

TOWN OF SHEFFIELD
COUNCIL ON AGING
NOVEMBER 5, 2015
SHEFFIELD SENIOR CENTER
6:30pm

Board Members Present: Kathy Staropoli, Chairman
Helen Johnston, Vice Chairman
Michelle Harwood, Treasurer
Patricia Hardisty
Annie Ryder
David Smith, Jr.
David Steindler
John Gilligan
Dorris VanDeusen

Absent: Richard Magenis, Secretary

Others Present: Jennifer Goewey, Executive Director
Marsha Wilson, Assistant to the Director

Chairman Staropoli called the meeting to order at 6:35 pm.

APPROVAL OF MINUTES:

Michelle Harwood moved to approve the October 1, 2015 minutes, seconded by David Smith Jr. The motion carried unanimously.

EXPENSE REPORT:

Director Goewey presented the Council on Aging (COA) budget and Formula Grant. Discussion ensued and Director Goewey stated to the Council on Aging that the Formula Grants' largest expense was for the My Senior Center software. Dorris VanDeusen moved to approve the budget, seconded by David Smith Jr. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT:

Director Goewey presented the Council on Aging with the November calendar. Discussion ensued regarding upcoming activities, events and programming including; the "Brown Bag Food Program", Tuesday hot soup lunch offerings and past programming. Director Goewey spoke about her attendance at the Massachusetts Council on Aging (MCOA) annual conference that she attended, reflecting on some of the workshops she attended

including grief and loss, new programming and more. Assistant Wilson spoke about the free Alzheimer's Workshop she attended at Fairview Hospital which was a six week series.

Chairman Staropoli and Director Goewey attended the Elder Services Annual Meeting and were pleased to report that our Council on Aging (COA) is proactively staying relevant by addressing the same issues on our local level that the state is currently focused on.

The Council on Aging has received approximately \$1,000.00 in donations from the friends and family of Jack Blume in his memory. Director Goewey will be sending out thank you letters and meeting with the family to discuss their wishes.

The Council on Aging will be maintaining a community calendar beginning the month of January to keep track of all community events within Sheffield. This will help collaborate and plan programs while hopefully increasing participation. .

Director Goewey updated the board that she would be taking a close look at policies and procedures to ensure that our foundation is solid and prepared to handle the growth of the COA and senior center. Director Goewey stated this was important as the Friends of the Senior Center begin the process of finishing the basement and as the transportation program grows.

CONFIDENTIALTY POLICY:

Director Goewey advised the COA they should consider adopting a confidentiality policy for employees and volunteers at senior center. Discussion ensued and it was the consensus of the board that Director Goewey will create a draft policy to be presented at the next meeting.

TRANSPORTATION:

Director Goewey gave a brief update on the transportation services for the month of October. Discussion ensued regarding the usage and the use of personal vehicles. Several policies were presented for final approval as well as a transportation pamphlet designed by Director Goewey. COA Board member David Smith Jr. stated that these policies will likely change as the program develops over time.

The Van Driver Job Description was presented to the Council on Aging by Director Goewey. *Dorris Van Deusen made a motion to adopt the Van Driver Job Description as presented, seconded by John Gilligan. The motion carried unanimously.*

The Transportation Van Usage Policy was presented to the Council on Aging by Director Goewey. *David Steindler made a motion to adopt the Transportation Van Usage as presented, seconded by Michelle Harwood. The motion carried unanimously.*

Van Driver Policy was presented to the Council on Aging by Director Goewey. David Steindler made a motion to adopt the Van Driver Policy as presented, seconded by Michelle Harwood. The motion carried unanimously.

The Transportation Pamphlet was presented to the Council on Aging by Director Goewey. Michelle Harwood made a motion to adopt the pamphlet as presented, seconded by David Smith Jr. The motion carried unanimously.

CONGREGATE MEALS:

John Gilligan gave an update on the congregate meal program stating that we are in compliance with Elder Services guidelines. Gilligan also updated the COA on attendance and the last Elder Services monthly meeting. Six volunteers recently took the food safety training with Director Goewey. Discussion ensued regarding outreach to increase the numbers of attendance. There will not be a meal served on Veterans Day and Director Goewey will send out a robo call reminding seniors.

CHAIRMAN ITEMS:

Chairman Staropoli updated the board regarding the current operations and procedures for the exercise programs and funds received. The funds are now being deposited into the general fund, in which we ask the finance committee to transfer back to us periodically. The Council on Aging will ask the voters to approve a revolving account at the next town meeting. This will allow the funds received from programming to be used to directly offset the cost in a compliant manner.

Discussion ensued regarding the FY16 Community Development Grant. Discussion ensued regarding the plans which include accessibility upgrades at the Town Hall including a ramp and automatic door for the side entrance to town hall. David Steindler made a motion to sign a letter of support of the FY16 Community Development Grant, seconded by Dorris VanDeusen. The motion carried unanimously.

MEMBER ITEMS:

David Smith Jr. discussed the recent request to the Kiwanis Club of Sheffield from the Friends of the Sheffield Senior Center seeking a donation to help complete the lower level. Smith stated that Kiwanis would be interested in collaborating to host a fund raising event in the future. Discussion ensued and the COA thanked Kiwanis for their ongoing support.

FRIENDS ITEMS:

Michelle Harwood gave an update on the completion of the lower level project and stated that John James met with Claudia Martin, President with the architectural plans for the project. The Friends have the funds available to begin the first part of the work to be completed.

Michelle Harwood stated that the mac-n-cheese cook off was a success and they raised \$290 dollars. Upcoming fundraisers include the annual Thanksgiving Lunch on November 19, 2015 at 12 noon.

UPCOMING MEETING:

The next meeting is scheduled for December 3, 2015 at 6:30pm.

Dorris VanDeusen moved to adjourn the meeting at 7:30pm, seconded by Helen Johnston. The motion carried unanimously.

Respectfully submitted by,

Jennifer Goewey
Executive Director

Documents Reviewed:

October Minutes, COA Budget, Formula Grant Budget, Transportation Report, 20Transportation Polices/Procedures, Drivers Job Description, Transportation Pamphlet, Drivers Policy.