

APPROVED DEC. 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, November 8, 2021 at 5:32 pm and Sue Protano 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

Kevin Beaupre (2022) Chair
Gail Bergeron (2024) Member
Meg Chase (2022) Member
David Cosgrove (2022) Treasurer
Joe LaGrassa (2024) Member
Deb MacLennan (2024) Member
Sue Protano (2023) Member

ABSENT

Nancy Castagna (2023) Member
Liz Pape (2023) Secretary

Veronica Buckley, Director

3. Review/Approve Meeting Minutes

October 14, 2021 meeting minutes approved with correction in the Director's Report.

4. Review/Approve Treasurer's Report

Motion by LaGrassa, Protano seconded to accept October, 2021 Treasurer's Report.

- Passed all.

5. Building Committee Update

Dick Maki reported that the garage outside lights have been ordered and hopefully will be in soon. Dick also advised that Maureen Cranson has emailed the general contractor/ sub-contractor for a time when doors might be connected. No response to her email. Hopefully will be installed prior to Holiday Drive-by Party on December 12, 2021.

6. Public Session

No Report

7. Old Business

Co-Chairs Meg Chase & Deb MacLennan reported plans are underway for COA Christmas Grab 'n Go 12:00-12:45; Outside Open House 1:00-1:30 Sunday, December 12, 2021.

8. New Business

- a. Reviewed & discussed Director's interim performance of Senior Center goals from January 1, 2021-October 31, 2021.
- b. Discussion of Director's activities as input to Town Administrator. Further discussion of Director's activities and achievements to be continued at the December 9, 2021 meeting. Chair, Kevin Beaupre asked the board to come prepared with input of activities for the Senior Center.

9. Director's Report

- a) No gift account expenditure request.

b) No Building Maintenance and Incident Reports

c) Director's Report

- Estimate for Landscape Architecture was \$2500. Veronica negotiated with Lar Greene from McCarthy Engineering. New estimate is now \$2150. for their engineering services. Architect likes to work on a 5 yr phase program. Cosgrove made a motion to accept the estimate of \$2150.to be taken from the gift account. LaGrassa seconded,
- Veronica went over the Interim Report on Achievements of Goals for CY 2021.
- Foss Fundraiser Baskets are on display-Tickets are ready for purchase. \$5. Each ticket.

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

- Passed all.

10. Future Topics

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

12. Adjournment

Motion by LaGrassa, Protano seconded, to adjourn at 7:36 pm

- Passed all.

Respectfully submitted,

Sue Protano
Member

Council on Aging Treasurer's Report FY2022

CoA Board Meeting, November 8, 2021

Reporting for Month ended October 31, 2021

FY21 July 1, 2021-June 30,
2022

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$218,189.00	\$57,641.70	\$160,547.30	26.42%
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	\$2,679.55	\$13,370.45	16.70%
01540-57000	Sr Center Operations	\$19,112.00	\$7,362.47	\$11,749.53	38.52%
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	\$7,272.72	\$5,587.70	\$25,447.11 *b
25003-	CoA Donation/	\$21,507.29	\$1,200.00	\$31.00	\$22,676.29 *c
26011-	Formula Grant	\$10,605.48	\$0.00	\$3,218.90	\$7,386.58 ***

Account #	Description	FY22 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$8,712.19	\$750.00	\$99.96	\$9,362.23

- ** 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: 107.09%
- *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.

\$16,977.39 Total non-Salary Expenses as recorded by Town as of month end.

\$2,002.19 Total Non-Salary Current Month Expense's paid by Town in next month.

\$1,543.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through October: 33.33%

David Cosgrove, Treasurer

COA Board Meeting Nov 8, 2021

Director's Report for Oct 2021

Event Statistics from 10/01/2021 to 10/31/2021

Category	Duplicated	Unduplicated	60 + Guests	U60 Guests
Community				
Education	33	23	0	2
Congregate Meals	408	71	8	0
Cultural Event	14	8	0	0
Fitness/Exercise	289	158	16	0
Food	168	98	54	2
Health Screening	206	199	22	0
Information Sharing	91	30	2	1
Recreation	82	33	1	0
Social Event	322	113	7	0
Support Services	100	100	3	0
Total Event Signins	1713	498	113	5

Please note that input of data for Oct 21st booster clinic is incomplete. This will be reflected under support services.

VAN REPORT OCT 2021

Riders: 44 Trips: 345 (QRyde system reports overall numbers)

UPDATES

Report on events:

Grab n Go with Sterling Village in support of Walk to End Alz October 20 raised \$465

Booster clinic: 425 participants

Upcoming:

Open Enrollment Plan Finder Seminar; Nov 9

Veterans' Coffee Nov 12

FOSS Fundraiser: Baskets and ticket availability

Meals Program: Meeting with MOC on Nov 10th.

INTERIM REPORT ON ACHIEVEMENT TO GOALS: GOALS FOR CY 2021

To provide assistance in the form of outreach, education, technology, transportation and more as needed to our Sterling Senior population in obtaining the COVID 19 vaccine.

Documented in MSC for support services:

Duplicated (units of services) 2195

Unduplicated (distinct individuals served) 1123

To monitor and interpret the threat of COVID 19 to our senior population and provide programming and services in a manner that is consistent with our mission to promote the health and wellbeing of our Sterling seniors and our strategic plan.

Plan with reopening in May was to rebuild recreational programming. With rise of numbers of covid cases in September, the focus became to safely provide existing level of programming.

Documented in MSC for events:

Duplicated (units of services) 14481

Unduplicated (distinct individuals served) 1509

Documented in MSC for services:

Duplicated (units of services) 1936

Unduplicated (distinct individuals served) 499

OUTREACH STATISTICS OCTOBER 2021

Services provided between 10/01/2021 and 10/31/2021

Interaction	Duplicated	Unduplicated
email	6	6
Home Consultation	20	15
mail/letter/card	4	3
Office Consultation	22	19
Phone Consultation	138	105
Totals	190	123

Category	Duplicated	Unduplicated
Application Assistance	7	5
Assessment/Well check	34	34
Case Management/Advocacy	106	76
DME Medical equipment/loan	5	5
Family Support	3	3
General Information/Referral	3	3
Health Benefit Counseling	5	5
Inter-generational program	9	8
Isolation Intervention	1	1
Nutritional support	12	12
Referral from Community	5	5
Totals	190	123

Volunteer Report for October 2021

Volunteers between 10/01/2021 and 10/31/2021			
Volunteer Service Type	Hours	Duplicated	Unique
admin - computer	24	8	3
Board work	10.5	11	3
Bread Run	17.5	9	4
Cards	3	1	1
COVID Vaccine Outreach	14	7	2
Library	1	1	1
Meal Site	296.5	97	22
Meetings	4.25	4	2
Miscellaneous	0.25	1	1
MOW	51	38	9
Office coverage	154.5	35	10
Pancake Breakfast	28.5	10	7
Totals	605	222	55