

APPROVED NOVEMBER 12, 2020

**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 face-to-face and online Zoom meeting on Thursday, October 8, 2020 at 5:41 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
Deb MacLennan (2021) Member
Liz Pape (2023) Secretary
Sue Protano, (2023) Member

ABSENT

Joe LaGrassa, (2021) Member

Veronica Buckley, Director

3. Review/Approve Minutes and Treasurer's Report

September 10, 2020 and August 10, 2020 meeting minutes approved as filed.

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

- Passed unanimously.

4. Building Committee Update

Veronica Buckley reported that the RFP for the van garage has been prepared and is out for bid.

5. Public Session – none

6. Director's Report

Incident and Building Maintenance Report:

- Johnson Controls is scheduled to visit Senior Center on Oct 16.
- There was a minor accident with one of the MART vans – a truck clipped the van mirror.
- The Operations Coordinator has been working remotely for 2 weeks because of potential family contact with COVID.
- There has been an increase from August to September for events and van rides.
- The Outreach Coordinator is resuming contact with seniors 80+.
- Used the flu clinic to recruit volunteers, which was successful.
- The Flu Clinic was very well run – 146 participants.
- Upcoming Events include:
 - The Veterans' Day Grab 'n Go which is limited to veterans and 1 guest. Supported through a very generous donation.
 - Cider Donut Grab 'n Go, supported by ClearView, will be the week before Thanksgiving
- November Plans: through October, all programs have been conducted outdoors. On Nov 1, activities and programs will be conducted indoors.
- MCOA Conference will be conducted online. Veronica encouraged board members to attend.

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

- Passed unanimously.

7. New Business

- a) Holiday Event planning – usually held the second Sunday of December. This year, it will be a drive-through, providing 100 bags of cookies, 2021 calendar, and scratch ticket. Sterling Senior Center is working on having the entertainment for the event be taped and broadcast on SLCT.
- b) Board vacancy- agreed that the board is seeking a dedicated, forward-thinking, strategic and committed Sterling resident over 62 with some business knowledge and a strong network within the town.
- c) CY21 goals: Safety is the priority. Need to identify new ways of mitigating social isolation for residents 80+.
- d) The Social Slots program is doing okay, but the staff and volunteers at the Senior Center have to make calls to get seniors to attend. Board felt it is important to maintain connections with past users of the Senior Center, so that they will return to the center once it is open and has less limits on size of attendance at each event.
- e) Concern is how to not limit participation while also not running out of food at food-centered events. Board suggested expanding the Grab-'n-Go events under the Evening Dinner Committee. These events will not need to meet EOEa nutrition guidelines.

- 8. Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, November 12, 2020 at 5:30 pm at the Sterling Senior Center.

9. Adjournment

Motion by Cosgrove, Protano seconded, to adjourn at 5:25 pm

- Passed unanimously.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2021

CoA Board Meeting, October 8, 2020

Reporting for Month ended September 30,2020

FY21 July 1, 2020-June 30, 2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$204,969.00	\$40,123.05	\$164,845.95	19.58%
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	\$3,342.35	\$12,707.65	20.82%
01540-57000	Sr Center Operations	\$19,112.00	\$2,281.66	\$16,830.34	11.94%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$4,547.64 *e	(\$4,547.64)	#DIV/0!

Other Accounts

Account #	Description	FY21 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$8,248.05	\$5,579.70	\$18,760.52 *b
25003-	CoA Donation/	\$19,789.17	\$590.00	\$115.94	\$20,263.23 *c
26011-	Formula Grant	\$0.00	\$0.00	\$2,133.25	(\$2,133.25) ***

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: 116.58%

*c COA Donation/ Current Balance as a percent of beginning balance: 102.40%

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

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

\$11,485.53 Total non-Salary Expenses as recorded by Town as of month end.

\$1,967.37 Total Non-Salary Current Month Expense's paid by Town in next month.

\$3,420.22 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 8, 2020

Director's Report for Sept 2020

Event Statistics from 09/01/2020 to 09/30/2020

Category	Duplicated	Unduplicated	Guests
Community			
Education	14	13	0
Congregate Meals	781	122	60
Cultural Event	8	8	0
Fitness/Exercise	82	45	1
Health Screening	6	6	0
Information Sharing	6	6	0
Recreation	13	9	1
Social Event	120	88	2
Total Event Signins	1030	250	64

VAN REPORT Sept 2020

Van 1 26 Riders 136 trips Van 2 12 Riders 66 trips

UPDATES

Vol and outreach reports

Report on past events:

Flu Clinic: 146 Participants, great partnership with CERT and CVS Central St Leominster, positive feedback from participants.

Social Slots: Ideas to promote

Upcoming Events / Plans:

Veteran's Day Grab n Go Tuesday Nov 10th, generous donor, menu, limited to veterans and a guest, VSO to help distribute

Nov plans: Indoor programming providing community transmission remains low and no new directives from the governor, cdc, lboh

Reconvening meetings with art, programming & marketing, evening dinner, ADF workgroups.

COA conference October 19 – 23, \$125 for first participant, \$100 each additional participant, mcoaonline.com for more information

OUTREACH STATISTICS SEPTEMBER 2020

Services provided between 09/01/2020 and 09/30/2020

Interaction	Duplicated	Unduplicated
email	5	5
Home Consultation	55	46
mail/letter/card	1	1
Office Consultation	9	8
Phone Consultation	138	116
Totals	208	148

This month the focus was on reaching out to the over 80 population again and making sure they were prepared for the winter with covid restrictions. 71 of the 148 people contacted this month were over 80.

OUTREACH STATISTICS SEPTEMBER 2020
Services provided between 09/01/2020 and 09/30/2020

Category	Duplicated	Unduplicated
Application Assistance	9	4
Assessment/Well check	85	78
Case Management/Advocacy	21	18
Crisis Intervention/Support	1	1
DME Medical equipment/loan	4	4
Errand	1	1
Family Support	5	2
General Information/Referral	21	18
Healthcare service	4	4
Inter-generational program	11	11
Isolation Intervention	2	2
Nutritional support	43	37
Referral from Community	1	1
Totals	208	148

Volunteers between 09/01/2020 and 09/30/2020

Volunteer Service Type	Hours	Duplicated	Unique Vols
admin - computer	44.67	11	2
Board work	16.25	10	5
Book Club	12	4	1
Bread Run	10	5	1
Cards	3	1	1
Class Scheduling	14.5	9	2
Entertainment	3	3	2
Meal Site	119	40	7
Meal Site Delivery	62	31	6
Miscellaneous	4	2	2
MOW	48	24	4
Muffin Monday Delivery	20	10	5
Newsletter	2	2	2
Office coverage	66	15	5
Special luncheons	2	2	2
Totals	426.42	169	38

As the Senior Center has been adding classes and events to its schedule, the number of hours provided by volunteers has increased. The reception desk is now covered four mornings each week, and volunteers are now scheduling some exercise classes.

Efforts continue to increase the volunteer pool, especially in meal preparation and delivery, to relieve the burden from individual volunteers.