

**GROVELAND COUNCIL ON AGING BOARD OF DIRECTORS
SPECIAL MEETING MINUTES February 1, 2024**

ATTENDING: Linda Brown, Laurel Puchalski, Barbara Sanborn, Deb Stephenson, Irene Thomas, Marie Waller, COA Director Alyssa Lee

ABSENT: Larry MacElhiney

CALL TO ORDER: Motion made by I. Thomas, seconded by L. Puchalski at 2:33 p.m.
COA Mission Statement read by I. Thomas.

PURPOSE: Chair B. Sanborn stated that the purpose of this special meeting is to review and edit the amended and updated COA Board bylaws so they can be submitted to the Town Administrator for review and included on the Groveland Town Meeting Warrant.

The Chair thanked the COA Board members, especially the Bylaw Subcommittee of L. MacElhiney and L. Puchalski, for their work to update the bylaws for accuracy and clarity.

The COA Board members focused on editing the amended bylaws from the Jan. 17, 2024 meeting for formatting, consistency, clarity, and fluency.

D. Stephenson made this motion and I. Thomas seconded it:
I make a motion to approve the changes to the COA Bylaws made at the January 17 meeting.
Unanimous vote.

ADJOURNED: Motion made by D. Stephenson and seconded by L. Brown to adjourn at 3:03 p.m. Unanimous.

NEXT SCHEDULED MEETING: February 21, 2024 at 9:30 a.m. in the Town Hall Meeting Room.

RESPECTFULLY SUBMITTED BY: Irene Thomas, Secretary

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GROVELAND COUNCIL ON AGING BOARD OF DIRECTORS
MEETING MINUTES January 17, 2024

ATTENDING: Linda Brown, Larry MacElhiney, Laurel Puchalski, Deb Stephenson, Irene Thomas, Marie Waller, COA Director Alyssa Lee
ABSENT: Barbara Sanborn

CALL TO ORDER: Motion made by L. Brown, seconded by M. Waller at 9:34 a.m.
COA Mission Statement read by M. Waller.

MINUTES: Motion made by D. Stephenson and seconded by M. Waller to approve the minutes of the December 20, 2023 meeting. L. Brown and L. Puchalski abstained from voting due to nonattendance at the Dec. 20 meeting. Four eligible members approved.

FINANCIAL REPORT: Director Lee reported that the COA received a generous unsolicited donation of \$500 from a community member. The Friends of the Groveland COA approved making a \$350 monthly donation from Dec. 2023 to May 2024 as a trial that gives the COA leadership more flexibility and empowerment to make decisions for planning programs and meeting needs. The FY25 budget was reviewed by the COA Financial Subcommittee and submitted, the budget narrative was submitted after the Dec. 20 meeting, and the COA meeting with the town's Finance Committee is Jan. 31. COA Board members are invited to attend.

DIRECTOR'S REPORT: (See attached January report for more details.)

- Director Lee reported that already more than 210 people have visited the COA by mid-January compared to 171 visits in Jan. 2023. The staff's increased dedication to publicity and visibility, as well as new programs like the Sat. afternoon Drum Circle (attended by new people from several communities) may be some of the reasons.
- Assistant Director Burke charts the numbers of people who engage with the COA for services, programs, volunteering, etc., and those numbers for 2023 are higher than the numbers for 2022. Assistant Director Burke is expanding opportunities for volunteers and strives to show appreciation for the work and contributions of the volunteers.
- Outreach updates include: Outreach Worker Carrie is dedicated to reaching out personally to our older adults; people can meet food needs by accessing rides to get food at Market Basket or Our Neighbors Table, by visiting the Food Pantry, by getting food delivered to them if needed. In December 2023, the COA provided food to 73 people by providing 1,220.6 pounds of nutritious foods.
- The Food Pantry needs continued community support to provide paper products, Market Basket gift cards, hot beverage products like ground coffee, tea bags, cocoa. The pool of Wednesday afternoon food delivery drivers needs more volunteers too.
- Director Lee is hoping to increase the visibility about the COA's mission, valuable services, and social opportunities by inviting people to host "Friend-Raiser" House Parties in which hosts bring together small groups of neighbors and friends for conversations and information-sharing.

- A COA resource fair is in the planning stages. In May or June the EngAGEment Symposium/Celebration at Pentucket Regional High School will bring together information sessions, entertainment, and refreshments to empower older adults and their care partners. Director Lee invites suggestions as she seeks sponsorships, educators, and a keynote speaker who reframes the aging process/agism for this community event.
- A local architect is volunteering as an informational consultant to help with the early stages of developing a Senior Center.
- With mutual gratitude, L. McElhiney and the Board thanked Director Lee for thorough and informative monthly director reports, and Director Lee thanked the Board for its support of her work as she completed her probationary period with dedicated success.

NEW BUSINESS:

The January Meeting Focus is reviewing the Bylaws for any revisions.

- L. McElhiney explained the process for amending the bylaws according to the accepted town processes.
- The COA Board discussed the existing bylaws and amended them by adding the COA guiding mission statement, and revising them by adding and subtracting items to clarify and update the roles and responsibilities of the Board, its officers, and subcommittees.
- L. Puchalski made a motion that was seconded by D. Stephenson: To create an updated printed version of the bylaws based on today's discussions and to circulate it to all Board members prior to a special COA Board meeting about the revised bylaws on February 1, at 2:30 p.m. Unanimous.

Director Lee requested that anyone with specific questions about the van, the focus of the February meeting, send them to her well in advance of the next regular monthly Board meeting.

ADJOURNED: Motion made by L. McElhiney and seconded by L. Puchalski to adjourn at 11:34 a.m. Unanimous.

NEXT SCHEDULED SPECIAL MEETING: February 1, 2024 at 2:30 p.m. in the Town Hall Back Conference Room.

NEXT SCHEDULED MEETING: February 21, 2024 at 9:30 a.m. in the Town Hall Meeting Room.

RESPECTFULLY SUBMITTED BY: Irene Thomas, Secretary

Director, COA Board Report

Date of meeting: Wednesday, January 17, 2024
Meeting time and location: 9:30am, Townhall

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Highlights - Since our last meeting

1. **January/February Newsletter Publicized - including new calendar sites**
2. **January 2024 attendance is off to a great start, through Jan 13th - we've had 210 people visit us on site at least once; last year, for the whole month of January 2023 we had a total 171 visit the COA at least once.**
3. **Budget Narrative Submitted for Fiscal Year 2025**

Financial Highlights

Please note: This summary is a quick recap and should complement the detailed finance reports provided as attachments. Today's meeting will delve into more specific details, with a particular focus on the town budget process.

1. Incurred standard monthly administrative and programming expenses, consistent with previous months and planned programming.
2. Received a generous unsolicited donation of \$500 from a community member via check.
3. The Friends of the Groveland Council on Aging approved a monthly donation of \$350 for six months, beginning in December 2023.
 - a. This donation offers flexibility for use, empowering the COA office to make decisions on fund allocation based on their expertise and needs.

The FY25 Budget Narrative has been submitted to the town.

- On deadline, the FY25 Budget Narrative was submitted the the Town. This was done with feedback from the COA Finance Committee. Full COA report is included at the end of this report. Below is the FY25 Expenditures Summary:

Total Expenditures: \$185,845.52 (rounded to \$185,846 the budget book)

Breakdown:

- Salaries: \$179,845.52
- Expenses:
 - General Operations: \$3,500
 - Vehicle Maintenance Expense: \$2,500

Major Adjustment in Costs:

The key change in our budget involves a request to align the compensation for the Assistant Director role with the recent findings of a classification study done for the Town of Groveland in 2023. Notably, while this adjustment is proposed, it's important to highlight that this proposed salary is not reflected in the budget book and associated graphs due to locked salary lines.

Assistant Director Salary Adjustment:

- Salary as listed in the FY25 Budget Book: \$60,558.00
- Proposed Salary: \$67,000
- Rationale: The proposed adjustment aims to reflect the updated findings of the 2023 classification study for the Town of Groveland, ensuring parity and fairness in compensation practices.

Impact Assessment:

Aligning the Assistant Director's compensation with the study's findings fosters equitable pay practices. The proposed salary increase represents about a 3.50% adjustment within the COA unit's total expenditures, elevating the initial Total Expenditures of \$185,845.52 to a proposed \$192,287.52.

Consistency and Fiscal Prudence:

By raising the Assistant Director salary to the minimum level supported by the town-funded report, and either adhering to the locked salaries or practicing level funding, requesting no changes - the COA is exhibiting consistency and fiscal prudence, ensuring equitable compensation practices while maintaining stability and responsibility in our budgetary decisions.

Report from Assistant Director, Nisha Burke:

Greetings!

As you can see in the Director's report, the number of participants is increasing. We are offering more in person events, along with trips and travel.

We are partnering with Riteway Travel and Collette vacations to offer more Day trips and overnight travel this year.

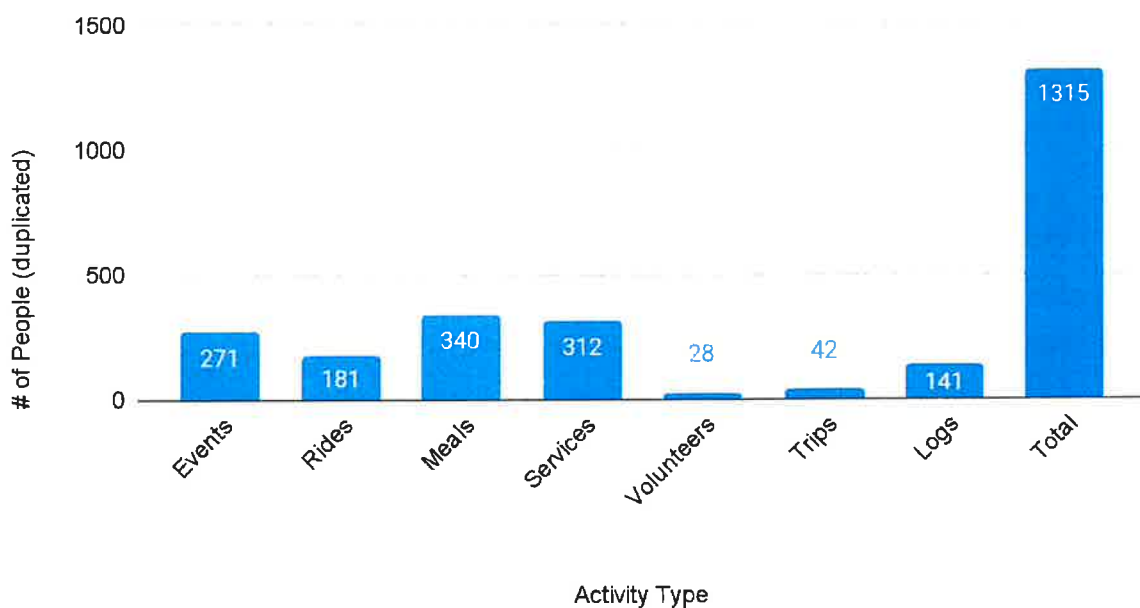
I am working on a volunteer page, to send out to our group, seeking recruitment and listing volunteer opportunities. Be on the lookout for that.

Thank you for your support.

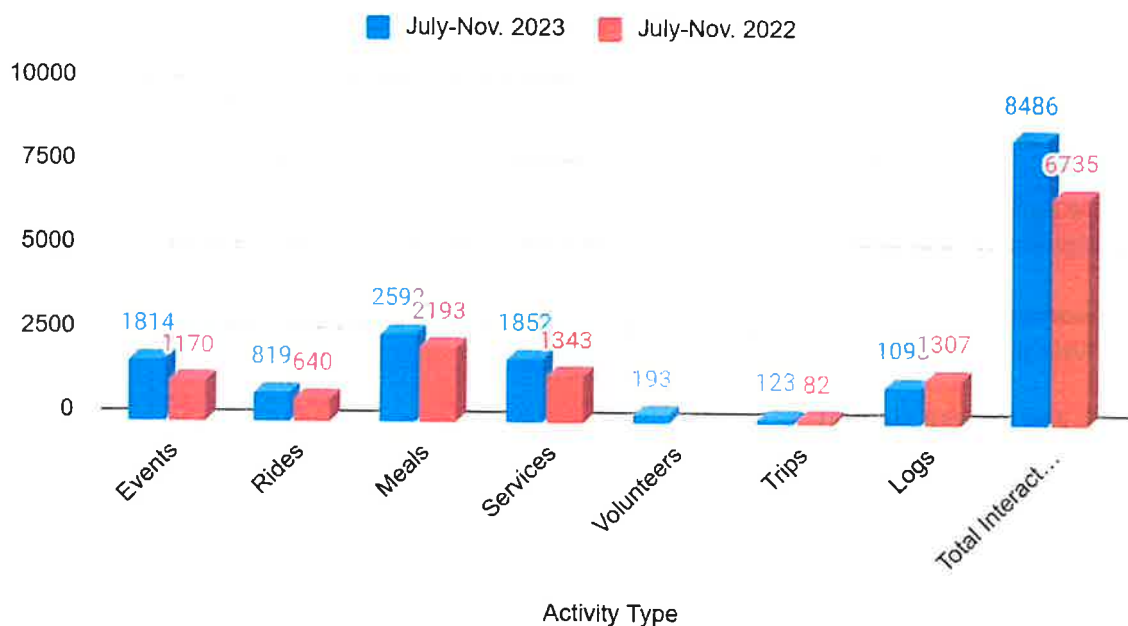
Nisha Burke
Assistant Director

Below you'll find a visual representation of our interaction statistics for December 2023, as well as a comparison between 2023 and 2022, I've included a chart below. For a comprehensive breakdown of our programming and service numbers, please review the attached document.

of People Participating Dec. 2023



July-Dec. 2023 and July-Dec. 2022



Director's Perspective on Programming Numbers-

I'd like to share some observations from my perspective as the Director. In December, we noticed a slight decrease in participation. While this is not uncommon during the holiday season, it's essential to consider possible factors contributing to this trend.

- **Possibility of Personal Schedule Overload:** It's conceivable that the holiday season brought about a higher workload in personal schedules for many community members, potentially impacting their availability for our events.
- **Potential Influence of Community Support:** There's a possibility that our community members explored various offerings from the broader community, which typically experiences increased support during the holiday season.
- **General Slowdown in December:** It's worth acknowledging the general slowdown that is often associated with the last month of the year, and specifically the last week of the year, which influenced the observed decrease.

Highlight of Upcoming Events

- Mindfulness Meditation: This Thursday, Jan 18th at 10am. \$5/person. Please RSVP!
- Gilded Age Presentation: This Thursday, Jan 18th at 1pm, Free;. RSVP encouraged
- Dementia Friends: Thursday, January 25th at 1:30pm
- Full calendar of events can be found online at in the newsletter here:
<https://grovelandma.com/wp-content/uploads/2023/12/Groveland-January-2024-Online-Newsletter.pdf>
 - Remember, "Trips"are available to register by calling the COA or stopping by our office.

Food Insecurity / Pantry Updates

- Staffing - relatively new hire update:
 - Carrie, our Outreach and Food Pantry Manager, is starting her 7th week.
 - Demonstrating phenomenal dedication and quick learning.
- Pantry Needs:
 - Request for community support in providing hot drinks at the pantry.
 - Specifically seeking donations of ground coffee, tea bags, hot cocoa, and coffee filters.
 - In addition to these, staples like paper products and or market basket gift cards are always needed.
- Pantry Statistics:
 - During the month of December 2023, COA provided 73 attendees of the food pantry with a generous 1220.60 pounds of nutritious food

The community's continued support is crucial in addressing food insecurity within our community.

Question for you:

As we look ahead to the next year, one of my key goals is to enhance the visibility of the Council on Aging. To achieve this, I propose the idea of hosting "Friend-Raiser" House Parties. These gatherings would be casual and intimate, bringing together small groups of friends and neighbors who may not be familiar with the COA.

The concept is simple: create a warm and inviting atmosphere where attendees can learn more about the Council on Aging in a relaxed setting. It's an opportunity to share our mission, showcase the valuable services we offer, and foster connections within the community. I believe these house parties can serve as a meaningful way to expand our reach and engage with individuals who may not be acquainted with the COA.

I encourage each of you to reflect on this idea, and I would appreciate any thoughts or feedback you might have. I'm ready to meet when you are!

EngAGEment Symposium

I'm thrilled to introduce an exciting new initiative—the EngAGEment Symposium. This symposium is crafted to educate and empower older adults and their care partners, and I'm eager to share the details with you.

I'm delighted to share that our preparations are off to a strong start with the support of the SIG funding announced last month and recently, we secured a sponsorship from Wingate Living. The EngAGEment Symposium is designed to include educational events, collaborative discussions, and refreshments—creating a platform for positive change and fostering community growth.

To ensure the symposium's success, we're actively seeking additional sponsorships, speakers and educators. If any board member has ideas and connections, please reach out. I'm open to discussions on how your involvement can elevate the impact of this inaugural event.

In tandem with this effort, I'm scheduled to meet with Pentucket Regional High School today to explore their venue for the EngAGEment Symposium. Their space, based off their fee structure, is at no cost, with only custodian expenses to consider. This presents a wonderful opportunity to host our symposium in a community-centric location.

I look forward to keeping you updated on our progress. If you have any questions or suggestions, please don't hesitate to reach out.

Senior Center Updates

Barbara and I met on January 2nd as part of the Senior Center Task Force, still in the exploratory/foundational stages. We discussed defining primary objectives, the need for a pre-planning or exploratory task force, and considered shared versus exclusive space for older adults.

Following our meeting, I've been contemplating the potential hardship on our older adults and the town if we were to rely on town funds (taxes) for the new center. This has led me to consider the feasibility of exploring alternative avenues, such as traditional fundraising, to make this project possible without imposing additional financial strain on the community. Additionally, I've been considering innovative approaches, such as partnering with new developments in town. Exploring collaboration with the town to identify ongoing projects and assessing if we can integrate a senior/community center into upcoming developments could offer a sustainable avenue for realizing our vision.

General / Admin Updates:

The Town of Groveland has been in the process of reviewing and updating the "Town of Groveland Personnel Procedures Manual." In my capacity as a town employee with expertise in Human Resources and leadership, I provided my feedback on the initial draft to the Town Administrator on January 2nd. This feedback was also shared with the Select Board. Subsequent revisions have been made, and the latest version will be discussed at a public hearing during the Select Board meeting on Tuesday, January 16th at 6:30 pm.

A big thank you!

I wanted to express my sincere gratitude to the COA Board of Directors for the unwavering support I have received from each of you during my first six months in this role. Your dedication and guidance have been instrumental, and I want to emphasize that this job and the success of our agency would not be possible without the collective effort of this incredible team. Your support means the world to me, and I look forward to continuing our collaborative journey.

Prepared for Director's Board Report_Groveland COA

	December 2023		December 2022	
	Duplicated "Duplicated" counts each visit of the same person separately	Unduplicated "Unduplicated" counts each person only once, regardless of how many times they came in or used a service.		
Nutrition Services				
Meals:				
Meals on Wheels	340	21	365	18
Traveling Chef	45	45	40	40
Groceries:				
Food Pantry			N/A	N/A
* During the month of December 2023, COA provided 73 attendees of the food pantry with a generous 1220.60 pounds of nutritious food				
Mobile Market Grocery Delivery	7	7	7	7
				UTEC - program discontinued 15 Fall '23
			15	15
Fitness and Exercise				
3B Fitness	25	12	26	10
Yoga	18	7	21	5
Mindfulness Sample Class - this shows the registration numbers, however the class was cancelled due to illness	4	4	--	--
Education / Info Workshops				
Groveland Fire Dept. Safety	7	7	--	--
Adrienne Ramos Office Hours	2	2	--	--
Sen. Tarr Office Hours	0	0	--	--
Legal Monday	2	2	--	--
			0	0
			0	0
Social Events / Recreation				
Game Day	17	7	0	0
Movie Mornings	11	11	6	6
Holiday Luncheon	43	43	46	46
Origami Tree	9	9		
Hike at Meadow Pond	2	2	--	--
2022 only: Water color	--	--	4	4
Tickets giveaway "MVPO- Holiday Show"	5	5	--	--
Trips				
Boston Pops	14	14	3	1 Encore
Calef & The Christmas Dove Trip 1	14	14	10	1 Enchanted
Calef & The Christmas Dove Trip 2	5	5		1 Village
Holiday Shopping Kohls and Walmart	4	4	--	--
Transportation				
ALL Rides (shopping, medical appt, bank etc)				
Type of Ride/Driver				
COA VAN	114	31	80	49
NEET Driver	15	6	9	5
Staff	34	32	0	0
Volunteer	18	9	--	--
Overview of ALL 1:1 Interactions				
Phone Call Logs	141	78	94	47
Services	312	124	113	66

Services the COA supports with:

Information and referrals

Nutrition: Information about wellness and nutrition assistance programs, as well as assistance registering for Meals On Wheels, food pantry programs and grocery shopping

Housing: Information and assistance with applying for senior housing buildings as well as helping seniors make informed decisions about housing.

Transportation: Information about grocery and medical transportation to and from medical appointments.

Financial subsidies: utility/property tax exemptions/deductions/deferrals, income tax form preparation, and public benefits such as fuel assistance referrals.

Advocacy, Outreach and Education for and about senior issues and needs including but not limited to concerns around housing, health insurance and transportation.

Medical Equipment Loan Program: walkers, wheelchairs, and other similar items to borrow.

SHINE Referrals: to provide assistance with transitioning onto Medicare and reviewing your Part D MCR plan each year during open enrollment.

Volunteer	Duplicated	Unduplicated	Hours
Board Members	7	3	9.5
Friendly Phone Calls	3	1	6
General Services	0	0	0
Home Delivery	7	3	5
Senior Pantry Volunteer	3	3	5.5
Senior Tax Work Off 2023	6	6	306
Total Interactions Logged	1315	226	

Individual Key Tags Assigned

As of January 12th 250 Assigned

Groveland COA - Financial Report (attached to Board Report)

Line Item	FY23 Balance	Annual Budget FY24	Actual Year-to-Date July 1- Dec 31, 2023	\$ Difference	% Remaining
Revenue					
Town Budget / Omnibus Budget		\$179,964.33	\$179,964.33	\$0.00	0.00%
Revolving Account					
FY23 Balance Carried Over		\$18,287.95	\$18,287.95	\$0.00	
Donations/Program		\$3,000.00	\$1,809.49	\$1,190.51	39.68%
Grants/Foundations		\$14,814.00	\$699	\$14,115.00	95.28%
Revolving Account TOTAL		\$36,101.95	\$20,796.44	\$15,305.51	42.40%
Formula Grant	\$12,691.51	\$39,557.51	\$26,124.51	\$13,433.00	33.96%
MASSDOT	\$4,500.00	\$9,000.00	\$4,500.00	\$4,500.00	50.00%
Revenue TOTAL		\$264,623.79	\$231,385	\$33,238.51	12.56%
Expenses					
Salaries					
Town Budget / Omnibus Budget					
Directors Salary		\$74,588.97	\$32,273.65	\$42,315.32	56.73%
Asst. Director		\$57,393.28	\$18,564.00	\$38,829.28	67.65%
Outreach		\$20,672.08	\$4,342.84	\$16,329.24	78.99%
Van Driver		\$21,310.00	\$5,261.12	\$16,048.88	75.31%
Salaries					
Town Budget / Omnibus Budget TOTAL		\$173,964.33	\$60,441.61	\$113,522.72	65.26%
MASSDOT - Salary Match, calendar year 2023		\$9,000.00	\$7,200	\$1,800.00	20.00%
Formual Grant - Salary Match, calendar year 2023		\$9,000.00	\$7,200	\$1,800.00	20.00%
Operational Expenses					
Office			\$2,833.65		
Outreach			\$0.00		
Programming			\$515.25		
Misc			\$0.00		
Operational Expenses					
Town Budget / Omnibus Budget TOTAL		\$3,500.00	\$3,348.90	\$151.10	4.32%
COA: Vehicle Maintenance Expense					
Town Budget / Omnibus Budget		\$2,500.00	\$1,130.56	\$1,369.44	54.78%
Revolving Expenses					
Office			\$181.55		
Outreach			\$1,370.56		
Programming			\$4,099.59		
Misc			\$0.00		
Revolving Expenses TOTAL		\$36,101.95	\$5,651.70	\$30,450.25	84.35%
Formula Grant Expenses (less salary match)					
Office			\$604.90		
Outreach			\$0.00		
Programming			\$1,065.00		
Misc			\$0.00		
Formula Grant Exenses TOTAL		\$30,557.51	\$8,869.90	\$21,687.61	70.97%
Expenses TOTAL		\$264,623.79	\$93,842.67	\$170,781.12	64.54%

Council on Aging

The Council on Aging (COA) plays a pivotal role in our community, providing crucial services and support to our older adult population. As an integral part of our town's services, the COA's activities and functions encompass a wide range of essential programs aimed at enhancing the well-being and quality of life for our older residents.

Key functions and services carried out by the Council on Aging include:

1. **Older Adult Outreach Programs and Information Referral Services:** These programs are a lifeline for our aging community, combatting the pervasive issue of isolation among older adults. Through Information and Referral Services, we guide and support our older adults and their families in navigating complex systems to access vital resources. These encompass healthcare, financial assistance, and support networks crucial to their quality of life.
2. **Health and Wellness Initiatives:** Beyond just fitness classes, these initiatives are fundamental in stimulating brain function and promoting mental acuity among older adults. They're a critical component in staving off cognitive decline and ensuring our older residents maintain their independence and cognitive abilities for as long as possible.
3. **Transportation Services:** The COA's transportation services ensure our older adults maintain independence and access vital resources essential to their daily lives and well-being. For many older adults, this service ensures they can reach medical appointments, obtain necessary medications, access groceries, visit the pharmacy, and even manage banking needs. Each of these tasks is crucial to their health, nutrition, and overall well-being.
4. **Social and Recreational Activities:** Engaging in these activities is known to boost mood, alleviate stress, and enhance overall well-being. They're essential in combating depression and ensuring our older adults remain active and connected members of our community. With an increasing number of older individuals experiencing loneliness—a condition declared a new public health epidemic in America by the U.S. Surgeon General—these initiatives serve as a vital connection, providing companionship, support, and a sense of belonging. They're not just social gatherings; they're a lifeline for emotional well-being.
5. **Food Pantry Services:** The COA's Food Pantry plays a pivotal role in addressing the nutritional needs of our older adults and their families. By providing access to nutritious meals and essential food items, we ensure food security and alleviate financial strains for those in need within our community. This service stands as a crucial pillar of support, ensuring the overall well-being and dignity of our older adults, reinforcing our commitment to their holistic care.

The urgency for these services cannot be overstated. They're not just amenities but absolute necessities for our older residents. In a society where aging individuals often face neglect or lack of attention, the COA's programs and services are the backbone of support, ensuring our older adults lead fulfilling lives and receive the respect and care they rightly deserve.

In line with our commitment to transparency and equitable practices, the focus of this year's budget has been twofold: maintaining fiscal responsibility and ensuring fair compensation within the COA. The request for a salary adjustment for the Assistant Director position aligns with our dedication to transparent compensation practices, as highlighted in the recent 2023 Classification & Compensation Study for the Town of Groveland.

Transparent compensation practices play a pivotal role in our ability to attract and retain top-tier professionals. The adjustment for the Assistant Director's salary isn't merely about aligning with similar positions; it's about upholding the integrity of the comprehensive report funded by the Town. The report clearly outlines titles, grades, and corresponding salaries, revealing that the Assistant Director's current compensation falls below the study's recommended threshold.

Staying true to this study isn't just a matter of parity; it's about honoring a commitment to fairness and equity for the employees of the Town of Groveland. When staff members witness this commitment to aligning salaries with established benchmarks, it fosters a culture of transparency that builds trust and solidifies their commitment to the COA. Perceiving fairness in compensation practices significantly contributes to their satisfaction and loyalty, reinforcing our dedication to providing an environment where staff feel valued and respected.

Expenditures Summary

Total Expenditures: \$185,845.52 (rounded to \$185,846 the budget book)

Breakdown:

- Salaries: \$179,845.52
- Expenses:
 - General Operations: \$3,500
 - Vehicle Maintenance Expense: \$2,500

Major Adjustment in Costs:

The key change in our budget involves a request to align the compensation for the Assistant Director role with the recent findings of a classification study done for the Town of Groveland in 2023. Notably, while this adjustment is proposed, it's important to highlight that this proposed salary is not reflected in the budget book and associated graphs due to locked salary lines.

Assistant Director Salary Adjustment:

- Salary as listed in the FY25 Budget Book: \$60,558.00
- Proposed Salary: \$67,000
- Rationale: The proposed adjustment aims to reflect the updated findings of the 2023 classification study for the Town of Groveland, ensuring parity and fairness in compensation practices.

Impact Assessment:

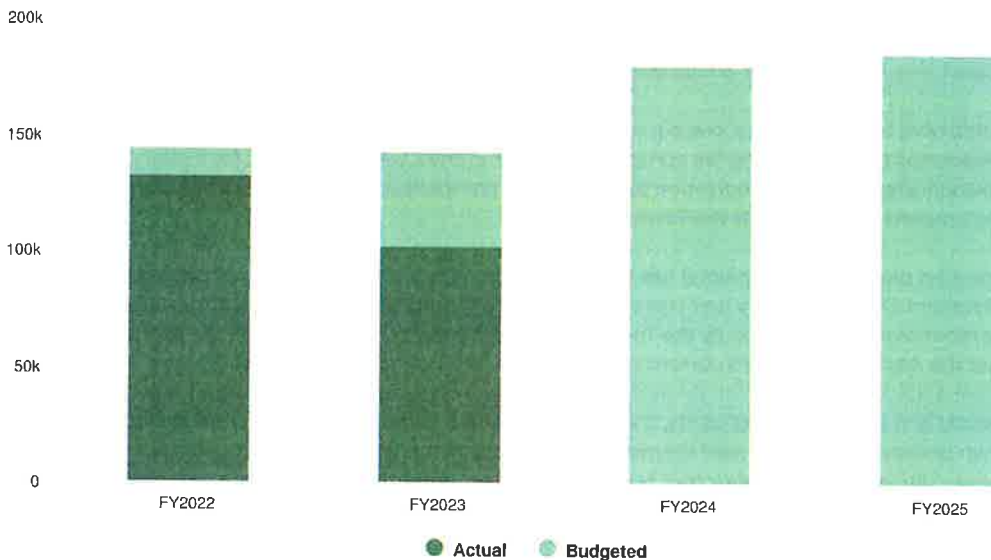
Aligning the Assistant Director's compensation with the study's findings fosters equitable pay practices. The proposed salary increase represents about a 3.50% adjustment within the COA unit's total expenditures, elevating the initial Total Expenditures of \$185,845.52 to a proposed \$192,287.52.

Consistency and Fiscal Prudence:

By raising the Assistant Director salary to the minimum level supported by the town-funded report, and either adhering to the locked salaries or practicing level funding, requesting no changes - the COA is exhibiting consistency and fiscal prudence, ensuring equitable compensation practices while maintaining stability and responsibility in our budgetary decisions.

\$185,846 **\$5,881**
(3.27% vs. prior year)

Council on Aging Proposed and Historical Budget vs. Actual



The fiscal year of FY23 demonstrated a discrepancy between actual expenditures and the budgeted amount. The actual spending for FY23 stood at \$102,102, notably lower than the budgeted figure of \$142,090. This variance was primarily influenced by the organizational unit not being fully staffed during that period.

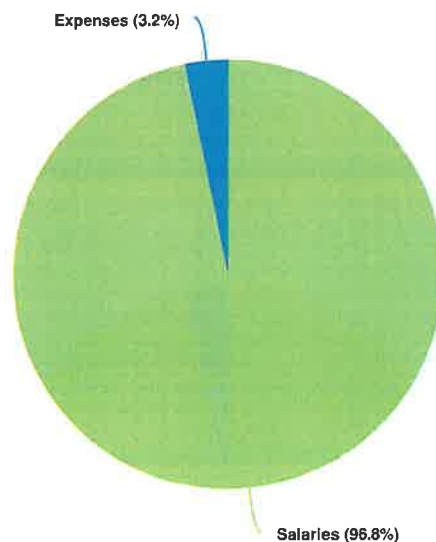
However, it's pivotal to highlight our current status: the team is presently fully staffed, comprising five dedicated members. This strategic alignment directly correlates with our FY24 goal of "To attract and retain engaged and qualified staff to fully implement our Mission Statement...".

Expenditures by Fund

Name	Account ID	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	Notes
General Fund					
Directors Salary	1001-541-51100-051-000-000	\$74,588.97	\$76,081.00	2%	
GF: COA Assistant Director	1001-541-51200-051-000-000	\$57,393.28	\$60,558.00	5.5%	
Outreach Worker	1001-541-51210-051-000-000	\$20,672.08	\$21,085.52	2%	
Part Time Van Driver	1001-541-51211-051-000-000	\$21,310.00	\$22,121.00	3.8%	
Expenses	1001-541-52000-052-000-000	\$3,500.00	\$3,500.00	0%	
COA: Vehicle Maintenance Expense	1001-541-52400-052-000-000	\$2,500.00	\$2,500.00	0%	
Total General Fund:		\$179,964.33	\$185,845.52	3.3%	

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



The pie chart depicting our expenditures reveals an impactful distribution: "Expenses" account for a mere 3.2%, while a substantial 96.8% is attributed to "Salaries". This breakdown underscores the remarkable dedication and efficiency of our team in serving the older adults within our town.

From January to December 28, 2023, we provided 14,822 distinct instances of assistance to 651 unique older adults within our community. This illustrates the diverse engagements each individual had with the COA, encompassing participation in multiple services or programs, contributing to the overall count of assistance.

The dedication of our team of five individuals within a limited expense budget speaks volumes about their commitment. Despite these constraints, their consistent efforts in surpassing expectations underscore the invaluable role of the COA in supporting our older adult population in Groveland. The significant allocation toward salaries is a deliberate investment in retaining and supporting a committed team capable of delivering exceptional services to a considerable number of older adults. This emphasizes the significance of appropriately compensating those who directly contribute to the wellbeing and quality of life for our community's seniors.

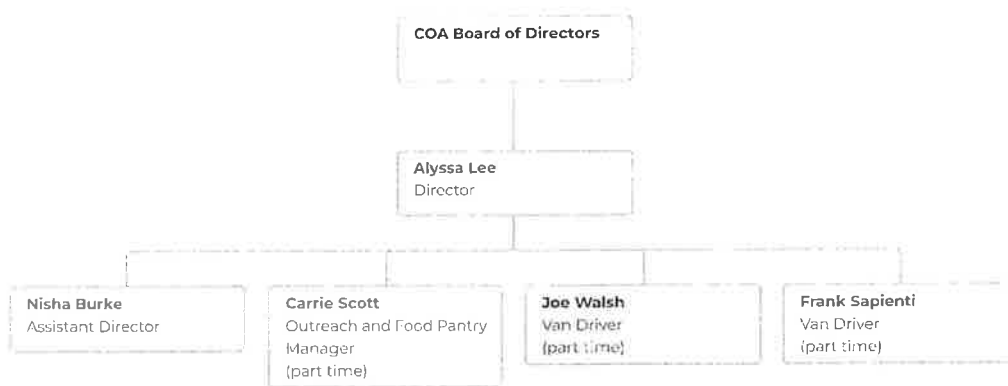
Name	Account ID	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	Notes
Expense Objects					
Salaries					
Directors Salary	1001-541-51100-051-000-000	\$74,588.97	\$76,081.00	2%	
CF: COA Assistant Director	1001-541-51200-051-000-000	\$57,393.28	\$60,558.00	5.5%	
Outreach Worker	1001-541-51210-051-000-000	\$20,672.08	\$21,085.52	2%	
Part Time Van Driver	1001-541-51211-051-000-000	\$21,310.00	\$22,121.00	3.8%	
Total Salaries:		\$173,964.33	\$179,845.52	3.4%	
Expenses					
Expenses	1001-541-52000-052-000-000	\$3,500.00	\$3,500.00	0%	
COA: Vehicle Maintenance Expense	1001-541-52400-052-000-000	\$2,500.00	\$2,500.00	0%	
Total Expenses:		\$6,000.00	\$6,000.00	0%	
Total Expense Objects:		\$179,964.33	\$185,845.52	3.3%	

Organizational Chart

At the Council on Aging, our organizational structure operates with a clear reporting hierarchy. The COA Board of Directors serves as the overseeing body, to which the full-time Director reports directly. This Director holds a key leadership role, overseeing the entire operational scope of the COA.

Supporting the Director is the full-time Assistant Director, who reports directly to the Director. The Assistant Director assumes a multifaceted role, assisting the Director in administrative functions, operational management, and providing crucial programming support. This role involves active participation in conceptualizing, coordinating, and executing various programs and services tailored for the community's older adults.

Additionally, under the Director's purview are the part-time Outreach & Food Pantry Manager, along with two part-time van drivers. These staff members report directly to the Director and contribute significantly to the COA's outreach initiatives and transportation services.



Goal #1

Informed by imperative discussions and a deep understanding of the evolving needs within our aging population, the Council on Aging (COA) at Groveland aims to fortify its role as a cornerstone of community welfare. This strategic endeavor aligns with the town's broader goals, accentuating inclusivity, community enhancement, and responsive governance, fostering a more vibrant and supportive Groveland for all.

1. Enhancing Visibility and Community Engagement:

Objective: Amplify the COA's presence through engaging community initiatives, fostering a thriving environment for older adults and their families.

Connection to Town's Core Goals:

- **Neighborhood Enhancement & Community Development:** By promoting COA services, we strengthen community bonds and support programs beneficial to Groveland's residents, enhancing the overall fabric of our town.

Goal #2

2. Advocating for an "Age-Friendly" Community:

Objective: Advocate for inclusivity and an age-friendly environment, enhancing the quality of life for older adults and contributing to the well-being of families across Groveland.

Connection to Town's Core Goals:

- **Community Development & Public Safety:** Creating an age-friendly community addresses diverse needs and enhances public safety, contributing to a safer and more harmonious living environment for all residents.
- **Governmental Philosophy:** Advocating for inclusivity reflects COA's commitment to responsible, responsive approaches, enriching the lives of families and individuals across our diverse community.