

Ludlow Council on Aging

Board Meeting

Senior Center

228 State Street

Wednesday, June 21, 2023

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TOWN OF LUDLOW

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

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 May 17, 2023 meeting were reviewed and approved with one correction in the Treasurer's Report; B. Mishol did not attend the Ludlow Town Meeting. M/S: B. Mishol/F. Barroso. All in favor.

III. Treasurers Report

- a. FY 23 Budget: J. Zepke reported \$686 was transferred from the travel budget to the West Mass Elder Care line item. It was noted that the 95.19% under "Total COA Budget" was incorrect; will be corrected for next report. The line items for "Driver Temp" and "Van Driver PT" should be combined on the budget report.

IV. Director's Report

- a. Unconscious Bias Training: J. Zepke took the 3-part online training that was offered by MCOA. It pointed out ways to be mindful of one's actions and choice of words so as not to offend anyone and to be inclusive of all individuals.
- b. New Classes: The new class Healthy Bones and Balance has been so popular that a second class has been added for July. Power Pump and Belly Dance are new for July as well. The current process for class registration is cumbersome, as the front desk is not computerized. The staff is looking for ways to improve this process.
- c. Senior Center Activity/Participant Numbers: People who come to the Center during the day are also participating in evening activities on Tuesdays. Participation has been good. The new part-time Activity Assistant Tammy Laselle was hired to work on Tuesday evenings. However, a second staff member must be present in the building in case of an emergency. It is sometimes difficult to move other staff to the evening hours as that may impact on activities during the day. For the time being, J. Zepke will work on Tuesday evenings with Ms. Laselle. D. Johnson has occasional evening appointments for individuals seeking benefits counseling.

d. Grant Updates:

- i. The Formula Grant for FY 24 will be used for group counseling.
- ii. Van: The \$50K earmarked by the legislature has been lost, as it could not be carried over to FY 24.
- iii. The Elder Mental Health Grant from Behavioral Health will run out on June 30, but some services such as group counseling and Raki were pre-paid and will continue through mid-August. COA will apply again if the grant becomes available.
- iv. The Volunteer Appreciation Banquet was well attended. Kathy Green and the Friends were thanked for providing funding.

V. Chairman's Report:

- a. Report on MCOA 5/31 Board Training: This training took place at the Ludlow Senior Center and was attended by COA board members from various communities in Western Massachusetts. R. Forti, B. Mishol, K. Martin, D. Peacey and D. Johnson attended. Some of the themes identified by participants included need for clear direction about what was to be accomplished; identifying needs of the senior center and community and how COA could help; how to better utilize Board members' expertise in achieving goals. When new Board members start it would be beneficial to have everyone share information about where they work(ed), their expertise, and interests. D. Peacey said COA members in these communities really want to help the center directors and be productive in their roles. J. Zepke has asked the Selectboard if she could have input on future Board applicants.
- b. Policy Manual: B. Mishol, F. Barroso, and K. Martin volunteered to work with D. Peacey and J. Zepke to revise it. J. Zepke said she will search her files for the COA manuals she has collected. D. Peacey will send an email suggesting dates for this workgroup to meet.

VI. Old/New Business:

- a. Financial Reports: B. Mishol said it would be useful to see the reports prior to Board meetings.

VII. Adjournment: 5:40 p.m. M/S: B. Mishol/F. Barroso. All in favor.

The next Board Meeting will be at 4:30 p.m. on Wed., July 19, 2023.

Respectfully submitted.

K. Martin, Secretary COA