

APPROVED September 9, 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 on Thursday, August 10, 2021 at 5:40 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

ABSENT

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

Veronica Buckley, Director

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

July 8, 2021 meeting minutes approved as presented.

4. Review/Approve Treasurer's Report

Motion by Pape, Bergeron seconded, to accept Final FY2021 Treasurer's Report.

- Passed all.

Motion by Protano, Pape seconded, to accept July, 2021 Treasurer's Report.

- Passed all.

5. Building Committee Update

Kevin Beaupre reported that there are two proposals for the left side of the garage: the first is to put a walkway to the storage door from the parking lot, at a cost of \$3600. The second is to additionally create one more parking spot, at a total cost of \$9200. The Building Committee is leaning toward the second option.

6. Public Session - none

7. New Business

- Board self-evaluation for FY21: Board felt they had performed in accordance with the by-laws and procedures. The chair noted that some board member change-over will help the board to not become stagnant.
- FY2022 goals: Board members set the following goals for this fiscal year:
 - review the Board Book section-by-section in the near-term, noting any documents in need of revision or updates, and schedule such review on a regular basis.
 - Review the Strategic Plan

8. Director's Report.

- a) No gift account expenditure request.
- b) Building Maintenance and Incident Report:

- a. on July 28, there was a gas smell in the Senior Center building, but source could not be located. All equipment was turned off and restarted, and there have been no incidents since.
- b. A visiting senior didn't put the car into park when parking at the Senior Center and the car started to roll. No injuries. Veronica expressed concern that there is a need for bollards in front of the building. She also expressed a concern for bollards around the generator and air conditioner compressor units. Board agreed to work with Veronica to create a Building Safety Plan.
- c. Veronica would like the board to work with her to develop a Landscape Plan. The Landscape Plan will be discussed at the September meeting.
- c) Director's Report
 - a. The Senior Center had 100 attendees in one day.
 - b. The Volunteer Appreciation event to attend a WooSox game was well-attended and enjoyed by everyone.
 - c. The departure party for Lou Massa went well.
 - d. Car Rally – expecting about 100 attendees.
 - e. MCOA Conference – board members are encouraged to attend this virtual event
 - f. Outreach – Veronica will continue to provide more updates on Outreach's accomplishments.
 - g. Transportation – most of the software upgrades have been completed and the system will go live August 16.
 - h. Sterling Village – Veronica is meeting with the new ED on August 31.
 - i. Staffing – a Meals Coordinator has been hired and will start August 23. A part-time van driver is in the process of being hired.
 - j. Scaling up – The Senior Center is operating under Mask Advisory Guidance now. Veronica is meeting with the Board of Health later this week.
 - k. Evening Dinners – The September Evening Dinner has been cancelled.
 - l. Usage Policy – The current Usage Policy remains in effect. Per the Town Administrator, the usage fee stated in the policy is not negotiable, as it is part of a policy that was reviewed and approved by the Selectboard.
 - m. Classes – the Chair Yoga class will be job-shared by two instructors

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

- Passed all.

9. Next Meeting – The next monthly COA Board meeting is scheduled for **Thursday, September 9, 2021** at 5:30 pm at the Senior Center.

10. Adjournment

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

- Passed unanimously.

Respectfully submitted,

Liz Pape
Secretary
Attachments –

Council on Aging Treasurer's Report FY2021

FINAL for FY2021

CoA Board Meeting, July 8, 2021

Reporting for Month ended June 30, 2021

FY21 July 1, 2020-June 30, 2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$195,969.00	\$192,146.03	\$3,822.97	98.05%
01541-53000	CoA Home Care	\$400.00	\$400.00	\$0.00	100.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$4,300.00	\$0.00	100.00%
01541-57000	CoA Expense**	\$20,050.00	\$18,729.20	\$1,320.80	93.41%
01540-57000	Sr Center Operations **	\$24,112.00	\$21,787.52	\$2,324.48	90.36%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	
26031-57000	COVID Related Expenditures	\$0.00	\$7,852.28 *e	(\$7,852.28)	

Other Accounts

Account #	Description	FY21 starting balance	Revenues *****- 48400	Expenses *****- 57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$31,778.56	\$24,108.64	\$23,762.09 *b
25003-	CoA Donation/	\$19,789.17	\$3,912.00	\$2,193.88	\$21,507.29 *c
26011-	Formula Grant	\$0.00	\$19,332.00	\$8,726.52	\$10,605.48 ***

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, adjusted down by \$9,000 with \$5,000 of that adjustment reallocated to Senior Center Operations, and \$4,000 reallocated to COA Expenses. All adjustments approved by Town.

*** Formula revenue received.

*b Revolving. Fund Current Balance as a percent of beginning balance: 147.66%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 108.68%

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

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

\$72,476.79 Total non-Salary Expenses as recorded by Town as of month end.

\$7,368.97 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 June:
David Cosgrove, Treasurer

100.00%

Council on Aging Treasurer's Report FY2022

CoA Board Meeting, August 10, 2021

Reporting for Month ended July 30, 2021

FY21 July 1, 2021-June 30, 2022

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$218,189.00	\$8,957.50	\$209,231.50	4.11%
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	\$335.54	\$15,714.46	2.09%
01540-57000	Sr Center Operations **	\$19,112.00	\$1,070.69	\$18,041.31	5.60%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	
26031-57000	COVID Related Expenditures	\$0.00	\$0.00 *e	\$0.00	

Other Accounts

Account #	Description	FY22 starting balance	Revenues *****- 48400	Expenses *****- 57000	Current Balance
24000-	Revolving funds	\$24,210.09	\$2,022.00	\$1,467.05	\$24,765.04 *b
25003-	CoA Donation/	\$21,707.29	\$700.00	\$31.00	\$22,376.29 *c
26011-	Formula Grant	\$10,605.48	\$0.00	\$708.54	\$9,896.94 ***

Account #	Description	FY22 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 2022 Town Warrant.
- *** Formula revenue received.
- *b Revolving. Fund Current Balance as a percent of beginning balance: 102.29%
- *c COA Donation. Fund Current Balance as a percent of beginning balance: 103.08%
- *d COVID-19 expenses due for reimbursement from FEMA.
- *e COVID-19 expenses due for reimbursement from CAREs Program.

\$3,612.82 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.
\$897.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through July:	8.33%
David Cosgrove, Treasurer	

COA Board Meeting Aug 10, 2021

Director's Report for July 2021

Event Statistics from 07/01/2021 to 07/31/2021

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	18	18	0
Congregate Meals	438	95	14
Cultural Event	51	14	0
Fitness/Exercise	251	99	5
Food	77	51	58
Health Screening	25	24	0
Information Sharing	43	25	0
Recreation	80	24	0
Social Event	234	110	14
Total Event Signins	1217	327	91

58 participants / day average in July

VAN REPORT July 2021

Van 1 35 Riders 208 trips Van 2 27 Riders 130 trips

UPDATES

Report on events:

Volunteer Appreciation Event, Lou Massa's Farewell Party

Upcoming Classic Car Rally Thurs, Aug 12

MCOA Conference Sept 20 – 23, virtual

Outreach:

Broadband benefits through Comcast

Transportation:

Updated QRyde Software to go live July 16th.

Meeting with Ronald Cheli, new executive director of Sterling Village, to discuss guidelines re transport of Sterling Village residents scheduled for August 31.

Staffing:

Kitchen Manager, Ruby Hall, will start on August 23.

Interviewing for part time van driver.

Scaling up Info:

Mask advisory in effect July 30th for fully vaccinated.
Continuing to reinstate our “regular” programming.

SSC Usage:

SSC enabling usage of the SSC by outside entities effective August. Our current usage policies will remain in effect. There will be no negotiation of usage fees; Board may opt to consider change in fee schedule if so desired.

OUTREACH STATISTICS JULY 2021

Services provided between 07/01/2021 and 07/31/2021

Category	Duplicated	Unduplicated
Application Assistance	11	8
Assessment/Well check	38	33
Case Management/Advocacy	82	55
DME Medical equipment/loan	10	9
Family Support	4	4
General Information/Referral	15	15
Health Benefit Counseling	3	2
Inter-generational program	1	1
Isolation Intervention	1	1
Nutritional support	49	41
Referral from Community	3	3
Totals	217	122

Services provided between 07/01/2021 and 07/31/2021

Interaction	Duplicated	Unduplicated
email	7	7
Home Consultation	45	35
mail/letter/card	1	1
Office Consultation	40	31
Phone Consultation	124	85
Totals	217	122

Volunteer Report for July 2021

Volunteers between 07/01/2021 and 07/31/2021			
Volunteer Service Type	Hours	Duplicated	Unique
admin - computer	12	3	1
Annual Car Show	7	2	2
Board work	23.5	12	9
Bread Run	10	5	2
Cards	3	1	1
Instructor	3.5	2	2
Library	2	1	1
Meal Site	210	70	20
Meal Site Delivery	25	14	9
Miscellaneous	2	2	2
MOW	35.5	20	7
Office coverage	136.75	35	14
Totals	470.25	167	55

Reduction in need for meal site delivery as congregate meals return in-house.
Increase in number of meal-site (kitchen) volunteers and coverage.