

CITY OF GARDNER

MASSACHUSETTS 01440

COUNCIL ON AGING



Charles P. McKean Building
294 Pleasant Street

T: (978) 630-4067
F: (978) 630-5965

COUNCIL ON AGING

January 3, 2022

2:00pm, Gardner Senior Center

Minutes

<https://www.youtube.com/watch?v=w0L2iI5GDdo>

Present: Director, Michael Ellis, Chair, Ron Darmetka, Treasurer, Terri Hillman, Secretary, Kathy O'Brien, Golden Agers Rep. Gloria Tarpey, Audrey Faucher

Associate Members: Ken Fournier, Mary Shaffer, Paul Leone,

Absent: AARP President Patricia Jandris, Evelyn McCarthy, Cheryl Howes, Richard Girardin

Guest: Nancy Hebert and Intern Grace Vartanian

1. CALL TO ORDER:

Meeting called to order at 2:00 pm by Chair Ron Darmetka

2. MINUTES:

Motion made and carried to accept the minutes of the December 13, 2021, Council on Aging Board Meeting, Kathy O'Brien/Audrey Faucher, 6-0.

3. TREASURER'S REPORT:

Treasurer, Terri Hillman reported the City General Fund/Operating Account has an ending balance of \$104,258.45, the Gift Fund account has an ending balance of \$49,935.43 after receiving a \$100 gift from the Gosse Family in memory of Maxine Rogers, and the Revolving Fund account has a balance of \$32,174.19. Mike clarified that \$10,000 gift was bestowed, and \$5,000 check received from the Central Massachusetts Agency on Aging. The State Grant has an ending balance of (\$4,055) which does not reflect this year's EOE Grant. Contracts should be out next month. Motion made and carried to approve the Treasurer's Report Kathy O'Brien/Audrey Faucher, 6-0.

Mike reminded folks that memorial donations are welcome and appreciated for big expenses and held in reserve for these projects and noted that we are on track for spending in the City's account and mentioned the Senior Support Program. The Gardner COA may get a slight increase this year in its allocation. Thanksgiving/Christmas Meal supporters and contributors were recognized including those that provided financial support and volunteer resources.

4. OLD BUSINESS:

- a. **Covid update** – Covid numbers are rising again. As of December 27 masks are required in all City buildings. Masks must continue to be worn in Senior Center, shields may be worn, and social distancing should also be used. Center is looking to get disinfecting machine. Members asked to wipe down chairs and other areas after use. There have been several instances where members had tested positive after participating in Center programs. No secondary exposures have been reported. Participants of Center programs are being notified if there is a COVID positive reported by a participant. The Center has a limited number of testing kits and is working to balance meeting physical and mental health needs of Senior's. Masks are provided when a member doesn't have one.
- b. **Board Vacancy**- two associate members have expressed interest in being a full appointed member of the board. Ron and Mike will make recommendation and hopefully vote on it in February.

5. NEW BUSINESS

- a. **Directors' Report-**
 1. **Passing of Rosa Cormier**- Mike noted that our Facilities Manager recently lost his mom. Condolences were sent on behalf of the board.
 2. **Outreach position still empty.** Had several people apply and resumes are being reviewed.
 3. **Programming**- full program for January but expect that attendance will be lower due to weather and covid. Caregiver and LGBTQI Support Groups are meeting now. Gardner Golden Age Club Meeting, Armchair Travel to Hawaii, Sand for Seniors (special thanks to Aubuchon Hardware and Rotary Club of Gardner). Senior Tax Aide Program starts February 1. AARP will not meet in January.
 4. **Senior Aid Program**- partnering with Gardner CAC to do intake and provide assistance to seniors.
 5. **Listening Sessions**- Listening Sessions will be scheduled in February and March, Members were asked to attend and represent the Center.

6. OPEN DISCUSSION

- a. **Guidelines for Distribution of Test Kits**- Center has a small number of kits available to seniors. Mike suggested that we adopt guidelines to use when distributing kits. Since the tests came from the City, we are required to give them to City residents. The Center would also like to collect data on distribution including tracking and providing assistance and education for these unique circumstances. Eventually will use tracking system established by the Board of health. No capacity for City to collect info for general population to track positives from testing. Asking to distribute to people exposed to Covid (with conditions), are experiencing symptoms or caregivers of someone who has tested positive. Also want to be able

to provide kits to staff and key volunteers exposed at Center. It is our hope to provide educational materials when we distribute kit to individuals including large print edition of instructions, general information on isolation and quarantine, and general info from the Board of Health. Covid will still show up to 90 days after testing positive. Quarantine days have been reduced to 5 days.

Motion made and carried to adopt guidelines presented with changes discussed, Audrey Faucher/Kathy O'Brien, 6-0. Ken asked for clarification as to whether the Center would notify the BOH if results are positive to which he received an answer in the affirmative.

- b. Listening Session-** discussed locations and models for meetings. Members expressed availability to assist.
- c. Senior Aid-** assistance is available to any senior in City who qualifies, not just those who participate at the center. Special grant given by CMAOA
- d. Elder Abuse-** elder abuse training flash drives were distributed to board members.
- e. Closure Policy-** when school is in session we follow school cancellation policy. Always refer to website, FACEBOOK and telephone prompts. Telephone system provides weather and cancellation announcements as an option for callers. If school is cancelled Center programs are cancelled, but staff may still have to report to work.

7. NEXT MEETING DATE: Monday February 7, 2022 at 2p.m.

8. ADJOURNMENT: Motion made and carried to adjourn made by Kathy O'Brien/Audrey Faucher, 6-0

Respectfully submitted by,

Kathleen O'Brien, Secretary

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GUIDELINES FOR DISTRIBUTION OF AT HOME COVID-19 TESTING KITS **effective January 3, 2022**

DPH COVID 19 test kits have been made available to the Agencies located at the Charles P. McKean Building, including the Gardner Senior Center, by the Massachusetts Department of Public Health through the City of Gardner. In order to ensure that these are properly disbursed to area eligible seniors, and tracked, reported on and managed well, the below criteria on distribution shall be used:

Qualifying criteria:

In order to receive an AT HOME COVID-19 TEST KITS, A PERSON MUST:

- Be over the age of 60 or older or eligible to receive services; and
- Be a resident of Gardner (proof of residency is required); and
- Be symptomatic for Covid-19 (symptoms may appear 2-14 days after exposure to the virus); or
- Be a household member of a COVID-19 positive or symptomatic patients; or
- Have close, prolonged exposure to a person who has tested positive for COVID-19. Close, prolonged exposure is defined as being within 6 feet for 15 minutes or more over a 24 hour period, generally unmasked; or
- Be an Employee or Key Volunteer, or family member thereof, who has had close, prolonged exposure to a person who has tested positive for COVID-19.

Information and Instructions for Recipients of AT HOME COVID-19 KITS

Each person meeting the above criteria shall be given one kit containing one kit with two tests and shall be instructed in writing or verbally as follows:

1. **To administer tests as follows:**
 - a. Administer one test on DAY 1 OF/AFTER EXPOSURE
 - b. Administer the second test on DAY 5 AFTER EXPOSURE
2. **To contact the Gardner Senior Center after indication of any positive test results**
 - a. Recipients shall be given the contact information for the Gardner Board of Health at the time they are presented with the AT HOME COVID-19 Kits
3. **To contact their primary care physician if presenting symptoms or upon indication of any positive results** for guidance on obtaining PCR (lab) Test.

The Gardner Senior Center may collect information that is reasonably sufficient for tracking, managing and collecting data on the distribution of these kits. The Director of the Gardner Senior Center may, at

his or her discretion and upon reasonable presentation of circumstances, distribute kits to individuals outside of the above criteria or refuse to distribute kits for reasonable cause.

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DECEMBER 2021

City Operating account

Budgeted FY 2022 expenses	\$183,247.64
TOTAL Year to Date Expenses (jul-Dec)	\$78,989.19
December 2021 Expenses	\$5,875.29
BALANCE	\$104,258.45

Gift Fund

Starting balance	\$49,835.43
Total Year to date income (Jul-Dec)	\$100.00
Year to date expenses	\$0.00
BALANCE	\$49,935.43

Revolving Fund

Beginning Balance	\$23,531.78
Total Year to date income (Jul-Dec)	\$13,799.00
December Income	\$199.00
Year to date Expenses (jul-Dec)	\$5,156.59
December Expenses	\$0.00
BALANCE	\$32,174.19

State Grant

Beginning Balance (carry over)	\$9,618.35
Anticipated Revenue NOT RECEIVED	\$49,464.35
Total Year to Date Expenses (jul-Dec)	\$13,673.65

BASED ON 2021 GRANT REVENUE

December Expenses	\$3,316.00
BALANCE	(\$4,055.30)

We are able to deficit spend until grant money comes in. The balance with the grant revenue in this account is \$45,408.70.