

APPROVED: Oct.13, 2022

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 on Thursday, September 8, 2022 at 5:28 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.

- **Open Meeting**

- **Roll Call**

PRESENT

Kevin Beaupre (2025) Vice Chair
Gail Bergeron (2024) Chair
Meg Chase (2025) Member
David Cosgrove (2025) Treasurer
Joe LaGrassa (2024) Member
Deb MacLennan (2024) Member
Liz Pape (2023) Secretary
Sue Protano (2023) Member

ABSENT

Nancy Castagna (2023) Member

Veronica Buckley, Director

- **Review/Approve Meeting Minutes**

August 9, 2022 meeting minutes approved as presented.

- **Review/Approve Treasurer's Report**

Motion by Beaupre, Protano seconded to accept August 2022 FY 23 Treasurer's Report.

- Passed all.

- **Building Committee Update –none**

- **Public Session**

Richard Maki congratulated all who participated in the Classic Car Rally.

- **Director's Report**

a) Gift Account: No request for funds.

b) Building Maintenance and Incident Reports – Van incident on 8/9/2022. 911 incident on 9/8/22

c) Director's Update:

- Outreach – new staff is continuing to work to reach the over-80 seniors. The next newsletter will alert seniors that this is an ongoing effort.
- HRS Wage and Compensation Study – no updates to be done now, but the Town Administrator will review grades and steps with Veronica during the budget process.
- Police Dept. Liaison – now on an as-needed basis until Police Dept staffing is stabilized.
- October Evening Dinner is all set.
- There will be lunch and dinner options for high attendance events that cannot be accommodated at one seating, beginning with the Veterans' Day event.
- The Flu Clinic will be with CVS again this year. Registration for the clinic will be done online.

Motion by Beaupre, Cosgrove seconded, to accept Director's Report.

- Passed all

- **New Business**

- a) Landscape Plan presentation/approval approach – the board discussed the meeting with members of the Building Committee last month, and expressed concern that the Landscape Plan phases were not being followed with the Building Committee’s plan to go forth with building a pergola.

Motion by Cosgrove, Protano seconded, to direct the Secretary/Clerk to draft a letter to the Building Committee asking that they reconsider use of the remaining funds left in the Senior Center Building Account and allocate those funds to the Landscape Plan under the auspices of the Landscape Committee.

- Beaupre – abstain; Bergeron – aye, Chase – aye, Cosgrove – aye, LaGrassa – aye, MacLennan – aye, Pape – aye, Protano – aye.

- b) COA Board succession planning – the board will need to recruit a new member for an anticipated vacancy as of June 2023. The board will discuss the process for doing so, as well as the process for filling officer slots, at the October meeting. A draft board skills matrix will be presented as part of the discussion.

- **Old Business**

- a) COA board annual goals – the goal for FY2023 will be to develop a board recruitment plan.
 - b) COA Holiday Party – Sunday, December 11, 2022. Co-chairs are Deb MacLennan and Meg Chase

- **Future Topics** – Set the date and form a committee for the Holiday Party

- **Next Meeting** – The next monthly COA Board meeting is scheduled for **Thursday, October 13 2022** at 5:30 pm at the Senior Center.

- **Adjournment**

Motion Cosgrove, Chase seconded, to adjourn at 7:16 pm

- Passed all.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2023

CoA Board Meeting, September 8, 2022

Reporting for Month ended August 31,2022

FY23 July 1, 2022-June 30, 2023

| Account # | Description | Appropriated | Expended | Balance | Percent of Appropriated |
|-------------|---------------------------------|--------------|-------------|--------------|-------------------------|
| 01541-51200 | CoA Wages ** | \$253,383.00 | \$37,503.42 | \$215,879.58 | 14.80% |
| 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 | \$16,370.00 | \$2,795.43 | \$13,574.57 | 17.08% |
| 01540-57000 | Sr Center Operations | \$40,275.00 | \$4,372.92 | \$35,902.08 | 10.86% |
| 27003-57002 | ARPA Funds COVID Expenditures | \$0.00 | \$0.00 *e | \$0.00 | |

Other Accounts

| Account # | Description | FY23 starting balance | Revenues *****-48400 | Expenses *****-57000 | Current Balance |
|-----------|-----------------|-----------------------|----------------------|----------------------|-----------------|
| 24000- | Revolving funds | \$20,504.74 | \$6,128.36 | \$4,714.40 | \$21,918.70 *b |
| 25003- | CoA Donation/ | \$21,214.84 | \$2,800.00 | \$1,800.90 | \$22,213.94 *c |
| 26011- | Formula Grant | \$21,889.23 | \$0.00 | \$717.31 | \$21,171.92 *** |

| Account # | Description | FY23 starting balance | Revenues *****-48000 | Expenses *****-57001 | Current Balance |
|-----------|------------------|-----------------------|----------------------|----------------------|-----------------|
| 24000- | Sr. Center Usage | \$7,283.71 | \$300.00 | \$0.00 | \$7,583.71 |

- ** Appropriated amount for COA Wages represents base requested amount per 2023 Town Warrant. Expended Wages as of 0x/xx/2023 Report Distribution.
- *** Formula revenue received by Town at end of March.
- *b Revolving Fund. Current Balance as a percent of beginning balance: 106.90%
- *c COA Donation. Fund Current Balance as a percent of beginning balance: 104.71%
- *e COVID-19 expenses due for reimbursement from ARPA Program.

\$14,344.46 Total non-Salary Expenses as recorded by Town as of month end.
 \$56.50 Total Non-Salary Current Month Expense's paid by Town in next month.
 \$2,334.84 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through August: 16.67%

David Cosgrove, Treasurer

**COA Board Meeting Sept 8, 2022
Director's Report for Aug 2022**

Gift Account

No new requests

Building Maintenance and Incident Reports

Van incident on 8-9-22, all known info provided to Mart and Lancaster PD. At present, no accident report filed.

Event Statistics from 08/01/2022 to 08/31/2022

| Category | Duplicated | Unduplicated | 60+ Guests | U60 Guests |
|----------------------------|-------------------|---------------------|-------------------|-------------------|
| Community | | | | |
| Education | 31 | 29 | 10 | 0 |
| Congregate Meals | 497 | 88 | 13 | 1 |
| Cultural Event | 15 | 8 | 0 | 0 |
| Fitness/Exercise | 442 | 138 | 31 | 1 |
| Food | 184 | 97 | 37 | 0 |
| Health Screening | 24 | 23 | 1 | 0 |
| Information Sharing | 52 | 25 | 2 | 0 |
| Recreation | 156 | 43 | 5 | 0 |
| Social Event | 464 | 101 | 12 | 0 |
| Total Event Signins | 1865 | 373 | 111 | 2 |

VAN REPORT August 2022

Riders: 58 Trips: 421

Nearing trial with My Senior Center van software

UPDATES

HRS wage and compensation – TA meeting outcome: TA will not adjust this year, but is open to working with SSC at budget season.

Communication with SPD re liaison to SSC – on hold at present.

Classic Car Show – any comments for next year?

Sterling Fair – ADF initiative: Shuttle service, ADA entrance, signage

Evening Dinner – Oct 6

Flu Clinic – Oct 12, 8:30 – 11:30, drive through weather permitting

Discussion of Building Committee's proposal

Outreach Stats for September 8th, 2022 COA Board Meeting

Services provided between 08/01/2022 and 08/31/2022

| Interaction | Duplicated | Unduplicated |
|---------------------|-------------------|---------------------|
| email | 2 | 2 |
| Home Consultation | 22 | 19 |
| Office Consultation | 30 | 18 |
| Phone Consultation | 74 | 46 |
| Totals | 128 | 65 |

Services provided between 08/01/2022 and 08/31/2022

| Category | Duplicated | Unduplicated |
|------------------------------|-------------------|---------------------|
| Application Assistance | 10 | 3 |
| Assessment/Well check | 10 | 8 |
| Case Management/Advocacy | 35 | 15 |
| DME Medical equipment/loan | 10 | 9 |
| Family Support | 1 | 1 |
| General Information/Referral | 31 | 27 |
| Health Benefit Counseling | 2 | 2 |
| Healthcare service | 2 | 2 |
| Nutritional support | 19 | 14 |
| Over 80 | 8 | 8 |
| Totals | 128 | 65 |

Services provided between 01/01/2022 and 08/31/2022

Age: >=80

| Interaction | Duplicated | Unduplicated |
|---------------------|-------------------|---------------------|
| Community Setting | 2 | 2 |
| email | 40 | 23 |
| Home Consultation | 104 | 35 |
| mail/letter/card | 14 | 14 |
| Office Consultation | 84 | 49 |
| Phone Consultation | 529 | 201 |
| Totals | 773 | 220 |

Included Take Me Home Brochure with Over 80 outreach.

Volunteer Report for August 2022

| Volunteers between 08/01/2022 and 08/31/2022 | | | |
|---|---------------|-------------------|---------------|
| Volunteer Service Type | Hours | Duplicated | Unique |
| Admin | 20 | 7 | 3 |
| Annual Car Show | 83 | 36 | 20 |
| Baking | 5.03 | 3 | 1 |
| Board work | 23.42 | 15 | 8 |
| Book Club | 2.0 | 1 | 1 |
| Bread Run | 12 | 4 | 1 |
| Committee work | 2.5 | 2 | 2 |
| Computers | 2 | 1 | 1 |
| Driver - Senior Transport | 1 | 2 | 1 |
| Instructor | 58.5 | 33 | 9 |
| Library | 2 | 1 | 1 |
| Maintenance | 0.5 | 1 | 1 |
| Meal Site | 308.2 | 116 | 22 |
| Meetings | 7 | 5 | 3 |
| Miscellaneous | 10.5 | 6 | 6 |
| MOW | 63.5 | 40 | 8 |
| Office coverage | 168 | 41 | 11 |
| Pancake Breakfast | 37.5 | 13 | 9 |
| Totals | 806.65 | 327 | 78 |

The numbers have increased this month with the successful Annual Car Show. Twenty volunteers helped at this event, and with organization prior to the event. Instructor numbers have increased as we recognize those participants who volunteer to organize their groups, including ukulele, bingo, book club and pickleball. Volunteer sign-in continues to improve.