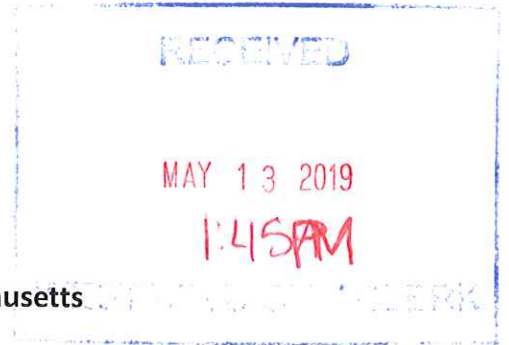


City of Westfield
Council On Aging
Monthly Meeting
April 8, 2019
City Hall, Room 201
59 Court Street, Westfield, Massachusetts



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 March 11, 2019 meeting:

Upon Motion duly made by Eileen Rockwal and seconded by KerryAnn Kielbasa, it was unanimously:

VOTED: To approve the minutes of the March 11, 2019 minutes.

III. Public Participation:

There was one guest at this meeting: Edward Ekmalian. There was no public participation.

IV. Items for Discussion/Information:

- A. **Highland Valley Elder Services (HVES) Report:** Our representative to HVES, James Liptak, presented his report of the April 1, 2019 HVES Board meeting:
- a. There is a computer portal for HVES members to log into to get information about meetings as well as agency programs and services.
 - b. There have been complaints about the bread which is served with the home delivered meals and for the most part, the bread is not eaten. HVES staff is discussing ways to stop bread waste. Two solutions discussed are to serve multigrain breads or just eliminate bread as a portion of the meal.
 - c. Mr. Liptak asked if anyone has seen the two HVES billboards which are in Westfield. No one on the Board has seen any. Mr. Liptak is unsure of their location.
 - d. Of the 24 cities and towns in the HVES catchment area, ten towns have no representation on the Highland Valley Board. Mr. Liptak advised the HVES Board that he would reach out to these unrepresented towns. There needs to be 15 representatives at a meeting to reach a Quorum.
 - e. Mr. Liptak said the issue of confidentiality was brought up last month. Some HVES Board members suggested (by looking at Westfield's COA Board Minutes) that he might have given more information than they felt he should. However, it was determined in the end that Mr. Liptak has not violated any confidentiality. As a private non-profit agency, HVES does not have to follow the Open Meeting law and therefore their Board meetings are not public.

- f. Tina Gorman asked Mr. Liptak if HVES has the grandparents raising grandchildren issue on its radar screen. She advised that Maureen Viturale, who is one of the facilitators for the Westfield support group, is becoming increasingly involved at the regional and state level. Ms. Viturale says that other ASAPs (Aging Services Access Points) have prioritized the grandparents who are raising their grandchildren, particularly WestMass Elder Care. Mrs. Gorman asked Mr. Liptak if he would bring this question forward at the next HVES Board meeting.

B. Director Certification Update:

- a. Mrs. Gorman reported that the first step to the process was achieved when Mr. Liptak wrote a letter of support to MCOA (Massachusetts Association of Councils On Aging) on behalf of the COA Board.
 - b. As the next step in the certification process, Mrs. Gorman attended a full-day training on the topic of strategic planning. She showed the Board a large manual she obtained at that training. She advised the Board that a long term strategic plan should be developed for a future director.
 - c. As one component of a strategic plan, the issue of transportation is being examined.
 - i. Mrs. Gorman was approached by WSU Professor Dristi Neog who has developed a transportation survey to be completed by older adults.
 - ii. The COA staff is in the process of assisting with the completion of 150 surveys. Surveys are being completed by both older adults who frequent the Center as well as Companion Program clients. Joanne Ortigas and Joyce Peregrin are assisting clients with completing the survey on the phone.
 - iii. Another component that will fit into the strategic plan is the issue of food insecurity in Westfield among various populations. There are two groups working on this issue. One is the Coalition to End Hunger and the other is the Baystate Noble Hospital CBAC (Community Benefits Advisory Council). Statistics are being gathered to create a baseline for older adult, adult, and student participation in various meal and food supply programs. Solutions to food insecurity are being discussed.
 - iv. Mrs. Gorman asked KerryAnn Kielbasa if she would spearhead the COA strategic plan effort. Mrs. Kielbasa accepted. She and Mrs. Gorman will meet within the next few weeks to get the process started.
- C. Mrs. Gorman advised the Board that last week she met with Mayor Sullivan and the City Auditor and Assistant Auditor to review the FY20 COA budget. The Mayor is supportive of the proposed budget, which he may or may not slightly alter. The next step will be a review by the Council Finance Committee.

V: ITEMS FOR ACTION:

- A. Formation of Nomination Committee for election of officers.
 - a. A Nominating Committee was selected to bring forward a slate of officers to the COA Board of Directors Annual Meeting on May 13, 2019. The Nomination Committee selected includes Barbara Taylor, Alan Sudentas, and Eileen Rockwal.

VI. REPORT, DIRECTOR:

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

Review of Programs

- *Companion Program Volunteer Safety Training*
 - o Officer Mark Carboneau discussed adult protective services, telephone scams, fraud
 - o In fulfillment of Community Development Block Grant
 - o Very well received by Companion Program Volunteers; generated questions and discussion
- *Boost Your Brain Health by Eating Well*
 - o Discussion focused on the connection between diet and physical health, including Alzheimer's and related dementias
 - o Participants felt that the presenter was vague; she ended the program early and they were disappointed
- *Wacky, Tacky Westfield Day Luncheon*
 - o Successful in every way
 - o Entertainment by Richie Mitnick and Brad Shepard – very positive feedback from participants; requested that they perform again
 - o Celebrating Westfield's 350 anniversary: participants got into the spirit by wearing an item of clothing that was Westfield-related
- *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'
 - o This went over so well that some in the group asked to meet weekly. However, Les will facilitate the group on the first Wednesday of the month.
- *Small Planet Dancers*
 - o Sunday, April 7 at 2 p.m. – approximately 140 in attendance
 - o 'The Greatest Generation: A Tribute to the Heroes of WWII'
 - o Funded by a Westfield Cultural Council grant

- The program commemorated the history of the war through dance routines set to Big Band music, performed in authentic military and 1940's dress.
 - Included educational readings
- Free; public welcome; family friendly
- Excellent feedback!

Upcoming Programs

- *Senior Options 2019*
 - Thursday, April 18, 10 a.m. to 2 p.m.
 - City Councilors given a letter of invitation to the event and two flyers each to hang
 - Addressed during April 4 City Council Meeting, public participation
 - Ad in Westfield News and Penny Saver; Channel 15 posting; press release
 - Board members are asked to assist with hanging flyers
 - Will have 33 vendors in the Great Room and Fireside Lounge
 - Utilizing the first floor instead of the entire building worked well last year
- *Brain Healthy Cooking for One*
 - Wednesday, April 24 at 10 a.m.
 - Mediterranean-style meal preparation demonstration by Chef Christopher Marsh, Armbrook Village
 - Use of cost effective, nutritious ingredients that will help participants stretch their shopping budget when cooking for one
 - Advance registration required
- *Genealogy 101: A Beginner's Guide to Researching Your Family History*
 - Eight-week course for beginners; Wednesdays, 1 to 3 p.m.
 - Instructor: Wayne Wetherwax, Western Massachusetts Genealogical Society
 - Will be held in the Learning Center
 - Capped at eight because each participant will utilize a computer; session filled
- *Two-Part 'Downsizing In Place' workshop series*
 - Wednesdays, April 24 and May 1 from 1 to 2 p.m.
 - Offered last year and was very successful
 - A carefully planned approach to sorting through years of treasures prior to an actual move or crisis
 - Director will present
- *'A Moving Experience'*
 - Thursday, April 25 from 1 to 2:30 p.m.
 - Presenter: Lesley Lambert, Certified Senior Real Estate Specialist
 - Informative seminar about making real estate decisions in the retirement years

- Topics will include how to prepare the home, the best time to sell, and downsizing options

- *Volunteer Recognition Breakfast*
 - Wednesday, May 8, 10 a.m. to Noon at the Senior Center
 - Staff was dissatisfied with the breakfast at Tekoa the last two years and opted to have the event at the Senior Center
 - The Center will be closed to the public until 12:30 p.m.
 - The breakfast is by invitation only
 - In the process of calculating volunteer hours
 - Invitations will go out as soon as the list is finalized

- *Sarah Gillett Annual Meeting*
 - Thursday, May 9, at 4 p.m.
 - Will set up after lunch

VII: The Chair reminded us that our next meeting will be held on Monday, May 13, 2019, at 1:00 p.m. at City Hall in Room 201. This will be the COA Annual Board Meeting.

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

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

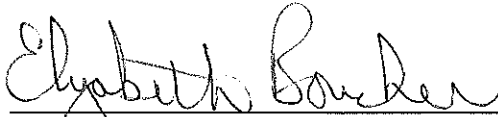
A true record.

List of Exhibits:

Senior Transportation Perception and Preference Survey

Senior Options 2019 Flyer

Director's Report



Elizabeth Boucher, Secretary

