

Council on Aging Board Meeting  
Ludlow Senior Center  
228 State Street  
Wednesday, December 13, 2023

Present: J. Zepke, D. Peacey, K. Martin, R. Forti, B. Mishol, H. Grabowski, D. Johnson, K. Ribeiro, J. DaCruz, F. Barroso  
Excused: B. Radowski, K. Ribeiro, D. Johnson

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TOWN OF LUDLOW

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

**II. Secretary's Report**

a. Minutes from the November 15, 2023, meeting were reviewed and approved. M/S: R. Mishol/F. Barroso. All in favor.

**III. Treasurers Report**

a. FY 24 Budget Status: Zepke reported that 2024 is on target. Leftover Formula Grant monies can be carried over each year, and there are no reporting requirements as to how the funds are used; this may change in the future. J. Zepke is considering attending the 3-day National Council on Aging Conference in May 2024, as she has never attended one and it is relatively close by in Virginia this year. Funds from the Formula Grant can be applied to educational programs. The Board was in support of her attending this national conference as it would be a great opportunity to learn best practices from COAs nationwide.

**IV. Director's Report**

- a. Grant Updates: No further discussion at this meeting.
- b. Center Numbers: D. Peacey reviewed the statistical reports compiled by Kathy Greene from data from MySenior and attendance sheets (for meals and recreational activities) for January 2022 thru October 2023. Data demonstrated the continual increase in participation at the Center; this will be used to support a request for the town to fund a full time Administrative Assistant position to manage activities at the front desk in FY25 which will cost approximately \$65,000 including benefits. This position is essential to create consistency at the front desk and to modernize activities by increased use of computerized scheduling. The Center's current part time receptionist position is funded by the Formula Grant.

The statistics were compiled in preparation for the Board of Selectmen meeting on December 19, where J. Zepke will present FY25 budget and request for this new position. J. Zepke noted that the numbers from MySenior may not always accurately reflect actual attendance, as not everyone signs in and/or does not record all the activities they are participating in. Kathy Greene will try to capture data from 2018 and 2019 in select measures to show the increase in foot traffic at the new building as compared to the previous Senior Center.

While the number of programs at the Center have nearly doubled over the past several years, the number of staff has remained the same with exception of a part time activities assistant and per diem driver added to accommodate evening hours. J. Zepke said it is not feasible to continue to add more programs without additional staff. Members discussed the consideration of requesting funding for additional needed staff

over the next couple of years to meet increased needs; the use of per diem staff in certain areas might be considered as well if unable to add additional staff.

- c. Budget Request/Process: J. Zepke has been allocated ten minutes to present her request for funding the Administrative Assistant position and the change in classification for two positions at the Board of Selectmen meeting on December 19. It is not known when funding decisions will be made. COA members encouraged to attend this meeting to support Zepke.
- d. Future Planning: J. Zepke will be meeting with her staff to discuss ideas for new programs and activities.

**V. Chairman's Report**

- a. Policy Manual: D. Peacey will send the final draft to the Board to review prior to the January meeting.
- b. Standards of Participation: The final draft was reviewed by J. Zepke, H. Jolicoeur and M. Ardolino. A motion was made to approve the new Standards of Participation with the recommended changes submitted. D. Peacey will make changes and forward the final copy so that it may be posted. She will prepare a brief article for the January newsletter sharing this information with participants of the center. M/S: B. Mishol/J. DaCruz. All in favor.
- c. COA Goals/Strategic Plan Discussion: Deferred.

**VII. Adjournment:** 5:30 p.m. M/S: F. Barroso/R. Forti. All in favor.

*The next Board Meeting will be at 4:30 p.m. on Wednesday, January 17, 2024.*

Respectfully submitted,

K. Martin, Secretary, COA

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