

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, April 8, 2021 at 5:37 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
Nancy Castagna (2023) Member
Meg Chase (2022) Member
David Cosgrove, (2022) Treasurer
Joe LaGrassa, (2021) Member
Deb MacLennan (2021) Member
Liz Pape (2023) Secretary

ABSENT

Sue Protano, (2023) Member

Veronica Buckley, Director

3. Review/Approve Meeting Minutes and Treasurer's Report

March 11, 2021 meeting minutes approved as corrected.

4. Review/Approve Treasurer's Report

Motion by Pape, Chase seconded, to accept February 11, 2021 Treasurer's Report.

- Passed unanimously.

Motion by Pape, Castagna seconded, to accept March 11, 2021 Treasurer's Report.

- Passed unanimously.

5. Building Committee Update

Kevin Beaupre of the Building Committee reported that the lumber for the garage construction has not yet been delivered. The storage room will be fully encapsulated with the addition of a ceiling. A power line is being run into the garage in order to make it ready for electric vans, should MART make the decision to provide those to the Senior Center.

6. Public Session - none

7. Director's Report

- a) No gift account expenditure request
- b) Building Maintenance and Incident Report: There was a minor issue with the HVAC system which runs off the Director's computer. Johnson Controls reconnected the system to the computer and will set up a remote access system once the town-wide fiber system is installed.
- Veronica reminded the board that support services numbers reflect COVID vaccine registrations done by the Senior Center.
- Van regionalization: There will be a MART van services regionalization meeting next week. Van drivers will start using tablets as part of the regionalization process, in order to send information directly to MART.
- COVID Vaccines Partnership: Veronica requested suggestions from the board on how to

acknowledge Rutland's collaboration with Sterling to facilitate vaccine registrations, and also how to acknowledge the incredible job done by the Sterling Fire Dept in facilitating vaccines for Sterling residents. Decided that Liz Pape will write a letter to the editor, highlighting the Sterling/Rutland partnership and efforts of Sterling FD. Meg Chase will create "thank you" posters to run on SLCT, and will design and order plaques, which will be presented at the May board meeting for approval.

- Volunteer Report – the front desk is fully staffed for May.
- Outreach Report: Home Consultations include visits to deliver COVID bags provided by the Sheriff's Dept and home delivery of masks.
- St Patrick's Day – 220 meals were served, and SLCT provided music in the parking lot.
- FinCom meeting – it was decided that the Senior Center will have a supplemental budget request at the Annual Town Meeting to increase the wages of the van drivers.
- Meals Site Coordinator – position is still vacant and is being covered by volunteers
- Senior Center Reopening – there will be a soft opening of the senior center in May
- Upcoming Events:
 - Mother's Day Grab-n-Go
 - Drive-thru BBQ
 - Father's Day Chicken BBQ on June 17 from 5:30-6:15, by Evening Dinner Committee
 - August Car Rally Grab-n-Go, on August 12, by Evening Dinner Committee

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

- Passed unanimously.

8. New Business - Board discussed feedback on Director's achievements to goals for CY2020.

9. Next Meeting – The next monthly COA Board meeting is scheduled for Thursday, May 13, 2021 at 5:30 pm by remote.

10. Adjournment

Motion by Cosgrove, LaGrassae seconded, to adjourn at 7:11 pm

- Passed unanimously.

Respectfully submitted,

Liz Pape
Secretary
Attachments –

Council on Aging Treasurer's Report FY2021

CoA Board Meeting, March 11, 2021

Reporting for Month ended February 28, 2021

FY21 July 1, 2020-June 30,
2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$204,969.00	\$122,781.24	\$82,187.76	59.90%
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	\$10,817.20	\$5,232.80	67.40%
01540-57000	Sr Center Operations	\$19,112.00	\$12,392.23	\$6,719.77	64.84%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$6,199.05 *e	(\$6,199.05)	#DIV/0!

Other Accounts

Account #	Description	FY21 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$22,188.16	\$17,789.26	\$20,491.07 *b
25003-	CoA Donation/	\$19,789.17	\$2,087.00	\$736.88	\$21,139.29 *c
26011-	Formula Grant	\$0.00	\$0.00	\$8,276.52	(\$8,276.52) ***

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: 127.34%
- *c COA Donation. Fund Current Balance as a percent of beginning balance: 106.82%
- *d COVID-19 expenses due for reimbursement from FEMA.

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

\$44,801.18 Total non-Salary Expenses as recorded by Town as of month end.

\$5,210.91 Total Non-Salary Current Month Expense's paid by Town in next month.

\$590.98 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through January: 58.33%

David Cosgrove, Treasurer

Council on Aging Treasurer's Report FY2021

CoA Board Meeting, April 08, 2021

Reporting for Month ended March 31,2021

FY21 July 1, 2020-June 30,
2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$204,969.00	\$136,778.43	\$68,190.57	66.73%
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	\$11,709.54	\$4,340.46	72.96%
01540-57000	Sr Center Operations	\$19,112.00	\$14,146.44	\$4,965.56	74.02%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$6,199.05 *e	(\$6,199.05)	#DIV/0!

Other Accounts

Account #	Description	FY21 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$25,468.17	\$19,664.93	\$21,895.41 *b
25003-	CoA Donation/	\$19,789.17	\$2,887.00	\$736.88	\$21,939.29 *c
26011-	Formula Grant	\$0.00	\$19,332.00	\$8,276.52	\$11,055.48 ***

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: 136.06%
- *c COA Donation. Fund Current Balance as a percent of beginning balance: 110.87%
- *d COVID-19 expenses due for reimbursement from FEMA.

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

\$51,182.07 Total non-Salary Expenses as recorded by Town as of month end.

\$3,352.24 Total Non-Salary Current Month Expense's paid by Town in next month.

\$931.96 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through March: 75.00%

David Cosgrove, Treasurer

COA Board Meeting April 8, 2020

Director's Report for March 2021

Event Statistics from 03/01/2021 to 3/31/2021

	Duplicated	Unduplicated	Guests
Congregate Meals	1077	221	25
Fitness/Exercise	121	33	31
Health Screening	20	19	1
Support Services	465	423	0
Total Event Signins	1683	643	57

Support Services reflect registrations for 1st dose and 2nd dose vaccinations.

VAN REPORT March 2020 - Regionalization plans

Van 1 28 Riders 166 trips Van 2 14 Riders 88 trips

UPDATES

Covid Vaccine Report: Process for receiving links from Rutland before links go "live."

Discussion re how to thank SFD and Rutland for their cooperative efforts.

Vol Report: Front desk staffed for May, need subs and program assistants.

Outreach Report: Facemasks, Sheriff's Gift Bag, Home Visits

Report on past events:

St Patty's Day served 220

Meeting with TA & FinCom re wages

Upcoming Events:

Routine of one grab n go and one take & make

Reopening Update:

Kitchen update

Recommendations from Cathie Martin, BOH Chair: Consider soft opening, primarily outside, for Mid-May pending PH data; safety is non-negotiable; state sets "minimum" standards.

Ideas in lieu of Social Slots

OUTREACH STATISTICS MARCH 2021

Services provided between 03/01/2021 and 03/31/2021

Category	Duplicated	Unduplicated
Application Assistance	3	3
Assessment/Well check	89	61
Case Management/Advocacy	45	38
Client finding/Outreach	24	24
DME Medical equipment/loan	71	69
Family Support	4	2
General Information/Referral	5	5
Health Benefit Counseling	4	4
Inter-generational program	18	17
Isolation Intervention	1	1
Nutritional support	11	11
Referral from Community	3	3
Totals	278	190

OUTREACH STATISTICS MARCH 2021

Services provided between 03/01/2021 and 03/31/2021

Interaction	Duplicated	Unduplicated
email	4	3
Home Consultation	97	86
Office Consultation	33	32
Phone Consultation	144	100
Totals	278	190

Volunteer Report for March 2020

Volunteers between 03/01/2021 and 03/31/2021			
Volunteer Service Type	Hours	Duplicated	Unique
admin - computer	47	10	2
Board work	2	1	1
Bread Run	10	5	1
COVID Vaccine Outreach	13.08	7	3
Entertainment	10	6	2
Meal Site	202	64	10
Meal Site Delivery	106	54	13
MOW	38	24	4
Newsletter	2	2	2
Office coverage	119.5	25	7
Totals	542.58	196	37

April newsletter outlines the need for front desk volunteers and meals drivers as first step towards reopening.