

**APPROVED June 10, 2021**

**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 online Zoom meeting on Thursday, May 13, 2021 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**

Sheila Battles (2021) Member  
Kevin Beaupre, (2022) Chair  
Nancy Castagna (2023) Member  
Meg Chase (2022) 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 Meeting Minutes and Treasurer's Report**

April 8, 2021 meeting minutes approved as presented.

**4. Review/Approve Treasurer's Report**

Motion by Protano, Chase seconded, to accept April, 2021 Treasurer's Report.

- Passed unanimously.

**5. Update on Board Annual Calendar** – Liz Pape reported that the Board Calendar has been modified based upon input from the Town Administrator. The Board's input on the Director's performance to goals will now be sent to the Town Administrator in December, based upon the requirement in the Personnel Bylaws that performance reviews be completed by the end of the calendar year.

**6. Building Committee Update**

Richard Maki of the Building Committee reported that the windows installation must be accomplished prior to painting the siding. The siding will match the Senior Center colors. Electrical work will be completed prior to blacktop and painting.

**7. Public Session - none**

**8. Old Business – Appreciation Plaques**

The Rutland plaque now has a picture of three people, instead of the town building. Most board members preferred the gold letters on the black background. Staff from the Sterling Senior Center will present the plaques at Rutland and the Sterling Fire Department.

Motion by Pape, Cosgrove seconded, to approve Meg Chase's preliminary plaque design and to grant authority to Meg to complete the plaques with the vendor.

**9. Director's Report**

- a) No gift account expenditure request
- b) Building Maintenance and Incident Report: nothing to report..
- Van regionalization: There was a meeting of the regionalization group on May 13. If regionalization is successful, the Sterling Senior Center will be able to provide more rides to more people. The learning curve for the QRyde software is steep, and there are still glitches to be worked out. The tablets are arriving in the next 1 – 2 weeks.
- Scaling-up information – MA Council on Aging recommends using the phrase scaling up instead of re-opening as many senior centers remained open on a limited basis during the pandemic. The Director is using the MA.gov indoor/outdoor events guidance for creating the scaling-up protocols.
  - Temperature checks will only be conducted when 6 foot distancing is not maintained.
  - On May 17, some programs and activities are being transitioned to in-person with a Zoom option. Doors will be unlocked and the receptionists will do the screening.
  - On June 1 the patio will be open for up to 14 people.
  - July – Muffin Mondays will be on the patio.
  - Usage of Senior Center by outside entities. Although there is a Usage Policy, the Senior Center now needs protocols for use of the building under the Usage Policy. The Director is in the process of creating a bulleted checklist of guidelines which will first be used by staff and volunteers, and will then serve as the template for the protocol for use by outside entities.

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

- Passed unanimously.

**10. New Business** – Gail Bergeron has expressed interest in serving on the COA board. She plans to attend the June board meeting.

**11. Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, June 10, 2021 at 5:30 pm at the Senior Center.

**12. Adjournment**

Motion by Protano, Battles seconded, to adjourn at 6:55 pm

- Passed unanimously.

Respectfully submitted,

Liz Pape  
Secretary  
Attachments

## Council on Aging Treasurer's Report FY2021

CoA Board Meeting, May 13, 2021

Reporting for Month ended April 30, 2021

FY21 July 1, 2020-June 30, 2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$204,969.00	\$158,952.39	\$46,016.61	77.55%
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	\$13,347.28	\$2,702.72	83.16%
01540-57000	Sr Center Operations	\$19,112.00	\$16,298.30	\$2,813.70	85.28%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$6,199.05 *e	(\$6,199.05)	#DIV/0!

### Other Accounts

Account #	Description	FY21 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$27,519.62	\$20,680.70	\$22,931.09 *b
25003-	CoA Donation/	\$19,789.17	\$3,412.00	\$736.88	\$22,464.29 *c
26011-	Formula Grant	\$0.00	\$19,332.00	\$8,726.52	\$10,605.48 ***

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: 142.50%

\*c COA Donation. Fund Current Balance as a percent of beginning balance: 113.52%

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

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

\$58,964.39 Total non-Salary Expenses as recorded by Town as of month end.

\$825.29 Total Non-Salary Current Month Expense's paid by Town in next month.

\$1,650.57 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through April: 83.33%

David Cosgrove, Treasurer

## COA Board Meeting May 13, 2021

### Director's Report for April 2021

#### Event Statistics from 04/01/2021 to 04/30/2021

Category	Duplicated	Unduplicated	Guests
Congregate Meals	870	176	14
Fitness/Exercise	83	30	31
Health Screening	16	16	0
Support Services	113	81	0
<b>Total Event Signins</b>	1082	286	45

Support Services reflect registrations for 1<sup>st</sup> dose and 2<sup>nd</sup> dose vaccinations.

#### VAN REPORT April 2021

Van 1 18 Riders 165 trips Van 2 9 Riders 59 trips

#### UPDATES

##### **MART Regionalization plan:**

QRyde software for call taking and dispatch; tablets for vans in 30 – 45 days.

##### **Scaling up Info:**

Reminder - Recommendations from Cathie Martin, BOH Chair: Consider soft opening, primarily outside, for Mid-May pending PH data; safety is non-negotiable; state sets “minimum” standards.

Temp checks – utilizing for health care services where 6 ft distancing is not maintained (Elder well and foot care)

May 17 – Resuming in person recreational programming: exercise at Griffin Rd fields, other programming on patio.

June - Advertising “patio open” with social slots in morning and afternoon. Drop in will be acceptable, space permitting. June in-person programming includes: Tai Chi, Chair Yoga, Pickleball, Bingo, Dull Men’s Club, Caregivers Support Group, Elder Keep Well Clinic, Foot Care Clinic, Tech Help Sessions, Book Club, Acrylic Painting, Ukulele Club, Knit Happens, Vaccination Ambassador Presentation, MCPHS Brown Bag Program.

Requests for usage of Senior Center by outside entities -

Beyond our current policies, there needs to be a written policy to address covid safety: social distancing, mask wearing, hygiene and disinfecting requirements, max number of people in group (the senior center has adopted no more than 14 persons on patio), need for organizer to keep info for contact tracing, bathroom policies, inclement weather policies, kitchen utilization, adaptation of restaurant guidelines for serving of food, how many outside usage events allowed (for example one event per weekend).

A target date of July for usage of the SSC by outside entities has been

established. This limits ancillary use for the months of May and June, a period of uncertainty as restrictions are loosened or lifted. This also provides reasonable time to assess the impact of these changes and to draft and approve covid safety guidelines to accompany our usage policy.

## OUTREACH STATISTICS APRIL 2021

Services provided between 04/01/2021 and 04/30/2021

Category	Duplicated	Unduplicated
Application Assistance	6	4
Assessment/Well check	54	42
Case Management/Advocacy	34	28
Client finding/Outreach	31	31
DME Medical equipment/loan	17	15
Family Support	3	3
General Information/Referral	4	4
Health Benefit Counseling	2	2
Healthcare service	3	3
Inter-generational program	4	4
Isolation Intervention	2	2
Nutritional support	11	11
<b>Totals</b>	<b>171</b>	<b>119</b>

## OUTREACH STATISTICS APRIL 2021

Services provided between 04/01/2021 and 04/30/2021

Interaction	Duplicated	Unduplicated
email	4	4
Home Consultation	68	62
Office Consultation	13	13
Phone Consultation	86	61
Totals	171	119



## Volunteer Report for April 2021

### Volunteers between 04/01/2021 and 04/30/2021

<b>Volunteer Service Type</b>	<b>Hours</b>	<b>Duplicated</b>	<b>Unduplicated</b>
admin - computer	37	10	3
Board work	13	9	8
Bread Run	9	4	1
Cards	3	1	1
Meal Site	182	59	10
Meal Site Delivery	89	47	11
Miscellaneous	1	1	1
MOW	34	21	4
Office coverage	78.05	20	7
Special luncheons	1.5	1	1
<b>Totals</b>	<b>447.55</b>	<b>173</b>	<b>41</b>