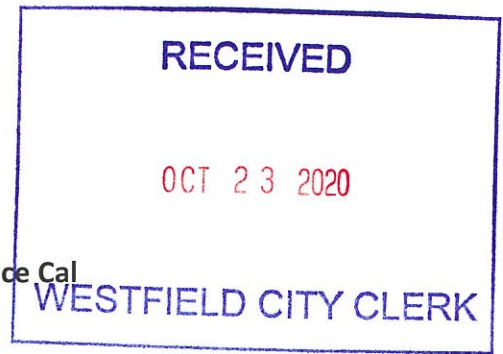


City of Westfield
Council On Aging
Monthly Meeting ~ ZOOM Conference Call
October 19, 2020



I. The Meeting was called to order by the Chair, James V. Liptak at 1:00 p.m.

Board Members present: Elizabeth Boucher, James V. Liptak, Eileen Rockwal, Barbara Taylor and Alan Sudentas. Also present were Tina Gorman, Director of the Westfield Council On Aging and Ralph Figy, City Council Liaison. Board Member KerryAnn Kielbasa was absent. There were no guests. This COA Meeting was recorded as it is a legal meeting available to the public and was broadcast on Cable Channel 15. Mr. Peter Cowles recorded the meeting.

II. **Approval of Minutes of September 21, 2020 Meeting:**

Upon Motion duly made by Elizabeth Boucher, and seconded by Eileen Rockwal, it was unanimously VOTED: To approve the Minutes of the September 21, 2020 meeting with the following changes:

HVES Report corrected to read: There are 200 'grab and go meals' being distributed daily the congregate sites. In addition to these meals, over 500 meals are home delivered each day.

III. **Public Participation: NONE**

IV: **Items for Discussion/Information:**

A. Highland Valley Elder Services (HVES):

Mr. Liptak did not attend the October meeting of the HVES Board of Directors but he did speak with the HVES Director by telephone. The Director advised him that there has been a 50.9% increase in community/grab & go meals. Approximately 200 meals are distributed at congregate sites daily. Over 1,000 PPE/sanitizer kits have been distributed. Ten-pound meat boxes were distributed to 950 households. The Director also advised that Highland Valley Elder Services has been serving the community for 45 years.

B. Changes to the State Formula Grant

Mrs. Gorman advised that she has not been informed of the amount of the Annual State Formula Allocation yet. Also, there are two very important changes to the grant process:

1. In the past, Councils On Aging were not allowed to carry over any unused Grant funds into the next fiscal year. This changes in FY21 and they are now allowed to carry over these unused funds. Most of the State grant money in Westfield is used for part-time staff salaries. It is helpful to have some funding carry over for payroll purposes. Because the funding from the State is typically not received until halfway through the fiscal year, money is borrowed from the Revolving Gift Account to cover staff salaries. The reimbursement process is tedious so the less money borrowed, the less time-consuming that process is.
2. The second change is that COAs no longer have to submit a detailed budget to the State in order to receive the formula allocation. Mrs. Gorman will create a budget for auditing purposes.

C. Executive Office of Elder Affairs (EOEA) Annual Report Guidelines

EOEA sent the guidelines for the FY20 Annual Report to the COAs in late September. The COA staff is compiling statistics for the report and Mrs. Gorman is working on the narrative. There are some changes this year because of the pandemic forcing the closure of Senior Center buildings. Mrs. Taylor asked if there is a change in expenses now that no seniors are coming in to the Center for programs. Mrs. Gorman advised that expenses are mostly the same. Building upkeep remains fairly consistent. They do have the extra expense of disposable supplies for carry-out lunches. Mrs. Gorman was able to purchase \$1,000 worth of containers through the Cares Act Grant administered through HVES. Most of the Senior Center programs such as fitness, choral group, and educational sessions are at no cost to seniors so there is no lost revenue.

D. Senior Center Flu Clinic, Review

Mrs. Gorman advised that this year's Flu Clinic was a "drive through clinic." Westfield had the first clinic of this type at a Senior Center in our area. Most Centers worked with their local pharmacies who refused to do a drive-through clinic because of liability issues. Our staff worked closely with the Westfield Health Department. There was a great deal of planning and preparation which helped make this a very successful clinic. There were 100 participants and no cancellations. It was incredibly successful. Five City departments worked together including DPW, Fire, Police, Health, and the Council On Aging. Mr. Liptak thanked Mrs. Gorman for her incredible work.

E. AARP Tax Assistance

Mrs. Gorman spoke to Bruce Tomaso who is the Area Coordinator for the free AARP Tax assistance program. Bruce advised that he is in touch with the National Office of AARP and that office is in the process of writing guidelines for this year's program. It is a "work in progress." Mrs. Gorman will review the draft guidelines with Program Director, Mary Lou Niedzielski and the two will conference call with Bruce to discuss a feasible plan for Westfield.

V. Items for Action: NONE

VI: Director's Report Review of Programs

- *October Fitness Programming on Channel 15*
 - o Male Call: Monday and Wednesday at 10:30 a.m.
 - o Moovin', Groovin' & Improvin' with Dr. G and Grace: Monday and Wednesday at 2 p.m. (new program)
 - o Zumba Gold: Tuesday and Thursday at 10:30 a.m.
 - o Chair Yoga: Tuesday and Thursday at 2 p.m.
 - o Yoga with Renee Rix: Sundays at 11 a.m. and Friday at 1 p.m.
 - o Line Dancing with Clara Sanborn and Sue Jorgensen: Friday at 10:30 a.m. and Monday at 3 p.m.

- *Educational Program: Westfield Council On Aging Presents series on Channel 15*
 - o *Massachusetts Senior Medicare Patrol*
 - o Presenter: Lucilia Prates-Ramos, statewide Director MSMP
 - o Tuesdays at 2:45 p.m. throughout the month of October

- *Serving Up Senior Safety*
 - o Saturday, October 17 In partnership with North Elm Butcher Block
 - o Each participant received a bag with safety items: oven mitt; two automatic LED nightlights; cloth face mask; travel size hand sanitizer; fire and disaster preparedness safety information as well as the new COVID Preparedness *File of Life* packets
 - o 186 participants
 - o Event ran very smoothly
 - assistance from seven COA staff, five volunteers, WPD helped with traffic exiting the parking lot, WFD sent a fire truck with two fire fighters to bring attention to the event
 - o Westfield News sent a photographer

Upcoming Programs

- *Think Pink Day*
 - o Thursday, October 22
 - o National Breast Cancer Awareness Month
 - o No advance registration required
 - o A pink meal, dessert, and attire

- *(National) Drug Take Back Day*
 - o Partnership with the Westfield Police Department
 - o Saturday, October 24 from 10 a.m. to 2 p.m.
 - o Police will collect unused medications
 - o COA staff will distribute File Of Life packets

- *American Flag Retirement Event*
 - o Hosted by Senator Velis, Thursday, October 29
 - o Flags can be dropped off between 11 a.m. and 1 p.m.
 - o Patriotic meal with red, white and blue dessert
 - o Red, white and blue attire

- *Educational Program: Westfield Council On Aging Presents series on Channel 15*
 - o *Topic: Westfield Veterans' Services*
 - o Presenter: Julie Barnes, Director of Veterans Services, City of Westfield
 - o Tuesdays at 2:45 p.m. throughout the month of November
 - o Julie will discuss Federal and State benefit options, eligibility requirements, and local Veterans projects

- *November Fitness Programming on Channel 15*
 - o Adding 'Let Your Yoga Dance' with instructor Renee Rix, for a total of seven different fitness classes, each offered twice a week
 - o Updating the Chair Yoga session with Teri Somers

VII: The Chair reminded the Board that our next meeting is scheduled to be held on Monday, , November 9, ,2020 at 1:00p.m. via ZOOM.

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 the meeting at 1:40p.m.

List of Exhibits:

- Director's Report

Elizabeth Boucher, Secretary

