

APPROVED November 8, 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, October 14, 2021 at 5:36 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

September 9, 2021 meeting minutes approved as presented.

4. Review/Approve Treasurer's Report

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

- Passed all.

5. Building Committee Update

Kevin Beaupre reported that the garage has been turned over to the town. The sheetrock needs to be painted prior to the installation of shelving in the storage room. Need to determine if the Senior Center generator will provide emergency lighting to the garage

6. Public Session

Janet Cosgrove shared her concern that she has seen people not following traffic patterns in the parking lot.

7. New Business

- a) CMAA – David Cosgrove reported that the Central Massachusetts Agency on Aging needs volunteers to serve on the Advisory Council, which is a 3-year commitment. Please let David know if you are interested in serving.
- b) November meeting date- The board voted to change the November meeting date to Tuesday, November 9, 2021. (Please note: the date has subsequently been changed to Monday, November 8, 2021)
- c) Landscape Plan update: Liz Pape reported on the results of the landscape plan survey, which indicated an interest in improvements around the patio area. Two quotes from landscape designers/architects have been obtained. Veronica will meet with the bidders and will make a decision on which bid to accept.
- d) Strategic Plan.
Motion by Pape, Cosgrove seconded, to add a new Action Item, "Develop a Sterling Senior Center Landscape Plan" to Objective F of the Sterling Senior Center Strategic Plan.

- Passed all.

8. Director's Report.

- a) No gift account expenditure request.
- b) No Building Maintenance and Incident Reports.
- c) Director's Report
 - QRyde system: there is a glitch in the billing system and there is no calendar function. Both issues will be addressed.
 - Attendance: prior to Covid, the average daily attendance at the center was about 100. This month, there were about 65 daily attendees, indicating that month-to-month attendance is increasing.
 - 202 attendees at the drive-through Flu Clinic.
 - October Grab-n-Go: all arrangements for preparation of the meal have been made. 80 people have signed up to date. The grab-n-go is in support of the Walk to End Alzheimer's.
 - Open Enrollment for health plans is October 15 – December 7.
 - Veterans' Day will be celebrated with a coffee get-together from 8-9 on Friday, November 12.
 - Covid Booster Clinic: a drive-through clinic at the Senior Center is scheduled for Thursday, October 21. Veronica thanked the volunteers that are phoning seniors and scheduling appointments.
 - Commodity Food Program – Veronica reported that less offerings have been available recently, which will impact the cost of the center's meals. More information will be coming in November.
 - Holiday Party planning was discussed. Meg Chase will chair the effort.

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

- Passed all.

9. Next Meeting – The next monthly COA Board meeting is scheduled for **Monday, November 8, 2021** at 5:30 pm at the Senior Center.

10. Adjournment

Motion by Cosgrove, Pape seconded, to adjourn at 7:36 pm

- Passed all.

Respectfully submitted,

Liz Pape
Secretary
Attachment

Council on Aging Treasurer's Report FY2022

CoA Board Meeting, October 14, 2021

Reporting for Month ended September 30, 2021

FY21 July 1, 2021-June 30, 2022

| Account # | Description | Appropriated | Expended | Balance | Percent of Appropriated |
|-------------|---------------------------------|--------------|-------------|--------------|-------------------------|
| 01541-51200 | CoA Wages ** | \$218,189.00 | \$49,589.76 | \$168,599.24 | 22.73% |
| 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 | \$2,263.22 | \$13,786.78 | 14.10% |
| 01540-57000 | Sr Center Operations ** | \$19,112.00 | \$5,121.03 | \$13,990.97 | 26.79% |
| 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 | \$23,762.09 | \$5,749.72 | \$4,047.92 | \$25,463.89 *b |
| 25003- | CoA Donation/ | \$21,507.29 | \$1,200.00 | \$31.00 | \$22,676.29 *c |
| 26011- | Formula Grant | \$10,605.48 | \$0.00 | \$2,840.41 | \$7,765.07 *** |

| Account # | Description | FY22 starting balance | Revenues ***** 48000 | Expenses ***** 57001 | Current Balance |
|-----------|------------------|-----------------------|-------------------------|-------------------------|-----------------|
| 24000- | Sr. Center Usage | \$8,712.19 | \$450.00 | \$0.00 | \$9,162.19 |

** Appropriated amount for COA Wages represents base requested amount per 2022 Town Warrant.

*** Formula revenue not yet received.

*b Revolving. Fund Current Balance as a percent of beginning balance: 107.16%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 105.44%

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

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

\$12,971.69 Total non-Salary Expenses as recorded by Town as of month end.
\$1,331.89 Total Non-Salary Current Month Expense's paid by Town in next month.
\$980.72 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through September: 25.00%

David Cosgrove, Treasurer

COA Board Meeting Oct 14, 2021

Director's Report for Sept 2021

| Category | Duplicated | Unduplicated | 60+ Guests | Under 60 Guests |
|----------------------------|-------------|--------------|---------------|-----------------------|
| Community Education | 12 | 10 | 0 | 0 |
| Congregate Meals | 459 | 91 | 24 | 3 |
| Cultural Event | 20 | 10 | 0 | 0 |
| Fitness/Exercise | 193 | 83 | 3 | 0 |
| Food | 152 | 88 | 47 | 3 |
| Health Screening | 24 | 22 | 2 | 0 |
| Information Sharing | 64 | 21 | 2 | 1 |
| Recreation | 92 | 27 | 0 | 0 |
| Social Event | 361 | 115 | 9 | 1 |
| Total Event Signins | 1377 | 307 | 87 | 8 |

65 participants / day average in September

VAN REPORT SEPT 2021

Riders: 45 Trips: 395 (QRyde system reports overall numbers)

UPDATES

Report on events:

Flu Clinic with CVS; 202 participants

Upcoming:

Grab n Go with Sterling Village in support of Walk to End Alz October 20

Open Enrollment Plan Finder Seminar; Nov 9

Veterans' Coffee Nov 12

Pfizer Booster Clinic October 21: Process, registration procedure, SSC serving MOW but closed for all other programs on 10/21.

Transportation: September marked 1st full month with QRyde System

FOSS Fundraiser: Drawing at pancake breakfast Dec 17th

Meals Program: Commodity Food info

OUTREACH STATS SEPTEMBER 2021

Services provided between 09/01/2021 and 09/30/2021

| Interaction | Duplicated | Unduplicated |
|---------------------|------------|--------------|
| email | 9 | 8 |
| Home Consultation | 35 | 25 |
| mail/letter/card | 2 | 2 |
| Office Consultation | 35 | 26 |
| Phone Consultation | 89 | 64 |
| Totals | 170 | 97 |

Services provided between 09/01/2021 and 09/30/2021

| Category | Duplicated | Unduplicated |
|------------------------------|------------|--------------|
| Application Assistance | 22 | 14 |
| Assessment/Well check | 29 | 27 |
| Case Management/Advocacy | 51 | 40 |
| Crisis Intervention/Support | 1 | 1 |
| DME Medical equipment/loan | 13 | 11 |
| Errand | 1 | 1 |
| Family Support | 5 | 4 |
| General Information/Referral | 4 | 4 |
| Health Benefit Counseling | 3 | 3 |
| Inter-generational program | 23 | 21 |
| Isolation Intervention | 1 | 1 |
| Nutritional support | 17 | 17 |
| Totals | 170 | 97 |

Volunteer Report for September 2021

| Volunteers between 09/01/2021 and 09/30/2021 | | | |
|--|---------------|------------|-----------|
| Volunteer Service Type | Hours | Duplicated | Unique |
| admin - computer | 27 | 7 | 2 |
| Board work | 26.83 | 15 | 9 |
| Bread Run | 12 | 8 | 4 |
| Decorating the room | 3 | 2 | 2 |
| Library | 3 | 2 | 2 |
| maintenance | 0.67 | 1 | 1 |
| Meal Site | 318.5 | 106 | 23 |
| Meetings | 4 | 3 | 2 |
| Miscellaneous | 0.5 | 1 | 1 |
| MOW | 60.17 | 42 | 8 |
| Office coverage | 144.5 | 36 | 12 |
| Pancake Breakfast | 27.67 | 9 | 8 |
| Room set up | 1 | 1 | 1 |
| Totals | 628.84 | 233 | 58 |