

**City of Chicopee
Council of Aging
December 14, 2021**

Members Present: S. Tawrel, C. Gemme, K. Rousseau, M. Rider, K. LaBreck, L. Houle, H. Lenart, E. Laflamme

Staff: S. Manyak

Excused J. Lukasik, S. Gelinas, S. Michalik

I. Call to order

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

II. Public input

- There was no public input

III. Review of minutes

- Minutes were reviewed and accepted from November 9, 2021

IV. Business Reports

A. Executive Director's Report

- Staff board reports were distributed from the Clerk, Outreach Coordinator, Assistant Director, Cafe Manager, Office Manager, Program Assistant and Program Technician.
- The center raised approximately \$3000 on the Christmas Trees
- The Christmas concert had about 100 people in attendance
- There were two buses scheduled for Bright Nights
- Staff is continuing to be proactive about cleaning the center to reduce the risk of spread.
- The nurse's office has moved to the first floor. IT had to run wires in order for this to be accomplished. They are now downstairs near the AED and the dining room, which is where the majority of visitors spend their time
- There is a staff Christmas party next week.
- Sherry is working with the outreach coordinator to be SNAP approved. Once the grant is submitted the center can receive some

funding for things for the program including being reimbursed for the coordinator's salary. It is really important to encourage more participation as part of the grant

- There is another \$7500 grant for additional outreach that is being pursued. The team is meeting with consultants about a potential commercial
- Based on the success of the Thanksgiving meal, a meal a month is now being considered. There will be about 350 meals for Christmas distributed this week.

C. Café

- The Café is very busy, and many enjoy the offerings. There was positive feedback from members of the Board. There was a profit of over \$1800 last month with the extended hours. There are some participants that will eat in the sitting area.
- Sherry's mother is now a volunteer, and this helps with staffing. Additional volunteers are welcome.
- They are looking into a panini maker to add to options.

D. Fiscal Reports

- Reports for November were distributed to the group. The group reviewed the data and had no questions. It was noted that some salaries are rising close to the max but will then be covered by the Formula grant. The center is financially on target. It was noted that the special services account is low, but funds were used to address an issue with the elevator.
- It was noted that the program tech is at 74% of his pay but the rest of his salary will come from a grant.
- One part time transportation coordinators remain out on leave through January.
- The program coordinator is returning from leave this week.
- The final report on the Formula Grant has been submitted for 2021.

E. Friends of the Senior Center

- The last meeting was Friday 11/12. There were many questions about the outstanding balance on the debt for RiverMills. The group voted to approve final payment. There are a number of funds that will continue to be collected from promised donations. The next meeting is scheduled for January.

F. Elders at Risk Program

- The center was doing wellness phone calls during COVID, and a number of people were identified as at risk. A way to check on these individuals needs to be identified.
- A task force will be formed with representatives from RiverMills, Police, Fire, Public Health etc. to ensure residents get the support they need.

G. Conflict of Interest Forms

- All members of the board need to view the video and sign the form that is being sent to everyone's home

H. Board Member

- Joe Lukasik is resigning from the Council on Aging due to personal issues effective December 31, 2021.

IV. New Business

- A letter was proposed by the COA leadership to the mayor regarding issues with maintenance that requests the building to be under the control of Sherry and maintenance at RiverMills. There is already a budget line to address the needs at the center.
 - Scott Chapdelaine has been slow to respond to all requests. For instance, the light in the second foyer has been

V. Meeting adjourned at 5:40 pm

- **Next meeting is January 11 at 4:45pm**

Submitted by



Karen S. Rousseau