

# CITY OF GARDNER

MASSACHUSETTS 01440

## COUNCIL ON AGING

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### **COUNCIL ON AGING**

#### **Minutes**

Board of Directors Meeting

February 6, 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, Patricia Jandris

**Associate Members:** Paul Crowley, Ken Fournier

**Absent:** Cheryl Howes, Evelyn McCarthy, Dan Kelley, Nancy Hebert, 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 January 9, 2023 meeting, Kathy O'Brien/Patricia Jandris, 5/0. It was noted on the last copy of the meeting notice we had the incorrect date for the next meeting, but the agenda submitted for public posting was correct.

#### **3. TREASURERS' REPORT**

As of January 31, 2023 the City General Fund/Operating Account has an ending balance of \$92,787.35. Terri noted that the fund is in very good shape. Mike added that there was a line item in the December Financial Report under the clerks line item of \$2238.90, that suggested there was a supplemental budget/addition for this expense. That addition was erroneously added to the report. There is no ledger transaction that supports that addition. It is included in the January report as a note BUT not included in the bottom line calculations.

The Gift Account has an ending balance of \$56,445.48. The year to date amount of \$3,775 in revenue was correct, but we did not indicate that for the January 2023 period we received an additional \$975. The December YTD was \$2,800, and with the addition of the \$975, our income in this account was \$3,775.

The Revolving Account has a balance of \$35,452.34. There were a few expenses of \$3,091.16 in January, mostly related to program and events and the supplies and

materials to support them. In total we have expended \$17,476.24 through the year to date, and took in \$19,957.96, with a positive cash flow of just over \$2000. Mike explained the positive balance for WB Mason is a result of refunds for water bottle deposits.

The last two pages reflect the activity in the State Grant Accounts. Mike referred to the last State Grant Consolidated Report which is the summary of the expenses related to FY21, FY22, and FY23 accounts. Through January 31, 2023, we have expended \$30,510.95 from all three Fiscal Year Grant Accounts. The Consolidated Report shows the totals for expenses in specific areas as well as total expense sin these specific areas for the month of January. Each Fiscal Year Report Section provides more detail on these expenses.

We carried over \$8,343.72 from FY 2021 but allocated \$12,657.19 in expenses to this account incurred this year. We have made some general ledger transfers of certain expenses from the FY21 Grant to the FY23 Grant to net out the negative balance and close out the FY21 Grant at zero including Hannaford Turkeys for Holiday Meal and Outreach Coordinator Expenses. We will see for the February Report these line items reduced in the FY21 Grant Report, but increased in the FY23 Grant Report.

Each FY Expense and Income figures tie into the consolidate report perfectly. This fiscal year we had total revenue from all grants of \$88,267.80 and spent to date \$30,501.95 leaving a balance in all state grant accounts of \$57,765.85. Mike re-iterated the transfer amounts of \$1962.98 from FY21 Grant to FY23 Grant for holiday turkey expenses, and \$2350.49 from FY21 to FY23 Grant for Outreach Coordinator expenses.

Paul asked about the funds and Mike explained that there were really only four funds, but 6 accounts and that one account will be fully closed (FY21) and working on closing a second grant account (FY22). Paul asked about Outreach Coordinator expenses should be low, but Mike note that that expenses for both the Outreach Coordinator and Office Assistant expenses were lumped under this line item for the grants. The City Auditor and Mike discussed a better way to track these expenses, and the City Auditor has created a way to track expenses in the City budget, and will reimburse that account from the grant account at the end of the year. 100% of the General Fund expenses are paid by the City except the Outreach Coordinate line item which is paid 100% by the grant.

Mike provided the Board with an explanation of the overtime line items. Mike explained that the COA does not really have 2 overtime accounts but we split out the transfer/reimbursement from the Pool to the Senior Center for overtime originally paid out of the Senior Center overtime account.. To adequately show real time expenses rather than netting it out, Mike is showing the two line items, one for actual expenses incurred in FY23 and refunds made in FY23.

Motion made and carried by Pat Jandris/Kathy O'Brien to accept Treasurer's Report. 5/0

#### **4. OLD BUSINESS**

There was no old business.

#### **5. NEW BUSINESS**

##### **a. Directors Report**

1. **Covid Clinic-** went extremely well. Over 180 vaccines given Thanks given to Community Health Connections, Massachusetts Department of Public Health which provide the incentive cards, the Gardner Board of Health, Chair City Pharmacy, local Doctors John Harrington and John Mulqueen, , Registered Nurse Paula Mulqueen, and an awesome number of volunteers and of course, our remarkable staff- Nancy and Rob. DPH has asked to do another clinic in March, and we will also offer Pneumonia and Shingles Vaccines. Registration is require for the Shingles and Pneumonia shots. \$75 incentives may be offered. There may be stipend given to the COA for hosting clinics.
2. **Maintenance Manager Position:** Rob Cormier has given his notice to leave the COA for another position in the area. Mike noted his contributions and appreciation for all his work. Job is posted internally first then externally if no internal candidates are identified. No interviews have been started. Mike note that it will be some time before we have someone onboarded.
3. **Commander & Fife and Drum Program-** very successful program, max'd out on attendance. Commander Farrell was a great speaker and the Fife and Drum Band set up by Chris Mulqueen was awesome.
4. **St Patricks Event-** coming up on March 15, including lunch and step dancers
5. **Easter Basket Event and Monthly Programs** by Quabbin Valley Healthcare and our partner Michelle Morin
6. **Volunteer opportunities:** including bread and bingo, trying to get people and organizations with which our seniors may have an encounter with to come into the center. Each week have new and unique people and organizations.
7. **Tax Aide-** Full for the season, started this week. Mike was asked if we could access forms form the Center. Mike reminded members we have the tech center which provides internet access to our seniors, and a printer to print things off. Staff will assist if available. All tax aide programs are full, but MOC has some appointments available and possibly MWCC
8. **LPL Financial-** come to center once a month to meet with seniors for information on investment planning
9. **Care Central VNA Monthly Program-** will do monthly health and wellness program, March will be Fall Prevention
10. **Benefits Enrollment Specialist-** Once a month the Center will have available a Benefits Enrollment Specialist made possible through the Aging Services of North Central Massachusetts and Tri-Valley Health Care.
11. **Light Tea scheduled for this month-** three topics including etiquette, history and types of tea- food prepared in house by Chef Kenneth Meehan
13. **Knock Out Pool Tournament-** Coming up in March
14. **Donations-** Walgreens donated DVD's for our lending library and furniture for the tech center, library and lounge.
15. **Warming Center-** Opened three times in last month for short duration events. Not a lot of interest at night but some activity during the day. Available for seniors if needed. Because they were short duration mist people probably waited it out or stayed with family and friends. Posted signage for folks to contact us after we closed if they needed service. Ron

also observed that there was not high utilization at the Police Department. We acquired food from Whitson's to provide food to anyone who might have shown up. Mike also sent out a note of appreciation to the volunteers that showed up to help.

**b. Support to Change Ordinance for Board Composition**

Letter of support sent to Mayor to change ordinance removing specifically seated positions on COA- removing AARP and Golden Age designated one year seats, but keeping seven member board composition with three year term that are vetted by Board, approved by Mayor and confirmed by Council. Ordinance will go before the Council, then referred to Committee that oversees the COA (Welfare Committee) for consideration, and then referred back to Council with recommendation for final vote. AARP and Golden Age folks are always welcome, as are any other seniors to come to or bring issues up to the board or any member for discussion and consideration.

Mike asked for a vote of support of this action by the Chair and Director to send a letter to Mayor and City Council to remove the dedicated positions and make them general or at large directors. Motion made and carried to support the request to eliminate the dedicated seats and make them general 3 year appointments, Jandris/Hillman, 5-0. Pat had asked for this consideration almost ten years ago.

**6. OPEN DISCUSSION –**

- a. Roll Out Date for move-** 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. Nothing is etched in stone as it related to build out. We are eager but recognize there is a process and need to be patient. The Annex Building status is undetermined.
- b. Discussion Group:** Ron Darnetka reminded people that we have a discussion group scheduled for the 21<sup>st</sup> at 1pm
- c. Basket Crafting Class:** Paul Leone's basket class was max'd out and we have had to schedule more classes
- d. Programs and support:** Mike spoke about the work and dedication of the staff, the board, and the volunteers to create new engagement for our seniors, thanking them profusely.

**7. NEXT MEETING DATE is Monday, March 6, 2023, at 2:00 p.m.**

**8. ADJOURNMENT: Motion to adjourn made by Paul Leone/Kathy O'Brien 5-0**

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