

TOWN OF SHEFFIELD  
COUNCIL ON AGING  
AUGUST 9, 2016  
SHEFFIELD SENIOR CENTER  
4:00 pm

Board Members Present: Kathy Staropoli, Chairman  
Michelle Harwood, Treasurer  
Patricia Hardisty  
David Steindler  
Dorris Van Deusen  
John Gilligan

Others Present: Jennifer Goewey, Executive Director

Board Members Absent: Helen Johnston, Vice Chairman  
David Smith, Jr.  
Richard Magenis, Secretary

Chairman Staropoli called the meeting to order at 4:02 pm.

**APPROVAL OF MINUTES:**

Michelle Harwood moved to approve the May 10, 2016 minutes as presented, seconded by Dorris Van Deusen. The motion carried unanimously.

**BUDGET REPORTS:**

Director Goewey presented the final budgets for the FY16 Council on Aging (COA) budget as well as the Formula Grant. The Formula Grant balance as of June 30<sup>th</sup> was zero, and the Council on Aging budget had a remaining balance of \$50.70 that was unexpended.

Director Goewey presented the FY17 COA Budget, and discussion ensued. Michelle Harwood moved to approve the COA budget as presented, seconded by John Gilligan. The motion carried unanimously.

**TRANSPORTATION UPDATE:**

Director Goewey presented transportation statistics for FY16, which indicated we serviced fifty seniors, for a total of 1,495 rides. Discussion ensued regarding usage, including locations, drivers and long distance rides.

Director Goewey announced that the Council on Aging applied for a MAP vehicle through Berkshire Regional Transit Authority again this year and was awarded a new van. At this time we do not have further details on a delivery date or size. This will secure the transportation program for the future by no longer having a loaner vehicle. Director Goewey also announced that she applied on behalf of the transportation program for a "Star Award", which has different awards, including funds and a van that was donated by Toyota.

**EXECUTIVE DIRECTOR UPDATE:**

Director Goewey reported that an acoustic contractor came to look at the senior center building and will be providing a quote to fix the acoustical issues in the main room. When Director Goewey receives the quotes she will then consult with the Town Administrator and Building Commissioner.

Director Goewey is working on a Request for Application (RFA) for an assistive listening device through the Massachusetts Council on Aging. The cost of the assistive listening device to the Council on Aging's would be 25% of the total purchase price, if awarded the grant. Director Goewey will work with the Commission on Disability as applicable to complete the submission.

Director Goewey announced that we will receive continued funding for FY17 to host the bereavement support group. This group meets twice per month, with Cynthia Cassoff Henry as the facilitator.

Director Goewey reported that Elder Services came to complete the annual site visit for the Congregate Meal program, and that we did well. Additionally, the Board of Health came to do the annual health inspection for the kitchen. Site Director John Gilligan and Assistant Meagher will both be attending Serve-Safe Training in August.

Director Goewey presented a summary of statistics report for the senior center, comparing FY15 to FY16. There has been a significant increase in services over the last year. Discussion ensued regarding the tracking of volunteer hours, as well as services provided, especially by Director Goewey.

Director Goewey reported that we have received all funds for grant monies expended on a reimbursement basis for FY16, and that all required final reporting was completed. Several accounts will be closed out, and some will remain open for future funding opportunities.

Director Goewey stated that she will be reaching out to the Board of Selectmen and Town Administrator to see if they would support the Council on Aging and the Age Friendly Berkshires project by adopting an Age Friendly Community Strategy Resolution for the Town of Sheffield.

Lastly, Director Goewey updated the board on some future programming and events including; a Matter of Balance eight week offering, a six week small group personal training offering, a new therapeutic breath and movement class, an outdoor movie night, lunch for our veterans, flu clinics, Community Health Programs Mobile Van, hearing screenings, and more.

**STRATEGIC LONG TERM PLANNING/ POLICY DEVELOPMENT:**

Director Goewey would like support in forming two sub-committees for strategic long term planning and policy development. She advised that each sub-committee have two-three people, and that board members choose which committee they would prefer to serve on.

David Steindler made a motion that two sub-committees be formed for the purpose of strategic long term planning, and policy development, seconded by Patricia Hardisty. The motion carried unanimously.

Board member David Steindler left the meeting early. No motions were presented after he left the meeting, with the exception to adjourn the meeting

**CHAIRMAN ITEMS:**

Chairman Staropoli updated the board that the Council on Aging will again participate in the Sheffield in Celebration, on September 10, 2016 at the Sheffield town park. The Friends will be hosting a chili dinner at the senior center following the fair.

Chairman Staropoli will be planning a reorganization meeting for the Friendly Visitor Program to examine the purpose of the program, and the possible expansion of services by adding grocery shopping if needed, and well-being phone calls.

**MEMBER ITEMS:**

No member items.

**FRIENDS ITEMS:**

Michelle Harwood provided an update on the lower level building project, including that they have approximately \$13,000 in remaining funds. The Friends have several upcoming events including; participating in the "Sheffield in Celebration" annual event with a chili dinner to follow, a "Paint and Sip" that will be at Bogies on November 11, 2016 from 6-8 pm., there annual Thanksgiving lunch, and another Antique Appraisal Night.

**UPCOMING MEETING:**

The next meeting is scheduled for September 12, 2016 at 4:00 pm.

*Dorris Van Deusen moved to adjourn the meeting at 5:01 pm, seconded by Patricia Hardisty. The motion carried unanimously.*

Respectfully submitted by,

Jennifer Goewey

Documents Reviewed:

FY16 COA Budget, FY16 Formula Grant Budget, FY17 COA Budget, FY16 Transportation Statistics, FY16 Congregate Meals Statistics, FY16 Congregate Meal Statistics.