

Millbury COA
Meeting Minutes
September 21, 2022
7:30 am

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MILLBURY, MASS.

Members In Attendance: Steve Walinsky, Stuart Mulhane, Kevin Higginbottom, Laurie Corkery. Jeff Snyder, Friends representative, Laurie Keefe, Director. Absent was member Rick Townsend.

Brief greeting and introduction, new member Laurie Corkery, new Director, Laurie Keefe.

VOUCHERS: Discussion regarding vouchers. Laurie Keefe will check with Finance Director on reports available monthly to present to the board. All bills are being processed electronically, Laurie explained that the reports can be manually printed each month should the board wish to see them. Laurie Keefe will confirm process and policy in place and report back to the board.

Jeff Snyder, Friends Group Transportation Coordinator presented the monthly report from the Friends Group. (attached)

STANDING REPORTS: discussion regarding the vouchers and budget – Again, Laurie Keefe will confirm policy and procedure as well as monthly reports available for the board.

PERSONNEL: Laurie Keefe confirmed the full- time position for Program Administrator had been posted and scheduling of interviews was being done by Deputy TM Karen Clark.

SENIOR CENTER USAGE: discussion was had as to the permissions granted for use of the Senior Center in off hours or by outside groups. This was not clear to Ms. Keefe and Mr. Walinsky provided policy and rules from March of 2012 to the director. Ms. Keefe will review and discuss updates and changes.

PROGRAM PARTICIPATION: Ms. Keefe explained that the new data base “My Senior Center” will keep record of all participants, we are building the data base from the ground up so it will take time but we are making great progress.

DIRECTORS REPORT: Laurie Keefe gave updates of her first 2 months. (attached) Also a discussion was had about participation in “Millbury Chain of lights” – the senior center will be participating this year.

Motion to Adjourn was made by Mr. Mulhane second by Mr. Higginbottom. Next meeting date TBD.

Steve Walinsky

Steve Walinsky

Stuart Mulhane

Stuart R. Mulhane

Kevin Higginbottom

Kevin S. Higginbottom

Laurie Corkery

Laurie Corkery

Rick Townsend

Millbury Council on Aging
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August / September – COA Board Meeting – Directors Report
- My first official day was July the 19th –

While the Senior Center was without a staffed Directors position for several weeks- it was evident upon my arrival that the staff had all worked tirelessly to see the center ran smooth and saw little to no interruptions.

- On July 28th "My Senior Center" Equipment was delivered and installed, World-band (the towns IT) was available for help with installation and will return to run lines for the second kiosk. Staff are diligently working on data entry as we work to create a data base from the ground up. We have made great progress.
- We have posted the Full-time position for the Program Administrator.
- MPLC License was applied for and received and is posted in the Senior Center Office.
- Events, classes, and workshops scheduled for July and August have been running smooth. Memory café continues with the executed extension of the grant through September 30, 2022 through CMRPC. (This grant has now come to an end however Julie (OC) still works closely with all the residents that took part in the memory Café, she continues to provide outreach services)
- New MOU from Worcester Elder Services is being reviewed by the Town Manager and I have a meeting scheduled with Jim Burns on the 23rd of August at 10am, I expect to give him the signed MOU at that time. Meeting was held and was a great introduction for me, WES and Millbury will have a long-lasting relationship as we are both committed to providing meal services to the many who receive MOW as well as those who come to the center for lunch.
- I worked with the Finance Director to learn the new Vader system for the management of accounts payable. All billing is done through this system, I will be able to provide a monthly report to the board of all accounts payable, should the board want to review the report. I will work closely with the finance director and Town Manager on the COA budget; my goal is to ensure we have what we need to run a successful senior center while being extremely diligent in using all the resources at our disposal.
- After talking with the Town Manager, staff of the Senior Center, Worcester elder services and speaking with the drivers for the Friends Group, it was decided that we can change the hours of the Senior Center to match that of the Town Hall, This would provide the Seniors

and residents in the community that we provide services to such as SNAP and fuel assistance to be able to make evening appointments on Tuesdays- it will also allow staff to schedule programs and classes to the residents later on Tuesdays to accommodate schedules of those who are working. The change in hours will take effect on September 6th to allow for time to advertise the new hours. Friday we will close at noon, elder services will serve an earlier lunch at 11:30 to those who utilize the lunch services on Fridays. These changes went into effect on 9/6. While the closing time is 7pm on Tuesdays, Fridays is still a work in progress and we have been closing at roughly 12:30-12:45. It has only been 2 weeks- Thoughts? This can change should it need to.

- The Millbury Concert Series ended on August 18th with a concert here at the Senior Center- The Eddie Foreman Polka Band will perform from 6-8pm. The friends group will be serving hot dogs and Fidelity Bank is providing us with an Ice Cream Truck for the event as well!
- The building was Power Washed on 8/2/2022 by Central Mass Power Washing.
- WE are currently working on Cleaning the building- lots of de-cluttering. The "Health" room was purged of several years of old incontinence products most of which were not able to be donated and had to be thrown away. We are now able to provide a clean safe space for the podiatrist, the BP Clinic, and any other health related clinics. This Cleaning continues as we move through different areas of the Senior Center-
- We have scheduled out two important programs from the outreach team at District Attorney Joseph D Early jr.'s Office for January and February.
- We have scheduled entertainment for October, which will be followed by pizza and dessert. The pizza will be sponsored by Care one.
- I hosted a meet and greet for anyone who wants to come in – have coffee and pastries and chat about program planning at the senior center, ideas, and suggestions or just to chat with me. This is scheduled for September 14, 2022 @ 9:00 am – We had several people come in and have coffee and chat with me. We discussed several things-
 - ✓ programming,
 - ✓ Classes (what new classes they would like to see)
 - ✓ what we have added. what concerns they might have
- Outreach Coordinator – Julie Fitzgerald and I have been working on completing a grant application submittal to the MCOA, it is due on the 4th of October, The grant is "Older Adult Behavioral Health Innovation"
- The MCOA Conference will be held October 19-21 in Falmouth MA.
- October schedule will be out soon- We have added a Craft Class on the second Tuesday of every month- WCAC Will be here on October 3rd for Fuel Assistance appointments from (- 330 by appointment. We will have a Medicare 101 presentation on the 5th of October at 10.

October 13th a presentation by Therapy Gardens, and October 26th the Entertainment/Pizza Party.

- We are waiting on word from the Public Health Nurse as to the date for the Flu Vaccination Clinic. She is waiting till she has the vaccination in hand to be sure of the number of doses.
- We have SHINE representative scheduling two days a month to be here for appointments for October and November as Open enrollment starts October 15th.
- All in all it has been a busy 8 weeks and it feels like its only been a few days!! The days are flying by and we are progressing successfully.

Laurie Keefe

Friends of the Millbury Seniors, Inc.

Monthly Report – September 21, 2022

Regular Transportation Services were provided to the Council on Aging.

During the month of July 788 van rides and during the month of Aug. 845 Van rides were provided to the elderly and disabled clients in Millbury. No fees were collected.

A mini grant was applied for equipment to the vans (tires). A 10% match was required. This grant was approved and received.

1 van received Air conditioning repair as part of the State's preventive Maintenance program. The cost was \$875.00.

A day trip was provided to the Hobo railroad on Sept. 8th. Sign up sheet is located at the senior center drop-in lounge. The Town Manager and COA staff was notified. This trip was offered to the elderly at a discount \$90.00 trip for \$50.00. The Friends paid for the Bus. 48 people had wonderful day. Our Van picked up 8 clients from the housing project so they could go on this trip. (To and from)

We are still waiting for the return of all the monies collected from July 1 to date.

We would also like to have our craft store returned.

Future projects: Sponsoring the summer concerts, opening the train for the Chain of Lights event. Spring clean-up of the garden by the Sheriff's Community Service Dept. They do the work we supply the mulch and their lunch.

We are hoping to offer 1 more day trip before winter.