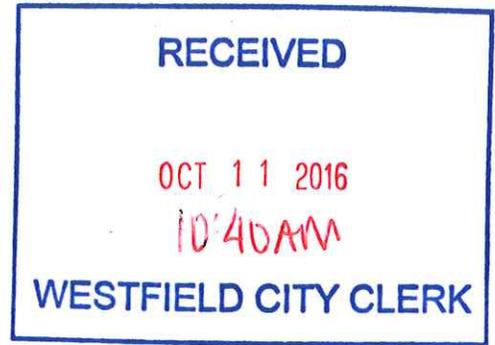


City of Westfield
Council On Aging
Monthly Meeting
September 15, 2016
City Hall, Room 201



59 Court Street, Westfield, Massachusetts

I. The meeting was called to order by Vice Chair, Barbara Sokolowski, at 1:06 p.m.

The following Board Members were present: Cynthia Lee Andersen, Elizabeth Boucher, Alice Dawicki, John Leary, Barbara Sokolowski and Barbara Taylor. Also present was Tina Gorman, our Executive Director.

II. Upon Motion duly made by John Leary and seconded by Alice Dawicki, it was unanimously:

VOTED: to approve the minutes of the August 8, 2016 Board Meeting with one correction.

III. **Public Participation:** There was no public participation.

IV. Items for Discussion/Information:

a. Ms. Gorman gave an update regarding HVES (Highland Valley Elder Services). Ms. Gorman got a letter from the HVES Executive Director, Allan Ouimet dated August 19, 2016. He informed her that HVES changed their Bylaws and now each city has 1 representative to the HVES Board and there are a certain number of at large members. Westfield had 3 representatives under the previous Bylaws. Marion Kraus recently resigned and Ms. Gorman had a replacement lined up. James V. Liptak's term is up now and Bill Tatro's term is up next year. Mr. Ouimet stated that Mr. Tatro is our rep and asked if Mr. Liptak would like to go "at Large". Ms. Gorman did contact the woman who was ready to serve as one of our reps and thanked her for her interest. Originally Mr. Tatro told Ms. Gorman that he wanted to complete his term but according to an email received over the weekend Mr. Tatro is resigning immediately. Mr. Tatro was not happy over how the President handled "the Jim Liptak situation". Ms. Gorman understands that Mr. Tatro did resign and Mr. Liptak is our only rep. Mr. Tatro did

not speak with Ms. Gorman so she does not know what the "situation" was that he referred to in his email. Mr. Liptak submitted a written report regarding the HVES Board Meeting, see copy attached. The June 16, 2016 minutes were accepted. The Do Re Me's will be performing on October 3, 2016 at the Hadley Farms Building for the HVES Employee Celebration. On October 15, 2016, a Board retreat will be held to set goals, strategic plans and review law and legal responsibilities of the members. Overall finances have improved, services to consumers are up \$28,000 and meals are up 14%. There have been improvements at the Washington House. Currently there is a \$160,000 net surplus. They have new heating units for the food at the congregate meal sites. The meals will no longer have to be overheated to get to the sites at 140 degrees. The Executive Director, Allan Ouimet, was voted a 3.75% raise. The following officers were elected: President Shawn Robinson, Vice-President Estelle Stasz, Treasurer Nilda Colon and Secretary Kathy Winkler. Upon Motion duly made by John Leary and seconded by Barbara Taylor, it was unanimously

Voted: To accept James V. Liptak's HVES Report dated September 15, 2016.

B. Ms. Gorman distributed to the Board members a copy of our EOEA (Executive Office of Elder Affairs) Annual Report, FY16 with the forwarding letter to Mayor Brian Sullivan, see copy attached. We served an unduplicated count of 3,073 elders compared to an unduplicated elder count of 1,983 for last fiscal year. Ms. Gorman pointed out that the new Senior Center was opened midway through our fiscal year so it should be interesting to see what our numbers will be for next year. Preparing the report this year was a little bit tricky because we also changed our data management software. The Narrative on page 4 talked about the move to the new Senior Center, our new staff, the fitness room, the meal program expansion and moving the Brown Bag program back to the Senior Center. She highlighted that our nutrition programs are going really well and the Senior Options was an even greater success. Plus, the Legislative Luncheon and the program presented by the Commission on the Status of Grandparents Raising Grandchildren both held at the Senior Center show that we are on Boston's radar.

Mr. O'Leary asked if the meal program was paying for itself. Ms. Gorman explained that at first it was not and we needed to go to the Friends Group for help. Now we are breaking even. Ms. Spear, our Kitchen Manager, negotiated

with the vendors to get prices down. They can't really give a clean accounting because food and supplies are ordered in advance. In addition, we would need a full year at the new Senior Center in order to do a proper accounting of the new food program.

- C. The Senior Center was closed the morning of September 6, 2016 to allow all staff members, with the exception of Fran Aguda, and Councilman Ralph Figy to be trained in CPR, AED and First Aid Training. The trainers, Ed Mellow and Jerry Rudolph, provided outstanding training. We asked them to tailor it to the needs of seniors. Ms. Gorman reported that we were able to practice using the Heimlich maneuver using special vests. In addition, we were allowed to practice with expired epipens. They gave us a great deal on the cost of the program. We are required to update our certification every 2 years.
- D. Ms. Gorman updated us as to bathroom issues. The city took a look at the cost of paper towels and soap, etc. They decided that city wide the municipal organizations would have the same paper towel dispenser so the bathroom supplies could be ordered in bulk. Instead of replacing our new paper towel dispensers it was decided to take them all down. The seniors will have to use the hand dryers. We will put up the new paper towel dispenser in one location, the companion bathroom near the Veteran's Services office. The city is also switching to foam soap as it is more cost effective. We will switch over to foam soap once we run out of the liquid soap we currently have in stock. There will be an article in the October newsletter making the seniors aware of the changes.
- E. Ms. Gorman distributed to the Board members a copy of our Standards for Participation, a copy is attached. On the day the E-Z Pass Transponders were being passed out and we had hundreds of people going in and out of the building a social worker brought a group of developmentally disabled clients expecting to attend lunch. There were concerns as to whether they qualified under our Standards. In addition, some of our participants have dementia. The question is: how independent are they? The Standards are posted and are at the greeters desk. They are added to the package we give to new people. We are trying to be proactive, the participants have to fit our standards. We are not adult day care. Some of the seniors would not fill out the MySeniorCenter form. We had to tell them that they can't come unless they fill out the form. We need the name of a contact person in case anything happens. Ms. Gorman will

meet with families to see if a senior fits our Standards. Ms. Gorman and the nurse had to meet with a couple of people regarding incontinence. They told them to see their doctor and once it was under control, they could come back. Barbara Taylor asked if the smoking policy was in place yet. Ms. Gorman explained that it was in process. It may become part of a city wide policy. Currently we are using the guidance from the Health Department. They have to smoke away from the building. They had to warn some people on election day. A question was asked about someone smoking in their car. It is okay for now but maybe not later.

- F. Upcoming Conference Presentations: Ms. Gorman will be speaking regarding our Retire the Fire house visibility project at the end of September. She will be presenting a program at MCOA at the end of October on How to Work with Decision Makers" such as mayors, city council, etc.
- G. Ms. Gorman reported that the Athenaeum will be undergoing major renovation but they don't want to discontinue their regularly scheduled programming. They are trying to find temporary venues for the programs. They approached Ms. Gorman about presenting their musical program First Thursdays at the Senior Center. Ms. Gorman knows that the program is popular with the seniors but it had to be modified so that it would not take place at lunchtime. It will be scheduled from 10 to 11 a.m. We offer the space and have everything set up for them. Joyce Peregrin said they will keep the Athenaeum's telephone number on the brochures. Ms. Gorman commented that she thought it was a great fit: it brings more people into the building and it brings music the seniors. First Thursdays will begin at the Senior Center in October and will be presented in the Great Room. They did have to work through some scheduling conflicts. The program will continue at the Senior Center through April, 2017. May has yet to be determined. We will have non-members sign in as a guest for the day.

V. **Items For Action:** there were no items for action.

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

Review of Programs:

A program explaining PACE (Program of All-inclusive Care for the Elderly) sponsored by Mercy Life was presented by Celina Conway, their Director of Enrollment, on Thursday, September 1, 2016. Fifteen people attended and they asked really good questions.

Cook Smart, Eat Well, a four-part healthy cooking and eating series, is being held on Thursdays. It includes cooking demonstrations and taste tests. We originally had a cap of 20 but Ms. Gorman was able to squeeze a few extra in to avoid a waiting list. There was positive feedback after the first class.

Upcoming Programs:

A program entitled The Impact of Trauma on Children and Families will be held tonight Thursday, September 15, 2016 from 6 to 8 p.m. Our target audience is grandparents raising grandchildren and we are hoping school teachers, adjustment counselors and school personnel will attend as well. We had press releases in the Westfield News and it was posted on MassLive.com.

EOEA (Executive Office for Elder Affairs) Secretary Alice Bonner will visit the Westfield Senior Center during the final Alan's 2 for 2 Pancake Breakfast Friday, September 16, 2016 from 9 a.m. to 10 a.m. and she will help serve the pancakes. Secretary Bonner is particularly interested in Westfield as a dementia-friendly community. Beth Cardillo, Executive Director of Armbrook Village will be in attendance. Some of the first responders who went through the training will be there as well. WSKB will broadcast live from the Senior Center at that time.

On Thursday, September 22, 2016 from noon to 1:30 p.m. AARP will host the HomeFit Luncheon. The presenter will be Dr. Joan Simmons, Associate Professor, Occupational Therapy Department, Springfield College. Participants will learn about house and apartment modification that can help keep seniors independent and injury free.

On Thursday, October 6, 2016 from 6 to 8 p.m. the State Attorney General's Office and the Commission on the Status of Grandparents Raising Grandchildren will be hosting the Grandparents Information Exchange Tour at our Senior Center. They will be making 8 stops in all of Massachusetts and Westfield is one of them. The goal is to share information with grandparents raising grandchildren about resources available for them and their families both locally and statewide. They intend to listen and learn from the grandparents about their concerns as kinship caregivers with a particular focus on how the opioid epidemic is impacting their families. The Commission and the Attorney General's Office hope to improve resources and advocate for changes to help these families. Other senior centers will be coming. There will be tables set up for various family organizations and the Carson Center.

A Medicare Options Fair will be held Wednesday, October 12, 2016 from 2 to 7 p.m. Representatives from the following organizations who have signed up at this point are: Fallon, Health New England, Tufts, and United Healthcare. They will be providing information regarding each company's options, costs, and benefits for 2017. Karen Noblit, Senior Benefits Coordinator, will be available with SHINE counseling information. Medicare Open Enrollment for 2017 runs from October 15, through December 7, 2016. Ms. Boucher asked whether Blue Cross Blue Shield would be attending. Ms. Gorman stated that Ms. Noblit did try to reach out to all the big organizations. It is possible that other organization will sign up before the event.

Miscellaneous

Ms. Gorman reminded us of her upcoming presentations:

Annual Fire and Life Safety Education Conference, Tuesday, September 27, 2016 with the topic "Retire the Fire: An Ongoing Community-Wide Fire Prevention Initiative for Older Adults"; and

MCOA (Massachusetts Councils on Aging) Annual Meeting on Thursday, October 27, 2016 with the topic "Schmoozing 101: Developing Effective Relationships with Decision-Makers".

VII. Vice Chair Barbara Sokolowski reminded us that due to Columbus Day our next meeting is Thursday, October 13, 2016, at 1:00 p.m. at the City Hall in Room 201.

VIII. There being no further business to come before the Board, upon Motion duly made by John Leary and seconded by Elizabeth Boucher, it was unanimously

VOTED: to adjourn at 1:55 p.m.

A true record.

List of Exhibits:

1. Agenda
2. HVES Report dated September 15, 2016
3. Annual Report
4. Westfield COA Standards for Participation
5. Director's Report

Cynthia Lee Andersen-Secretary