

APPROVED OCT 8, 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, September 10, 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

Nancy Castagna (2023) Member
David Cosgrove, (2022) Treasurer, acting chair
Joe LaGrassa, (2021) Member
Liz Pape (2023) Secretary
Sue Protano, (2023) Member

ABSENT

Sheila Battles (2021) Member
Kevin Beaupre, (2022) Chair
Deb MacLennan (2021) Member

Veronica Buckley, Director

3. Review/Approve Minutes and Treasurer's Report

Motion to approve minutes tabled due to lack of quorum with one voter abstaining.

Motion by LaGrassa, Castagna seconded, to approve Treasurer's Report.

- Passed unanimously.

4. Building Committee Update

Sue Protano suggested that references to "shed" be amended to "van garage" in building committee updates. Veronica Buckley provided the Building Committee update regarding the construction of the van garage. The Building Committee met to review the final plans and is now working with the Town Administrator to develop the Request for Proposal (RFP). The Building Committee also discussed the proposal by N&T, who will be handling HVAC issues for the town. N&T recommended adding a Rawlins valve to the senior center heating system so that it runs more regularly and longer in order to decrease the humidity in the building. It's the least expensive option. The Building Committee is checking references of other installations and will make a final decision after that.

5. Public Session – David Cosgrove has been contacted by Lori Richardson of Montachusett Home Care Corp (MHCC). to determine if anyone on the Sterling COA Board is interested in serving on the MHCC Board. Liz Pape has volunteered and the COA will be sending in a letter of support for Liz and Peter MacDonald, who also serves on the MHCC Board.

6. Director's Report

Motion made by Liz Pape to charge \$118.88 from the Gift Account for car rally expenses. Seconded by LaGrassa.

- Passed unanimously

Incident and Building Maintenance Report: The generator did not start during the latest power outage. SMLD fixed the sensor, but it appears the cyberpower UPS controller got blown out. N&T came out, removed it and will order a new one (\$800). The part is no longer under warranty. N&T has contracted with Johnson Controls to make changes in the HVAC system. Air handling unit #2, which provides HVAC in the offices area is not functioning.

- New volunteers have responded to the request for volunteers that was advertised in the last newsletter.
- The Outreach Aide has been focused on reaching out to the socially isolated to try to bring them into Senior Center programs and activities. During September and October the focus will be on reaching out to the 80+ years old seniors.
- The messaging about the lunch program has been directed to those who need assistance in getting a healthy lunch. Now trying to do a once-a-month Grab-n-Go. The Grange is sponsoring the October Grab-n-Go, which will be Swedish meatballs over pasta.
- Out-of-towners are responding to the notice that they will no longer be receiving a print version of the newsletter and are calling into the center with their email address.
- Have resumed the Pepperidge Farm bread runs, and are distributing outdoors.
- The USDA distributes food boxes to MOC (Montachusett Opportunity Council). Veronica contacted First Church's Food is Love and the Wachusett Food Pantry to partner on the next delivery.
- Community feedback from board members is that the Senior Center feels safe, and participants love the outdoor exercise programs.

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

- Passed unanimously.

7. Future Topics – Board vacancy – what type of board person do we need in terms of knowledge, skills and qualifications?

8. Next Meeting – The next monthly COA Board meeting is tentatively scheduled for Thursday, October 10, 2020 at 4:00 pm at the Sterling Senior Center.

9. Adjournment

Motion by Protano, LaGrassa seconded, to adjourn at 6:58 pm

- Passed unanimously.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2021

CoA Board Meeting, September 13, 2020

Reporting for Month ended August 31, 2020

FY21 July 1, 2020-June 30, 2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$204,969.00	\$25,040.03	\$179,928.97	12.22%
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	\$3,214.30	\$12,835.70	20.03%
01540-57000	Sr Center Operations	\$19,112.00	\$2,168.13	\$16,943.87	11.34%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$4,054.49 *e	(\$4,054.49)	#DIV/0!

Other Accounts

Account #	Description	FY21 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$5,327.83	\$3,167.26	\$18,252.74 *b
25003-	CoA Donation/	\$19,789.17	\$90.00	\$115.94	\$19,763.23 *c
26011-	Formula Grant	\$0.00	\$0.00	\$1,224.07	(\$1,224.07) ***

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: 113.43%

*c COA Donation/ Current Balance as a percent of beginning balance: 99.87%

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

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

\$6,435.13 Total non-Salary Expenses as recorded by Town as of month end.

\$3,454.57 Total Non-Salary Current Month Expense's paid by Town in next month.

\$3,797.42 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through August:	16.67%
David Cosgrove, Treasurer	

COA Board Meeting Sept 10, 2020

Director's Report for Aug 2020

Event Statistics from 08/01/2020 to 08/31/2020

Category	Duplicated	Unduplicated
Community Education / bk club, caregivers	9	9
Congregate Meals	724	51
Cultural Event / painting	14	9
Fitness/Exercise	105	44
Health Screening / Elder well	6	6
Information Sharing / Hx club	8	8
Social Event / bingo, dull men, knitting	87	67
social tables, muffin mondays		
Total Event Signins	953	174

VAN REPORT Aug 2020

Van 1	21 Riders	87 trips	210% increase
Van 2	11 Riders	32 trips	46% increase

UPDATES

Remain in Massachusetts Phase 3

Report on Car Rally: 58 classic cars and a lot of people!

Volunteers: See volunteer report

Outreach: focus on socialization

Newsletter: Response to not mailing out of town has been generally acceptable with nonresidents calling with their email addresses. Minimal response from Sterling residents, but have not yet implemented your suggestion re raffle / prize.

Formula Grant: FY 21 changes in budgeting and reporting

Congregate Lunch Program: Continue with monthly grab and go for all seniors and a separate "Sholan Day."

Social Slots: Required outreach and multiple phone calls, but feedback positive.

UPCOMING EVENTS

Sept 16	Grab and Go BBQ (closed at 130 sign ups)
Oct 1	Flu Clinic
Oct 21	Grab and Go with Sterling Grange
Oct 28	Sholan Day

DISCUSSION

What are we hearing from our community in terms of needs?

OUTREACH STATISTICS AUG 2020

Services provided between 08/01/2020 and 08/31/2020

Category	Duplicated	Unduplicated
Application Assistance	10	8
Assessment/Well check	67	66
Case Management/Advocacy	28	23
Client finding/Outreach	10	10
DME Medical equipment/loan	14	13
Family Support	4	4
General Information/Referral	15	13
Health Benefit Counseling	4	3
Healthcare service	12	12
Isolation Intervention	10	10
Nutritional support	19	17
Referral from Community	1	1
Totals	194	145

OUTREACH STATISTICS AUG 2020

Services provided between 08/01/2020 and 08/31/2020

Interaction	Duplicated	Unduplicated
email	2	2
Home Consultation	21	18
mail/letter/card	1	1
Office Consultation	19	18
Phone Consultation	151	123
Totals	194	145

Volunteers between 08/01/2020 and 08/31/2020			
Volunteer Type	Hours	Duplicated	Unique
admin - computer	43	15	3
Annual Car Show	12	10	2
Board work	14	9	7
Cards	3.5	1	1
Decorating the room	1	1	1
Grants	1	1	1
Meal Site	102	34	6
Meal Site Delivery	29	15	4
Miscellaneous	0.5	1	1
MOW	26	12	5
Muffin Monday Delivery	24.5	13	6
Newsletter	1.5	2	2
Office coverage	9	3	3
Totals	261	108	30

A focused effort has been made to enlarge the current body of volunteers to assist with delivery of Meals on Wheels and Congregate lunches, to relieve the van drivers as much as possible.

A combined effort of contacting existing volunteers, and reaching out via the monthly newsletter and social media to encourage new volunteers.

We now have coverage for 3 MOW days, and half-deliveries on 5 congregate days.

Also one returning and one new volunteer in the kitchen, plus a third returning volunteer to resume MOW preparation.

In the coming days, office coverage will increase with the return of several receptionists as the number of patio events increases.

In making requests to new and pre-existing volunteers, we continue to stress the need for self-care first and foremost, when considering a return to volunteering and in interaction with guests.