

Council on Aging Board Meeting
Ludlow Senior Center
228 State Street
Wednesday, April 17, 2024

Present: J. Zepke, D. Peacey (attended via telephone), B. Mishol, F. Barroso, K. Martin,
R. Forti, H. Grabowski, D. Potter, R. Radowski, D. Johnson
Excused: K. Ribeiro, J. DaCruz
Visitor: K. Green

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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 March 20, 2024 meeting were reviewed and approved with one correction. K. Ribero was listed as being present and excused; she should be listed as Excused. M/S: F. Barroso/ R. Forti. All in favor.

III. Treasurers Report

a. FY 24 and 25 Budget Status: J. Zepke said it was on target. There were no questions.

IV. Director's Report

a. Grant Updates: The Request for Proposals (RFP) for the Service Incentive Grant was released the previous week by the Mass. Council on Aging (MCOA). There are seven or eight categories of grants. J. Zepke and H. Jolicoeur will be reviewing them to determine which to apply for. The House approved a generous \$15 per senior for the FY 25 Formula Grant. Out of the \$56,836 Formula Grant carryover balance from FY22/23, \$20k is earmarked for a van.

b. Future Planning: M. Ardoliono has put together a 4-week Tuesday evening series, "The Road to Retirement." Outside experts will present on various topics related to retiring such as downsizing, health insurance, financial planning and understanding Medicare.

A contract was signed with Senior Community Service Employment Program (SCSEP) for the purpose of employing a 20 hour per week person for the receptionist desk. A federally funded program, SCEP matches low-income, unemployed individuals aged 55+ seeking part time employment with community services organizations. Once an appropriate person is found, J. Zepke will provide supervision. The position is 100% funded by SCSEP. J. Zepke said some people continue to attend the Center without filling out intake forms and others do not always sign in for activities that they are attending. Having two people at the front desk will greatly help with this function, which is essential for data collection and tracking information. Improved data tracking will aid in managing resources and planning.

c. Center Numbers: K. Green went over the Senior Center statistics for the 2023 calendar year that she has been compiling for the purpose of collecting data to support future funding requests. Areas include numbers of events offered, participation in exercise/health programs, social/recreation programs, and lunch programs, numbers of volunteers, and numbers of volunteers. The Board thanked her for lending her expertise to this project and commended her for her efforts.

d. Transportation Policy: Revisions were made according to suggestions from the last Board meeting. K. Martin will incorporate them into the Policies/Procedures Manual and conduct

a final review of the pagination and layout. She will send out the final document before the next meeting. K. Green suggested she place a watermark on each page so everyone will know they have the final document.

V. Chairperson's Report

a. A motion was made and approved to elect the following slate of Board Officers: Chair, D. Peacey; Vice Chair, B Mishol; Treasurer, J. DaCruz; Secretary, K. Martin. M/S: F. Barroso/R. Forti. All in favor. It was noted that Officers are allowed to stay on for two full terms per the current Bylaws. J. Zepke will disseminate this information to the appropriate town personnel.

VI. New/Old Business

a. R. Forti inquired about the status of the Standards of Participation that were developed. J. Zepke said materials to post it at the Center are on order, it will be placed on the COA website, and included in a binder at the front desk.

b. F. Barroso brought up possible outdoor activities that might appeal to more active participants such as pickle ball, hiking, and traveling. J. Zepke offered a history of activities that were previously tried. It was agreed that due to staffing limitations, the activities would have to be run by volunteers. D. Peacey suggested some type of forum to solicit input and ideas from participants and tabling the discussion.

VII. Adjournment: 5:30 p.m. M/S: B. Mishol/F. Barroso. All in favor.

The next Board Meeting will be at 4:30 p.m. on Wednesday, May 15, 2024.

Respectfully submitted,

K. Martin, Secretary, COA

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