Essex Council on Aging Minutes - Draft

May 10, 2022

 6 pm meeting

Meeting Facilitator: Kay Joseph

Attended: Kristin Crockett, Dick Denton, Beverly Dolinsky, Gil Frieden, Ralph Hawley, Kay Joseph, Sue Lufkin, Susan Parady, Diane Polley, Mary Wilhelm

Absent: Dawn Burnham, Millie Hamlen, Tess Leary

Call to Order – 6:05 pm (9 yes, 0 no)

* Secretary’s Report (approval of minutes:
	+ April minutes were reviewed and approved (7 yes, 0 no, 2 abstain)
* The Treasurer’s Report (8 yes, 0 no, 1 abstain)

3/31/2022
﻿Operating Budget:  Beginning balance $102,623.00 comprised of $99,783.00 budgeted for fiscal 2022 and $2,840.00 retained from 2021 Flooring Contract; ending balance is $34,832.74.  As you recall, COA Building Maintenance was provided $11,000.00 additional funding for a new heating system.  In March we paid New England Gas Systems, Inc. $10,950.00 for that item.  Building Maintenance retains a positive $5,022.18 balance.

 “COA Expenses” line item remains negative $695.25.  Dick recommended transferring $695.25 from the transportation account to the COA expenses account to clear out the negative budget line. (8 yes, 0 no, 1 abstain).

All other expenses reflect calendar-based payrolls and standard monthly charges.

COA Formula Grant:  Heavy utilization of this account continues as COA Expenses budget line item is frozen.  Utilization in March totaled $1,022.48; items paid included exercise consultants and general office supplies.  Utilization to date, of $9,036 available, is $1,978.39.

Gift Fund:  Balance remains unchanged at $7,046.23.

Revolving Account:  Balance is $1,691.00.  Two deposits were made in March, $175.00 and $1,516.00, totaling $1691.00.  There were no charges.

5/5/2022
Operating Budget:  Beginning Balance of $102,693.00 comprised of $99,783.00 budgeted for fiscal 2022 and $2,840.00 retained from 2022 Flooring Contract; ending balance is $25,484.18.  Budgeted line items reflect calendar-based payrolls and standard monthly charges, except Utilities reflecting abnormally high $1,601.90 April charges.  Three National Grid and one Constellation Gas bills were paid in April.  Only $489.79 remains in our Utilities budget line for the next two months; that’s about what we expense in one month.

COA Formula Grant:  April utilization totaled $754.28; items paid include general office supplies, exercise consultant, postage and ASoA Association membership.  Utilization to date, of $9,036 available, totals $2,732.67.

Gift Fund:  Beginning Balance: $7,046.23
                                Deposits:         $1,000.00
                                                               250.00
                                Charges:          ($850.00)
                                                         (307.00)

Note: The $307.00 charge was for payment for an exercise consultant paid via the gift fund. Now that a revolving fund has been created, these forms of payments will no longer come through via the gift fund.

                      Ending Balance:      $7,139.23

Woodman’s (ice cream social) represents the $850.00 charge; an exercise consultant payment represents the other charge.

Revolving Account:  Beginning Balance:  $1,691.00
                                      Additions.                        791.00
                                       Charges.                    (1,251.37)
                                      Ending Balance:        $1,230.63
Charges include exercise consultants and office supplies.

* + Monthly Report – Kristin Crockett
	+ Kristin has just earned a graduate certificate in municipal leadership.
	+ Both Tess and Kristin have passed and been recertified as SHINE counselors.
	+ Formula Grant
		- Formula grant monies received today.
		- A computer for the COA assistant needs to be purchased using the formula grant.
* Programing
	+ Ice Cream Social is next Thursday the 19th. The Friends of the COA will pay for the extra attendees.
	+ May 27th 80 and 90-year-old luncheon- Given increased rates of COVID board recommended the luncheon be postponed with a date to be scheduled in the future.
	+ Board and community members are encouraged to sign up for the Massachusetts Council on Aging Walk for Massachusetts challenge (https://mcoaonline.com/programs/keep-moving-walking-clubs/walk-massachusetts/).
	+ Monthly Meals Update:
	+ Grab and Go meals are up to 30. SeniorCare congregate meals are scheduled for Wednesday’s and need to have a minimum of 10 people. The Root meals will occur on Wednesday’s once a month. Root would like to offer it as a congregate meal although recipients have expressed interest of a grab and go option.
* Facilities
	+ The lights in the elevators have been replaced by Kristin.
	+ Kristin and Dick have met with Brendhan Zubricki and Custodian to discuss cleaning of building. A list of daily, weekly, monthly cleaning tasks was created for the Custodian to follow. Custodian can be here 2 hours per day for cleaning and 7:30-9:30 am hours have been requested. The center does not have the funds to continue the weekly outside cleaning service but will continue the monthly deep clean service.
* Grant Update
	+ Submitted application for the Cape Ann Community Foundation.
	+ Kristin did not complete the Essex County Community Foundation due to some concerns town had. We will explore the option next year.
* Gift Fund: $1250.00 donated this month ($1000 from police benevolent society ($500 restricted to Chebacco Terrace and $500 open) and $250.00 from a private donor). These donations are reflected in the treasurer’s report. (9 yes, 0 no).
* Officer Elections
	+ - * Gil Frienden, Amelia Hamlen, Susan Parady and Mary Wilhelm terms expire 6.30.2022. Amelia would like to step down. The terms of Gil, Susan and Mary were expanded to 6.30.2025 (9 yes, 0 no).
			* Anne Buckley is interested in joining the board. She will come to the next COA board meeting for board members to meet her.
			* Nominations for floor for officer elections. Gil Frieden was nominated to be Vice Chair and Gil accepted nomination. Kay (Chair), Dick Denton (Treasurer), Dolinsky (Secretary). (9 yes, 0 no).
* Standing Rules Update (Sue Lufkin):
	+ The Standing Rules draft are being tweaked. Hoping to submit the draft to the Board and Town Hall next month.
* Board Member Liaison Monthly Updates
	+ Board of health is seeing an increase in covid numbers. There have been no changes at the state or municipal level regarding social distancing or other health related practices.
* Friends of the COA Update
	+ Friends are working on the fall Scarecrow event and fundraising. Gil has been elected to be the Vice President of the Friends of the COA.
	+ A discussion occurred as to how the Friends of the COA supports council programs. Gil and Kristin will explore if there are state guidelines dictating the activities of the Friends of the COA.
* New issues
* All board members need to read and sign off on the Town of Essex Comprehensive Employee Acknowledgement Regarding Policies form. Kristin handed out the form to all board members. Form needs to be returned to town by end of July.
* Two minutes public comments – no comments.
* 7:40 Motion to adjourn the meeting. (9 yes, 0 no)

Minutes submitted by Beverly Dolinsky