

APPROVED Jan 13, 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, December 9, 2021 at 5:34 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

Kevin Beaupre (2022) Chair
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

ABSENT

Gail Bergeron (2024) Member

Veronica Buckley, Director

3. Review/Approve Meeting Minutes

November 8, 2021 meeting minutes approved as presented.

4. Review/Approve Treasurer's Report

Motion by Pape, LaGrassa seconded to accept November, 2021 Treasurer's Report.

- Passed all.

5. Building Committee Update

Veronica Buckley noted that occupancy for the garage has been approved and the vans and electric vehicle are now being parked inside the garage. The electricity is working, the interior lights are on a sensor, and the locks have been rekeyed. Still awaiting the outside lights.

6. Public Session

David Cosgrove asked how the board should proceed when food is present at the meeting, and members from the public are in attendance. It was determined that ServSafe procedures would be in effect.

7. Old Business

Holiday Party co-chair Meg Chase handed out a sign-up sheet for board members for the day of the event, December 12, 2021.

8. New Business

- a. Discussed CY2022 preliminary goals presented by the Director. Board members suggested bringing back a suggestion box, and targeting 50-60 year old residents for future participation at the Senior Center. Board members were in agreement with the proposed new initiative to identify, implement and evaluate opportunities outside of the walls of the Senior Center to connect with underserved older adults. The agreed-upon list of sustaining activities to get back on track included: the Friendly Visitor Program, over-80 contact and documentation, caregiver support, dementia-friendly education and training, restarting the Program, Marketing and Evening Dinner Committees, and updating the Senior Center services pamphlet.
- b. Discussion of Director's activities as input to Town Administrator. Board agreed that Veronica had

performed extremely well during the tumultuous COVID period, and noted that the high level of satisfaction with the senior center programs and activities that had been established prior to COVID was maintained during CY2020 and CY2021.

9. Director's Report

- a) No gift account expenditure request.
- b) No Building Maintenance and Incident Reports
- c) Director's Report
 - A sneeze guard is being installed at the kitchen window, enabling buffet service at the counter.
 - Sterling is now an "Age and Dementia Friendly Community" as the Action Plan has been accepted by AARP / WHO and Dementia Friendly Massachusetts
 - The Take me Home program has started in Sterling. Partners are the Sterling Police Dept and the Senior Center.
 - Open Enrollment has ended as of Dec 7th with 22 Shine appointments.
 - There were 52 participants at the center the Friday after Thanksgiving.

Motion by Pape, Beaupre seconded, to approve Director's Report.

- Passed all.

10. Future Topics

- 11. Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, **January 13, 2022** at 5:30 pm at the Senior Center.

12. Adjournment

Motion by Beaupre, Protano seconded, to adjourn at 6:57 pm

- Passed all.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2022
CoA Board Meeting, December 9, 2021
Reporting for Month ended November 30, 2021

FY21 July 1, 2021-June 30, 2022

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$218,189.00	\$81,942.41	\$136,246.59	37.56%
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	\$3,338.38	\$12,711.62	20.80%
01540-57000	Sr Center Operations	\$19,112.00	\$8,655.69	\$10,456.31	45.29%
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	\$9,624.42	\$7,163.45	\$26,223.06
25003-	CoA Donation/	\$21,507.29	\$1,525.00	\$31.00	\$23,001.29
26011-	Formula Grant	\$10,605.48	\$0.00	\$5,363.62	\$5,241.86

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: 110.36%

*c COA Donation. Fund Current Balance as a percent of beginning balance: 106.95%

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

\$24,652.10 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.

\$633.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through November:

41.67%

David Cosgrove, Treasurer

COA Board Meeting Dec 9, 2021

Director's Report for Nov 2021

Event Statistics from 11/01/2021 to 11/30/2021

Category	Duplicated	Unduplicated	60 and Over Guests
Community			
Education	32	22	1
Congregate Meals	508	75	12
Cultural Event	29	18	0
Fitness/Exercise	225	84	2
Food	193	80	69
Health Screening	22	22	2
Information Sharing	88	36	0
Recreation	52	25	0
Social Event	392	105	10
Total Event Signins	1541	299	96

VAN REPORT NOV 2021

Riders: 38 Trips: 317 (QRyde system reports overall numbers)

UPDATES

Sterling is now an "Age and Dementia Friendly Community" as the Action Plan has been accepted by AARP / WHO and Dementia Friendly Massachusetts!

Take Me Home Program

EVENTS

Open Enrollment has ended as of Dec 7th with 22 Shine appointments

52 "participants" Friday after Thanksgiving

Resumed art displays with receptions as of November

Resumed Pilates classes with new instructor

**INTERIM REPORT ON ACHIEVEMENT TO GOALS: (copied from last month's
report)
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

CY 2022 Goals: Preliminary COA Board Discussion

Question 1: Is there anything you would like to see the Senior Center address in the upcoming calendar year that has not been addressed adequately to date?

CY 2022 Preliminary Goals:

Proposed New Initiative

- Identify, implement and evaluate opportunities outside of the walls of the Senior Center to connect with underserved older adults through:
 - Outreach services
 - Use of volunteers
 - Inclusive programming / technology that encourages participation of those with disabilities
 - Multigenerational programming
 - Partnerships with other organizations

Sustaining Activities to Get Back on Track

- Friendly Visiting Program
- Over-80 contact and documentation
- Caregiver Support
- Dementia Friendly Education / Training
- Committee work (program , marketing and evening dinner)

OUTREACH STATISTICS NOVEMBER 2021

Services provided between 11/01/2021 and 11/30/2021

Category	Duplicated	Unduplicated
Application Assistance	4	3
Assessment/Well check	25	18
Case Management/Advocacy	57	45
DME Medical equipment/loan	16	13
Errand	1	1
Family Support	4	4
General Information/Referral	11	9
Health Benefit Counseling	6	6
Isolation Intervention	6	4
Nutritional support	50	44
Referral from Community	6	6
Totals	186	102

Interaction	Duplicated	Unduplicated
email	22	16
Home Consultation	35	25
mail/letter/card	4	4
Office Consultation	45	37
Phone Consultation	80	58
Totals	186	102

Delivered/gave out 20 Turkeys from Rotary Club this month. Also was able to give out gift cards donated from Hope Chapel to help seniors in need.

Volunteer Report for November 2021

Volunteers between 11/01/2021 and 11/30/2021			
Volunteer Service Type	Hours	Duplicated	Unique
admin - computer	23	7	4
Board work	20.58	12	9
Bread Run	8	4	3
Cards	3	1	1
Committee work	9.5	3	3
Instructor	2	1	1
Library	1	1	1
Meal Site	302.5	106	22
Meetings	4.75	5	2
Miscellaneous	3	2	2
MOW	42	34	8
Office coverage	155.07	37	10
Pancake Breakfast	16.33	6	5
Totals	593.73	220	58