

APPROVED March 11, 2021

**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 electronically by online Zoom meeting on Thursday, February 11, 2021 at 5:34 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

Nancy Castagna (2023) Member
Meg Chase (2022) Member
David Cosgrove, (2022) Treasurer
Joe LaGrassa, (2021) Member
Deb MacLennan (2021) Member
Liz Pape (2023) Secretary
Sue Protano, (2023) Member

ABSENT

Sheila Battles (2021) Member
Kevin Beaupre, (2022) Chair

Veronica Buckley, Director

3. Review/Approve Minutes and Treasurer's Report

January 14, 2021 meeting minutes approved as filed.

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

- Passed unanimously.

4. Building Committee Update

Veronica Buckley gave the update on the garage. Building materials are due to arrive shortly and the flooring is in place.

The Rawlins valve installation in the compressors has been completed, and the bill has been forwarded to the Building Committee. Assessing the effectiveness of the valve will not be possible until humidity in the building increases due to warmer weather.

5. Public Session

Janet Cosgrove asked if there is a date for the 65+ vaccines. Per Veronica, there is no date yet, and Veronica reminded the audience to check the Sterling Senior Center website for COVID updates.

6. Director's Report

Incident and Building Maintenance Report: There was a minor accident with the electric car, the appraisal on the damage has been done and the parts for the back bumper have been ordered.

- New Board Member Interest. Veronica has received an application to serve on the COA board. She will contact the person to determine interest in volunteering at the Senior Center as there are currently no vacancies on the board.
- FY2022 Budget. The FY2022 budget was presented and discussed. Direction from the town was to fund level services. Wages include a 2% increase and step and longevity increases. The capital request includes a 10% increase from the quote for parking lot services, as the vendor has indicated anticipated increases in materials costs this spring. The capital request does not include the ductwork cleaning which is on the maintenance checklist, as the ducts have been inspected and are okay.

Motion by Cosgrove, seconded by Castagna to accept the FY 2022 budget.

- Passed unanimously.
- Event statistics do not include the hours calling and enrolling seniors eligible for the COVID vaccination clinic. There were 4-6 volunteers working shifts over the weekend making the calls. After discussion, it was decided to create a new Staff Hours category, "COVID clinic" and to ask volunteers to submit their hours for that category.
- The Senior Center Meal Site Coordinator has resigned, An ad has been placed for the vacancy. In the interim, the Operations Coordinator and two volunteers will be running the kitchen.
- The Pot Roast Grab-n-Go had 175 sign-ups.
- The February Stuffed Chicken Grab-n-Go sign-ups will be prioritized to Sterling residents.

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

- Passed unanimously.

7. Future Topics - none

8. Next Meeting – The next monthly COA Board meeting is scheduled for Thursday, March 11, 2021 at 5:30 pm by remote.

9. Adjournment

Motion by Cosgrove, Protano seconded, to adjourn at 6:55 pm

- Passed unanimously.

Respectfully submitted,

Liz Pape
Secretary
Attachments –

Council on Aging Treasurer's Report FY2021

CoA Board Meeting, February 11, 2021

Reporting for Month ended January 31, 2021

FY21 July 1, 2020-June 30, 2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriate
01541-51200	CoA Wages **	\$204,969.00	\$99,760.67	\$105,208.33	48.67%
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	\$7,275.10	\$8,774.90	45.33%
01540-57000	Sr Center Operations	\$19,112.00	\$10,767.67	\$8,344.33	56.34%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	
26031-57000	COVID Related Expenditures	\$0.00	\$6,199.05 *e	(\$6,199.05)	

Other Accounts

Account #	Description	FY21 starting balance	Revenues *****-48400	Expenses *****- 57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$19,596.62	\$16,599.34	\$19,089.45 *b
25003-	CoA Donation/	\$19,789.17	\$1,817.00	\$736.88	\$20,869.29 *c
26011-	Formula Grant	\$0.00	\$0.00	\$7,296.10	(\$7,296.10) ***

Account #	Description	FY21 starting balance	Revenues *****-48000	Expenses *****- 57001	Current Balance
24000-	Sr. Center Usage	\$8,712.19	\$0.00	\$0.00	\$8,712.19

** Appropriated amount for COA Wages represents base requested amount per 2021 Town Warrant.

*** Formula revenue not yet received.

*b Revolving. Fund Current Balance as a percent of beginning balance: 118.63%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 105.46%

*d COVID-19 expenses due for reimbursement from FEMA.

*e COVID-19 expenses due for reimbursement from CAREs Program.

\$42,675.09 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.

\$479.33 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through January: 58.33%

David Cosgrove, Treasurer

COA Board Meeting Feb 11, 2020

Director's Report for Jan 2021

Event Statistics from 01/01/2021 to 01/31/2021

Category	Duplicated	Unduplicated
Congregate Meals	910	182
Fitness/Exercise	54	21
Health Screening	22	20
Information Sharing	7	7
Social Event	36	30
Support Services	79	79
Total Event Signins	1108	229

Calls / Enrollment Process for Vaccination not reflected in above chart.

VAN REPORT DEC 2020

Van 1 18 Riders 102 trips Van 2 8 Riders 51 trips
Approximately 45 hours of van services used for delivery in January.

UPDATES

Covid Vaccine Report and Plans: Priority Group 1 (75 and older); Priority Group 2 (65 and older, those with 2 comorbidities, those in subsidized housing)

Kitchen staffing update

Vol and outreach reports

Report on past events: Pot Roast Grab n Go served 162 participants plus staff & volunteers

Upcoming Events:

February 24th Stuffed Chicken Grab n Go

BUDGET

Attached Council on Aging Worksheet and Capital Request

Council on Aging

Account Number	Account Description	2019 Budget	2020 Budget	2021 Budget	FY22 Dept Request	FY21 \$ Change	FY22 % Change
	Council on Aging						
01540-51200	SENIOR CENTER FACILITIES MAINT TECH	0.00	0.00	0.00	0.00	0.00	
01540-51300	SENIOR CENTER OPERATIONS COORDINATOR	16,665.00	0.00	0.00	0.00	0.00	
01540-57000	SENIOR CENTER OPERATIONS	15,935.00	21,755.00	19,112.00	19,112.00	0.00	0.00%
01541-51200	COA WAGES	153,330.95	182,805.22	204,969.00	212,382.36	7,413.36	3.62%
01541-53000	COA HOME CARE	400.00	400.00	400.00	400.00	0.00	0.00%
01541-53001	COA TITLE VII NUTRITION AND WHEAT	4,300.00	4,300.00	4,300.00	4,300.00	0.00	0.00%
01541-57000	COA EXPENSE	16,050.00	16,050.00	16,050.00	16,050.00	0.00	0.00%
	Department Total	206,680.95	225,310.22	244,831.00	252,244.36	7,413.36	3.03%

Sterling Senior Center FY2022 Budget Request for one-time, non-operating expenses

Sealcoating and line striping of parking lot
\$7095

Building maintenance plan and estimate for above project has been reviewed with the facilities manager.

Please be advised that the \$7600 cost for interior painting of the Senior Center was deferred FY 2021. There is no request for this project in FY 2022 as the work is being completed by the Senior Center maintenance tech during his regularly scheduled hours. Paint and materials covered by operational expenses.

OUTREACH STATISTICS JANUARY 2021

Services provided between 01/01/2021 and 01/31/2021

Category	Duplicated	Unduplicated
Assessment/Well check	69	61
Case Management/Advocacy	140	123
DME Medical equipment/loan	3	3
Family Support	3	3
General Information/Referral	4	4
Healthcare service	3	2
Nutritional support	32	30
Referral from Community	2	2
Totals	256	163

Interaction	Duplicated	Unduplicated
email	4	3
Home Consultation	34	31
Office Consultation	2	2
Phone Consultation	216	160
Totals	256	163

Volunteer Stats for January 2021

Volunteer Service Type	Hours	Duplicated	Unique
admin - computer	20.5	7	2
Board work	15	9	8
Cards	3.5	1	1
Entertainment	1.5	1	1
Meal Site	176	54	8
Meal Site Delivery	81	41	12
Miscellaneous	2.5	1	1
MOW	19	12	3
Muffin Monday Delivery	4	2	2
Office coverage	61.5	14	6
Outreach	75	20	12
Totals	459.5	162	45