

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, August 10, 2020 at 5:30 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

Motion by Cosgrove, seconded by Battles to approve July 9, 2020 meeting's minutes.

- Passed unanimously.

Motion by Protano, MacLennan seconded, to approve Treasurer's Report as amended.

- Passed unanimously.

4. Building Committee Update

Kevin Beaupre provided the Building Committee update regarding the construction of the van shed. The Building Committee met with the architect two weeks ago and asked for some modifications to the plan. Modified plan has not been submitted yet.

5. Public Session – none

6. Director's Report

Kevin Beaupre reminded the COA board that Building Maintenance/Incident Reports will now be reported as part of the Director's Report.

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

- There are no gift account expenditure requests.
- There are no Building Maintenance/Incident Reports for this month.
- The Senior Center is now in Phase 3 of re-opening. The # of van trips is down significantly. Van drivers are still busy because they are doing lunch deliveries daily and doing Meals on Wheels deliveries on Friday.
- The Landmark carried a substantial article about the Senior Center, with the yoga class on the front page, details on how the director transitioned the congregate meals program from in-house to home delivery, and a call for volunteers.
- Although Veronica would like to bring the congregate lunch program back into the center, experts have said to keep it remote. Since part of the goal of the congregate lunch program is to provide socialization opportunities for seniors, Veronica is trying other avenues for increasing socialization. The COA Board suggested announcing 2-3 time slots per week

- where people can sign up to visit the center and socialize with others.
- A new support group has begun, with Sterling Village and Trinity Hospice. This support group will replace Caregivers Connect.
- Patio activities have included a men's social group and a ladies' social group. Currently attendance is by appointment or registration and limited to 10 people.
- All exercise groups are up and running, except for the Going Steady class.
- It is anticipated that there will be 30 cars at the Car Rally.
- The Elder Well Clinic just opened for appointments and is already fully booked.
- There will be a Grab-n-Go barbeque during lunch in September.
- The flu clinic through CVS will be a drive-through.
- Outreach is not doing assessments inside homes – consults are being done outside.
- Durable Medical Equipment (DME) statistics now include numbers of face masks distributed.
- The new Meal Site Coordinator is doing well on the job.
- Due to Covid 19, Veronica has focused on adjusting programs and services in response to the pandemic. Other goals that were part of the CY2020 Director's Goals have been backburnered.

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

- Passed unanimously.

7. Next Meeting – The next monthly COA Board meeting will be Thursday, September 10, 2020 at 5:30 pm at the Sterling Senior Center.

8. Adjournment

Motion by Cosgrove, Castagna seconded, to adjourn at 7:04 pm

- Passed unanimously.

Respectfully submitted,

Liz Pape
Secretary
Attachments –

Council on Aging Treasurer's Report FY2021

CoA Board Meeting, August 10, 2020
Reporting for Month ended July 31,2020

FY21 July 1, 2020-June 30,
2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$204,969.00	\$9,742.91	\$195,226.09	4.75%
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	\$158.35	\$15,891.65	0.99%
01540-57000	Sr Center Operations	\$19,112.00	\$687.90	\$18,424.10	3.60%
27002-57000	COVID Related Expenditures	\$0.00	\$1,428.86 *d	(\$1,428.86)	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$2,804.49 *e	(\$2,804.49)	#DIV/0!

Other Accounts

Account #	Description	FY21 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$1,620.41	\$524.18	\$17,188.40 *b
25003-	CoA Donation/	\$19,789.17	\$0.00	\$0.00	\$19,789.17 *c
26011-	Formula Grant	\$0.00	\$0.00	\$0.00	\$0.00 ***

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 received in January 2020.

*a

*b	Revolving. Fund Current Balance as a percent of beginning balance:	106.81%
*c	COA Donation/ Current Balance as a percent of beginning balance:	100.00%
*d	COVID-19 expenses due for reimbursement from FEMA.	
*e	COVID-19 expenses due for reimbursement from CAREs Program.	

\$1,370.43 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.

\$833.19 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through July: 8.33%

David Cosgrove, Treasurer

COA Board Meeting Aug 10, 2020

Director's Report for July 2020

Event Statistics from 7/1/20 – 7/31/20

Category	Duplicated	Unduplicated
Cong Meals	685	54
Fitness/Exercise	34	33
FM coupons	22	22
Total	741	101

VAN REPORT July 2020

Van 1 17 Riders 28 trips Van 2 11 Riders 32 trips

UPDATES

Currently in Massachusetts Phase 3

Volunteers: Advertising on back page of newsletter, Sterling Meetinghouse News and Landmark running article re lunch program and need for volunteers.

Newsletter: Sept edition announcing no more postal mailing out of town, will be emailing if we have your email on file. Gentle push to receive newsletter electronically.

Congregate Lunch Program: After discussion with Alex Welch, RD, from MOC, liaison to EOEA Nutrition Program and Tara Hammes, RD, from MCOA, we will continue the home delivery of our lunch program indefinitely.

New Caregiver Support Group with Sterling Village and Trinity Hospice. Plans to consider evening group with meal (to go) and respite care.

On Patio – men's social, ladies' social, painting, book club

UPCOMING EVENTS

Aug 13	Classic Car Rally
Sept 16	Grab and Go BBQ
Oct 1	Flu Clinic

OUTREACH STATS JULY 2020

Services provided between 07/01/2020 and 07/31/2020

Interaction	Duplicated	Unduplicated
email	3	3
Home Consultation	39	30
Office Consultation	40	38
Phone Consultation	138	111
Totals	220	142

Muffin Monday has been a GREAT hit for the last few months! We have been delivering between 10-20 muffins to people each week! The volunteer delivery people are enjoying it as much as the recipients! It has really lifted spirits!! Lots of people still getting face masks from the senior center. Farmers Market coupons also went out this month 25 out of 30 books given out. Lots of time spent on the phone still checking in with seniors. People are getting out a little more on their own.

OUTREACH STATS JULY 2020

Services provided between 07/01/2020 and 07/31/2020

Category	Duplicated	Unduplicated
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Assessment/Well Check	50	44
Case Management/Advocacy	57	46
Crisis Intervention/Support	1	1
DME Medical equipment/loan	34	32
Family Support	5	4
General Information/Referral	14	14
Health Benefit Counseling	4	3
Isolation Intervention	2	2
Nutritional support	53	38
Totals	220	142

Volunteers between 07/01/2020 and 07/31/2020

Volunteer Service Type	Hours	Duplicated	Unduplicated
admin - computer	12.00	5	1
Board work	5.00	3	1
Meal Site	124.00	42	4
Miscellaneous	6.00	4	4
MOW	14.00	7	2
Muffin Monday Delivery	16.50	12	6
Totals	177.50	73	15

Total 15 volunteers covering majority of opportunities currently available at Senior Center, in particular preparation of congregate meal program (Meal Site) but also delivery of Meals-on-Wheels and Muffins. Some administrative hours and grocery-shopping hours were not available at time of report. Short-term recruitment will be focused on delivery drivers for congregate meals and MOW in order to relieve van drivers as much as possible.