

Approved by Vote on August 8, 2019

**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 at the Sterling Senior Center on Thursday, July 11, 2019 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

Sheila Battles (2021) Member
Kevin Beaupre, (2022) Chair
Bob Bloom (2022), Member
Nancy Castagna (2020) Member
David Cosgrove, (2022) Treasurer
Joe LaGrassa, (2021) Member
Liz Pape, (2020) Secretary
Sue Protano, Member (2020)

ABSENT

Deb MacLennan, (2021) Member

Veronica Buckley, Director

3. Review/Approve Minutes and All Monthly Reports

Motion by Bloom, Cosgrove seconded, to approve previous meeting's minutes with corrections.

- Minutes from the June 13, 2019 Council on Aging
- Passed unanimously.

Motion by Cosgrove, LaGrassa seconded to approve Treasurer's Report with correction.

- Passed unanimously.

Motion by Protano, Beaupre seconded, to approve Volunteer Coordinator's Report.

- Passed unanimously.

Motion by Bloom Castagna seconded, to approve Director's Report & Outreach Report

- Passed unanimously.

4. Building Committee Update

- a) Bob Bloom reported that the air conditioning splits have been installed in the kitchen and positive feedback is already being received. The engineer had initially suggested measuring CFM (cubic feet per minute) over the cooling coils, but Renaud HVAC believes it is not necessary. Renaud will come up with other suggestions to reduce the humidity level of the rooms in the summer.
- b) The estimate by Jeff Bump for parking spaces is \$7300 for 9 spots, with additional \$250 to line stripe the new area or \$600 to line stripe entire parking area. Need to determine if sealcoating is necessary prior to line striping.
- c) July 22 will be the final commissioning of the generator per Sean Hamilton.

5. Public Session – none

6. Committee Reports

- a) **Art Selection Committee** – Veronica reported that Tuesday's Artists' Reception was very successful, with about 80 in attendance.
- b) **Evening Dinner Committee** – Kevin reported that Melissa will cook pulled pork for the Car Show event, and hot dogs will be grilled outdoors. Event is scheduled for August 15 (rain date August 22)
- c) **Marketing/Communications Committee** – Liz reported no new activities by committee.
- d) **Program Committee** – Nancy reported there will be no program committee meeting this month. Music program in June was lightly attended (14 or 15). Sholan Farms tour day is being planned for early October with wagon ride and speaker on history of farm. Other events being planned include: AppleFest fall lunch and apple bake-off; Volunteer Fair November 13; Museum Free Fridays; and Armchair Travel in October. Speaker will be Ronny LeBlanc, Leominster author, on Monsterland. History Club has done well and is on

hiatus until September.

7. Director's Update

- a) Veronica reported that Age and Dementia Friendly (ADF) committee met July 2. Next meeting will be July 30. Members include Kristin Dietel (Recreation), Pat Campbell (Library), Peter McDonald (Sunrise Assisted Living), David Cosgrove (COA), Fil Santos and Jim Emmerton (Fire Dept).
- b) The Going Steady program has 15-18 in attendance and is receiving good feedback.
- c) The 3 support groups (Parkinson's, caregiver and MS) are on-going. Looking into starting a Bereavement Support Group this fall.
- d) Father's Day BBQ went very well and had good entertainment (Joe Cariglia).
- e) On Aug 5-9, the classroom is being used all day by Rec Dept for a robotics class.
- f) Classroom/large meeting room on August 14 has been requested by SMLD for a high-performing municipalities luncheon.
- g) On July 5, 27 people checked into the Senior Center.
- h) There was a discussion by board members on the outreach report. Members would like more focus on outreach. Discussed what outreach entails, how to measure outreach need and services provided and how to track it in MySeniorCenter. Veronica to provide more on outreach data at the next meeting.

8. Unfinished Business

- a) No feedback on board book.
- b) Board members were asked to bring a list to next meeting on what they feel the COA board and senior center should have as focus areas over the next 3-5 years.

9. New Business

Motion by Pape, Bloom seconded, to nominate and elect Kevin Beaupre COA Chair.

- Passed unanimously.

Motion by Pape, Bloom seconded, to nominate and elect David Cosgrove COA Treasurer.

- Passed unanimously

Motion by Beaupre, Battles seconded, to nominate and elect Liz Pape COA Secretary.

- Passed unanimously

Motion by Cosgrove, Bloom seconded, to re-establish Art Selection, Evening Dinner, Marketing/Communications and Program Committees.

- Passed unanimously

10. Future Topics - none

11. Next Meeting – The next monthly COA Board meeting will be Thursday, August 8, 2019 at 5:30 pm at the Sterling Senior Center.

12. Adjournment

Motion by Bloom, LaGrassa seconded, to adjourn at 7:33 pm

- Passed unanimously

Respectfully submitted,

Liz Pape
Secretary

Attachments –

Council on Aging Treasurer's Report FY19

CoA Board Meeting , July 11, 2019

FY19 July 1, 2018 – June 27, 2019

| Account # | Description | Appropriated | Expended | Balance | <i>Percent of Appropriated</i> |
|------------------|---------------------------------|---------------------|-----------------|----------------|---------------------------------------|
| 01541-51200 | CoA Wages | \$ 153,330.95 | \$ 144,616.59 | \$ 8,714.36 | 94.32% |
| 01541-53000 | CoA Home Care | \$ 400.00 | \$ 400.0 | \$ 0 | 100% |
| 01541-53001 | CoA Title VII Nutrition & WHEAT | \$ 4,300.00 | \$ 3,150.53 | \$1,149.47 | 73.27% |
| 01541-57000 | CoA Expense | \$16,050.00 | \$14,988.58 | \$ 1,061.42 | 93.39% |
| 01540-57000 | Sr Center Operations | \$21,308.00 | \$ 19,218.01 | \$2,089.99 | 90.19% |
| 01540-51300 | Sr. Cntr Ops Co-ordinator | \$11,292.00 | \$10,988.00 | \$304.00 | 97.31% |

Other Accounts

| Account # | Description | FY19 starting balance | Revenues *****-48400 | Expenses *****-57000 | Current Balance |
|------------------|--------------------|------------------------------|-----------------------------|-----------------------------|------------------------|
| 24000- | Revolving funds | \$16,052.99 | \$34,988.56 * | \$34,826.37 | \$16,215.18** |
| 25003- | CoA Donation/ | \$13,822.82 | \$3,125.00* | \$1,363.75 | \$15,584.07 |
| 26011- | Formula Grant | \$0.0 | \$19,332.00 | \$19,200.66 | \$131.34*** |

| Account # | Description | FY19 starting balance | Revenues *****-48000 | Expenses *****-57001 | Current Balance |
|------------------|--------------------|------------------------------|-----------------------------|-----------------------------|------------------------|
| 24000- | Sr. Center Usage | \$ 2,646.09 | \$3,485.00 * | \$842.12 | \$ 5,288.97 |

* Does not reflect to date value.

** 1.01% above starting balance

*** 99.32 % of Formula revenue expended

Bob Bloom, COA Treasurer

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period June 1 - 30, 2019
July 11, 2019 COA Board Meeting

- Volunteer Hours: 895.58
 - Admin/computer: 23
 - Board work: 43.75
 - Committee Work: 31.5
 - Meal Site: 288.25
 - Meals on Wheels: 114.75
 - Office Coverage: 192.33
 - Pancake breakfast: 34.50
 - Special Dinners: 22

Respectfully submitted,
Liz R. Pape

COA Board Meeting July 11, 2019

Director's Report for June 2019

Event Statistics from 6/1/19 – 6/30/19

| | | |
|----------------------|--------------|------|
| Total event sign ins | Unduplicated | 462 |
| | Guests | 86 |
| | Duplicated | 2077 |

Event Statistics from 6/1/18 – 6/30/18

| | | |
|----------------------|--------------|------|
| Total event sign ins | Unduplicated | 374 |
| | Guests | 96 |
| | Duplicated | 1765 |

VAN REPORT June 2019

| | | | |
|-------|-----------|-----------|------------|
| Van 1 | 38 Riders | 305 trips | 1844 miles |
| Van 2 | 21 Riders | 162 trips | 1009 miles |

KITCHEN REPORT March 2019

congregate lunch 553 or 29 per day
Pancake Breakfast 62

Additional topics for discussion

Age and Dementia Friendly Sterling progress
New program update – Going Steady, 3 support groups, history club, date with music
Thank evening dinner comm and others for Father's Day BBQ
SSC usage – 8/5 – 8/9 classroom for rec; Aug 14th luncheon for SMLD
27 for lunch on July 5th

Upcoming events:

| | | |
|---------|---------|--|
| July 17 | 7p | Pit fire and sunset |
| July 23 | 6:30 pm | Alzheimer's Ed – Healthy Living |
| July 25 | 3:30 pm | A Date with Music – Ronna Davis sing along |
| July 31 | 6:30 pm | Cannabis 101 |
| Aug 12 | 1:00 pm | Marijuana for Seniors |
| Aug 15 | 5:30pm | 3 rd Annual Car Show |

OUTREACH STATISTICS JUNE 2019

Services provided between 06/01/2019 and 06/30/2019

| Interaction | Duplicated | Unduplicated |
|----------------------------|-------------------|---------------------|
| email | 3 | 2 |
| Home Consultation | 32 | 27 |
| mail/letter/card | 1 | 1 |
| Office Consultation | 19 | 16 |
| Phone Consultation | 35 | 31 |
| Totals | 90 | 69 |

This month 31 seniors NEW to the Senior Center (in the past 6 months) were contacted.
15 were over 80.

Since August 2018, I have completed 110 home visits to deliver light bulbs from the light dept, lights from the senior center and gathered information regarding firestop installation.

OUTREACH STATISTICS JUNE 2019

Services provided between 06/01/2019 and 06/30/2019

| Category | Duplicated | Unduplicated |
|------------------------------|------------|--------------|
| Application Assistance | 4 | 4 |
| Assessment/Well check | 13 | 12 |
| Case Management/Advocacy | 16 | 14 |
| Client finding/Outreach | 11 | 11 |
| DME Medical equipment/loan | 13 | 9 |
| Family Support | 2 | 2 |
| General Information/Referral | 8 | 8 |
| Health Benefit Counseling | 3 | 2 |
| Healthcare service | 1 | 1 |
| Inter-generational program | 4 | 3 |
| Isolation Intervention | 3 | 3 |
| Nutritional support | 12 | 12 |
| Totals | 90 | 69 |