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COUNCIL ON AGING

BOARD OF DIRECTORS MEETING MINUTES 5/17/17

IN ATTENDANCE: COA Director Lynne Stanton, Dot DiChiara, Ron Mertens, Laurel Puchalski, Frank Sadowski, Anita Wright

GUEST: Kathryn Alesse

CALL TO ORDER Meeting called to order at 9.32 a.m.

MINUTES of 4/19/17 were unanimously approved as written on a motion made by F. Sadowski, seconded by D.DiChiara.

TREASURER'S REPORT (see attached) unanimously approved on a motion made by L. Puchalski, seconded by A. Wright.

DIRECTOR'S REPORT (see attached)

- Discussion held on having a display made for future art shows.
- INDEED.com has been a great resource for applicants for the Outreach Worker position. Interviews will continue.
- R. Mertens stated that as outgoing Chair and member of the Board he would like to support a raise in Director's salary, compensating her for the extra responsibility and work of being the town's SHINE counselor. Discussion followed as to the benefits to raising the salary line item for retention and further recruitment of a new Director when the time comes. Ron will compose a letter to BOS, Financial Secretary and FinCom.

SENIOR CENTER INITIATIVE COMMITTEE

- The Committee's plans for the RFQ and the Scope of Work have been submitted to the Financial Secretary, who then is responsible to put the work out for bids ASAP.
- Money will not be available until July 1.
- Interviews of architecture firms should begin in late June or early July.

MEETING ADJOURNED at 10:55 a.m. on a motion by F. Sadowski, seconded by D.DiChiara and unanimously approved.

NEXT MEETING: June 21, 2017, 9.30 a.m., Public Safety Building Conference Room

RESPECTFULLY SUBMITTED BY Laurel Puchalski

TOWN OF GROVELAND
2017 JUN 26 PM 5:58
TOWN CLERK
RECEIVED/POSTED

Groveland Council On Aging
Director's Report
May 17, 2017

Old Business

- ☞ **Recipe Book Fundraiser** No response from folks, so far.
- ☞ **Yoga** 8 – 10 participants now!
- ☞ **Walking Club** participation stalled between 1-4.
- ☞ **COA Senior Day** We showed some beautiful art work. Police Assoc. provided coffee/snacks. Not a great turn out. I did not write a grant for “entertainment” this year, so that might have reduced numbers. Those who attended seemed to enjoy themselves.

New Business

- ☞ **Elders** Quiet. Seeking low-rate yardwork and small maintenance people.
- ☞ **Staff** Outreach worker – 4 folks interviewed so far. One more week of May 15. Additional appointments will be scheduled when Nisha returns from vacation (back May 22).
- ☞ **SHINE** Recv'd 100% on recertification exam.
- ☞ **Van** No issues. Going in for an oil change next week.
- ☞ **New Van** Beginning to acquire info / specs on new van purchase
- ☞ **FY17 Budget** Expenses at \$864. Outreach line item excess will go back to town's general fund.
- ☞ **FY18 Budget** Written update to staff w/ new hourly rates will be distributed June 1st. We've all discussed the increase informally.
- ☞ **Formula Grant** See Treasurer's Report. \$1,496.70 remains. With minimal Outreach salary deductions going forward (likely June only), will spend down with mailing supplies and possible purchase of laptop computer (replacing Nisha's – her old one will be used for presentations).
- ☞ **FY18 Grant Applications** Haven't been sent out yet. Budgeting for same grant \$\$ as this year.
- ☞ **Senior Center Initiative** Have heard nothing since Town Meeting on May 1st.

Coming Events

- ☞ **“Medicare 101”** Mon., May 22 at 6:00pm. Will offer basic info for folks soon-to-be turning 65.
- ☞ **Events / Trips** June van trips – Tower Hill Botanic, Richard's Mystery Ride and Perkins Cove.
- ☞ **“Life Long Journey” Lunch** Tues., June 13. Director Darlene Sutton will discuss her programs and events at the Tech Center at NECC.
- ☞ **Electrical Safety / Consumer Protection Lunch** Tues., June 20. Consultant Ray Gouley will present and provide pizza.
- ☞ **Men's Breakfast** We will seek a new caterer for the fall “return” season. Perhaps a whole different breakfast approach!
- ☞ **Birthday Party** Thurs., June 8th. First BBQ of season (via Chicken Connection)! Entertainment w/ Howie Newman

Next COA Board Meeting:
Date: June 21 Time: 9:30am
Public Safety Building – Conference Room

Council on Aging Treasurer's Monthly Summary for FY2017
April 2017

ITEM	BUDGET	2016						2017						Year to Date Balances	% Left
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE		
PAYROLL															
Director	\$52,550.00	\$3,020.10	\$4,026.80	\$6,040.20	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$4,026.80	\$6,040.20	\$4,026.80			\$9,261.90	17.6%
Office Staff	\$33,400.00	\$1,918.80	\$2,558.40	\$3,837.60	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$2,558.40	\$3,837.60	\$2,558.40			\$5,897.20	17.7%
Outreach	\$8,270.00	\$475.20	\$633.60	\$950.40	\$522.72	\$594.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$5,094.08	61.6%
Van Drivers	\$18,922.00	\$1,087.32	\$1,449.76	\$2,174.64	\$1,449.76	\$1,449.76	\$1,428.85	\$1,226.72	\$1,540.37	\$2,174.64	\$1,519.46			\$3,420.72	18.1%
Payroll Subtotal	\$113,142.00	\$6,501.42	\$8,668.56	\$13,002.84	\$8,557.68	\$8,628.96	\$8,014.05	\$7,811.92	\$8,125.57	\$12,052.44	\$8,104.66	\$0.00	\$0.00	\$23,673.90	20.9%
EXPENSES															
Bills Payable	\$6,600.00	\$1,257.02	\$32.43	\$485.69	\$2,078.30	\$135.00	\$210.95	\$906.07		\$72.27	\$557.61			\$864.66	13.1%
Budget Month	\$119,742.00	\$7,758.44	\$8,700.99	\$13,488.53	\$10,635.98	\$8,763.96	\$8,225.00	\$8,717.99	\$8,125.57	\$12,124.71	\$8,662.27	\$0.00	\$0.00	\$24,538.56	20.5%
FORMULA GRANT	\$13,560.00														
Mail Deposit		\$1,905.46				\$1,000.00			\$1,000.00					\$3,905.46	
Postage Cost		\$611.82	\$395.05	\$402.25	\$406.85		\$798.05		\$384.04	\$381.20	\$388.65			\$3,767.91	
Mail Balance		\$1,293.64	\$395.05	\$402.25	\$406.85	\$1,000.00	\$798.05	\$0.00	\$615.96	\$381.20	\$388.65	\$0.00	\$0.00	\$137.55	\$13,560.00
Mail Withdrawal		\$1,000.00			\$1,000.00				\$1,000.00		\$3,000.00			\$6,000.00	\$12,063.30
Printing		\$321.00	\$375.97	\$807.89	\$429.00	\$213.00	\$662.40			\$460.00	\$229.00			\$3,498.26	\$1,496.70
Outreach		\$190.08	\$491.04	\$760.32	\$443.52	\$190.08								\$2,075.04	
Other Expenses										\$490.00				\$490.00	
Grant Month	\$0.00	\$1,511.08	\$867.01	\$1,568.21	\$1,872.52	\$403.08	\$662.40	\$0.00	\$1,000.00	\$950.00	\$3,229.00	\$0.00	\$0.00	\$12,063.30	11.0%
REVOLVING ACCOUNT															
Beginning Balance															
	\$11,211.93	\$11,211.93	\$11,750.20	\$11,555.14	\$11,572.64	\$12,385.52	\$12,663.48	\$12,886.01	\$12,883.21	\$12,970.51	\$12,227.52	\$11,553.02	\$11,553.02	\$11,211.93	
Taken In		\$885.00	\$200.00	\$748.56	\$1,210.30	\$635.00	\$847.80	\$580.00	\$310.00		\$360.00			\$5,777.66	
Expended		\$347.73	\$395.06	\$731.06	\$397.42	\$357.04	\$625.27	\$582.80	\$222.70	\$742.99	\$1,034.50			\$5,436.57	
Balance	\$11,211.93	\$11,750.20	\$11,555.14	\$11,572.64	\$12,385.52	\$12,663.48	\$12,886.01	\$12,883.21	\$12,970.51	\$12,227.52	\$11,553.02	\$11,553.02	\$0.00	\$11,553.02	