

CITY OF GARDNER

MASSACHUSETTS 01440

COUNCIL ON AGING



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COUNCIL ON AGING

Minutes

Board of Directors Meeting

March 6, 2023 @ 2pm Senior Center

<https://www.youtube.com/watch?v=0Owr0Q9DEPc>

Present -

Director Michael Ellis, Chairman Ron Darmetka, Vice Chair Paul Leone, Secretary Kathy O'Brien, Treasurer Theresa Hillman, Golden Age Rep, Gloria Tarpey

Associate Members:

Paul Crowley, Ken Fournier, Nancy Hebert, Mary Schaffer, Tracy Hutchinson

Absent:

Cheryl Howes, Evelyn McCarthy, Dan Kelley, Adele Peterson, Patricia Jandris, AARP Rep.

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 February 6, 2023 meeting, Terri Hillman/Paul Leone, 5/0.

3. TREASURERS' REPORT

As of February 28, 2023 the City General Fund/Operating Account has an ending balance of \$75,346.17. Terri noted that the fund is on track. There will be some additional expenses related to Rob's termination with employment at the City.

The Gift Account had a deposit of \$750 from Rotary and has an ending balance of \$57,425.43.

The Revolving Account has a balance of \$33,262.60. Mike noted that we were \$108 less this month than where we were at the beginning of the year. The Center works hard to balance expenses and revenue.

The balance of funds from our annual state grant is \$56,398.78. Terri announced that we have zeroed out the available funds from the FY2021 Grant, and are working to draw down the FY2022 Grant. This month the FY2022 Grant showed an available balance of \$94.55. The FY2023 Grant had expenses of \$354.32 in February leaving an available

balance of \$56,398.78. There may some changes as it related to outreach coordinator salary as we work to show better these expenses reimbursed by the grant to the City. Mike asked folks to refer back to the general fund expenses which now show an expense by the City but not reimbursed.

The FY2024 Grant should be about the same as FY2023, although there is a proposal being considered as part of the state budget to increase the annual allotment.

We will be reclassifying \$509 of apparel costs that were booked against the state grant back to the City account. We reclassified \$1962 in expenses related to holiday meals from FY21 to FY23. We also reclassified \$2,350.49 from FY21 to FY23 for outreach coordinator related expenses. Mike provided a projection report for the Board as to what our expected projected expenses will be for the next 12 weeks. There will be adjustments made at the end of the year as normally do. Mike is forecasting a net surplus, but we really don't know what the maintenance and utility costs might be for the next four months.

Paul Crowley asked about insurance. Mike noted that some of our normal operating expenses are covered by the City like insurance, plowing, and telephone. If there was a major event or expense outside the ordinary budget, the COA would go back to the City. Mike gave some examples of extraordinary expenses we had incurred in the last two years that the Mayor and Council approved.

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

4. OLD BUSINESS

There was no old business.

5. NEW BUSINESS

a. Directors Report

1. Programs

Update given on Senior Center Programs and participation in them including tax aide, Covid Clinic, new Health program by VNA, dinner programs, and regular monthly programs

2. Services

New Benefit Enrollment Specialist
SNAP/Hip Enrollment
Housing Assistance
Medicare Advising
Legal Advising
Financial Advisors
Fuel Assistance
Grief Support
Caregiver Support
LGBTQI Group- moved to new location for convenience of participants
Vet to Vet

3. Personnel

Mike gave overview of people involved in delivering services,

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. COA received donation of living room set for the new center.

6. OPEN DISCUSSION –

- a. Roll Out Date for move-** Mike expressed appreciation for people working on project including Representative Zlotnik and Mayor's Office. Mike is projecting date of move in towards end of year. General grounds keeping will stay with the DPW/Municipal Grounds Dept.
- b. Utility-** There was discussion about impending increases in utility and COA programs
- c. Associate Member Application-** motion made and carried to accept Stanley Ludzco as an Associate Member, Terri Hillman/Kathy O'Brien, 5-0.
- d. Age Friendly Community Designation-** working on designation as Age Friendly Designation and looking for a Board member to head this up. Provides for strategic planning on identifying existing services and supporting new services for seniors in the community. We will have a presentation on this.
- e. Staff-** Mike lauded the work of the staff and volunteers- so grateful for all their work.
- f. Volunteer Opportunities-** many opportunities available at the Senior Center.
- g. Annual Meeting-** coming up in May. Need to make sure we have officers identified—anyone interested see Mike or Ron. Good time to remind folks that it is time to renew your annual ethics training.
- h. Staffing-** Mike responded to the question as to whether we might have a part time person on-boarded to assist during the search time in the affirmative. It is probably not likely that this part time person would become a permanent position. Mike note that we would probably have to look at the actual work demand in the next year before making any recommendation to add staff

7. NEXT MEETING DATE is Monday, April 3, 2023, at 2:00 p.m.

8. ADJOURNMENT: Motion to adjourn made by Paul Leone/Terri Hillman 5-0

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