

TOWN OF SHEFFIELD
COUNCIL ON AGING
JANUARY 5, 2016
SHEFFIELD SENIOR CENTER
6:30pm

Board Members Present: Kathy Staropoli, Chairman
Helen Johnston, Vice Chairman
Michelle Harwood, Treasurer
Richard Magenis, Secretary
Patricia Hardisty
David Smith, Jr.
David Steindler
John Gilligan
Dorris Van Deusen

Board Members Absent: Carol Sica
Annie Ryder

Others Present: Jennifer Goewey, Executive Director

Chairman Staropoli called the meeting to order at 4:00 pm.

APPROVAL OF MINUTES:

Dorris Van Deusen moved to approve the November 5, 2015 minutes as amended, seconded by Michelle Harwood. The motion carried unanimously.

David Steindler moved to approve the December 3, 2015 minutes as amended, seconded by John Gilligan. The motion carried unanimously.

EXPENSE REPORTS:

Director Goewey presented the Council on Aging (COA) budget and Formula Grant. Director Goewey also reported that the Transportation Revolving Account Balance is \$1,203.00 as of December 30, 2015. Director Goewey stated that she has turned over a total of \$1,186.00 to the general fund from exercise users to attend classes. Dorris Van Deusen moved to approve the Council on Aging Budget and Formula Grant as presented, seconded by Patricia Hardisty. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT:

Director Goewey presented the Council on Aging with the January calendar to review; highlighting that Bobbi Orsi from Home Instead will be doing an Alzheimer presentation after the Third Thursday Lunch to be held on January 21 at 12 noon.

Mass Dot will be joining us to provide training on utilizing online services through the Registry of Motor Vehicles. CPR training is scheduled for February 22, 2016 for staff and transportation volunteers. This class will also be offered to other town employees.

Director Goewey announced that she was awarded several grants from the Massachusetts Council on Aging (MCOA) for programing totaling \$6,480.00. The grants will be implemented this fiscal year, January 1, 2016-June 30, 2016. In process are also grant applications for a community garden and a transportation grant for supplies.

Director Goewey stated that the Berkshire Regional Transit Authority (BRTA) audit in December went well, and that they are impressed with our progress. Present to conduct the audit were Julie Davine, who manages compliance, and Tami Larimore who handles the drug & alcohol component.

Director Goewey reported she will be attending her first Elder Services Advisory Council meeting on January 11 at Elder Services of Berkshire County. She will also attend the required transportation training with BRTA on January 6 for state reporting.

Director Goewey advised the board that she has been reviewing the community public health services that the town allocates funds for annually, and discussion ensued. The Council on Aging currently receives two services through this contract with the Berkshire Visiting Nurses Association, which are monthly blood pressure clinics and two flu clinics per year. This past year only one flu clinic was provided.

FY17 BUDGET:

Director Goewey presented a draft FY17 budget that she proposed be presented to the Town Administrator and Finance Committee. Discussion ensued and it was the consensus of the board to increase the Program budget to \$5,000, a \$1,500 increase from FY16. David Steindler also advised Director Goewey to round the figures up before submitting the budget. David Steindler moved to approve the proposed FY17 budget as amended, seconded by David Smith Jr. The motion carried unanimously.

CONFIDENTIALITY POLICY:

Director Goewey presented the draft Confidentiality Policy. Michelle Harwood moved to approve the Confidentiality Policy as presented, seconded by Richard Magenis. The motion carried unanimously.

TRANSPORTATION:

Director Goewey presented the board with the monthly transportation report for the month of December. \$197.00 was collected in user fees and was deposited into the transportation revolving account. Director Goewey reported that the van is scheduled for routine maintenance servicing on January 11, 2016.

CONGREGATE MEALS:

John Gilligan gave an update on the congregate meal program stating that we have currently served over 50 different seniors since we have begun the program. The program continues to see an increase in attendance, and now BINGO is scheduled directly after the meal, which has been a positive change.

CHAIRMAN ITEMS:

Chairman Staropoli presented the COA with the final draft of the amended mission statement. David Steindler made a motion to approve the mission statement as amended, seconded by Dorris Van Deusen. The motion carried unanimously. Director Goewey will hand out an updated copy to all board members at the next meeting.

Chairman Staropoli announced the vacancy of the Assistant to the Senior Center Director position, and stated that the job has been posted. The position expects to be filled relatively quickly and interviews have been scheduled.

Director Goewey will be working on the Annual Town Report for the last calendar year. Chairman Staropoli requested feedback be brought to Director Goewey so she can incorporate into the report.

Chairman Staropoli advised the board that we are in need of volunteers for certain programming, especially BINGO. BINGO is held on Wednesday, from 1-3.

MEMBER ITEMS:

Discussion ensued regarding the incorrect information reported in the Berkshire Record, stating that the Town of Sheffield still contracted services with Southern Berkshire Elderly

Transportation. It was the consensus of the board that Director Goewey contacts the reporter and request a correction is made.

Discussion ensued regarding outreach and distribution of the transportation fliers that were recently printed. The Council on Aging will consider utilizing the local radio station in the future to promote our programs and services.

FRIENDS ITEMS:

Michelle Harwood stated that the Friends are considering several fundraisers to help fund the completion of the lower level, including a "Paint & Sip" the end of February. They are also exploring hiring a professional fundraiser to assist. Harwood also stated that the heating and duct work is complete.

UPCOMING MEETING:

Discussion ensued regarding the current meeting time. It was the consensus of the board to move the meeting to the second Tuesday of the month. The next meeting is scheduled for February 9, 2016 at 4:00 pm.

Dorris Van Deusen moved to adjourn the meeting at 5:35 pm, seconded by Patricia Hardisty.
The motion carried unanimously.

Respectfully submitted by,

Jennifer Goewey
Executive Director

Documents Reviewed:

COA Budget, Formula Grant Budget, Transportation Report, Draft Confidentiality Policy, Draft Mission Statement, February Calendar, Proposed Draft FY17 budget