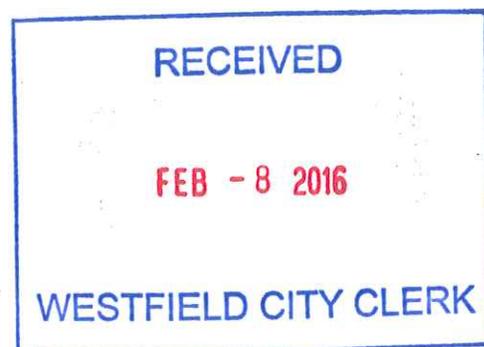


City of Westfield
Council On Aging
Monthly Meeting
January 11, 2016
City Hall, Room 201



59 Court Street, Westfield, MA

I. The meeting was called to order by Chair, John Leary, at 1:00 p.m.

The following Board Members were present: Cynthia Lee Andersen, Alice Dawicki, John Leary, James V. Liptak, Barbara Sokolowski and Barbara Taylor. Also present was Executive Director, Tina (Christine) Gorman.

II. A discussion was held about the minutes of the December 14, 2015 Board meeting. As part of that discussion Ms. Gorman submitted the financial report of the Holiday Gala 2015, copy attached, showing a profit from the gala ticket sales of \$165 and a profit from the raffle of \$702. Upon Motion duly made by John V. Liptak and seconded by Barbara Taylor, it was unanimously:

VOTED: to approve the minutes of the December 14, 2015 Board Meeting with corrections.

The Chair, John Leary then read the following statement to the Board:

"I agree we are a Board and not a Commission. I do not fully understand Ms. Gorman's implications in comparing a Board to a Commission.

How do her words apply to other Westfield Board: Board of Public Works, Planning Board, Zoning Board of Appeals, Board of Registrars of voters, etc.?

The comment that our Board advise/report to the Mayor is completely accomplished when we send our monthly meeting minutes to the Mayor, the City Clerk, and the City Council liaisons.

From my many years of government service, I have never observed any Mayor micro-manage a Board or Commission.

We are governed by Ordinance No 1526, dated September 2, 2010 which was passed by the City Council and signed by both the Mayor (Knapik) and City Clerk Karen Fanion."

The Board then discussed Ordinance No 1526, copy enclosed. Ms. Gorman pointed out that Ordinance No 1526 does not discuss the Board, it just discusses the Executive Director. Ms. Gorman referenced an earlier Ordinance which described the Board. Mr. Leary requested that Ms. Gorman get him a copy of that Ordinance. The Ordinance was from 1968 and Ms. Gorman does not believe there has been an update since that time.

III. For Public Participation Carl Vincent wished to add some thoughts to the previous discussion - The Voice of Experience lists the Council On Aging as a Board of Directors. The City website lists numerous Boards such as the Assessor, Health, Retirement, etc. He stated that he wondered about the difference in capacity from one Board to another. For his next topic, Mr. Vincent stated his concerns regarding meals at the new Senior Center. Some people can't get to them. The meal would cost \$7 if you add the cost of transportation to get to the Senior Center. Mr. Vincent then submitted a menu from a Congregate meal site in Chicopee which only asks for a donation of \$2.25 per meal. He stated that he was very concerned about transportation from General Shepard. For his next subject, Mr. Vincent noted that there are a number of senior discounts available that most seniors are not aware of such as sewer discounts, cable TV discounts, and that there ought to be some way to make the seniors aware of these programs and discounts and perhaps that would be an appropriate project for the COA to undertake. Mr. Vincent then asked about the Giving Tree that is supposed to be in the Senior Center showing the donations. Ms. Gorman reminded him that the Giving Tree is a project that the Friends Group is working on and that in the meantime there are three books on public display in the Senior Center acknowledging the donations. Mr. Vincent had this thought about the building use: "the money comes from the taxpayers. We shouldn't be exclusionary; we shouldn't pit one group against another." Mr. Vincent was concerned about the recent City Council meeting where a public participant commented: "The Taj Mahal was built for the seniors and we still don't have a school." Also that the City Council warned that they have a tight budget and funds have to come from somewhere possibly from the COA budget. Mr. Leary noted that some of the General Shepard people do make it to the luncheons. Perhaps they could carpool.

IV. Items for Discussion/Information:

- A. Mr. Liptak gave an update regarding the HVES (Highland Valley Elder Services) Board Meeting. They are in the audit process. They have \$160,000 profit at this point. Some vendors are not doing 100% of their job, especially homemaking. Regarding the Title III grants, a schedule has been set up to follow-up on what the recipients are doing. Again, they are looking to give grants to consortiums rather than individual programs. The representative from Chester said great things about our Do Re Me Singers. The April HVES meeting will be held at the Westfield Senior Center. Mr. Liptak is part of the Nutrition Committee and HVES is looking for a nutritionist for 15 -29 hours per week. Ms. Gorman mentioned that there is a HVES case manager at Washington House. Ms. Taylor asked if HVES wanted our Board members to attend the HVES Board meeting in April at our Senior Center. Mr. Liptak felt it was intended to be just the HVES Board.

Motion duly made by Barbara Sokolowski and seconded by Barbara Taylor, it was unanimously

VOTED: to approve the Highland Valley Elder Services report as presented by James V. Liptak.

- B. Mr. Liptak then submitted the report of the Rental Committee, copy attached. Upon Motion duly made by James V. Liptak and seconded by Barbara Taylor, it was unanimously

VOTED: that the vote regarding the report of the Rental Committee be tabled until the February 8, 2016 meeting to allow the Board members time to review the Rental Committee's report.

- C. Ms. Gorman reminded the Board members of the mandatory Conflict of Interest training required of every Board member. For those Board members who do not have internet access Julia Sampson is offering a training on Wednesday, January 20, 2016 at 1:30 p.m. in room 201. She will have the participants take the test and print out the certifications during the training. The training should take less than 1 hour. The Board members must turn in their certificates to Carol Shannon or to the Personnel Department.
- D. Ms. Gorman gave an update on the COA staffing. At the last City Council meeting Ms. Gorman presented the funding requests regarding the 19 hour per week custodian position

and the Program Director position. Councilman Flaherty did point out that if they agreed to the requests then those positions will be in the budget every year and that money will have to come from someone else's department. Ms. Gorman pointed out that she has been filling both the Executive Director position and the Program Director position for 8 years saving the City over \$400,000. Ms. Gorman cannot do both positions any longer. Funding for both positions were approved for January, 2016 through June, 2016. The Program Director would be starting the end of January/first week in February. The person works for the City now.

- E. Ms. Gorman then reported regarding the fitness programs. We have 7 different fitness programs running at this time. Some programs fill up immediately. One person was upset that out of towners are using our fitness classes. It would be difficult to exclude people from other cities because we receive state funds, in addition, Westfield people go to other Senior Centers. One suggestion made was to possibly have a different fee structure for residents vs. non-residents of Westfield. Another thought was to give preference to those people on the wait list who are from Westfield. Our Senior Center and expanded programs are new so people just want to check it out. Ms. Gorman feels the situation will settle down over time.
- F. Dick Holcomb of the Citizens' Scholarship Foundation of Westfield/Dollars For Scholars requested permission to hold their annual shredding fundraising event in the Senior Center parking lot on April 16, 2016 from 9 a.m. to 4 p.m. It is the major fundraiser for the organization. Ms. Gorman stated that she feels the event would be beneficial to seniors. The COA has also used the service. Students take the boxes out of your car to the shredder. The organization will not be using the building so no COA staff is required. James Liptak inquired as to whether there were any concerns regarding liability. Ms. Gorman stated she would look into it.
- G. Ms. Gorman reminded the Board that due to Labor Day in September and Columbus Day in October, we have to change our meeting dates. Ms. Gorman suggested Thursday September 15, 2016 at 1 p.m. and October 13, 2016 at 1 p.m. She will check to see if room 201 will be available for those dates.

V. Items For Action: James Liptak took the opportunity to tell Ms. Gorman that she is doing a great job, especially in handling the major project of the building and operating the new Senior Center and all the decisions that had to be made. Barbara

Sokolowski took the opportunity to mention that a person at her church had commented that they thought Ms. Gorman was doing an excellent job. Ms. Gorman commented that the positive feedback is gratifying. She has been meeting with each of the staff members to explore how we can do even better.

Mr. Leary was concerned about the TV in the pool room. The pool players block the TV. Ms. Gorman commented that they didn't anticipate people would be going into the pool room to watch TV. The TV was put in the room to give it a pub like atmosphere. They don't want to put the TV in the meeting room.

Ms. Dawicki asked when we would get the Bingo screen. Ms. Gorman explained that the IT Department has to install computer software first. It takes about 2 weeks plus then there has to be a training on how to use it. It would be best to have that training after the new Program Director is hired.

VI. Ms. Gorman then presented her Director's Report, copy attached:

Review of Programs: Our Jingle Bell Brunch was held December 17, 2015. All 100 tickets were sold out. The entertainment was by Center Stage, who was outstanding. Ms. Gorman received very positive feedback and she noted there were new members attending the event. The Chair, John Leary asked if there was a separate financial report for the event? Did we make a profit? Ms. Gorman explained that financial reports are not usually done for luncheons that happen at the Center.

The signups for the AARP tax assistance program began last Monday, January 4, 2016. All slots are usually filled by mid-February.

Upcoming Programs:

The Brown Bag program has been moved to the Senior Center from St. John's Lutheran Church. Karen Shannon called the participants today to be sure they are aware of the move. The move will make the process more efficient. They will be able to start distributing the bags as soon as they are ready. Plus, they no longer have the problem of having to bring back as many as thirty bags to the Senior Center to store until after 4 p.m. when volunteers would be available to pick them up.

Expansion of Programs: Whip City Travelers has added Wednesday morning hours to their Monday/Friday schedule.

"Real Estate Reality" with Lesley Lambert will be held the second Wednesday of the month from 12:30 to 1 p.m. Ms. Lambert is on the Friends Group Board.

"Bridge Players Unite!" will be on Wednesdays at 1 p.m.

Fitness Programs: Our current programs are Chair Yoga, Yoga, Keep It Moving (beginner and level II), Tai Chi, Music & Motion, and Line Dancing. In response to a number of requests, we will be adding Zumba Gold in February.

VII. Chair John Leary reminded us that our next meeting is Monday, February 8, 2016, at 1:00 p.m., City Hall, in Room 201.

VIII. There being no further business to come before the Board, upon Motion duly made by James V. Liptak and seconded by Barbara Taylor, it was unanimously

VOTED: to adjourn at 2:17 p.m.

A true record.

List of Exhibits:

1. Agenda
2. Holiday Gala 2015 Finances
3. City of Westfield Ordinance No 1526
4. January, 2016 Congregate RiverMills Center menu
5. Rental Committee Report
6. Director's Report

Cynthia Lee Andersen-Secretary