**APPROVED JAN 14, 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 electronically by online Zoom meeting on Thursday, December 10, 2020 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**  Sheila Battles (2021) Member  Kevin Beaupre, (2022) Chair  Nancy Castagna (2023) Member  David Cosgrove, (2022) Treasurer  Joe LaGrassa, (2021) Member  Deb MacLennan (2021) Member  Liz Pape (2023) Secretary  Sue Protano, (2023) Member  Veronica Buckley, Director  Meg Chase | **ABSENT** |

1. **Review/Approve Minutes and Treasurer’s Report**

November 12, 2020 meeting minutes approved as filed.

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Motion by Pape, Protano seconded, to approve Treasurer’s Report.

* Passed unanimously.

1. **Building Committee Update**

Kevin Beaupre reported that the Town of Sterling has entered into a contract with E5 Builders for the Senior Center garage. It is anticipated that digging for the structure will begin next week. Veronica reported that the lean-to portion of the shed has been removed and donated to a neighbor. The DPW assisted in moving the shed to the other side of the Senior Center building. Veronica also reported that the condenser installation is still underway.

1. **Public Session –** none
2. **Director’s Report**

Gift account expenditure request and vote:

Motion by Pape, Protano seconded, to expend up to $100.00 from the gift account to buy pizzas for the Sterling DPW as a token of appreciation for all their efforts in support of the Senior Center.

Motion by Pape, LaGrassa seconded, to expend up to $540.00 from the gift account to purchase holiday gifts for the volunteers.

Incident and Building Maintenance Report:

* There has been a recall on the electric car battery. It has been brought in for repair of the battery.
* Event Statistics has a new category, Support Services, to account for non-meal Grab-n-Go which also includes a quick check-in.
* The Foot Clinic and Elder Well Clinic are still happening inside the building.
* Many programs and activities are now being held by ZOOM, and additional new ones are coming in January. Veronica reminded board members to watch for these changes in the newsletter.
* Staff meetings and meetings with the volunteers are being held to reiterate COVID safety guidelines. The Senior Center has gone beyond the CDC guidelines and is asking that if a contact of a contact is positive, please stay home.
* For outreach, holiday cards are being sent out to seniors aged 80+. During January and February, there will be a letter-writing activity for cards to be sent to all seniors. Kevin asked that board members participate in this effort by writing cards and dropping them off at the Senior Center. Kevin asked that board members make the cards interesting – not just “thinking of you”, and sign with their first name and “COA board member”.
* 35 Take-n-Make Kits were made and distributed in partnership with the Sterling Garden Club.

Upcoming Events:

* 139 sign-ups for Sunday’s Holiday Grab-n-Go of cannolis, 2021 planner and lottery tickets
* 81 sign-ups for the Dec 23 lunch Grab-n-Go
* 92 sign-ups for the New Year’s Eve appetizers Grab-n-Go
* Veronica will reconsider “evening” Grab-n-Go events once Covid infection numbers go down and the sun is setting later.

Motion by Pape, Castagna seconded, to approve Director’s Report.

* Passed unanimously.

1. **New Business** - none
2. **Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, January 14, 2021 at 5:30 pm at the Sterling Senior Center.
3. **Adjournment**

Motion by Cosgrove, LaGrassa seconded, to adjourn at 6:49 pm

* Passed unanimously.

Respectfully submitted,

Liz Pape

Secretary

Attachments

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Council on Aging Treasurer's Report FY2021** | | | | | |  |  |
|  | **CoA Board Meeting, December 10, 2020** | | | | | |  |  |
|  | **Reporting for Month ended November 30,2020** | | | | | |  |  |
| **FY21 July 1, 2020-June 30, 2021** | |  |  |  |  |  |  |  |
| **Account #** | **Description** | **Appropriated** | **Expended** |  | **Balance** |  | ***Percent of Appropriated*** |  |
| 01541-51200 | CoA Wages \*\* | $204,969.00 | $77,615.93 |  | $127,353.07 |  | *37.87%* |  |
| 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 | $4,091.75 |  | $11,958.25 |  | *25.49%* |  |
| 01540-57000 | Sr Center Operations | $19,112.00 | $7,788.37 |  | $11,323.63 |  | *40.75%* |  |
| 27002-57000 | COVID Related Expenditures | $0.00 | $0.00 | \*d | $0.00 |  | *#DIV/0!* |  |
| 26031-57000 | COVID Related Expenditures | $0.00 | $5,845.67 | \*e | ($5,845.67) |  | *#DIV/0!* |  |
| **Other Accounts** | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Account #** | **Description** | **FY21 starting balance** | **Revenues \*\*\*\*\*-48400** |  | **Expenses \*\*\*\*\*-57000** |  | **Current Balance** |  |
| 24000- | Revolving funds | $16,092.17 | $14,866.14 |  | $11,240.56 |  | $19,717.75 | \*b |
| 25003- | CoA Donation/ | $19,789.17 | $1,302.00 |  | $225.53 |  | $20,865.64 | \*c |
| 26011- | Formula Grant | $0.00 | $0.00 |  | $3,321.54 |  | ($3,321.54) | \*\*\* |
|  |  |  |  |  |  |  |  |  |
| **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: | | | | |  | 122.53% |  |
| \*d | COVID-19 expenses due for reimbursement from FEMA. | | | |  |  |  |  |
| \*e | COVID-19 expenses due for reimbursement from CAREs Program. | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | $24,604.95 | Total non-Salary Expenses as recorded by Town as of month end. | | | | | |  |
|  | $2,062.80 | Total Non-Salary Current Month Expense's paid by Town in next month. | | | | | |  |
|  | $1,818.05 | 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 10, 2020**

**Director’s Report for Nov 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Statistics from 11/01/2020 to 11/30/2020** | | | |
|  |  |  |  |
| **Category** | **Duplicated** | **Unduplicated** | **Guests** |
| Congregate Meals | 763 | 164 | 56 |
| Fitness/Exercise | 35 | 15 | 0 |
| Health Screening | 38 | 36 | 0 |
| Information Sharing | 9 | 8 | 0 |
| Support Services | 67 | 67 | 12 |

Note: Documenting non-meal grab n go’s and check in conversations (not check in calls) performed by volunteers as support services.

**VAN REPORT Nov 2020**

Van 1 23 Riders 102 trips Van 2 9 Riders 39 trips

**UPDATES**

**Covid Update:** Essential only inside Sr Ctr; Ongoing training of staff, vols; Insulating Sr Ctr from “contacts of contacts”

**Vol and outreach reports**

**Report on past events:**

Positive feedback on not limiting numbers – Cider donut grab n go, Garden Club Take & Make.

**Upcoming Events:**

Sunday Dec 13th Festivity w Cannoli plans

12/23 Grab n Go

12/31 Appetizer Grab n Go

Jan – Adding more remote programs: bingo, yoga, take & make

**OUTREACH STATISTICS NOVEMBER 2020**

**Services provided between 11/01/2020 and 11/30/2020**

|  |  |  |
| --- | --- | --- |
| **Interaction** | **Duplicated** | **Unduplicated** |
| **email** | 5 | 5 |
| **Home Consultation** | 2 | 2 |
| **mail/letter/card** | 1 | 1 |
| **Office Consultation** | 13 | 11 |
| **Phone Consultation** | 108 | 80 |
| **Totals** | **129** | **86** |

**OUTREACH STATISTICS NOVEMBER 2020**

**Services provided between 11/01/2020 and 11/30/2020**

|  |  |  |
| --- | --- | --- |
| **Category** | **Duplicated** | **Unduplicated** |
| **Application Assistance** | 10 | 6 |
| **Assessment/Well check** | 36 | 34 |
| **Case Management/Advocacy** | 32 | 21 |
| **DME Medical equipment/loan** | 3 | 3 |
| **Friendly visiting** | 1 | 1 |
| **General Information/Referral** | 4 | 4 |
| **Health Benefit Counseling** | 5 | 4 |
| **Inter-generational program** | 9 | 8 |
| **Isolation Intervention** | 2 | 2 |
| **Nutritional support** | 27 | 24 |
| **Totals** | **129** | **86** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteers between 11/01/2020 and 11/30/2020** | | | |
|  | | | |
| **Volunteer Type** | **Hours** | **Duplicated** | **Unique** |
| admin - computer | 46.5 | 15 | 3 |
| Board work | 13 | 9 | 8 |
| Bread Run | 8 | 4 | 1 |
| Class Scheduling | 2 | 3 | 1 |
| Entertainment | 3 | 2 | 1 |
| Meal Site | 144.5 | 50 | 7 |
| Meal Site Delivery | 86 | 43 | 12 |
| Miscellaneous | 0.5 | 1 | 1 |
| MOW | 45 | 24 | 4 |
| Muffin Monday Delivery | 12 | 6 | 4 |
| Newsletter | 4 | 4 | 4 |
| Office coverage | 90.5 | 21 | 6 |
| **Totals** | **455** | **182** | **43** |

The number of volunteers and hours has stabilized and we have good coverage for most needs.

December will see a push to build a backup crew with focus on kitchen help.