

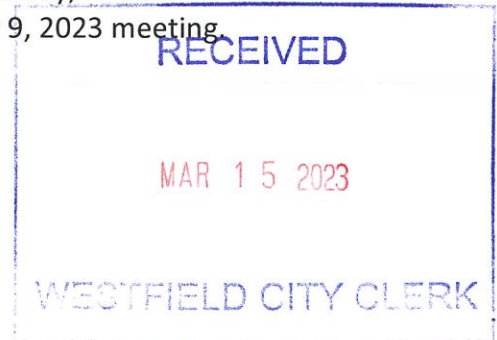
**City of Westfield
Minutes of the Council On Aging
February 13, 2023**

I. The Meeting was called to order by the Chair, James V. Liptak, at 12:32 p.m.

Board Members Present: James Liptak, Ed Ekmalian, Barbara Taylor, and John Greaney. Also present were City Council Liaison, Ralph Figy and Tina Gorman, Executive Director of the Council On Aging. Elizabeth Boucher joined the meeting at 1:00 p.m. Eileen Rockwal was absent.

II. Approval of Minutes of January 9, 2023 Meeting:

Upon a Motion duly made by Ed Ekmalian and seconded by John Greaney, it was VOTED unanimously: To approve the Minutes of the January 9, 2023 meeting.



III. Public Participation:

No public participation.

IV: Items for Discussion/Information:

A. Highland Valley Elder Services (HVES) Report

Mr. Liptak reported that HVES Program Director, Jen Murray, gave a PowerPoint presentation to the Board describing the plethora of HVES Information and Referral (I & R) services and the volume of calls the staff receive. Staff fielded more than 4,700 calls last year. There are currently job openings in the I & R department. Mr. Liptak also reported that HVES's pandemic funding will end in May of this year.

B. Second Floor Renovation Project, Update

Mrs. Gorman reported that Cornerstone Building Services, Holyoke, MA will be constructing the new second-floor office suite. An in-person meeting at the Senior Center site with Cornerstone, the subcontractors, Dietz Architects, Bryan Forrette, and Mrs. Gorman is scheduled for February 21. A construction timeline will be established at that time and staff will be relocated accordingly. The area has been emptied. The medical equipment is temporarily being stored in the Multipurpose Room, and other supplies and holiday decorations removed from the storage room are on shelves in various rooms and closets. Construction meetings will be held weekly on Tuesday afternoons.

C. AARP Tax Assistance Program

Mrs. Gorman reported that 299 tax appointments have been scheduled to date. That is up six percent from the same time last year. The Tax Aides are processing approximately 25 returns per day, twice a week.

D. Foot Care Health Service, Update

Mrs. Gorman reported on the progress made in preparation for resuming a foot care program at the Senior Center. Evelyn Bristol, BSN has been researching the training necessary to become certified to provide foot care as well as equipment needed to start the program. The total cost is approximately \$3,000. Mrs. Bristol can get almost all of the training at the AFCNA (American Foot Care Nurses Association) Annual Conference in Minnesota in April. The total cost for the conference, hotel, and transportation is \$1,500. The Friends of the Westfield Senior Center group has agreed to finance the conference and training. Other supply start-up costs will be assumed by the COA out of the Revolving Gift Account. That money will be reimbursed to the account through fees charged to the program participants.

E. Community Development Block Grant (CDBG), Sarah Gillett Grant

Mrs. Gorman is currently writing both grants in an effort to secure funding for the Companion Program. The CDBG is due March 3 and the Sarah Gillett grant is due March 1, 2023. The focus of each grant is on volunteer recruitment. In order to accommodate the increasing number of requests for Companion Program services by at-risk older adults, a variety of volunteer recruitment strategies will be employed.

V. Items for Action:

Approval of Citizens Scholarship of Westfield shredding event:

The Board was asked to vote today for the approval of the use of the Senior Center parking lot for the April 22, 2023 Citizens Scholarship of Westfield shredding event. Ms. Gorman reported that the organization has secured the appropriate insurance for the event. Upon Motion Duty made by Judge Greaney and seconded by Ed Ekmalian, it was unanimously voted to approve the use of the Senior Center parking lot for the April 22, 2023 shredding event by Citizens Scholarship of Westfield.

VI. Director's Report

Review of Programs

- *Hampden Village Monthly Blood Pressure Clinic*
 - o Second Monday of the month in the HV Community Room
 - o Spreading the word through *Voice of Experience* (VOE) front-page article
 - o Clinic noted in the VOE newsletter Activity Calendar on pages 4 and 5

- *Diabetes Dialogue Support & Education Group*
 - o In-person monthly support group returned in January on the last Tuesday of the month from 1:30 to 2:30 p.m.
 - o Twenty enthusiastic participants last month
 - o Facilitator: Jennifer Giffune, Registered Dietician and Licensed Nutritionist
 - o Funded by the Friends of the Westfield Senior Center

- *Technology Support*
 - o Partnership with WTA students
 - o In-person, one-on-one computer and smartphone assistance tutorials
 - o Advance registration required with targeted areas specified
 - o Seven participants this month

- *February WCPC Performance: 'Too Human' Jazz Performance*
 - o Shown on cable Channel 15 throughout February on Wednesday afternoons, and Saturday evenings

- *'Westfield Council On Aging Presents' Series*
 - o 'PVTa Travel Training'
 - o The basics of navigating public transportation
 - o Airing Tuesdays and Thursdays at 2:45 p.m. throughout the month of February

Upcoming Programs

- *Valentine's Day Curbside Turkey Dinner*
 - o Sold out at 160 participants

- *Brown Bag Monthly Food Distribution Program*
 - o Food is delivered on the second Tuesday of the month and distributed curbside the following day
 - o Beginning this month, distribution time will be decreased from 9 to 10 a.m., to 9 to 9:30 a.m.
 - o Participants received written notification last month and the time change is noted in this month's newsletter

- *Baystate Hearing Aid Service*
 - o Returns after a three-year COVID related hiatus
 - o Jeff Halls is a Board Certified Hearing Instrument Sciences Specialist
 - o Will evaluate each participant's needs on an individual basis including accurate hearing screening, in-the-canal earwax inspection, hearing aid cleaning, and free minor repairs including tubing replacements
 - o Agnes Fleming handles the scheduling

- *Retire the Fire!*
 - o March 6 through March 10
 - o Focus this year on Senior Safety Checklist and *File of Life* distribution and completion/updates
 - o Working with the WFD on guest appearances on *Westfield Council On Aging Presents* as well as the March 8 edition of *Wake Up Wednesday* on cable Channel 15 WCPC and WSKB radio

Miscellaneous

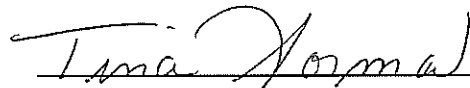
- *Foot Care Update*
 - o Evelyn Bristol, BSN, RN will attend the AFCNA (American Foot Care Nurses Association) Annual Conference in Minnesota in April to receive most of the training that she'll need to begin a foot care program at the Senior Center
 - o The Friends group is providing the funding for the conference
 - o Start-up funding for equipment and supplies will come out of the COA Revolving Gift Account. That money will be reimbursed when we begin providing foot care services. Start-up costs are estimated to be approximately \$1,500.

VII: The Chair reminded the Board that our next meeting is to be held on **Monday, March 13, 2023 at 12:30 p.m.** at the Westfield Senior Center.

VIII. There being no further business to come before the Board, upon Motion duly made by Barbara Taylor and seconded by Edward Ekmalian, it was unanimously VOTED to adjourn the meeting at 1:20 p.m.

List of Exhibits:

- Director's Report



Tina Gorman, COA Executive Director
for Elizabeth Boucher, Secretary

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