

Council on Aging Board Meeting Minutes

Ludlow Senior Center
228 State Street
Wednesday, May 28, 2025

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TOWN OF LUDLOW

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

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 April 16, 2025 meeting were reviewed and approved. M/S: B. Mishol/F. Barroso. All in favor.

III. Treasurers Report

- a. The April financial report was distributed; there were no questions regarding the information. J. Zepke said the Formula Grant is increasing from \$15 to \$16 per senior beginning July 1.

IV. Director's Report

- a. MCOA Certification: A committee consisting of Kathy Green, D. Peacey, F. Barroso, B. Mishol, K. Martin, and Carol Bardon, a frequent Center participant, have been meeting with J. Zepke to develop a mission, vision and values statement and conduct a SWAT analysis. It will lead to a strategic plan with rolling three-year goals.
- b. Staffing: J. Zepke will be reviewing applications for the Administrative Assistant position and interviews will begin over the next couple of weeks. Dave Snyder, the Dispatcher, must leave mid- August because of the 1,200 annual hour limit imposed by the municipal retirement board.
- c. Numbers: The meal numbers are down. It was noted that several older participants have stopped attending daily. K. Green ran the stats for the other programs and will bring them to the next Board meeting. Other Centers have recently increased their programming and there are participants who travel around to take classes.
- d. FY 26 Grants: H. Jolicoeur has applied for an MCOA Service and Incentive Grant. In cooperation with the Board of Health and Fire Department, a \$5,000 reimbursement grant was submitted to purchase supplies and professional services for caregivers such as air tag trackers, Depends, and Knox Boxes that allow for emergency home-access. It would also be used to hire Laurie Lavoie to offer training for participants in the Forget-Me-Not Circle along with a day and evening program for caregivers. There has been no news about the Walk-Ability grant to purchase signs and benches.

V. Chairman's Report:

- a. Age/Dementia Friendly Ludlow Update: D. Peacey said there was not much to report; the next meeting will be on June 18th. Most members are from the COA and Senior Center, with some participation from Fire Department and the banks. D. Peacey

emphasized that the project is a town-wide initiative, and the Center does not have enough staff to bear most of the implementation responsibility.

b. COA/Ludlow Senior Center: Mission, Vision and Values Statement: D. Peacey distributed information she collected about crafting effective statements and examples from MCOA and the national COA. It was noted that healthy aging in one's home environment seems to be a common theme. R. Forti said preserving the social safety net particularly for older adults who live alone, aging in place, affordable health care for all, and protection of people's dignity are important and should perhaps be incorporated. K. Martin offered to draft something utilizing what is in the Center's manual and what was discussed at this meeting. She will bring it to the next meeting as a launching pad for discussion.

VI. Other Business

- a. Liaisons: Jeffrey Laing from the School Committee and Anthony Alves, Selectboard have been appointed COA Board Liaisons. They are non-voting members and can attend meetings.
- b. Town Annual Report: F. Barroso brought a copy of this publication which was distributed at the May 12 Town Meeting and said J. Zepke was featured in the Employee Spotlight. It contained very favorable comments about her accomplishments from Center staff and town officials. J. Zepke was unaware of her inclusion in the Spotlight feature, and she read the article to members. J. Barros said J. Zepke is a motivator of people and provides guidance for all of us.
- c. B. Mishol inquired about increasing the distribution of the newsletter and leaving some at Randall's Farm. J. Zepke said despite the large distribution, people don't necessarily read it. The Town is redoing the website and J. Zepke will be exploring ways to utilize it to promote the Center.

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, June 18, 2025.

Respectfully submitted,

K. Martin, Secretary, COA