



**TOWN OF SHREWSBURY
COUNCIL ON AGING
98 Maple Avenue,
Shrewsbury, MA. 01545**

**Council on Aging (COA) Board Meeting
Wednesday, January 13, 2021 – 9:30 AM**

MINUTES

Important Notice: Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Shrewsbury Council on Aging Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town’s website, at www.shrewsburyma.gov/coronavirus. For this meeting, members of the public who wish to listen or watch the meeting may do so by visiting <https://www.shrewsburymediaconnection.org/>. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Members in attendance: Board Chairperson- Shashi Menon, Vice Chairperson - Zoya Mehta, Norma Giumentaro, Louise Russell, Betsy Zuegg, Virginia Leonard.

Staff in attendance: COA Director - Hollie Lucht, Administrative Assistant- Christine Moriarty, Elisabeth Peterleitner, Outreach Coordinator, and Marc Serra

1. The meeting was called to order at 9:30 AM. This was followed by a roll call to confirm remote participation. The Remote Participation Script was read verbatim.

2. Christine Moriarty reviewed the Financial Reports.

- The Formula Grant has a balance of \$48,706.71
- The Gift Account has a balance of \$43,894.62
- The Revolving Account has a balance of \$20,985.43
- The DOT Account has a balance of \$16,528.98
- The General Fund - has a balance of \$ 14,718.65

3. Hollie Lucht presented the Director's Report. The items listed below were discussed.

(a) Update from Outreach Coordinator: Elisabeth Peterleitner, Outreach Coordinator, shared that she has been working on many programs. The Pen Pal program with Sherwood Middle School has five residents participating with the students so far. Elisabeth has been working with the Learning Department at the High School to develop some programs that will be coming soon. YAHOO , Young Adults Helping Out Others, is a program for students grade 7-12 to help Seniors in the Spring and Fall with yard clean ups. She is also applying for the Shared Streets Grant that supports Seniors with their outdoor spaces. There are two grants, one for Winter and one for Summer. The grants close the end of January and February. Norma suggested that Elisabeth write a short article for the Senior Newsletter. Elisabeth is also going to run two outreach forums.

(b) Employee Goals: Hollie has asked the staff to develop 3 goals they plan to work on for the new year. They will be used with the performance appraisal reviews.

(c) Nutrition/Meals: The Feed a Senior program received \$6,575.00 total contributions. The staff purchased frozen meat that is given out weekly for those who ask for it. From January to April 30 the Grab and Go meals will be paid for with this money. Hollie noticed that there has been a small decline in people who ask for these meals and she wants to make sure it isn't because they can't pay for them.

(d) Food Sharing Pantry with Police and Fire Departments: Policy guidelines need to be created for this program. Police and Fire Department are happy to participate with this program. Food insecurity is being looked at presently and Hollie will continue to keep the council updated.

(e) Activity Programs: Gifts for Seniors was a huge success and the staff really appreciated being involved in it. Commit to be Fit is also going well. People signed up and will send in their steps to be eligible for 2 prizes : Most steps and Consistent reporting of their steps.

Information is being distributed on the Food Sharing Pantry, Intergenerational Pen Pal Program and Valentines for Seniors. On February 12 Goodie bags and valentines will be distributed in a Valentine decorated van. Requests can be made through the Senior Center for this up to February 9.

Information will be included in our February Newsletter about getting involved in creating Cooking Shows.

4. Transportation

(a) Transportation requests has gone down because people are probably worried about virus exposure.

(b) On February a new video will be available to view on how to request transportation.

5. New Business

- (a) Staff is being asked to look for and apply for grants that would benefit our Seniors.
- (b) New guidelines for the Formula Grant have been released. We no longer have to spend the grant down to \$0 by the end of the year. What we do not use will be rolled over into the next year.
- (c) EOEIA is offering Supervisory Leadership Program Training. There are 26 slots available. We hope to send Cynthia, Christine and Elisabeth to this training.
- (d) The Livery Grant results will not be known until February 1.
- (e) Hollie has been asked to form a Vision Statement and develop a staffing plan for the next 5 years. She will use our Strategic Plan to guide her.
- (f) A meeting with the Finance Committee to review our 2022 budget will be sometime at the end of March.
- (g) Cynthia is progressing with her Route Match training. She has reached to 90% success with the Route Match software.
- (h) The February agenda will include updating our Strategic Plan.
- (i) The December minutes will be approved in February.

6. A roll call vote was taken on a motion to adjourn; the motion was made by Zoya Mehta and seconded by Betsy Zuegg. The meeting was adjourned at 11:00 AM.

Respectfully submitted,
Barbara DePalo,
Recording Secretary,
Council on Aging Board.