

**City of Chicopee
Council of Aging
May 9, 2023**

Members Present: S. Tawrel, S. Gelinias, K. Rousseau, K. LaBreck, S. Michalik, H. Lenart, L., D. Naumchick, C. Gemme, L. Houle

Staff: S. Manyak

I. Call to order

- The meeting was called to order at 4:45pm. There was no request to record the meeting.

II. Public input

- No public input this meeting

III. Review of minutes

- Minutes were reviewed for April were accepted with the following correction: The leave of absence noted on page 2 begins on 4/24/23.

IV. Business Reports

A. Executive Director Report

- Sherry Manyak noted that all staff have been trained in CPR and received their certificates. The entire staff has received the ethics training. Additionally the new drivers are undergoing their training
- Maintenance – heating and air conditioning has been much better. However, there was an issue the day it got really hot in the main room and we are on a waitlist for the needed part. This will become a problem when the weather gets warmer.
- The maintenance department is still down a position. This position will most likely be filled on the next budget and will be a full time position. Additionally, all maintenance can cross cover so they can travel to cover other buildings based on needs.
- The Mass Walk Challenge started yesterday. About 40 participants attended but there are over 60 signed up.
- There is a training on the National Accreditation in Philadelphia which Sherry and Casey will attend.
- Sherry has been asked to present to the National Accreditation group on Senior Nutrition Special Interest Group.

- There are 14 people signed up for the garden club. Additionally they will be growing herbs and vegetables for the kitchen. More gardening items were purchased to support the large group of gardeners.
- The outdoor exercise is gaining interest as well as yoga. Both of these programs are free through the end of the fiscal.
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B. Café

- Sherry reported there was a \$1510.58 profit for April and things are going well. Additionally, the kitchen had a profit of \$289.05. It is very challenging to make lunches for less than \$3.00. There was a total of 355 meals delivered during the month.
- They are considering renting a machine to vacuum freeze meals for storage.

C. Fiscal Reports

- The fiscal reports for April were distributed to the group for review. It was noted last month that the funding for some items was running low. Funds from salaries was transferred to departmental equipment and additional programs. The center is on track for the budget with these adjustments
- The April fiscal report was unanimously accepted by the group.
- They have begun to research a more industrial dishwasher that will fit sheet pans and to be able to handle the amount of dishes that are used. The initial price is \$16,000 which is not included in the current budget requests for next year. Sherry will be addressing this with the mayor in her budget meeting.
- Shading for the patio are being researched however the pricing is very high (over \$40,000). These sails will be part of budget requests.
 - The EPA would have to be present during the installation so this will create added expense.

D. Friends of RiverMills

- The next meeting of the group will be Friday 5/12.

E. Staffing

- a. The COA is fully staffed at this time. There is a new Transportation Coordinator and driver. A third café worker was hired; however, she is having surgery and will be out while she recovers.

- b. A question of raised about the extended absence of one of the nurses. Diane continues to pick up hours.
- c. It was noted that the HR director for Chicopee resigned so the process for hiring will be delayed.

F. Landscaping

- Forestry came and trimmed the hillside growth. L. Pouliot continues to manage the landscaping because the property is a contaminated sight. He is seeking grant funding to improve the hillside and hopes to have this approved.
- The catch basins will have to be allowed to overgrow but another grant is in the works to address this issue.
- The lack of irrigation is a big issue related to landscaping.
- A fact sheet will be developed for distribution to members of the centers who complain.
- The large granite pieces in front of the building will be removed and the landscaping will be updated.
- Work will be renewed in making Chicopee ADA and dementia friendly. Grant funds from AARP will be sought to support this work.

G. New Cars

- The center was able to obtain one new car, the second car was never delivered. A second car was then purchased with additional funding from a grant from Sen. Gomez.

H. EOEA Technology Grant

- There are 30 grants available at \$100,000 for technology. Various COAs are able to partner together. RiverMills will put forward their own proposal. CHD has offered to assist in the project. AARP has a program call ed OATS which writes programs for many things that can help seniors. RiverMills is going implement OATs. Jonah and two volunteers will help to implement the project. However, the contract has not been approved by legal. This could be an issue because the program starts Thursday.
- The plan is to hire a full-time employee for 18 months to implement OATs. The Center will be able to purchase technology and give it to seniors as part of this program. Hotspots can be created at various locations for seniors.

- The grant is due 5/24.

I. MCOA Accreditation

- A group is working on a SWOT analysis to develop a plan for the center. Implementation will begin with a strategic plan

J. Updated Mission Statement, Core Values

- Un updated mission statement was circulated to the group. A vision statement was also created. These documents will be posted in the center.

K. MCOA board training meeting

- K. LaBreck and D. Naumchick will be attending the 5/31/23 meeting in Ludlow.

V. Meeting adjourned at 5:45 pm

- **Next meeting is June 13, 2023.**

Submitted by



Karen S. Rousseau