

Ludlow Council on Aging
Board Meeting
Senior Center
228 State Street
Wednesday, November 16, 2022

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I. Roll Call – The meeting was called to order at 4:30 p.m. by Chairperson D. Peacey. 2022 FEB 09 AM 9 16

TOWN OF LUDLOW

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

Absent: J. DaCruz

II. Secretary's Report

a. Minutes from the October 26, 2022 meeting was reviewed and approved after one change: the word "grant" should be removed from Dias Foundation on page 2. M/S: J. Grimaldi/R. Forti. All in favor.

III. Treasurers Report

a. Treasures Report was unavailable. J. Zepke said the FY 23 was on target. The

IV. Director's Report

- a. **Code of Conduct:** The Board reviewed revisions from the last meeting and suggested a few additional minor revisions; D. Peacey will make the changes and forwarded them to J. Zepke. The document will be proofread by David Snyder at the Senior Center for any grammatical errors. Final review will occur at the December Board meeting so that it may be approved and posted.
- b. **Employee Classification Follow Up and FY 24 Budget:** J. Zepke will be meeting with the Town Administrator, Human Resources, and the Town Accountant on December 5 to review proposed changes to the employee classifications. She will also find out if it must be reviewed by the Board of Selectman but noted that the classifications do not have to go before the Town Meeting. She reported that the level 1 budget (for FY24) has been completed and includes a 2.5% wage increase for union members and 2% for non-union members. Zepke also reported that the cost of meals is skyrocketing due to increased food costs and is being absorbed through the Formula Grant. Attendance at lunch continues to be high (190 yesterday).
- c. **Evening Hours:** Tuesday evening activities, billiards, movies, and ceramics, have been well attended. More activities will be added once the Activities Assistant position is filled.

d. Status of New Senior Center Staff: The Activities Assistant and Van Driver positions have been posted.

e. Grants: A 5-hour per week social worker will be hired with funds from the Behavioral Health Innovation grant. The social worker will conduct home visits, contact people who haven't returned to the Center since the pandemic, and provide support to those dealing with social isolation and depression.

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V. Chairman's Report:

- a. Bylaws Revision: D. Peacey will forward copies of current COA Bylaws (from Town Bylaws) and a draft worked on years ago for members to review for discussion at future meeting.
- b. COA Policy Manual: Over this year, D. Peacey begin to review COA policy manuals from established COAs and use them as guides for drafting one for the Ludlow COA.

VI. Visitation:

- a. Kathy Green, President of the Friends of the Senior Center, said the purpose of the Friends is assist the Ludlow Senior Center by seeking donations, corporate gifts and by engaging in fund raising efforts to provide services to improve the quality of life for seniors in Ludlow. She also discussed thoughts of a future "kindness campaign" which might coincide with roll out of the new Code of Conduct for the Senior Center. Kathy will attend COA meetings if able since many interests are similar. D. Peacey will begin sending minutes to her with other members.

Old/New Business:

- a. D. Johnson said there has been an increase in participants seeking assistance due to concern about making ends meet due to the increased cost of living. There has been discussion of developing an emergency fuel fund and how selection would occur. She will also be conducting benefit screens to link participants with resources such as food stamps (SNAP). Donations made to the COA are being used to purchase gift cards to various supermarkets such as Aldi's, Save-a-Lot and Big Y for participants who are struggling financially.
- b. J. Grimaldi said she will be resigning from the Board due to personal reasons and gave a six-month notice. D. Peacey will ask the Town to post the position along with the opening for an alternate. J. Zepke will post the notice in the February newsletter.

VII. Adjournment: Meeting was adjourned at 5:30 p.m. M/S: D. Johnson/H. Grabowski. All in favor. The next Board Meeting will be at 4:30 p.m. on Wed., December 21, 2022

Respectfully submitted:

K. Martin, Secretary COA