

Ludlow Council on Aging
Board Meeting
Senior Center
228 State Street
Wednesday, October 26, 2022

RECEIVED
TOWN CLERK'S OFFICE

2022 DEC 19 A 9 03

TOWN OF LUDLOW

I. Roll Call – The meeting was called to order at 4:30 p.m. by Chairperson D. Peacey.

Present: J. Zepke, D. Peacey, J. Grimaldi, K. Martin, R. Forti, H. Grabowski, F. Krzanik, R. Forti, D. Johnson, F. Lafayette, F. Barroso J. DaCruz, K. Ribeiro, Kathy Green, guest, Chairperson of the Friends.

II. Secretary's Report

a. Minutes from the September 21, 2022 meeting were reviewed and approved. M/S: J. Grimaldi/R. Forti. All in favor.

III. Treasurers Report

a. **FY 23 Budget Status:** The budget is on track for the first quarter of FY 23. It was noted that the gasoline costs were higher this quarter however is directly related to current gas prices. Although food costs have increased, the cost of meals will remain the same for meal program participants, as funds from the Formula Grant can be used. J. Zepke noted that Ludlow has one of the highest meals program participation in the state, serving an average of 130 meals per day. The center has seating to serve a maximum of 240 persons.

IV. Director's Report

- a. **Code of Conduct:** The Board reviewed a draft of the revised "Ludlow Senior Center Standards for Participation" prepared by K. Martin and made recommendations for several revisions. Suggested changes will be made by K. Martin and the revised document will be sent out with the minutes for discussion and a vote at the November Board meeting.
- b. **Employee Classification Follow Up and FY 24 Budget:** J. Zepke said she will be meeting with the Town Administrator, Human Resource and the Town Accountant in December to review the proposed changes. The changes being proposed include increasing clerk position hours from 15 hours to 20 hours per week; changing title of the cook's position to Food Service Manager and change from a level 1 to a 3; changing activities and outreach coordinators from Level 3 to 4; and changing van drivers and dispatcher from level 1 to 2. J. Zempke estimates that the cost of these changes will be approximately \$10-15 thousand annually overall.

- c. Evening Hours: J. Zepke reported she is waiting for the updated job description from Human Resources for the Activities Assistant and Van Driver positions. The goal is to have the Center open on Tuesday and Thursday evenings until 7 p.m. once the positions are filled. Currently two staff work from 11 a.m. to 7 p.m. on Tuesdays and Thursdays. The Center is present to cover the evening hours.
- d. Grants: H. Jolicoeur submitted a \$30,900 Behavioral Health Innovation grant proposal to the Mass. Council on Aging to be used to fund a part time social worker and a Reiki practitioner. A donation from the Dias Foundation continues to be used to keep participant costs down for Center exercise classes, which are historically lower than classes at other COAs. Thanks to Rep. Olivera, the legislature has earmarked \$50,000 for a wheelchair accessible van. J. Zepke is hoping to get the remainder of the needed funding from different transportation grants or a capital improvement request will be made for the remainder of funds needed.

M/S to approve: K. Ribeiro/R. Forti. All in favor.

V. Chairman's Report:

- a. D. Peasey stated that the Council on Aging Policy Manual still needs to be updated. A group of members had begun work on this project in the past and had made some excellent headway. It was noted that perhaps in the upcoming year, this work can resume using some examples from other established COA's as a guide.

VI. Old/New Business:

- a. J. Zepke noted that the COA bylaws should be updated. The most recent edition is chapter 10 of the Town's Bylaws and is unclear when they had been written and last updated. Earlier this year, the committee located a draft of changes that had been developed in 2012 but after closer scrutiny, it was noted that they were never submitted to the Board of Selectman for approval. Over the next few months, D. Peasey offered to draft a revision for review by the committee.

VII. Adjournment: 5:30 p.m. M/S: F. Krzanik/D. Peasey. All in favor.

The next Board Meeting will be at 4:30 p.m. on Wed., Nov. 16, 2022

Respectfully submitted

K. Martin, Secretary COA