

**APPROVED Mar 10, 2022**

**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 on Thursday, February 10, 2022 at 5:31 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.

- **Open Meeting**

- **Roll Call**

- PRESENT**

- Kevin Beaupre (2022) Chair
  - Gail Bergeron (2024) Member
  - Nancy Castagna (2023) Member
  - David Cosgrove (2022) Treasurer
  - Joe LaGrassa (2024) Member
  - Deb MacLennan (2024) Member
  - Liz Pape (2023) Secretary
  - Sue Protano (2023) Member

- ABSENT**

- Meg Chase (2022) Member

Veronica Buckley, Director

- **Review/Approve Meeting Minutes**

- January 13, 2022 meeting minutes approved as presented.

- **Review/Approve Treasurer's Report**

- Director noted that the COVID test kits expenses will be reimbursed through ARPA, and will therefore not come out of the Gift Account.

- Motion by Protano, Bergeron seconded to accept January 2022 Treasurer's Report.

- Passed all.

- **Building Committee Update**

- Kevin Beaupre reported that the outside lights have been installed, and still waiting on the gutters.

- **Public Session - none**

- **Director's Report**

- a) Gift Account expenditure request – none.

- b) Building Maintenance and Incident Reports - none.

- c) Director's Report

- There has been a 20% decrease in the number of participants from December to January.
    - Outreach Statistics – beginning next month, the number of contacts of seniors over 80 will be documented.
    - Budget Request – there has been an update to the budget due to personnel changes. The Outreach Coordinator has become a benefitted employee, which impacts the Senior Center scheduling flexibility of the Outreach Coordinator. Budget will now reflect the addition of a 12-hour part-timer to maintain an appropriate level of outreach services in consideration of the increase in the numbers of seniors, and to maintain scheduling flexibility.

- Motion by MacLennan, Cosgrove seconded to accept Director's Report

- Passed all
- **Future Topics**  
Tax Work-off Program and possible feasibility for Sterling Senior Center volunteers.
- **Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, **March 10, 2022** at 5:30 pm at the Senior Center.
- **Adjournment**  
Motion by Cosgrove, Castagna seconded, to adjourn at 7:34 pm
  - Passed all.

Respectfully submitted,

Liz Pape  
Secretary  
Attachments

**Council on Aging Treasurer's Report FY2022**  
**CoA Board Meeting, February 10, 2022**  
**Reporting for Month ended January 31,2022**

**FY21 July 1, 2021-June 30, 2022**

<b>Account #</b>	<b>Description</b>	<b>Appropriated</b>	<b>Expended</b>	<b>Balance</b>	<b>Percent of Appropriated</b>
01541-51200	CoA Wages **	\$218,189.00	\$116,230.63	\$101,958.37	53.27%
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	\$7,454.86	\$8,595.14	46.45%
01540-57000	Sr Center Operations	\$19,112.00	\$13,579.25	\$5,532.75	71.05%
27003-57002	ARPA Funds COVID Expenditures	\$0.00	\$1,980.00 *e	(\$1,980.00)	

**Other Accounts**

<b>Account #</b>	<b>Description</b>	<b>FY22 starting balance</b>	<b>Revenues *****-48400</b>	<b>Expenses *****-57000</b>	<b>Current Balance</b>
24000-	Revolving funds	\$23,762.09	\$13,954.84	\$13,063.62	\$24,653.31 *b
25003-	CoA Donation/	\$21,507.29	\$1,875.00	\$31.00	\$23,351.29 *c
26011-	Formula Grant	\$10,605.48	\$0.00	\$5,889.75	\$4,715.73 **

<b>Account #</b>	<b>Description</b>	<b>FY22 starting balance</b>	<b>Revenues *****-48000</b>	<b>Expenses *****-57001</b>	<b>Current Balance</b>
24000-	Sr. Center Usage	\$8,712.19	\$900.00	\$99.96	\$9,512.23

\*\* Appropriated amount for COA Wages represents base requested amount per 2022 Town Warrant.  
 Expended Wages as of 01/24/2022 Report Distribution.

\*\*\* Formula revenue not yet received.

\*b Revolving. Fund Current Balance as a percent of beginning balance: 103.75%

\*c COA Donation. Fund Current Balance as a percent of beginning balance: 108.57%

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

\$40,118.44 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.

\$709.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through January: 58.33%

David Cosgrove, Treasurer

## COA Board Meeting Feb 10, 2022

### Director's Report for Jan 2022

#### Event Statistics from 01/01/2022 to 01/31/2022

Category	Duplicated	Unduplicated	60 + Guests	U 60 Guests
Community				
Education	54	53	3	0
Congregate Meals	430	66	5	1
Cultural Event	13	13	13	14
Fitness/Exercise	246	97	25	0
Food	91	53	41	2
Health Screening	25	25	1	0
Information Sharing	35	11	1	0
Recreation	81	25	0	0
Social Event	323	99	13	0
<b>Total Event Signins</b>	1298	285	102	17

20% decrease in participants and 17% decrease in participation from December.  
Numbers to be expected given hiatus of several programs, zoom participation which does not get accurately reflected in above numbers and temporary closing of coffee bar.

#### VAN REPORT JAN 2022

Riders: 40 Trips: 330

Pilot COA's were unanimous in dissatisfaction with Qryde system for COA use. At present, COA's are continuing with Qryde as MART searches for more user friendly software.

#### UPDATES

Change in budget request for FY 2023 (see attached)

Covid precautions: Remain as last month.

ADF Sterling - Plans with Fair Committee, FB page

Covid test kits have arrived and being distributed to 58 volunteers who interface with seniors and 10 employees

Robo calls / outreach for covidtests.gov

Most recent / accurate data for insurance coverage of test kits by Medicare supplemental plans and / or Medicare Advantage Plans

In-person interviews with employees by HRS (for wage and compensation plan) occurred this week

#### PAST EVENTS

Caregiver Support started Jan 27th with 5 participants, continuing monthly

Launch and Learns for January for 36 participants, also available on youtube for those unable to attend, very positive response in terms of info provided

**UPCOMING EVENTS**

State Sen Ann Gobi & Rep Meghan Kilcoyne holding office hours the 3<sup>rd</sup> Tues of every month at 11:30 am

Music event for St Patty's Day

Pilates, line dancing, yoga, pickleball - on rotating schedule to limit numbers.

Tai Chi (12 - 14) and Going Steady (16 - 18) continuing as drop in.

# OUTREACH STATISTIC JANUARY 2022

Services provided between 01/01/2022 and 01/31/2022

Category	Duplicated	Unduplicated
Application Assistance	7	5
Assessment/Well check	29	20
Case Management/Advocacy	116	77
DME Medical equipment/loan	13	12
Family Support	5	4
General Information/Referral	5	5
Healthcare service	2	2
Isolation Intervention	3	1
Nutritional support	18	18
Totals	198	108

Services provided between 01/01/2022 and 01/31/2022

Interaction	Duplicated	Unduplicated
email	10	8
Home Consultation	32	25
mail/letter/card	3	3
Office Consultation	18	16
Phone Consultation	135	85
Totals	198	108

# Volunteer Report for January 2022

Volunteers between 01/01/2022 and 01/31/2022			
Volunteer Service Type	Hours	Duplicated	Unique
Admin	12.5	3	3
Board work	20.5	12	9
Bread Run	10	3	1
Committee work	3	1	1
Computers	2	1	1
Driver - Senior Transport	1	1	1
maintenance	4	1	1
Meal Site	272.25	96	20
Meetings	45	41	38
Miscellaneous	3	4	2
MOW	56.75	39	7
Office coverage	143.5	34	12
Pancake Breakfast	17	6	5
<b>Totals</b>	<b>590.5</b>	<b>242</b>	<b>64</b>