

APPROVED April 14, 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, March 10, 2022 at 5:30 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
 - Meg Chase (2022) Member
 - Joe LaGrassa (2024) Member
 - Deb MacLennan (2024) Member
 - Liz Pape (2023) Secretary
 - Sue Protano (2023) Member

- ABSENT**

- Nancy Castagna (2023) Member
 - David Cosgrove (2022) Treasurer

Veronica Buckley, Director

- **Review/Approve Meeting Minutes**

- February 10, 2022 meeting minutes approved as presented.

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

- Motion by Protano, LaGrassa seconded to accept February 2022 Treasurer's Report.

- Passed all.

- **Building Committee Update**

- Kevin Beaupre reported that the gutter has been installed. The outside lights are no longer on all night, a switch has been installed so that they can be turned on as needed. There was a discussion about the side door lights and they need to swap them out with lights that do not hang as low.

- **Public Session - none**

- **New Business**

- a) Tax Work-off Program: The COA board would like to continue to discuss the possibility of offering the Tax Work-off program to Senior Center volunteers. Veronica will contact the MA Council on Aging to obtain a list of communities which participate in the Tax Work-off Program.

- b) Motion by Pape, MacLennan seconded to waive the one-year hiatus requirement for 2022 renewing COA board members.

- Passed all.

- **Director's Report**

- a) Gift Account expenditure request – none.

- b) Building Maintenance and Incident Reports: Two kitchen workers were exposed to COVID and were not allowed to work in the kitchen for two weeks.

c) Director's Report

- SHINE brochures were mailed to all Sterling residents turning 65 this year.
- COVID test kits were distributed to the volunteers who were grateful to receive them.
- Outreach statistics for seniors over 80 will be reported monthly for the cumulative calendar year totals, in order to assure that the 300+ over-80 seniors have all been contacted in a meaningful way, either through home or office consultations, instead of just phone consultations.
- Finance Committee presentation went well. Veronica reminded the FinCom that 7880 meals were provided last year and 111 volunteers provided just under 7000 hours of work, equivalent to over \$100,000 at the minimum wage. The revised FY23 budget worksheet was presented to the Finance Committee.
- The mask mandate was removed by the Selectboard for all municipal buildings. The Senior Center will remove the mandate as of March 31.
- Legislative office hours will continue on the 3rd Tuesday of each month.

Motion by Pape, Chase seconded to accept Director's Report

- Passed all

- **Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, **April 14, 2022** at 5:30 pm at the Senior Center.

- **Adjournment**

Motion by Bergeron, MacLennan seconded, to adjourn at 7:18 pm

- Passed all.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2022
CoA Board Meeting, March 10, 2022
Reporting for Month ended February 28,2022

FY21 July 1, 2021-June 30, 2022

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$218,189.00	\$133,206.49	\$84,982.51	61.05%
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	\$8,148.02	\$7,901.98	50.77%
01540-57000	Sr Center Operations	\$19,112.00	\$15,724.81	\$3,387.19	82.28%
27003-57002	ARPA Funds COVID Expenditures	\$0.00	\$1,980.00 *e	(\$1,980.00)	

Other Accounts

Account #	Description	FY22 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$23,762.09	\$15,852.84	\$15,614.91	\$24,000.02 *b
25003-	CoA Donation/	\$21,507.29	\$1,925.00	\$31.00	\$23,401.29 *c
26011-	Formula Grant	\$10,605.48	\$0.00	\$5,889.75	\$4,715.73 ***

Account #	Description	FY22 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
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: 101.00%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 108.81%

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

\$42,719.71 Total non-Salary Expenses as recorded by Town as of month end.

\$2,788.74 Total Non-Salary Current Month Expense's paid by Town in next month.

\$1,522.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through February: 66.67%

David Cosgrove, Treasurer

COA Board Meeting March 10, 2022

Director's Report for Feb 2022

Event Statistics from 02/01/2022 to 02/28/2022

Category	Duplicated	Unduplicated	60 + Guests	U 60 Guests
Community Education	137	133	1	0
Congregate Meals	424	58	3	0
Cultural Event	31	24	0	0
Fitness/Exercise	296	125	18	0
Food	77	44	40	1
Health Screening	16	15	0	0
Information Sharing	55	23	2	0
Recreation	79	24	1	0
Social Event	259	94	12	0
Total Event Signins	1374	406	77	1

Community education figures reflect mailing re SHINE to 115 turning 65; so actual unduplicated and duplicated stats consistent from Jan to Feb.

VAN REPORT FEB 2022

Riders: 39 Trips: 327

UPDATES

Director Vacation March 14 - 18

Budget meeting with FinCom on March 5

Covid precautions:

The SSC will eliminate mask mandate for the building.

The SSC will recommend that those who are not fully vaccinated and boosted or at increased risk for severe disease because of age or an underlying health condition wear a mask.

Participants in programs which limit the ability to physically distance will need to wear masks through March 11th.

Participants in programs which involve close contact, foot clinic, elder well clinic, pitch card games, will need to wear masks through the end of March.

PAST EVENTS

Suggestion Box yielded 7 suggestions.

State Sen Ann Gobi, Reps Meghan Kilcoyne & Kim Ferguson office hours at SSC

UPCOMING EVENTS

Music event for St Patty's Day

Sterling Police Assoc Grab n Go Spaghetti and Meatballs April 2nd

OUTREACH STATISTIC FEBRUARY 2022

Page 1 of 2

Services provided between 02/01/2022 and 02/28/2022

Interaction	Duplicated	Unduplicated
email	15	9
Home Consultation	29	24
mail/letter/card	2	2
Office Consultation	44	36
Phone Consultation	239	163
Totals	329	190

Services provided between 02/01/2022 and 02/28/2022

Category	Duplicated	Unduplicated
Application Assistance	12	9
Assessment/Well check	120	102
Case Management/Advocacy	135	83
Client finding/Outreach	1	1
DME Medical equipment/loan	20	17
Family Support	3	2
General Information/Referral	9	9
Health Benefit Counseling	2	1
Healthcare service	1	1
Inter-generational program	8	8
Isolation Intervention	2	2
Nutritional support	16	15
Totals	329	190

OUTREACH STATISTIC FEBRUARY 2022

Page 2 of 2

******These are the stats for just the seniors OVER 80 this year. ******

Services provided between 01/01/2022 and 12/31/2022

Filters:

Age: >=80

Site(s): All

Interaction	Duplicated	Unduplicated
email	12	7
Home Consultation	29	17
mail/letter/card	3	3
Office Consultation	19	17
Phone Consultation	222	118
Totals	285	130

Volunteer Report for February 2022

Volunteers between 02/01/2022 and 02/28/2022			
Volunteer Service Type	Hours	Duplicated	Unique
Admin	11.18	6	4
Board work	20.15	13	8
Bread Run	5.5	2	1
Cards	3	1	1
Computers	4	2	1
Friendly Visitor	3.5	3	1
Instructor	26.8	14	5
Library	1	1	1
Meal Site	275.75	85	23
Meetings	5.5	4	3
Miscellaneous	7	6	3
MOW	49.5	31	6
Office coverage	252.5	32	10
Totals	665.38	200	59

Note the increase in instructor hours over previous records. Leaders of ukulele and pickleball groups are now requested to log their hours.