Essex Council on Aging Minutes

September 14th, 2021, 6 pm meeting

Meeting Facilitator: Kay Joseph

Invitees: Kristin Crockett, Dick Denton, Beverly Dolinsky, Priscilla Doucette, Ralph Hawley, Millie Hamlen, Kay Joseph, Susan Parady, Diane Polley, Mary Wilhelm

Absent: Dawn Burnham, Sue Lufkin, Tess Leary

Guests: Gill Frieden

Call to Order

* Secretary’s Report – Approval of Minutes (9 yes, 0 no)
* Treasurer’s / Budget Reports (9 yes, 0 no)
	+ Operating Budget
		- Beginning Balance, General Fund: $99,783.00
		- Remaining Balance, Senior Center Flooring Contractor Account: $2,840.00
		- Flooring Project is essentially complete.
		- Total Available Funds: $102,623.00
			* Year to date Operating Budget expenditures are $11,736.20, $8,300 of which are staff wages. Total expenses are much less than the sum of pro-rated monthly expenses due to low clerical, utilities, and maintenance spending. There are no transportation costs to date. We expect each of these accounts will catch up over time. Approximately $88,000 of operating budget remains.
* Formula Grant -
	+ - * Anticipated per capita state funding is $9,036.
			* No expenses have been charged to this fund at this time.
			* Gift Fund Balance – Will be reported at next month’s meeting.
* Director’s Report
	+ COVID-19 Status Report – Masks are now required in all municipal buildings as decided by the town’s Department of Public Health. The Office of Elder Affairs have reported 99% of adults over age 65 in Massachusetts are vaccinated. Essex is not quite that high. Vaccine clinics happening at library on Thursdays. They are doing third shots for people with specific immunocompromised issues but not offering booster shots at this time. Flu shots will be available and dates will be announced.
	+ Food distribution – Food distribution statistics will be reported next month.
	+ Social services update – Medicare Open enrollment is coming up (October 15 – December 7). We expect that Kristin and Tess will be busy to accommodate SHINE consultation. Kristin will send out forms to those coming in for consultation sessions.
	+ Transportation update – Numbers will be reported next month.
	+ Facilities update – There was water in the basement due to recent rains but pumps handled the rain well. The fire inspection will be later this month.
	+ Gift fund – no gifts this month.
* Strategic Plan update –
	+ Board reviewed the draft of the 2020-2025 strategic plan.
	+ Kristin excited about the strategic plan to provide direction and goals for the COA.
	+ The board will discuss the plan next month.
* New Program Coordination Procedures – There is a significant increase in the number of COA events being offered as well as more individuals offering programs. Kristin is developing an program proposal form to help support the planning for the events. This will help in the coordination of the event and will help to avoid too many events happening at one time. Kim will be uploading all paper signups into the Centers database to get more accurate information about event attendance.
* ECOA Website and Facebook update – The new program planning form includes strategies to advertise the event. Susan Parady will post all event advertising on Facebook. Bev will place all programs on ECOA Website.
* Friends of Essex Council on Aging Update – DownRiver ride was beautiful. Scarecrow sales have gone well. Ferranti and Tarr will be judging the scarecrows. There will be a bus tour of the scarecrows on October 14th.
* Liaison Outreach to Other Boards Monthly Reports
	+ Fire/ police: Dawn met with the Chiefs of Police and the Fire departments. Open house Saturday 18th 10 -2. Leaving spaces at building for seniors. Police department is bringing back coffee with a cop and they are happy to do this at center. Fire department happy to do a similar program at the Center. Both departments are very interested in highlighting a staff member in ECHO.
	+ Board of Health – Diane Parady reported Erin is very busy given the COVID vaccine clinics and preparing for the flu clinic. Flu clinic will be in mid October. The DPH will offer COVID boosters when available. The Department of Public Health is working with the Board of Health to reinstitute regular blood pressure check opportunities.
	+ Assessor’s office – Diana parady reported that the COA will plan to invite the assessor in to talk about what assessment means, abatements, and taxes, at our January meeting.
	+ Board of Selectman – Bev reported that the Selectman are excited with the ability to receive regular updates on the COA and to know of issues and concerns that the Selectman should be considering.
	+ Town Clerk – Susan Parady met with the Town Clerk. The liaison and town clerk wil work together to keep the COA up to date on important upcoming deadlines (e.g. town meetings, last day to register for voting, garbage stickers, pet licenses, etc.).
	+ Veteran Affairs – Dick reported that he has found there is no town web reference point for veterans Dick will meet with the veterans representative coming to the COA on September 16th 12:30 – 1:30 to learn more on what the center can do to support our senior veterans.
* New issues – no new issues
* Two minutes public comments – no public comments
* Meeting ended 6:54 pm