

Voted on October 11, 2018

COUNCIL ON AGING
P.O. BOX 243, 36 Muddy Pond Road
Sterling, MA 01564

The Council on Aging Board meeting was called to order at the Senior Center on Thursday, September 13, 2018 at 5:32 p.m. 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

ABSENT

All Present

Kevin Beaupre (2019), Vice Chair
Bob Bloom (2020), Treasurer
Nancy Castagna, (2020) Member
Joe LaGrassa, (2021) Member
Deb MacLennan, (2021) Member
Charlie Madden (2019), Member
Liz Pape (2020), Chair
Sue Protano (2019), Secretary

Veronica Buckley, Director
Dick Maki, Building Committee

3. Review/Approve Minutes and All Monthly Reports

Motion by Beaupre, Madden seconded, to approve previous meeting's minutes

- Minutes from the August 9, 2018 Council on Aging meeting were approved unanimously.

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

- Passed unanimously.

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

- Passed unanimously.

Motion by Bloom, Madden seconded, to approve Director's Report

- Passed unanimously.

4. Building Committee Update

Dick Maki advised nothing to report. HVAC issues still pending. Proposal with Building Committee to notify Veronica Buckley & Liz Pape of next Senior Center Building Committee meeting so that they may attend to discuss the Senior Center HVA needs and solutions.

5. Public Session

- No Reporting

6. Committee Reports

- **Arts Committee** - Dick Maki reported on the Artist's Reception and that the Arts Committee is all booked until Spring, 2019 with exciting events.

Dick thanked Liz Pape, Kathy Carlin & Nancy Castagna for all the delicious treats for each and every Artist's Reception.

- **Evening Dinner Committee** - Deb MacLennan reported October 18, 2018, there will be a Pork Roast Oktoberfest evening dinner. No Dinners for November & December, will resume in January 2019.

- **Marketing Committee** - Liz Pape reported that the September issue of the Sterling Meetinghouse News, carried the Evening Dinners article, October will have the Artist's Reception article and November will have an article on the Parkinson's Support Group. The Marketing Committee is discussing with Veronica Buckley some articles about caregiver stages of care, i.e. home, someone's home, assisted living and nursing home.

- **Program Committee** – Nancy Castagna reported that an Apple Fest Day luncheon is planned for October 11, 2018. All apples supplied by Sholan Farms through the courtesy of Joe LaGrassa. Sholan Farms is also supplying apples to the Senior Center every week for the month of October. There is also a Sholan Farm tour. October 31, 2018 - Halloween Party & Lunch. Chocksett Peer Leaders from Chocksett Middle School (8th graders) will be helping with Halloween Party. Arm Chair Travel by Joe & Patti LaGrassa, Christmas on the Danube.

For more details and review, copies of the Arts, Marketing/Communications and Program Committee minutes are available at the reception desk along with the Director's and Outreach reports.

7. **Director's Update**- Veronica Buckley reported on the stats for August 2018, Increasing seniors in all categories. Including Van trips and Kitchen Reports on meals being provided on a daily basis. Outreach Stats are up as well. Veronica has received a space request report from the Recreation Dept. for 2018-2019 during 1835 Town Hall renovations. The Senior Center is accommodating these programs through Spring 2019. Pickle Ball is going stronger than ever.

9. Medicare Open Enrollment will hold a meeting on November 1, 2018.

No Gift account expenditures requested.

10. Unfinished Business

COA policies and procedures were brought before the BOS Meeting on August 22, 2018 by Chair, Liz Pape, and Ross Perry, Town Administrator commented on the excellence of the work that was done. BOS unanimously voted to approve the COA Policies documents.

Liz Pape will provide the COA Board with a draft of the Senior Center Policy Guidelines at the October COA Board Meeting.

9. New Business

The Board unanimously voted on Sheila Battles to be a COA member for the term ending June 30, 2021. MCOA October Conference is October 24-26, 2018 to be held at the Sea Crest Hotel, Falmouth, Ma. Anyone Interested in attending for one day should contact Veronica. The Christmas Party for the Seniors is **December 9, 2018** 1-3 pm, but was stated at our meeting it would be December 2, 2018. The Victorian Carolers will be performing. FY19 COA Goals to Board of Selectmen- on hold.

10. Future Topics – no discussion.

11. **Next Meeting** – The next monthly Board Meeting will be held on **Thursday, October 11, 2018 at 5:30 p.m.**

12. Adjournment

Motion by Bloom, Madden seconded, to adjourn at 7:29 pm.

- Passed unanimously

Respectfully submitted,

Sue Protano
Secretary

Attachments –

MEETING DATE: October 11, 2018

TIME: 5:30 - 7:30pm

If applicable, please fill in Executive Session START TIME: _____ END TIME: _____ Re-open to Public? If yes ☐ state approximate time: _____

Subject of Executive Session: _____

Sterling Council on Aging

NAME of BOARD/COMMITTEE

TOWN CLERK OFFICE USE
ONLY

Sterling Senior Center Meeting Rm. 36 Muddy Pond Rd, Sterling, MA

LOCATION

ROOM

Name: Liz Pape, Chair, Council on Aging

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

AGENDA

1. Open Meeting
2. Roll Call – Welcome new COA Board member
3. Review/Approve Meeting Minutes of September 13, 2018; Treasurer's, Volunteer Coordinator's & Director's Reports
4. Building Committee Update
5. Public Session
6. Committee Reports
 - a. Arts Committee
 - b. Evening Dinner Committee
 - c. Marketing/Communications Committee
 - d. Program Committee
7. Director's Update
 - a. Gift account expenditure request and vote
 - b. Update on Age and Dementia Friendly Community Initiative
 - Review of Age and Dementia-Friendly Community Steering Committee and vote
8. Unfinished Business
 - a. MCOA October Conference
 - b. Christmas Party Planning Dec 9, 2018 (note corrected date)
 - c. Review Senior Center Policies Guidelines draft and vote
9. New Business
 - a. FY19 COA Goals to Board of Selectmen
10. Future Topics
11. Next Meeting: Thursday November 8, 2018, 5:30-7:30 pm
12. Adjournment

All meetings are open to the public

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period September 1-30, 2018
October 11, 2018 COA Board Meeting

- Volunteer Hours: 752.6
 - Admin/computer: 41.25
 - Committee Work: 7.5
 - Meal Site: 285.92
 - Meals on Wheels: 85.17
 - Office Coverage: 183.75
 - Pancake breakfast: 20.5

Respectfully submitted,

Liz R. Pape

COA Board Meeting Oct 11, 2018

Director's Report for Sept 2018

Event Statistics from 09/01/2018 to 09/30/2018

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community				
Education	97	76	0	0
Congregate Meals	393	85	23	0
Fitness/Exercise	490	166	13	0
Food	188	115	9	0
Health Screening	22	21	6	0
Information Sharing	24	10	0	0
Recreation	99	42	0	0
Social Event	483	133	49	0
Total Event				
Signins	1796	404	100	0

Event Statistics from 09/01/2017 to 09/30/2017

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community				
Education	39	36	0	0
Congregate Meals	395	71	11	0
Fitness/Exercise	497	160	24	0
Food	142	90	15	0
Health Screening	29	26	13	0
Information Sharing	31	21	0	0
Recreation	64	37	60	0
Social Event	478	116	9	0
Total Event				
Signins	1675	353	132	0

VAN REPORT Sept 2018

Van 1 31 Riders	236 trips	1857 miles
Van 2 17 Riders	78 trips	832 miles

KITCHEN REPORT Sept 2018

congregare lunch 459 or 25.5 per day

Pancake Breakfast 74

Additional topics for discussion

Flu clinic had 94 participants!

ADF initiative

FOSS meeting

Dot – medical leave

Upcoming events:

Thursday Nov 1 @ 1pm Medicare.gov training - drug plan search

Tuesday Nov 6th at 9 am Dull Men's Club – History of Wachusett Reservoir

Thursday Nov 8th SFD – History of the SFD and Lunch

Thursday Nov 15th Artist's Reception

Monday Nov 19th Make & Take Lilac's

Thursday Nov 29th Armchair Travel to Burma

OUTREACH STATISTICS SEPTEMBER 2018

Services provided between 09/01/2018 and 09/30/2018

Interaction	Duplicated	Unduplicated
	1	1
email	4	4
Home Consultation	30	22
mail/letter/card	4	4
Office Consultation	27	25
Phone Consultation	70	55
Totals	136	85

This month 19 seniors NEW to the senior center (in the past 6 months) we contacted. 7 were over the age of 80. 5 of the 7 seniors over 80 will continue services.

OUTREACH STATISTICS SEPTEMBER 2018

Services provided between 09/01/2018 and 09/30/2018

Category	Duplicated	Unduplicated
Application Assistance	11	8
Assessment/Well check	26	23
Case Management/Advocacy	22	20
Client finding/Outreach	3	3
Crisis Intervention/Support	1	1
DME Medical equipment/loan	16	12
Family Support	7	6
Friendly visiting	5	5
General Information/Referral	9	9
Inter-generational program	20	18
Nutritional support	16	9
Totals	136	85

CHARTER
Sterling Age and Dementia-Friendly Community Steering Committee
October, 2018

The purpose of the Sterling Age and Dementia-Friendly Community Steering Committee (Steering Committee) is to:

- provide the leadership for the Town of Sterling to become an Age-and Dementia Friendly Community, as certified by the MA Office of Elder Affairs, the AARP, and the World Health Organization; and
- develop town-wide partnerships that support Sterling's Age-and Dementia-Friendly mission statement and goals and objectives.

The Sterling Age and Dementia Friendly Community Steering Committee shall be composed of a minimum of 8 and a maximum of 12 members. Membership on the Steering Committee shall be for a period of three years, with initial terms of office staggered so that approximately one-third of members renew terms every year. Members shall serve no more than two consecutive terms, except the Sterling Council on Aging Chairperson and the Director of the Sterling Senior Center, who are ex-officio members of the Steering Committee. Membership on the Sterling Age and Dementia-Friendly Community Steering Committee shall be by appointment of the Sterling Board of Selectmen.

The recommended membership on the Steering Committee shall be representative of Sterling and shall include representation from the following community organizations, where possible:

- the Chair of the Sterling Council on Aging;
- the Director of the Sterling Senior Center;
- a representative from the Sterling Police Department;
- a representative from the Sterling Fire Department;
- a representative from the Conant Public Library;
- a representative from the Sterling Council on Aging; and
- representatives from varying constituencies in Sterling including educational, religious, or governmental organizations.

Meetings of the Sterling Age and Dementia-Friendly Community Steering Committee shall be held at least quarterly, and minute meetings shall be provided to the Board of Selectmen and posted on the Town of Sterling website.