

**City of Westfield  
Council On Aging  
Monthly Meeting  
March 11, 2019  
City Hall, Room 201  
59 Court Street, Westfield, Massachusetts**



I. The meeting was called to order by the Chair, James V. Liptak, at 1:00 p.m.

All Board Members were present: Elizabeth Boucher, KerryAnn Kielbasa, James V. Liptak, Eileen Rockwal, Alan Sudentas and Barbara Taylor. Also present were our Executive Director, Tina Gorman and our City Council Liaison, Councilor Ralph Figy.

**II. Approval of Minutes of the February 11, 2019 meeting:**

Upon Motion duly made by Alan Sudentas and seconded by KerryAnn Kielbasa, it was unanimously:

**VOTED:** To approve the minutes of the February 11, 2019 minutes.

**III. Public Participation:**

There were two guests at this meeting: Joe Banas and Edward Ekmalian. Mr. Banas advised the Board that he has been appointed to the Easthampton Council On Aging and that group asked him to reach out to other Councils On Aging to observe their meetings. He said he is especially interested in learning about the policies of our organization. Tina Gorman told him she would be happy to meet with him after this meeting to give him more information. The Board of Directors all introduced themselves to Mr. Banas and Mr. Ekmalian.

**IV. Items for Discussion/Information:**

- A. **Highland Valley Elder Services (HVES) Report:** Our representative to HVES, James Liptak, presented his report of the March 4, 2019 HVES Board meeting:
- a. HVES is reviewing present marketing strategies and possible ways to market the services of the organization more effectively. Mr. Liptak will forward to our Board members information and a summary of that review from the HVES Board.
  - b. HVES staff is discussing plans for an efficient layout of the facility in Florence, MA to make the best use of the space for staff. They recently signed a five-year lease. The staff is considering long term plans after the lease is up.
  - c. The HVES Board was very interested in the recently held Friends of the Westfield Senior Center fundraising Trivia event.
  - d. Ann Parsons has retired from the Hatfield Council On Aging and will no longer serve on the HVES Board.
- B. James Liptak and Barbara Taylor have been reappointed to the Council On Aging Board of Directors by the City Council at the February 21, 2019 meeting.
- C. The COA Board of Directors was handed the proposed COA Budget dated March 11, 2019 that was submitted to Mayor Sullivan for FY20. This document is attached to these

Minutes. Tina Gorman and Barbara Taylor (Treasurer of the COA Board) discussed and reviewed the proposed budget before this meeting. Tina then provided to the Board an overview of the budget changes.

- a. Mary Lou Niedzielski and Alex Hibert are scheduled to receive Step increases according to their union contracts.
  - b. Joanne Spear, Kitchen Manager. Her job description has changed as a result of expanded responsibilities resulting in a title change to Food Services Coordinator as well as a salary increase.
  - c. Joanne Ortegas, Outreach Coordinator. Her salary is currently primarily funded through the City with partial funding through the State Grant. In the FY20 budget, the salary for that position will be funded solely through City funds.
  - d. Kim Saffer, Senior Center Helper. In order to compensate for the Outreach Coordinator salary shift, funding for this position will shift to the State Grant. A total of six positions will be paid under State Grant in FY20. Names and positions are listed on Page 3 of the attached Budget Review document. The State funding will remain the same as the current fiscal year at \$12 per elder.
  - e. Mary Ellen Asher, Nurse. This six-hour per week position is totally funded through Baystate Noble Hospital. Ms. Asher works on Tuesdays and Fridays, 9 to noon, at the Senior Center.
  - f. Supplies and Equipment as well as Purchase of Service are listed on Page 2 of the Budget Review document with differentials listed from FY2019 to FY2020.
- D. *Retire the Fire!* According to COA Director Tina Gorman, we are "cruising" on this program. Forty-eight smoke detectors are currently available for older adults with no detectors in the home or detectors that are older than ten years. These detectors were paid for using last year's Senior Safe grant money. Everyone on the current Wait List will receive one combination smoke/carbon monoxide detector for each floor of their house. This program is designed for safety, but might not bring the home up to code for the appropriate number of detectors if the homeowner sells the home. The Law Department developed a Release of Liability form which all participants must sign in advance of detector installation. Westfield Rotarian, Joe Rouse, is taking over coordination of the program (from Lynn Boscher who recently passed away) and will work with the COA Director. Mr. Rouse also works for the City as the Director of the Health Department and frequently works with Fire Prevention Officer, Seth Ellis. The COA Director thanked Patrick Berry, owner of the Westfield News for the front page *Retire the Fire!* articles Monday through Friday of last week. The Senior Safety Luncheon was held on Thursday, March 7 and 84 people attended. Acting Fire Chief Patrick Egloff was the keynote speaker. Chief Egloff had lunch with the seniors and engaged in one-to-one dialogue with many of them.

**V: ITEMS FOR ACTION: None**

**VI. REPORT, DIRECTOR:**

**Our Executive Director, Tina Gorman, then presented the Director's Report:**

A true record.

**List of Exhibits:**

Budget Review Document

Director's Report

A handwritten signature in cursive script that reads "Elizabeth A. Boucher". The signature is written in black ink and is positioned above a horizontal line.

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Elizabeth Boucher, Acting Secretary

**Westfield Council On Aging  
FY 2020 Budget**

**March 11, 2019**

	<u>FY2019</u>	<u>FY2020</u>	<u>Differential</u>
<b>Full Time Salary Employees</b>	<b>135,626</b>	<b>138,494</b>	<b>+2,868</b>
Christine Gorman			
Mary Lou Niedzielski (step increase)			
<b>Full Time Hourly Employees</b>	<b>198,595</b>	<b>219,495</b>	<b>+20,899</b>
Carol Shannon			
Karen Noblit			
Joann Spear			
**Change title to Food Services Coordinator; job description revised to reflect expanded responsibilities			
Joanne Ortegas			
Alex Hibert (step increase)			
<b>Part Time Hourly Employees</b>	<b>10,600</b>	<b>8,545</b>	<b>-2,055</b>
Agnes Fleming			
**Hours will be reduced from 15 to 12 hours per week			
Kim Saffer			
**Kim Saffer (part-time Senior Center Helper will be funded through State Formula Grant)			<b>-7,825</b>
<b>Board Stipends</b>	<b>5,400</b>	<b>5,400</b>	<b>0</b>
<b>Total Salary</b>	<b>358,046</b>	<b>371,933</b>	<b>+13,887</b>

		<u>Differential</u>
<b>Supplies</b>		
Kitchen/Supplies	4,000.00	0
kitchen paper products, cleaning and sanitizing supplies		
Office/Program Supplies	3,500.00	+500
Janitorial/Building/Grounds Supplies	3,500.00	0
salt, mop heads, toilet paper, paper towels		
Monthly Costs: 450.00		
<b>Small Equipment</b>	1,000.00	0
<b>Purchase of Service</b>		
Repair & Maintenance – Equipment	1,300.00	0
snow blower, vacuums, floor cleaner, copier		
Repair & Maintenance – Building	3,500.00	0
window washing; floors cleaned professionally; licenses & permits		
HVAC filters, boiler inspection		
Gas & Electric	42,000.00	-6,000
Monthly Costs: 3,500.00		
Verizon (9-1-1; Elevator; Fax)	1,000.00	-200
Elevator License/Inspection	1,800.00	0
Generator	1,000.00	-500
Kitchen equipment inspections/maintenance	2,500.00	+500
Pest Control	1,500.00	0
Security Monitoring	900.00	0
<b>Uniforms, Cleaning</b>		
Joann Spear; George Sfakios; Carol Shannon	500.00	0
<b>Total Supplies/POS/Small Equipment/Uniforms</b>	<b>68,000.00</b>	<b>-5,700</b>
<b>Total Council On Aging</b>	<b>439,935</b>	<b>+8,187</b>

**\* Additional State Grant Funding**

Sandra Tracy, Greeter	30 hours per week
George Skafkios, Kitchen Assistant	27.5 hours per week
Linda Murphy, Greeter	19.5 hours per week
Joyce Peregrin, Companion Program Coordinator	17.5 hours per week
Mary Cohutt, Clerk	17.5 hours per week
Kim Saffer, Senior Center Helper	12 hours per week (moved from City Budget)

**Anticipated State Grant Funding**

**\$12/elder: 7992 X 12 = \$95,904**

**\* Funded through Baystate Noble Hospital**

Mary Ellen Asher, Wellness Nurse	6 hours per week
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## Review of Programs

- *'Love Is In the Air' Valentine's Day luncheon*
  - o Entertainment by Dave Colucci
  - o Turkey dinner
  - o Very successful, fun-filled event
  
- *'Community Conversation'*
  - o Evening program; Part of BNH's Community Health Needs Assessment
  - o Seeking input from the public on greatest areas of concern in the Westfield and hilltown areas (food insecurity, opioids, housing)
  - o Senior Center was the host site
  - o Very small turnout; not heavily advertised by BNH and snow predicted for the evening of the event
  
- *'Lunch and Learn'*
  - o Very well attended
  - o The End of Life Options Act
    - Presenter: John Berkowitz, Director of Western Mass Death with Dignity
  - o Representative Velis attended in order to get a sense of public opinion about the pending legislation
  
- *Hearing Loss and Hearing Aids ~ Get the Scoop*
  - o Gary Winn, Licensed Hearing Instrument Specialist
  - o Presentation on all aspects of hearing aids
  - o Attendees provided positive feedback; Gary Winn will begin a monthly hearing clinic at the Senior Center in April
  - o That will be in addition to Baystate Hearing Aid Service
  - o We now have more of a demand because Mercy Hearing Clinic recently closed
  
- *Westfield Trivia!*
  - o A Sunday afternoon event
  - o Approximately 60 participants
    - Primarily older adults, but many who do not frequent the Senior Center on a regular basis

## Upcoming Programs

- *Companion Program Volunteer Safety Training*
  - o Thursday, March 14 at 2 p.m.
  - o Officer Mark Carboneau will discuss: Adult Protective Services, Telephone

- Scams, Fraud, Identity Theft, Consumer Protection
  - o In fulfillment of Community Development Block Grant
- *Boost Your Brain Health by Eating Well*
  - o Tuesday, March 19 at 10 a.m.
  - o Discussion will focus on the connection between diet and physical health, including Alzheimer's and related dementias
  - o Advance registration required
- *Wacky, Tacky Westfield Day Luncheon*
  - o Thursday, March 21
  - o Entertainment by Richie Mitnick and Brad Shepard
  - o Celebrating Westfield's 350 anniversary
  - o An opportunity to clean out the Center's closets
    - Leftover party tablecloths, napkins, cups, door prizes
  - o Allowed the purchase of just two tickets per person in order to provide extended opportunities for participation
- *Whip City Fiber Drop-In Session*
  - o Tuesday, March 26, 10:30 to Noon
  - o Misprint in the article in the newsletter (Tuesday, March 27)
  - o The date is correct on the Activity Calendar
- *Historical Perspectives Discussion Group*
  - o Returning with a new facilitator: Retired WSU History Professor, Les Hutton
  - o Wednesday, April 3 from 10 to 11:30 a.m.
  - o Topic: 'Perspectives on the American Revolution from 1776 to Present'
- *Small Planet Dancers*
  - o Sunday, April 7 at 2 p.m.
  - o 'The Greatest Generation: A Tribute to the Heroes of WWII'
  - o Funded by a Westfield Cultural Council grant
  - o Commemorates the history of the war through dance routines set to Big Band music, performed in authentic military and 1940's dress.
    - Included are readings about the Tuskegee Airmen, the Navajo Code Talkers and the 442<sup>nd</sup> Infantry.
    - Familiar songs of the era are sung and accompanied on piano.
  - o All Veteran are the guests of honor for their faithful service to our Nation.
  - o Free; public welcome; family friendly

**VII:** The Chair reminded us that our next meeting will be held on Monday, April 8, 2019, at 1:00 p.m. at City Hall in Room 201.

There being no further business to come before the Board, upon Motion duly made by Barbara Taylor and seconded by Eileen Rockwal, it was unanimously

**VOTED:** to adjourn at 1:40 p.m.