

APPROVED December 10, 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 face-to-face and electronically by online Zoom meeting on Thursday, November 12, 2020 at 5:32 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 (2023) Member
David Cosgrove, (2022) Treasurer
Joe LaGrassa, (2021) Member
Deb MacLennan (2021) Member
Liz Pape (2023) Secretary
Sue Protano, (2023) Member

Veronica Buckley, Director

3. Review/Approve Minutes and Treasurer's Report

October 8, 2020 meeting minutes approved as filed.

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

- Passed unanimously.

4. Building Committee Update

Kevin Beaupre reported that the Building Committee will be meeting to interview the low bidder for the garage/shed to determine ability to complete the project.

5. Public Session – none

6. Director's Report

Gift account expenditure request and vote:

Motion by Pape, LaGrassa seconded, to expend \$109.59 for Halloween Candy.

Motion by Pape, Battles seconded, to expend \$50.00 for Sterling Garden Club front door wreaths.

Incident and Building Maintenance Report:

- On November 18, equipment will be installed on the condensers to bring down the humidity level in the building.
- Johnson Controls is working to get remote access to the HVAC system in order to troubleshoot the system.
- The 786 congregate meals reported for October includes Grab-n-Go meals.
- Muffin Mondays and Bingo are driving the numbers in the Social Event category.
- Volunteers are now available for all tasks – only looking for substitutes to serve as needed.
- The Outreach Coordinator is doing check-ins and trying to make better connections at Sholan Terrace. The meal drop-offs have been very successful in helping to make some connections.
- On Wednesday, October 28, Veronica reported to the Selectboard the plans to bring programs

indoors. On Friday, October 30, indoor recreational activities were suspended due to rising Covid numbers.

- There were 85 Grange Grab-n-Go meals distributed and 235 Halloween candy bags distributed.
- SLCT will run the taped holiday programs from the Senior Center one week in December.
- 140 Veterans' Day meals were served.
- Food is Love is donating 60 Thanksgiving meals to the Senior Center for distribution to seniors.
- Sterling Garden Club is doing a drive-through Take-n-Make on Dec. 9.
- The COA Holiday Party will be a drive-through event from 12-12:45 on Dec. 13. All board members are asked to be at the Senior Center at 11 am to assist with this event.

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

- Passed unanimously.

7. New Business

- a) Veronica provided the board with the data she is using to determine when to suspend and/or reinstate indoor recreational activities at the Senior Center.
- b) Veronica highlighted community partnerships available to the Senior Center including:
 - a. Montachusett Home Care Corporation- Liz Pape is Sterling COA member of the MHCC board;
 - b. the Central MA Agency on Aging - David Cosgrove is on the Advisory Board;
 - c. Montachusett Regional Planning Commission Complete Streets – David Cosgrove to work with MRPC as they develop Sterling's Complete Streets Prioritization Plan;
 - d. MCOA Legislative Advocacy – a COA board member to be named.
- c) Board vacancy – Meg Chase attended the board meeting and discussed her background and professional and volunteer experience. She is interested in serving on the COA board.

- 8. Next Meeting** – The next monthly COA Board meeting is scheduled for Thursday, December 10, 2020 at 5:30 pm at the Sterling Senior Center.

9. Adjournment

Motion by Cosgrove, Protano seconded, to adjourn at 7:11 pm

- Passed unanimously.

Respectfully submitted,

Liz Pape
Secretary
Attachments

Council on Aging Treasurer's Report FY2021

CoA Board Meeting, November 12, 2020
Reporting for Month ended October 31,2020

FY21 July 1, 2020-June 30, 2021

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$204,969.00	\$62,605.40	\$142,363.60	30.54%
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	\$3,763.81	\$12,286.19	23.45%
01540-57000	Sr Center Operations	\$19,112.00	\$5,759.24	\$13,352.76	30.13%
27002-57000	COVID Related Expenditures	\$0.00	\$0.00 *d	\$0.00	#DIV/0!
26031-57000	COVID Related Expenditures	\$0.00	\$5,113.14 *e	(\$5,113.14)	#DIV/0!

Other Accounts

Account #	Description	FY21 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$16,092.17	\$10,708.77	\$7,626.54	\$19,174.40
25003-	CoA Donation/	\$19,789.17	\$1,090.00	\$115.94	\$20,763.23
26011-	Formula Grant	\$0.00	\$0.00	\$2,919.25	(\$2,919.25)

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

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*** Formula revenue not yet received.

*b Revolving. Fund Current Balance as a percent of beginning balance: 119.15%

*c COA Donation/ Current Balance as a percent of beginning balance: 104.92%

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

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

\$20,184.78 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.

\$903.22 Total Revenues submitted but not recorded by Town until next Month.

Accum. Percentage expected through October: 33.33%

David Cosgrove, Treasurer

COA Board Meeting Nov 12, 2020

Director's Report for Oct 2020

Event Statistics from 10/01/2020 to 10/31/2020

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	10	10	0
Congregate Meals	786	152	56
Cultural Event	13	9	0
Fitness/Exercise	37	27	0
Health Screening	128	125	20
Information Sharing	17	17	0
Recreation	13	8	0
Social Event	87	46	0
Total Event Signins	1091	310	76

VAN REPORT Sept 2020

Van 1 22 Riders 133 trips Van 2 15 Riders 60 trips

UPDATES

Vol and outreach reports

10/28 Select Board Meeting

Report on past events:

- 10/21 Grange Grab n Go;
- 10/24 Drive through Halloween;
- 10/28 Overflow Grab n Go & Sholan;
- 11/7 Taping of Holiday Concerts;
- 11/10 Veteran's Day Dinner

Upcoming Events:

- 11/23 Cider Donuts w Clearview Grab n Go;
- 11/25 Thanksgiving dinner - Distribution with Food is Love;
- 12/9 Make & Take w Garden Club;
- 12/13 COA Festivity w Cannoli;
- 12/23 Grab n Go;
- 12/31 Appetizer Grab n Go with Evening Dinner Committee.

OUTREACH STATS – OCTOBER 2020

Services provided between 10/01/2020 and 10/31/2020

Category	Duplicated	Unduplicated
Application Assistance	9	7
Assessment/Well check	94	89
Case Management/Advocacy	26	18
DME Medical equipment/loan	11	10
Family Support	6	4
General Information/Referral	1	1
Health Benefit Counseling	4	4
Inter-generational program	10	10
Isolation Intervention	2	2
Nutritional support	39	35
Totals	202	137

OUTREACH STATS – OCTOBER 2020

Services provided between 10/01/2020 and 10/31/2020

Interaction	Duplicated	Unduplicated
email	11	8
Home Consultation	46	38
mail/letter/card	3	3
Office Consultation	9	9
Phone Consultation	133	114
Totals	202	137

October was a busy month. Grab and Go delivery to Sholan was a big hit. A lot of applications for Fuel Assistance this month. YAHOO is up and running. Many well check phone calls. People continue to be very appreciative of the calls. Muffin Monday has also been a big hit and enjoyed by both the person giving the muffins and the person getting the muffins.

Volunteers between 10/01/2020 and 10/31/2020			
Volunteer Type	Hours	Duplicated	Unique
admin - computer	46.5	14	3
Board work	14.5	9	7
Book Club	3	1	1
Bread Run	8	4	1
Class Scheduling	7	7	2
Decorating the room	12	5	5
Entertainment	10	9	3
Meal Site	111.5	37	7
Meal Site Delivery	76	38	9
Miscellaneous	37	14	12
MOW	46	23	4
Muffin Monday Delivery	22	11	4
Newsletter	4	4	4
Office coverage	120	28	8
Totals	517.5	204	48

As the volunteer opportunities have been mostly filled in the congregate lunch delivery and office coverage, so the total volunteer hours have significantly increased in October over previous mid-COVID months.

The second-half of October has shown a stabilization of volunteers and hours, and we hope to maintain this. We aim to continue to slowly add to the volunteer-force.