/20

Total event sign ins Unduplicated 446
Guests 115
Duplicated 2169

Event Statistics from 2/1/19 – 2/28/19

Total event sign ins Unduplicated 400
Guests 72
Duplicated 1922

VAN REPORT Feb 2020

Van 1 36 Riders 318 trips 1695 miles
Van 2 22 Riders 96 trips 882 miles

KITCHEN REPORT Feb 2020

congregate lunch 601 or 35 per day
Pancake Breakfast 64

COMMITTEE UPDATES

Program/marketing committee – programs needing peer leaders; upcoming discussion re marketing outreach services.

ADF – Take Me Home Program brochure and registration; upcoming municipal training; support for Peg's Pond Trail.

Evening Dinner – Valentine's, St Patty's and Chinese Buffet.

BUILDING / INCIDENT REPORT

Kitchen cord completed; awaiting parts for ADA bathroom lights

Drain Away detailed estimate.

DIRECTOR UPDATES

Covid-19 information

Upcoming events:

Mar 18	11:30 am	St Patrick's Day Luncheon
Mar 19	12:30 pm	CMDART Presentation
Mar 22	4:00-6:30 pm	A Taste of Sterling at Sterling Country Club
Mar 25	8:15 am	Peer Leaders - Pickleball Tournament
Mar 25	6:00 pm	St Patrick's Day Evening Dinner

Mar 26	3:30 pm	Armchair Travel Russia and Icons
Mar 31	1:00 pm	Dull Men's Model Train Excursion

NEW PROGRAMS in APRIL

Grandparents raising grandchildren support group
Ready, Sit, Go Chairbics will be replacing Zumba
YMCA Diabetes Prevention Program

OUTREACH STATISTICS FEBRUARY 2020

Services provided between 02/01/2020 and 02/29/2020

Interaction	Duplicated	Unduplicated
email	39	37
Home Consultation	50	45
mail/letter/card	1	1
Office Consultation	32	21
Phone Consultation	72	49
Totals	194	123

I have also helped 7 people with MassHealth Medicare buy-in applications. Guidelines were changed in January making more seniors eligible. It was printed in the newsletter and people are coming in asking for help with the paperwork.

This month we installed 33 firestops at Sholan Terrace with housing and the Sterling Fire Dept. There are 40 apartments. We will install the next 7 when the supplies come in.

Services provided between 02/01/2020 and 02/29/2020

Category	Duplicated	Unduplicated
Application Assistance	13	7
Assessment/Well check	29	15

Case Management/Advocacy	25	14
Crisis Intervention/Support	2	2
DME Medical equipment/loan	3	2
Family Support	8	7
Fire safety/ outreach	39	38
Friendly visiting	6	5
General Information/Referral	8	8
Health Benefit Counseling	5	5
Inter-generational program	43	38
Isolation Intervention	3	2
Nutritional support	10	10
Totals	194	123

	February 2020				February 2019		
Volunteer Service Type	Hours	Duplicated	Unduplicated		Hours	Duplicated	Unduplicated
admin - computer	27	11	3		31.8	15	5
Board work	13.67	7	5		24	12	6
Bread Run	10	7	2		8	6	2
Cards	3.5	1	1		4.5	1	1
Committee work	8.5	7	7		22.5	6	6
Computers	12.5	4	2		16	4	1
Entertainment	8	2	2				
Friendly Visitor	62.5	7	3				
Grants	20.25	6	1				
Instructor	20.92	12	4		22.58	12	5
maintenance	0.5	1	1		2	1	1
Meal Site	290.55	122	35		279.88	117	34
Meetings	9.08	7	5		7.5	5	4
Miscellaneous	28.67	8	6				
MOW	110	47	8		97.58	44	8
Newsletter					1	1	1
Office coverage	261.5	43	12		195.93	42	10
Pancake Breakfast	36.5	12	10		34	11	8
Room Set Up					7.17	11	1
Special Dinners	24	8	5		2.5	2	2
Special luncheons	8.5	3	3				
Yard Sale					22.67	1	1
Totals	956.14	315	77		779.61	291	67

Volunteer hours show an increase of approximately 22% over the same period in 2019. The number of February volunteers increased by 15% with the numbers consistent across the various tasks. One reason for the increase in hours may be better self-reporting. Friendly Visiting is a good example of this, as the Outreach Director ensures that visitors are consistently reporting their contributions.