

Beth Ferrando, Outreach coordinator

- We continue to process many Fuel Assistance Applications. Since last report 15 folks have been assisted with either new applications or recertification for fuel assistance
- SNAP applications have remained steady. Since last report, we have assisted 8 folks with processing their SNAP applications. The Director and myself have turned in the required paperwork to become a SNAP partner with DTA and UMMS.
- Housing is still a need. There were several requests for housing information. The Roommate connection meeting was held and we had some interest. There was a request to have another Roommate connection meeting, which we have scheduled for early new year. I have had 5 folks call and express their intent to participate.
- Our **Support group for Alzheimer caregivers** has remained steady and seeing new members. **The Grandparents Raising Grandchildren** group is still active but not as many participants as we would expect. My next project is to get the group information out to area pediatricians and days cares. I have already made contact with Chicopee Schools and the area offices for the Department of Children and Family offices.

The Living Again support group had several folks show up for the month of January.

- We are also seeing an uptick with folks seeking help on completing their Social Security Retirement benefit applications –

Holly Angelo, Assistant Director

- We had another successful COVID vaccine clinic with Holyoke Health Center on December 2, 2021. I helped in the morning when the clinic first opened and we were deluged with walk-ins. About 125 people were vaccinated that day. Another clinic was scheduled for January 6, 2022.
- Casey returned back to work on December 20, 2021 and resumed her program coordinator duties, which I had been doing since September.
- We had a successful holiday curbside meal pick-up on December 16th, with about 600 meals prepared. It was all-hands on deck that day. I arranged with The Arbors at Chicopee to donate the dessert. We had our holiday concert with Dave Collucci on December 9, 2021. It was nice to see everyone enjoying themselves. I coordinated with a local dance school to have a short recital at RiverMills on December 29, 2021.
- All day, every day, we are answering the phones with calls from people looking for COVID testing and test kits. RiverMills easily distributed close to 1,500 home test kits.

● WELLNESS CENTER DECEMBER 2021

- Blood Pressure Consults Daily
- Covid-19 Vaccine & Booster Clinic: 12/2nd

- Holiday Stress Series: 12/6th 13th 20th
 - Healthy Holiday Eating: 12/8th
 - Treating Pain without Pills: 12/13th
 - Don't Focus on Calories: 12/15th

● **FUTURE SENIOR CENTER EVENTS**

- Covid-19 Vaccine & Booster Clinic: 1/6th
- Balanced Diet for a Healthy Weight: 1/12th
- Weight Loss & Hypnosis Series: 1/3rd 1/10th 1/24th
- Movement Matters - Making Yoga Accessible: 1/18th
 - Dementia Series: 1/27th 2/3rd
- Age Safe America – Home Safety: 1/19th

● **ADDITIONAL**

- Visitors/Inquiries – 235 Medical Clearance – 28
- For questions, suggestions or concerns please contact our Nurses Dianne or Helen at the Wellness Center @ 413-534-3698 x 119
 - dcopeland@chicopeema.gov hbiglin@chicopeema.gov

Casey Conroy, Program Coordinator

- Back in office on 12/16 from Maternity leave
- Followed up with staff about updates regarding programming/fitness
- Introduced birthday entertainment 12/16
- Set up movie 12/21
- Began looking into March/April programming
- Begin fitness reimbursement forms for members
- Assisted with answering calls regarding vaccine clinic/testing site/at home testing
- Assisted with handing out meals for Christmas curbside pick up meal
- Followed up with fitness instructors
- Returned emails/phone calls received while I was away
- Sent press releases to local papers for programming
- Assisted in covering transportation department-scheduling rides/drivers from 12/20-12/30
- Edited meal delivery sheets for drivers daily meal deliveries
- Counted and turned in money collected from fitness classes

Confirmed programming for the remainder of December/beginning of January

Michelle Blaney, Office Manager

- Paying bills
- Entering payroll
- Ordering supplies
- Assisted with Holiday curbside dinner
- Entering and making deposits from the curbside meals, transportation and various donations
- Led and assisted with in-person December craft classes: Fresh Greens Arrangement, Christmas Green Planter, Christmas themed take out box, Sock Gnome craft.

Anne Fountain, Kitchen Manager

- Order food and supplies for kitchen
- Cook the lunches
- Cook and bake for Cafe
- Hand out the meals curbside
- Create menu for the meal service
- Maintain a clean kitchen
- Manage Café workers
- Manage kitchen staff
- Do shopping outside of deliveries
- Cook for special events

Diane Gay, Program Assistant

- **Tuesday at the Movies**
 - Provided refreshments (popcorn & water)
- **Veterans Voice**
 - Provided refreshments for Veterans Voice meeting
- Added 31 new participants to **SchedulesPlus** and issued swipe cards
- Entered participants COVID Waiver form information into **SchedulesPlus**
- Booked appointments for COVID booster shots
- Helped distribute COVID Rapid Test Kits

- Gave 2 tours of RiverMills Center

Mandie Huerta, Clerk

- Handing out lunches
- **Covering Café for short breaks**
- Meeting minutes & Agendas
- Filing paperwork
- Updating members in the system
- Medical equipment loans and organization
- Copies and print outs for seniors & groups
- Registrations and money collection
- Print registration sheets
- Answering phones
- Deposits when Michelle is out
- **Tracking money for café and lunches through Excel**
- Providing a list of needed supplies for ordering
- Covering the reception desk when needed
- Assisting with craft classes
- Recording lunches in the system
- Refilling masks in dispensers
- Providing tours to new members
- Updating the meal delivery list for drivers daily
- Organize and hand out meals for Christmas