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WESTFIELD CITY CLERK

City of Westfield
Council On Aging
Monthly Meeting
February 12, 2018
City Hall, Room 201

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, KerryAnn Kielbasa, James V. Liptak, Eileen Rockwal, and Barbara Taylor. Mr. Sudentas previously notified the Board that he would be unable to attend the meeting. Also present were our Executive Director, Tina Gorman and Councilman Figy, our City Council liaison.

- II. A Motion was duly made by Elizabeth Boucher and seconded by Barbara Taylor:

“To approve the minutes of December 11, 2017, Board Meeting.”

The Motion carried with 4 aye votes, no nay votes and two abstentions by new Board members, KerryAnn Kielbasa and Eileen Rockwal.

- III. **Public Participation:** Carl Vincent took the opportunity to congratulate our new Board Members and to thank them for their service and interest in the Council on Aging/Senior Center.

IV. Items for Discussion/Information:

- a. **Introduction of new Board members, KerryAnn Kielbasa and Eileen Rockwal:** Ms. Gorman took the opportunity to introduce Eileen Rockwal who was recommended by Patrick and Mimi Berry. Ms. Rockwal was recommended for the Friends Board but when Ms. Gorman saw her credentials she knew Ms. Rockwal would be perfect for the Council on Aging Board. Ms. Gorman asked Ms. Rockwal to give the Board her background. Ms. Rockwal is the Director of Human Resources at Onsite Mammography, LLC whose corporate headquarters are located on the north side of Westfield. Their company goes into doctors' offices to set up mammography right in the doctor's office making it easier for their patients to get their mammograms. Ms. Rockwal is also an alumna of Westfield State University and serves both on their Alumni Board of Directors and on the Westfield State Foundation Board of Directors. She also serves on the Pastoral Council for the Blessed Sacrament Church. She has two children one who is junior at Providence College and the second who is a senior at St. Mary's High School. Her sister works as an outreach worker at the Westborough Massachusetts Council On Aging. Ms. Gorman then invited Ms. Kielbasa to introduce herself. Ms. Kielbasa has been with the Town of Granby for 25 years. At one point in her career with the Town of Granby Ms. Kielbasa was the Director of Human Resources, operated their Senior Center, and was a Youth Services worker. She

currently works part time as the Director of the Human Resources Department. Earlier in her career she worked for the Hampden County Employment and Training Consortium administering return to work grants in the 1980's when the plants were shutting down. They received funding under the Older Americans Act. Ms. Kielbasa has been a resident of Westfield since 1983. Her husband's family is from Westfield. She has two children and two grandchildren. Ms. Kielbasa was responsible for building a center in Granby. She worked to get the Center accredited through NCOA's (National Council on Aging's) National Institute of Senior Centers (NISC). The accreditation must be reviewed periodically so she has successfully brought it before the NISC 3 times. Ms. Kielbasa is now a National Peer Reviewer. Her goal is to make sure people are aware of the national standards. Ms. Gorman explained that at a public information session regarding the proposed new Senior Center there was one woman asking fantastic questions. Finally, the Mayor asked Ms. Kielbasa who she was and her background. Ms. Gorman talked with her and put Ms. Kielbasa on the Building Committee for our new Senior Center where her expertise was greatly appreciated.

b. Highland Valley Elder Services (HVES) Report:

- i. Mr. Liptak reported that HVES has a new nutritionist, Rita Longe, RDN. She will design the menus, plus she is working on presentations on water intake and single serve meals at home. Ms. Gorman asked how many hours a week the nutritionist works at HVES. Mr. Liptak stated that it was usually less than 20 hours per week.
- ii. The government is changing how they pay on Protective Services cases. They will now pay on the closing of an investigation rather than on the opening of an investigation. HVES anticipates losing \$65,000 due to this change. Ms. Gorman asked Mr. Liptak to keep tabs on this issue.
- iii. Shawn Robinson will be working on marketing and fundraising.
- iv. The Financial report indicated the HVES has a \$1,350 deficit for the year.
- v. The big issue this year is looking for a new place for HVES. Their lease is up January 2019. They have some potential places they are looking at: one place in Northampton on the third floor of a building on Pleasant Street, and two places in Westfield, a place across from the Fire Station on Southampton Road and the Westwood Building where they have an 10,000 sq. foot suite available. Ms. Gorman asked if HVES was planning on moving the kitchen where the home delivered meals and meals for congregate sites are prepared. Mr. Liptak responded that Allan Ouimet the Executive Director does not want to combine the office with the kitchen, but they may have to. They currently prepare 800 meals a day.

- c. Establishment of Senior Safety Office:** Ms. Gorman distributed a packet of paperwork regarding the proposed Senior Safety Office which will take over the space where the Gift Shop was, see attached. Ms. Gorman commented that in all her time working with the Council on Aging she has never seen the speed at which this proposal has gone from idea to completion. As background, Ms. Gorman explained that Westfield has a Community Policing Program. The program was recently moved from City Hall to the

Community Police Resource Center downtown on Elm Street. The officers involved cover certain areas of the downtown. The police officer assigned to our area is Mark Carboneau (see Ms. Gorman's letter to Captain Michael McCabe dated March 2, 2010). There have been concerns for the people in senior housing near the Senior Center. Seniors in general have been running into lots of problems such as monetary scams, getting their license taken away by the police (the police give out Fran Aguda's number for our Companion Program) and the like. Six months ago, the staff was talking that it would be good to have an officer on site. One month ago, the idea really started to gel: "What if a police officer could be at the Senior Center? What if we could put all the safety information in 1 place?" They thought about setting up an office upstairs, but Ms. Gorman felt that it needed to be visible to the seniors. Ms. Gorman met with Officer Mark Carboneau and he felt it was a great idea. He suggested that it would be best to start with the Chief and he set up a meeting. Ms. Gorman prepared the Proposal dated January 18, 2018 and presented it to Chief Camerota. Ms. Gorman pointed out that it won't cost the Police Department anything. It will be a minimal cost to the Council On Aging, we will have to put on a door to the former Gift Shop space and install shades to insure privacy. Captain Camerota said that he loved it and that he would let her know the answer by the end of the day tomorrow. Officer Carboneau reported that the Chief called him in and informed him: "You're moving to the Senior Center." Ms. Gorman met with Mayor Sullivan and he said that it sounded like a great idea. The Friends Group has been made aware of it. The furniture for the office has been ordered and we still need shades for the windows. Chief Camerota had remarked: "I think Mark will have a line out the door and into the parking lot." Some seniors don't want the police to come to their home to discuss issues so this will offer a convenient alternative. Ms. Gorman called Emmett Schmarsow of the EOE (Executive Office of Elder Affairs) to ask if any other Senior Centers had a police officer stationed at their center. He said other than campus situations where several city buildings are built close to each other like a Senior Center built next to a Police Department which is next to City Hall, the closest anyone got was having the police come in to call Bingo. Ms. Gorman happened to see Secretary Alice Bonner of the EOE at one of the trainings she was attending. Ms. Gorman filled her in on the new Senior Safety Office and Secretary Bonner was beyond thrilled. Secretary Bonner noted that the police officer could deal with protective services concerns, scams, etc. Ms. Gorman is hoping to have the Senior Safety Office up and running by April. Ms. Gorman reported that instead of a Gift Shop they will be having a gift cart. The T shirts and mugs were selling the best. The Friends Group will purchase a cart which will be brought out during events. Ms. Kielbasa commented that "a gift shop is always an issue for Senior Centers, a cart is better. Northborough has one and it's perfect. At first people are excited about a gift shop but eventually volunteers disappear. It was a great idea to have set the space for an office just in case."

- d. **2018 Calendar Year, Special Events Calendar:** Ms. Gorman reported that the Special Events calendar for 2018 is pretty much done but there is room to add more events. They just got the last confirmation for the entertainers on the Jingle Bell Brunch. They

have asked the performers to send their invoices now, so we can do our Purchase Orders on a timely basis.

- e. **September, October, November (2018) Meeting Date Changes: i. Proposed: Thursdays, September 13, October 11, November 15 or Third Monday, September 17, October 15, November 19:**
 - i. Previously the Board was made aware that there would be conflicts with holding the regular Board meeting on the second Monday of the month for September due to Labor Day shifting the HVES Board meeting to our slot and in October because Columbus Day would fall on our usual meeting day. The Board had previously decided to reschedule the meetings to Thursday September 13, 2018 and October 11, 2018. In reviewing the calendar Ms. Gorman realized that Veteran's Day falls on the second Monday of the month, our usual meeting day in November. Due to our new Board members Ms. Gorman felt it would be important to determine the preferences of all the Board members and she then asked Board members if they would prefer to meet the third Monday of the month or the second Tuesday of the month or some combination. Ms. Gorman distributed a calendar with the suggested dates indicated. After discussion as to the availability of the Board members it was decided to keep the September meeting on September 13, 2018 and the October meeting on October 11, 2018. The Board members then agreed that the November meeting would be scheduled on Monday November 19, 2018. Ms. Gorman will get the proper notice to the City Clerk and will be sure we can meet in room 201 on those days.

V. Items For Action:

- a. **Authorization for COA Executive Director to submit Community Development Block Grant (CDBG) Application.** Ms. Gorman explained that the grant application for the Community Development Block Grant (CDBG) is due soon. She writes the grant to get the funds for mileage reimbursements for the volunteers in our Companion Program. We are not allowed to submit the same grant request each year so each year the program is expanded in some way. Peter Miller, the Director of Community Development for the City, informed Ms. Gorman that for the grant application she must have the approval of the Board and a copy of the minutes must accompany the application. In response to a question from a Board member Ms. Gorman said she will be asking for \$5000 but we usually receive about \$3000 which really helps the Companionship Program.

The following Motion was duly made by Elizabeth Boucher and seconded by Barbara Taylor:

To authorize Tina Gorman, Executive Director of the Westfield Council On Aging to submit the 2018 Community Development Block Grant application.

A rollcall vote was requested, and the results of the rollcall vote were:

Barbara Taylor	aye
Eileen Rockwal	aye
Elizabeth Boucher	aye
James V. Liptak	aye
KerryAnn Kielbasa	aye
Cynthia Lee Andersen	aye

With 6 ayes, 0 nays and 0 abstentions the Secretary determined that the Motion passed.

- b. **Authorization Signature Form, Boards/Commissions:** Ms. Gorman explained the current rules for getting invoices for the Council On Aging approved for payment. Instead of four directors' signatures the Board authorizes 1 Board member to sign the form and authorizes a back-up person should the first named person be unavailable. Last year the Board authorized our Treasurer Barbara Taylor to sign the forms and Barbara Sokolowski as our back-up person. Ms. Sokolowski is no longer on the Board, so a new vote is necessary authorizing a new Board member as the back-up person. Ms. Gorman explained that it is best to name Board members who are frequently at the Senior Center so that the invoices will be authorized in a timely manner. Our Treasurer, Barbara Taylor has agreed to continue as the first authorized person. Our Chair, John V. Liptak has agreed to serve as the back-up Board Member to authorize payment of invoices.

Upon Motion duly made by Elizabeth Boucher and seconded by Eileen Rockwal, it was unanimously:

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

Mr. Liptak commented that his mother in Westhampton has been a target for various scams. She received 8 calls from the "power company". There have been reports of scammers saying they are from the IRS and they are coming to arrest you. Ms. Boucher mentioned that she got a phishing email from a scammer pretending it came from Chase. Although the email looked very convincing Ms. Boucher wisely called Chase directly and discovered the email was a fraud. Ms. Rockwal mentioned that she used to work at the Better Business Bureau and that most of the calls they were received were due to those types of schemes.

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

- a. **Review of Programs:** Ms. Gorman explained that due to weather concerns, we don't usually plan special events in January.
- b. **Tax assistance:** The Westfield Senior Center hosted two Tax Aide Trainings Saturday, January 13 and Saturday, January 20, 2018. All appointments at the Senior Center are booked. They are using both the Multipurpose Room and Learning Center on Mondays and Thursdays. The United Way of Pioneer Valley's Thrive Financial Success Program has opened in Westfield at the Church of the Atonement. They assist people in preparing income taxes, so the Senior Center is referring new callers to them. Thrive's programs are available for people of all ages. Jen Fernandes a Thrive Coach with the United Way appeared on Ms. Gorman's radio show.
- c. **Upcoming Programs:**
 - i. **2018 Special Events Calendar:** Ms. Gorman and Mary Lou Niedzielski, our Program Director have completed the 2018 Special Events calendar. They have several evening and weekend programs scheduled. Entertainers returning: Spunk N Sass; Dave Collucci; Sarah the Fiddler; Center Stage and Noah Lis. The Knightsmen Band (formerly Cory and the Knightsmen) will be performing in concert again. Korey Bruno has taken over for her father who passed away in November 2017. New entertainment for the Mother's Day Luncheon will be the Small Planet Dancers. A Cultural Arts grant has been obtained by Steve Henderson to create a theater group and perform an original show at the Center with two performances: a Friday evening and a Sunday matinee at the Senior Center in October, 2018.
 - ii. **Beach Day Indoor Picnic:** The picnic will be on Thursday February 15, 2018. Entertainment, back by popular demand, is Spunk N Sass. They expect a sellout.
 - iii. **Veterans Town Hall Meeting:** As requested by the Mayor and the regional VA, a Veterans Town Hall meeting will be held at the Senior Center Thursday, February 22, 2018 from 5 to 7:30 p.m. The Town Hall is coordinated by VA in Leeds, Boston and Bourne. Participants will meet with local and regional VA leadership and staff. It is basically 1 stop shopping for vets with information on Veterans Administration Programs and Service, Veteran Cemeteries, Compensation, and Pension Benefits. There is also an opportunity to enroll in VA healthcare. Bobby Callahan, Director of Veteran Services for Westfield is working on the event as well. Ms. Gorman has given flyers for the event to the City Councilors. They anticipate 150 veterans will be attending the VA Town Hall.
 - iv. **Friends "Lip Sync Battle":** The Friends Group will be holding a fundraiser on Sunday, March 4, 2018 at 2 p.m. at the Senior Center. It is a Lip Sync Battle where groups and families are invited to form an act perform a lip sync to a song. Thanks to our sponsors, the Arbors of Westfield and Keenan Law Offices, there will be cash prizes for first and second that will go to the winners'

designated charity. If a charitable organization wins they can designate the prize to go to a special program in their charity. The acts booked to date are the Senior Center staff, the YMCA, the Mayor's Office and the Arbors. Mr. Liptak asked how acts can sign up because HVES was interested in signing up. Ms. Gorman told Mr. Liptak she will email him a registration form that he can pass it on to HVES. The audience members will vote on the performances. First prize gets \$200 for their charity and second prize gets \$100. Tickets are \$5 each. Ms. Gorman will be performing with the Senior Center Staff act. She encourages everyone to do it since you don't have to be able to sing, just lip sync. Sound and lights will be set up. Tickets are available to the public and are available now.

- v. **Retire the Fire:** The Retire the Fire week is March 5, 2018 through March 9, 2018. Last year 1200 File of Life packets were distributed. Even more importantly the staff and volunteers assisted half of the people in completing their packets. All the Companion Clients had their File of Life packets completed. This year the program will focus on distribution and completion of the Disability Indicator Form. This is valuable information if someone calls 911, it would indicate if the person in need uses a wheelchair, walker, is blind, etc. That way the police and first responders would know what to expect. Lauren Mielke, the City of Westfield Public Safety Communications Center Administrator is working with Ms. Gorman on a revision of the form. Again, the focus is on getting the forms completed. Eric Bishop, the Fire Prevention Officer will be the featured speaker at a ticketed luncheon on Thursday, March 8, 2018. Ms. Gorman mentioned that she has received a lot of support from the State Fire Marshall's office for the Retire the Fire program. The fire marshal has talked to Ms. Gorman about speaking with him at the national fire fighters' convention in Chicago in 2019 about Retire the Fire.
- vi. **Holiday Closure:** The Senior Center will be closed Monday, February 19, 2018 for Presidents Day.
- vii. **Luncheon Honoring Marion Kraus and Barbara Wojick:** Ms. Gorman took the opportunity to thank Carl Vincent on his suggestion that we acknowledge Marion Kraus and Barbara Wojick for their wonderful creation of the Christmas Tree honoring fallen police officers and the Christmas Tree honoring fire fighters and first responders. Ms. Gorman discussed it with Mary Lou Niedzielski who said: "Carl is on to something." A luncheon will be held in honor of Marion Kraus and Barbara Wojick on March 29, 2018. The Mayor will be in attendance as well as Representative Velis. Representatives from the Police Department and the Fire Department will also be in attendance. It will be a ticketed event. Ms. Gorman gave some background for our new Directors. During a time when there was some tension regarding the police across the country, Marion Kraus and Barbara Wojick came up with the idea of decorating a Christmas Tree in honor of our Westfield police. They hand made ornaments in the shape of police badges listing the names of Westfield police officers who

passed away. A beautiful lighting ceremony was held at the Senior Center. The Chief of Police said that they wanted it to always be the Police Tree and they donated the money to the Senior Center to buy a new tree. With the new Firefighters and First Responders Tree Ms. Kraus and Ms. Wojick decorated for 2017 the Police Tree had to be moved to the Fireside Lounge. The Friends Group paid to have a new electrical outlet installed so that the Police Tree could be put in the perfect place. Ms. Gorman understands that Ms. Kraus has a new idea for a Christmas Tree. Ms. Gorman explained that due to space constraints we need to limit the Senior Center to 3 Christmas Trees, one onstage in the Great Room, one in the Fireside Lounge and one upstairs. Just so people could get an appreciation of the hard work Ms. Kraus and Ms. Wojick put into the Christmas trees, Ms. Kraus kept track of the hours they worked on the Firefighters and First Responders tree; they worked for 225 hours on the Firefighters and First Responders Tree.

viii. Staff Vacation Schedule:

- ix. Karen Noblit: February 16 through February 23, 2018
- x. Sandra Fisher: February 26 through March 6, 2018
- xi. Tina Gorman: March 9 through March 15, 2018
 - 1. LGBT Elders Conference: March 16, 2018
 - 2. Hoarding Conference: March 23, 2018
- xii. Ms. Gorman will not be at the next Board meeting due to her vacation. Mary Lou Niedzielski, our Program Director will be filling in for Ms. Gorman. In April we will be going over the budget for next year. Ms. Gorman wanted to point out that she will be attending the LGBT Elders Conference which is in keeping the strategic plan, the Hoarding conference as well. Ms. Gorman and Eric Bishop, the Fire Prevention Officer have been to other trainings but the opportunity to go to the Brattleboro Retreat training in Agawam with Randy Frost, PhD, an internationally recognized expert in Compulsive Hoarding Disorder was too good to miss. Ms. Boucher asked if the volunteers that go into the seniors' homes make note if hoarding seems to be a problem. Ms. Gorman said that they do try to keep tabs on the seniors. Ms. Kielbasa commented that hoarding is so difficult to dealt with. It is often centered around loss such as loss of a spouse, etc.

Mr. Liptak asked if the new Board members needed contact information. Ms. Gorman said she would update the Board Contact Sheet and email it out to everyone. Ms. Kielbasa stated that she was so impressed that the Westfield Council on Aging had a Strategic Plan and asked if she could see a copy of it. Ms. Gorman offered to email a copy of the Strategic Plan along with the Contact Sheet.

VII. The Chair reminded us that our next meeting will be held on Monday, March 12, 2018, 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 Elizabeth Boucher and seconded by Eileen Rockwal, it was unanimously

VOTED: to adjourn at 2:05 p.m.

A true record.

List of Exhibits:

1. Agenda
2. Senior Safety Office Packet (2018 Proposal and 3/2/2010 Letter from Ms. Gorman to Captain McCabe)
3. Calendar for 2018
4. Director's Report

Cynthia Lee Andersen-Secretary

