



City of Westfield
Council On Aging
Monthly Meeting
February 13, 2017
City Hall, Room 201

59 Court Street, Westfield, Massachusetts

- I. The meeting was called to order by the Chair, James V. Liptak, at 1:01 p.m.

The following Board Members were present: Cynthia Lee Andersen, Elizabeth Boucher, Alice Dawicki, John D. Leary, James V. Liptak and Barbara Taylor. Also present were Tina Gorman, our Executive Director and Councilman Ralph Figy, one of our City Council liaisons. Board member, Barbara Sokolowski was unable to attend.

For the record our Chair, James V. Liptak thanked Vice Chair, Barbara Sokolowski for stepping in to chair the January meeting since he was unable to attend at the last moment.

II. Upon Motion duly made by John D. Leary and seconded by Elizabeth Boucher, it was unanimously:

VOTED: to approve the minutes of the January 9, 2017 Board Meeting.

III. **Public Participation:** Amy Porter of the Westfield News was welcomed to the meeting.

IV. Items for Discussion/Information:

A. Mr. Liptak presented the HVES (Highland Valley Elder Services) report for the January, 2017 and February, 2017, meetings. In January, they accepted the minutes of the last meeting. Finances were in good order. Most committees canceled their December 2016 meetings. The Nutrition Committee of which Mr. Liptak is a member did meet. Their survey revealed that 75 to 80% of the participants do not want vegetarian meals. The meal site in Easthampton is closing. Huntington's meal site was closed due to a fire. The Director for the Southampton Council On Aging has departed. Chester wants to get a Senior Center. At the February meeting, it was discussed that they received a Title III grant from Northampton but they had to give it back. They

hired a new nutritionist which is good because they had to go without one for a while. They are looking at another building in Florence for possible relocation. If it works out they could see significant savings over their current rental situation. They are looking to update their meal delivery handbook if necessary. Mr. Liptak has reviewed the book and is offering to make it available for Board members to review. The deadline for feedback is March 1, 2017. Mr. Liptak gave the handbook to Ms. Gorman for her review. HVES received a \$20,000 Dementia grant. Among other facets they are using the grant money to get more visibility regarding the condition. They are going to the COA's and to events to show what they have available like the "virtual dementia experience". In addition, they have purchased 250 sets of special headphones and DVDs of Alive Inside, a movie which shows a noncommunicative person with dementia who when they put headphones on him with music of his era responded so well it was as if he came back to life. They are distributing sets of headphones and DVDs to the Senior Centers. The music is already downloaded into the headphones which holds about 15 to 16 songs. Ms. Gorman added that it is important to know what type of music the individual likes, otherwise, the person could get agitated. Mr. Liptak will ask if HVES would like to meet at the Westfield Senior Center for their April meeting. Upon Motion duly made by Elizabeth Boucher and seconded by Barbara Taylor, and it was unanimously

Voted: To accept the January 2017 and February 2017 HVES report as presented by James V. Liptak.

B. Ms. Gorman then gave an update as to the Special Events Calendar for the Senior Center that she and our Program Director, Mary Lou Niedzielski have been working on. Currently, they have 4 pages of events scheduled. The goal is to have 1 special event each month plus they want to schedule some events for evenings and weekends. They are trying some new entertainment like Cory and the Knightsmen, SpunkNSass, dancers from Smith College and the WHS Choral Group. Steven Henderson is presenting a lunch time dinner theater for September, 2017 with his play "Mabel and Jerry" which is supported by a Cultural Arts grant. The Jazz to Hip Hop dance group is also supported by a Cultural Arts grant. Sarah the Fiddler will be performing in concert in September and the Smith College dancers in October. The WHS Choral Group will be performing at our Tree Lighting ceremony. They are trying to set up the performances so that more people can attend such as concerts rather than just at luncheons.

V. Items For Action:

A. Ms. Gorman reported that it is time to submit the Community Development Block Grant (CDBG) application. She attended the informational meeting. Although Ms. Gorman continues to apply for money for our Companionship Program, however, to qualify each year, we have to change the program. She will be submitting an application for the 2017 Residential Lockbox Program, for the purpose of the installing lockboxes at senior's homes so that first responders don't have to force the door open in case of emergency. They will be prioritizing Companionship clients who own their own home and live alone or with a spouse who is also at risk. Ms. Aguda is reviewing their client list of 200 people to see who will qualify. At the information meeting the people from CDBG explained that 85% of the grant money goes to brick and mortar projects and only 15% is split among all the other public service grants. Ms. Gorman is expecting to receive only about one-half of the amount we received last year. Upon Motion duly made by John D. Leary and seconded by Barbara Taylor, it was unanimously

VOTED: To authorize Tina Gorman, Executive Director of the Westfield Council On Aging to submit the 2017 Community Development Block Grant application.

B. Ms. Gorman reported that she has been notified by the Auditing Department that the State is changing the procedure regarding the signatures needed to approve expenditures. Previously we needed 4 Board members to sign for the expenditures which was burdensome. Now each Board or Commission is required to designate 1 person to be authorized to sign and approve the expenditures with a backup person being authorized in case the first named person is not available. Ms. Gorman recommended that our Treasurer Barbara Taylor be authorized to sign to approve expenditures with Barbara Sokolowski, our Vice Chair being authorized as our back up person. Upon Motion duly made by John D. Leary and seconded by James V. Liptak, it was unanimously:

VOTED: That Barbara Taylor be authorized to sign to approve all expenditures of the Council On Aging with Barbara Sokolowski be authorized as the alternate signer to approve all expenditures if Barbara Taylor is unavailable.

Mr. Leary mentioned that he would like to see the financial reports since the Board members will no longer see the expenditure sheets. Ms. Gorman mentioned that Ms. Taylor did go over the quarterly reports as discussed at the last Board meeting.

C. Ms. Gorman explained that she has been approached by WOW (Westfield On Weekends) with a proposal to hold 5 of their events, 3 Cabaret events and 2 Dickens Days events at the Senior Center in 2017. A Motion was made by John D. Leary and seconded by Elizabeth Boucher:

To authorize Westfield On Weekends (WOW) to hold 5 of their events, 3 Cabaret events and 2 Dickens Days events at the Senior Center in 2017.

Mr. Leary commented that WOW is a good group and they do quite a bit to promote Westfield. Ms. Gorman explained the proposal further: WOW would like to hold the Cabaret events in March, April, and June in the evening and on the weekend. These have been grant funded by the Cultural Council. She explained to them that our policy is that we do not rent out the Senior Center but that we do want to support programs for the seniors. WOW has agreed that 25% of the tickets for the events will be discounted and set aside for purchase by members of the Senior Center. They are still working out the details of the 2 Dickens Days dinners which will be scheduled in December, 2017. WOW would like to serve alcohol at each of these 5 events, they would be responsible for getting the appropriate permits. Ms. Gorman consulted with the Law Department who informed her that the COA Board would have to specifically approve the serving of alcohol and that the Mayor would have to sign off on it. The Mayor has already indicated to Ms. Gorman that he is willing to sign off on it. Mr. Leary had previously inquired as to whether WOW would be required to have a police officer present at the events and he was informed that they did not. Ms. Gorman reported that WOW held a paranormal program at the Senior Center and 150 people attended, it was a mixed group but there were a lot of seniors in attendance. She also stated that WOW was a great group to work with. Ms. Taylor asked if only 25 seniors could attend the events. Ms. Gorman explained that only 25 discounted tickets will be available for each event but other seniors could attend, they would just have to pay full price. Ms. Boucher asked if there were any concerns with staffing evening and weekend events. Ms. Gorman explained that the week of an event they will adjust the schedule of the Program Director so she does not work excessive hours. Ms. Gorman also stipulated to WOW that the events would have to be catered. No

one uses the full kitchen other than our kitchen manager. WOW will be allowed to use the refrigerator and the warmer. John D. Leary moved to amend his previous Motion, seconded by Elizabeth Boucher to the following:

To authorize Westfield On Weekends (WOW) to hold 5 of their events, 3 Cabaret events and 2 Dickens Days events at the Senior Center in 2017 and to serve alcohol at these events so long as Westfield On Weekends obtains the proper liquor licenses and follows all applicable rules and regulations related to the serving of alcohol.

The Motion to Amend the previous motion was approved unanimously. Mr. Leary requested that his new Motion be voted by a Roll Call Vote. Upon Motion duly made by John D. Leary and seconded by Elizabeth Boucher:

To authorize Westfield On Weekends (WOW) to hold 5 of their events, specifically 3 Cabaret events and 2 Dickens Days events at the Senior Center in 2017 and to serve alcohol at these events so long as Westfield On Weekends obtains the proper liquor licenses and follows all applicable rules and regulations related to the serving of alcohol.

The vote of Board members was as follows:

John D. Leary	Aye
Cynthia Lee Andersen	Aye
James V. Liptak	Aye
Alice Dawicki	Aye
Elizabeth Boucher	Aye
Barbara Taylor	Aye

The Secretary declared that the Motion carried.

Ms. Taylor asked if the information regarding the events will be in the Senior Center calendar. Ms. Gorman replied that WOW does their own marketing but she will include in in our newsletter.

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

Review of Programs:

All appointments for the AARP Tax Assistance Program are booked and they are no longer maintaining a waiting list. They have already lost a day due to snow and must come up with make-up scheduling. They will most likely have to schedule a Saturday session because the AARP tax volunteers are booked up at other senior centers the days of the week they are not in Westfield. One senior called today to schedule his appointment but there were no openings. He explained that he didn't call sooner because he hadn't received all his tax information yet. The seniors must make their appointments as soon as the signups are made available if they do not want to be disappointed. They can always ask for one of the sessions later in the month if they know their tax information usually comes in late.

As previously discussed, Ms. Gorman and Mary Lou Niedzielski completed the 2017 Special Events calendar.

Upcoming Programs:

Evening Zumba started last week. It will run for 4 Mondays, 6 to 7 p.m. on a trial basis. Fifteen people attended last week's session and the instructor was happy.

A free informational session will be held regarding Reiki for Relaxation on February 15, 2017. A hands-on session is scheduled for February 22, 2017. Sign-ups are required and there is a \$10 fee for the hands-on session. This program is very popular at the West Springfield Senior Center.

The Valentine's luncheon being held on Thursday is a sellout. Dave Colucci will be providing the entertainment.

The Friends Group is holding a Meatball and Pasta Dinner fundraiser at the Senior Center on Sunday, February 26, 2017. There will be a 3 p.m. seating and a 5 p.m. seating. All tickets will be sold in advance. Ms. Gorman handed out flyers to the Board members to post. There are 100 tickets available for each seating. They have sold 70 tickets so far.

A four-part nutrition series, Eat Smart, Live Strong will be held Thursday mornings starting March 9, 2017. It is the same program we ran last Spring that we are bringing back due to its popularity. SNAP is sponsoring it.

Retire the Fire week runs from March 6, 2017 through March 10, 2017. From the last grant, they purchased File of Life packets. There are 2 parts, one to hang on the senior's fridge and a smaller one for the senior to carry with him or her. They ordered 1200 and the staff has been putting them together on

snow days. A supply has been given to the wellness nurse to help the seniors in filling them out. The EMT's and Fire Fighters will also have a supply with them at the Senior Options. Ms. Aguda will have the Companion volunteers fill them out with their Companion clients. Eric Bishop, the city's Fire Prevention Officer will be the featured speaker at a ticketed luncheon on Thursday, March 9, 2017. He will be showing a PowerPoint presentation and a video of fires in Westfield. Ms. Gorman commented that Mr. Bishop is doing a great job as the Fire Prevention Officer.

City Council President, Brent Bean will be holding office hours at the Senior Center on Tuesday, March 7, 2017 from 11 a.m. to noon.

Mayor Sullivan will be presenting another session of Let's Talk Westfield at the Senior Center Wednesday, March 8, 2017 at 1 p.m.

Millie Johnson, from the Springfield's Mayor's Office of Consumer Affairs will have an informational table in the Fireside Lounge at the Senior Center on Friday, March 10, 2017 from 10 a.m. to noon. Ms. Gorman commented that Ms. Johnson is phenomenal. She will help with a variety of issues that seniors face. She will also have pamphlets available. She helped one of our seniors with an identity theft issue.

Our "Lucky Leprechaun Irish Celebration" will be held Wednesday, March 22, 2017 with Kevin Farley, "The Irish Music Guy", providing the entertainment.

Miscellaneous

We currently have 2 student interns: Emily Dary, a Westfield State University student who is assisting with programming on Mondays and alternating Wednesdays and Fridays and Caleb Jean, a Springfield College student who is assisting with the Companion Program and other Senior Center work on Tuesdays and Thursdays.

The Senior Center will be closed on Monday, February 20, 2017 in observance of President's Day.

Ms. Gorman will be on vacation Monday, March 13 through Friday, March 17, 2017. She will be unable to attend the next Board meeting. She will be sending someone in her place, most likely our Program Director, Mary Lou Niedzielski.

VII. The Chair reminded us that our next meeting is Monday, March 13, 2017, at 1:00 p.m. at the City Hall in Room 201.

Ms. Gorman took the opportunity to announce that this was Alice Dawicki's last Board meeting. Ms. Gorman thanked Ms. Dawicki for her 9 years of service on the Board.

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

VOTED: to adjourn at 2:03 p.m.

A true record.

List of Exhibits:

1. Agenda
2. Director's Report
3. Friends Group Meatball & Pasta dinner flyer

Cynthia Lee Andersen-Secretary