

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, December 12, 2019 at 5:33 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

ABSENT

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

Veronica Buckley, Director

3. A moment of silence was held in memory of Robert Bloom, member of the Council on Aging Board.

4. Review/Approve Minutes and Treasurer's Report

Motion by Cosgrove, Protano seconded, to approve previous meeting's minutes of November 14, 2019.

- Abstain: LaGrassa. Passed unanimously.

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

- Passed unanimously.

5. Building Committee Update - none

6. Public Session – none

7. Director's Report

- a) Veronica Buckley gave the Director's Report which includes the Outreach and Volunteer Coordinator's Reports and all committee reports.

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

- Passed unanimously.

8. Unfinished Business

- a) Strategic Plan

Motion by LaGrassa, Cosgrove seconded, to approve Strategic Plan.

- Passed unanimously.

- b) High attendance events – In order to alleviate long wait lists for the Valentine's Day and St. Patrick's Day luncheons, there will be evening dinners for these events, in addition to the lunch events. Both lunch and evening events will have entertainment. Dates are Feb 13 (lunch) and Feb 19 (evening) for Valentine's Day, and March 18 (lunch) and March 25 (evening) for St. Patrick's Day. Both lunches and dinners will require advance sign-ups.

9. Next Meeting – The next monthly COA Board meeting will be Thursday, January 9, 2020 at 5:30 pm at the Sterling Senior Center.

10. Adjournment

Motion by Cosgrove, LaGrassa seconded, to adjourn at 6:41 pm

- Passed unanimously

Respectfully submitted,

Liz Pape

Secretary

Attachments –

Council on Aging Treasurer's Report FY2020

CoA Board Meeting, December 12,
2019

Reporting for Month ended November 30,2019

**FY19 July 1, 2019-June 30,
2020**

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$187,464.12	\$74,610.18	\$112,853.94	39.80%
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	\$3,997.29	\$12,052.71	24.91%
01540-57000	Sr Center Operations	\$21,755.00	\$8,460.87 *a	\$13,294.13	38.89%

Other Accounts

Account #	Description	FY20 starting balance	Revenues *****_ 48400	Expenses *****_ 57000	Current Balance
24000-	Revolving funds	\$16,320.18	\$15,786.55	\$18,187.48	\$13,919.25 *b
25003-	CoA Donation/	\$15,363.88	\$1,659.00	\$243.71	\$16,779.17 *c
26011-	Formula Grant	\$0.00	\$0.00	\$5,613.54	(\$5,613.54) ***

Account #	Description	FY20 starting balance	Revenues *****_ 48000	Expenses *****_ 57001	Current Balance
24000-	Sr. Center Usage	\$5,288.97	\$2,090.00	\$28.24	\$7,350.73

* Does not reflect to date value

** Appropriated amount for COA Wages represents base requested amount. To be adjusted by Merit and Longevity program when finalized.

*** Formula revenue not yet received

*a Net of Town Account 01540-57003 Contra-Expense \$1,250.00.

*b	Revolving. Fund Current Balance as a percent of beginning balance:	85.29%
*c	COA Donation/ Current Balance as a percent of beginning balance:	109.21%

\$36,531.13 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.

\$1,253.00 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through November:	41.67%
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David Cosgrove, Treasurer

COA Board Meeting Dec12, 2019

Director's Report for Nov 2019

Event Statistics from 11/1/19 – 11/30/19

Total event sign ins	Unduplicated	439
	Guests	159
	Duplicated	2022

Event Statistics from 11/1/18 – 11/30/18

Total event sign ins	Unduplicated	390
	Guests	87
	Duplicated	1734

VAN REPORT Nov 2019

Van 1	41 Riders	307 trips	1983 miles
Van 2	20 Riders	110 trips	883 miles

KITCHEN REPORT Nov 2019

congregate lunch 621 or 34.5 per day

Pancake Breakfast 76

COMMITTEE UPDATES

Art Committee report on upcoming reception

Evening Dinner Committee report on next dinners

BUILDING / INCIDENT REPORT

Building committee has been advised that we have had the drains snaked:

Jan 2019, May 2019, Nov 2019

DMH is now scheduled for Dec 20th for misc electrical work – outlets, kitchen, flagpole.

Upcoming events:

Dec 14	9 am – 3 pm	FOSS Cookie and Craft Fair
Dec 16	12:30 pm	A Date with Music: Parkinson's Chorus
Dec 27	10:45 am	Ukulele Club performing in Memory Café, Lunenburg SC
Jan 2	6pm	Artist's Reception: Elizabeth Chirico
Jan 9	11:30	Slim Wronski's 100 th Birthday Celebration

OUTREACH STATISTICS November 2019

Services provided between 11/01/2019 and 11/30/2019

Interaction	Duplicated	Unduplicated
email	8	7
Home Consultation	33	28
Office Consultation	51	38
Phone Consultation	67	51
Totals	159	92

Out of 297 names on the original over 80 list, I have about 42 households left to complete. Almost $\frac{1}{2}$ of those households, I have either been to the home or called the home and have been unable to make contact. It is unclear if they have moved, work, attend adult daycare or have passed away.

Services provided between 11/01/2019 and 11/30/2019

Category	Duplicated	Unduplicated
Application Assistance	6	5
Assessment/Well check	24	20
Case Management/Advocacy	44	26
Client finding/Outreach	8	8
DME Medical equipment/loan	5	5
Family Support	1	1
Friendly visiting	6	6
General Information/Referral	14	12
Health Benefit Counseling	2	2
Inter-generational program	5	5
Isolation Intervention	1	1
Nutritional support	42	30
Referral from Community	1	1
Totals	159	92

Volunteers between 11/01/2019 and 11/30/2019

Volunteer Service Type	Hours	Duplicated	Unduplicated
admin - computer	21	10	3
Baking	1	1	1
Board work	24.92	13	8
Bread Run	10	6	4
Committee work	9	2	2
Computers	4	1	1
Entertainment	2	1	1
Friendly Visitor	8	4	2
Instructor	11.17	6	3
Meal Site	283.25	120	33
Meetings	6.5	4	3
Miscellaneous	11.75	7	4
MOW	103.02	46	9
Office coverage	181.57	41	11
Pancake Breakfast	27.75	10	8
Room set up	6.08	14	2
Special luncheons	7.03	3	3
Totals	718.04	289	74