

CITY OF GARDNER

MASSACHUSETTS 01440

COUNCIL ON AGING



Charles P. McKean Building
294 Pleasant Street

T: (978) 630-4067
F: (978) 632-5965

COUNCIL ON AGING

Minutes

Board of Directors Meeting

April 3, 2023 @ 2pm Senior Center

<https://www.youtube.com/watch?v=7p-ei7WQmLE&t=3s>

Present -

Director Michael Ellis, Chairman Ron Darmetka, Vice Chair Paul Leone, Secretary Kathy O'Brien, Treasurer Theresa Hillman, Golden Age Rep, Gloria Tarpey, Patricia Jandris, AARP Rep Paul Crowley, Ken Fournier, Nancy Hebert, Mary Schaffer, Tracy Hutchinson, Stan Luczko

Associate Members:

Absent:

Cheryl Howes, Evelyn McCarthy, Dan Kelley, Adele Peterson,

1. CALL TO ORDER:

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

2. MINUTES:

Motion made and carried to accept minutes of the March 6, 2023 meeting, Kathy O'Brien/Paul Leone, unanimous. Board 5/0, Associate Board 6/0. It was noted on the last copy of the meeting minutes the date for the next meeting was incorrect, but the agenda submitted for public posting was correct.

3. TREASURERS' REPORT`

As of March 31, 2023 the City General Fund/Operating Account has an ending balance of \$63,537.62. Terri pointed out the custodian termination expenses were extraordinary expense for the accumulated/accrued benefits Rob earned. Mike explained the Outreach Coordinator balance was a payment in advance for the expense from the grant. Other Outreach Coordinator expenses were charged to state grant account as well. Some preliminary projections of expenses for the remaining of the year was included in the report.

The Gift Account has an ending balance of \$61,471.61. We received two gifts including a \$3000 donation from the Community Health Center

The Revolving Account has a balance of \$33,771.85 with expense of \$445.15 in March. There was no income for the Revolving Fund.

The FY 2021 State Grant Fund has an ending balance of \$0.00. There were Outreach Coordinator Expenses allocated to this account.

The FY 2022 State Grant has a balance of \$1123.10. Should be zeroed out by June 30. An additional \$600 was paid out in April so we are projecting a balance of about \$600 including that April expense. In March we reclassified the outreach coordinator expenses from the FY2022 grant to the FY2023 state grant to keep our expenses together.

The FY 2023 State Grant has a balance of \$48,126.26. Terri note that expenses were relatively low for March of \$1272.50. Biggest expense was shirts of \$971.48 for volunteers.

The State Grant Consolidation Fund balance which included available funds for all state grant funds is \$49,249.36. The March Outreach Coordinator expenses in the consolidated balance fund report was not reflected, although the total was included.

Motion made and carried to accept the Finance Report, Kathy O'Brien/Pat Jandris, unanimous. Board 5/0, Associate Board 6/0.

4. OLD BUSINESS

- a) Age Friendly Designation- presentation will be scheduled for May or June

5. NEW BUSINESS

- a) **Welcome New Associate Member Stan Luczko**

- b) **Directors Report**

1. Maintenance position
2. Health Care Updates
 - a. Medicare
 - b. MassHealth Eligibility- April 28
3. Benefits Enrollment Specialist
4. Newsletter
 - a. Email communications enrollment list is up
 - b. Publisher has given us more pages and is in color
 - i. Good programs generating good content and driving support
5. Events
 - a. Shredding event open to public on July 1
6. Donations and Support- Mike acknowledged and thank the many organizations that have given support to the center. Many more eyes on our financial position today and working to be good stewards of these funds. Furniture and furnishing donations have increased as well which will fill space at the Center. This past year we have worked with a number of homeless seniors and were able to get people into housing thanks to our partners but without furnishings. The Gardner Emergency Housing Mission has provided a great deal of support to the Center to help these Seniors. We accept the offer of furniture that can be used at the center and used by the Gardner Emergency Housing Mission to help us assist seniors in need. Received an almost new Medline Hospital Bed recently to help us with our mission to help seniors in need.
7. Performance Evaluation- Board makes recommendations for changes to salary but Mike suggested we should first start with an understanding of how well the Director is doing and what things are working. To that end, Mike suggested conducting a 360

Performance Evaluation which will include feedback from folks he reports to and people who report to him, vendors, partners, colleagues, and others we work with. Tracy used it at UPS as well. Board will pick who they interview. Paul Crowley suggested developing a sample survey they can look at next month.

6. OPEN DISCUSSION –

- a. Medication Drop-** can we get a med drop container at new Center? Mike indicated it was not likely able to happen because of strict regulations and costs. The Center does offer drug take back opportunities at Breakfast with Badge each month. Members noted that it is real easy to use med drop off box at the Gardner Police Department
- b. Computer Lab-** will we continue the lab or expanding it at the new center? Mike responded in the affirmative to both continuing and expanding it. New Chrome Books coming to the Center for Cricut Classes. Now provide assistance with laptops, tablets, desktops, smart phones and more.
- c. Age Friendly/Mobility Assistance-** the Center really does not have a great number of supports for people with dementia or hearing and visual disabilities. We will be working on improving at the new Center.
- d. Waterford Street-** Can we have the 20 mile an hour sign stay in place when the building is converted to the Senior Center? Mike also spoke about electronic message board as sign—which is not allowed. Mike expressed appreciation for people working on project including Representative Zlotnik and Mayor’s Office. Unsure of timetable due to renovations and all that go along with them.
- e. Newsletter-** positive feedback was provided on newsletter format
- g. Women Owned/Minority Owned Business-** Tracy asked whether we were required to do purchasing from women owned or minority owned businesses from the grant. Mike explained that the state grant is really a payment made to each coa based on senior population.

7. NEXT MEETING DATE is Monday, May 1, 2023, at 2:00 p.m.

8. ADJOURNMENT: Motion to adjourn made by Kathy O’Brien/Paul Leone unanimous.
Board 5/0, Associate Board 6/0

**Respectfully submitted by,
Kathleen O’Brien, Secretary**