

**City of Westfield  
Minutes of the Council On Aging  
July 10, 2023**

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AUG 15 2023

WESTFIELD CITY CLERK

I. The Meeting was called to order by the Board Chair, James Liptak at 12:35 p.m.

**Board Members Present:** James Liptak, Eileen Rockwal, Elizabeth Boucher, Barbara Taylor, Ed Ekmalian, and John Greaney. Also present were Tina Gorman, Executive Director of the Council On Aging and City Councilor Ralph Figy, Liaison to the Council On Aging.

**II. Approval of Minutes of June 12, 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 June 12, 2023 meeting.

**III. Public Participation:**

No public participation.

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

**A. Second-Floor Renovation Project, Construction Update:**

Mrs. Gorman reported that the construction project is approximately 95 percent completed. There are still a few tasks left to do on the punch list. She is awaiting the arrival of two hallway doors for installation. They should be in and installed by the end of the month. She is also awaiting the room signage and the door locks. The work stations were delivered by Lexington Furniture. Additional file cabinets and book shelves will be ordered with funding from the Friends group. A Certificate of Occupancy will be issued when all of the work is complete. There will be a ribbon-cutting ceremony at that time. Mrs. Gorman offered to give the Board members a tour of the new office suite following the Board meeting.

**B. COA Executive Director Search, Update:**

Mrs. Gorman updated the Board on the search for a new Executive Director. She is privy to limited information from the Personnel staff because of a potential conflict of interest in the future. Mrs. Gorman hopes to remain in the COA department and would be under the leadership of the newly hired Director. However, Mrs. Gorman did have some valuable information to share with the Board. The Executive Director position is being advertised on the MCOA website, Indeed, Glass Door, other professional employment websites, and in the Westfield News. The closing date for applications is July 17, 2023. Once a selection is made, the Mayor will submit the candidate's name to the City Council for approval. The Council doesn't meet again until August 17 so that would be the earliest date for the process to begin. The name will be referred to the Personnel Action Committee and then sent back to the full Council for a vote. If approved, the candidate would then have to give notice to his/her current employer. Judge Greaney asked about the starting salary. Mrs. Gorman replied that the position is in the WPMEA union and she explained the grade/step format for salaries. To her knowledge, the position would remain in the same current 'grade' which includes six steps. The starting 'step' would most likely be dependent upon educational level combined with years of experience. Mrs. Gorman will remain as Acting Director until a new Director is hired.

### C. COA Board Composition, Upcoming Changes

Mrs. Gorman told the Board that two Board members approached her after the last meeting to advise her that they will be terminating their Board positions prior to their term expiring. Liz Boucher and Barbara Taylor will be leaving the Board. Mrs. Gorman notified the Mayor's office that in addition to the one current opening, there will be two additional openings in the near future. Mrs. Gorman advised Mrs. Boucher and Mrs. Taylor that they must provide written notice to the Mayor. Mrs. Boucher said that she will remain on the Board until the end of the calendar year. Mrs. Taylor will remain on the Board through the summer. Mrs. Gorman explained that she had e-mailed Mayor McCabe her thoughts regarding the overall composition of the Board. First, the Executive Office of Elder Affairs requires that at least 50 percent of Board members are 60+. In addition, Mrs. Gorman believes that the Board should consist of a mixture of men and women of various professional backgrounds, various ages, and those who use the Center in some way (programs, services, activities). She also thinks that it's important to have one Board member who resides in public housing. Alan Sudentas filled that role until he passed away two years ago. Most Mayors have asked for the Director's input, but of course, that's the current Mayor's option.

### V. Items for Action: None

### VI. Director's Report

#### Review of Programs

- *July 'Westfield Council On Aging Presents' Series*
  - o Guests: Andrea Allard, Executive Director and Michelle Urbanski, Health and Wellness Director, YMCA of Greater Westfield
  - o Discussing their relatively new Parkinson's fitness program as well as their Active Older Adults programs
  - o Aired Tuesdays and Thursdays at 2:45 throughout the month of July
  
- *July WCPC Performance:*
  - o Entertainment: Westfield Technical Academy 'Chef Showdown'
    - Three episodes
    - Team cooking competition that students from the Digital Media shop conceived and directed with students from the Culinary Arts shop as their capstone senior project
  - o Shown on cable Channel 15 throughout July on Wednesday afternoons, and Saturday evenings
  
- *Legal Service*
  - o Third Thursday of the month, 10 a.m. to Noon, began on June 15
  - o Westfield Attorney Brad Moir met one-on-one with older adults to provide guidance regarding personal legal issues
  - o Estate planning, probate, other civil matters
  - o Pre-registration required
  - o All four available slots filled in June; all four slots filled in July

- *Jimmy Mazz Fundraiser Performance*
  - Fundraiser for the Friends of the Westfield Senior Center
  - Friday, June 16 evening performance
  - Participants left with an ice cream sundae
  - Winning ticket of the Friends month-long 50/50 drawing was drawn along with four other gift card prizes
  - 80+ participants; very positive feedback
- *Elder Law 2023*
  - Thursday, June 22 at 6 p.m.
  - Attorney Hyman Darling presented, 'Elder Law 2023' through the Massachusetts Bar Association's annual 'Elder Law Education Project.'
  - Had 61 participants
  - Attorney Darling presented for 1 ½ hours, answered questions, and met one-on-one with participants and family members after the presentation
  - Pete Cowles, Media Systems Specialist, set up a camera so the presentation could be filmed - will use as the August Channel 15 *Westfield Council On Aging Presents* episode
- *'Over the Rainbow' Senior Center Open House and Continental Breakfast*
  - Saturday, June 24 from 9 to 11 a.m.
  - A social gathering for members of the LGBTQIA+ community, allies, and friends
  - Approximately 20 participants

## Upcoming Programs

- *Summer Sizzle and Float Party*
  - Indoor party with entertainment on Wednesday, July 19
  - Entertainment: *Tall Tales* (Teresa Lorencio and Rich Cahillaine)
  - Nearly sold out at 100 participants
- *Bingocize*
  - Ascentria Care Alliance – SNAP Nutrition, Education
  - A 7-week program designed to increase physical activity and reduce sedentary behavior among participants.
  - A combination of bingo, physical activity, and nutrition education.
  - Pre-registration required
- *Summer Technology Tutorials*
  - Christian Boor, Westfield Athenaeum's Digital Services Librarian
  - Third Thursday of the month, 10 to noon
  - Will run similarly to the WTA technology assistance program
  - Pre-registration required with a description of the assistance needed

- **Miscellaneous**

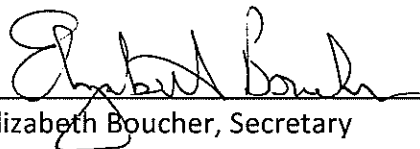
- Various staff members will be using vacation time during the months of July and August (some planned, some flexible)
- Councilor Figy advised the Board that Mrs. Gorman recently received the honor of the Massachusetts Director of the Year at the MCOA (Massachusetts Association of Councils On Aging) Annual Meeting. A front-page article was printed in the July 5, 2023 Westfield News. Compliments were given to Mrs. Gorman by Board members regarding her many years of service as Executive Director and her dedication to the department for the past 18 years.

**VII:** The Chair reminded the Board that our next meeting will be held on **Monday, August 14, 2023 at 12:30 p.m.** at the Westfield Senior Center. The 12:30 p.m. start time will be in effect until the second-floor construction is completed and the Multipurpose Room is once again available for COA Board meetings.

**VIII.** There being no further business to come before the Board, upon Motion duly made by Ed Ekmalian and seconded by Barbara Taylor, it was unanimously VOTED to adjourn the meeting at 1:27 p.m.

**List of Exhibits:**

- Director's Report

  
Elizabeth Boucher, Secretary

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  - Channel 15 *WTA Chef Showdown*
  - Episodes 1, 2, 3
  - Aired Wednesday afternoon and Saturday evening throughout the month of July

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