

**Wallingford Committee on Aging
Agenda
February 16, 2024**

Call to order @ 9:00 a.m.

Secretary's Report

- Vote to accept minutes of January 19, 2023 Meeting

Treasurer's Report

- Vote to accept monthly report of revenues and expenditures for January 2024
- Vote to accept the January 2024 Program Account Report

Consent Agenda – Accept the following January 2024 reports as emailed:

- Executive Director
- Program Director
- Social Services
- Memory Lane

Staff Reports

- Executive Director
- Program Director

Old Business

- FY 24-25 Budget Proposal
- Grants Review
- Naming of building

New Business

- Proposed new WSC sign
- Nominating Committee – Proposed slate of for the March annual meeting

Other Business: announcements, appointments, questions, items to be noted for the record of the meeting.

Adjournment (10:00 a.m.)

Next WCOA meeting – March 15, 2024

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FISCAL YEAR JULY 1, 2023-JUNE 30, 2024

OPERATING & TRANSPORTATION ACCOUNT	BUDGET SUBMITTED	January 2024 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Checking Account 07/01/2022				\$ 100,660.27	
Checking Account 01/01/2024					
<u>Receipts Operations</u>					
Town Contribution	\$ 636,507.00	\$ 53,042.00	\$ 318,252.00	\$ 371,294.00	\$ 265,213.00
Memory Lane Income	\$ 60,000.00	\$ 3,770.00	\$ 26,160.00	\$ 29,930.00	\$ 30,070.00
Interest	\$ 20.00	\$ 0.16	\$ 2.11	\$ 2.27	\$ 17.73
Miscellaneous*	\$ -	\$ 1,410.00	\$ 14,047.00	\$ 15,457.00	\$ (15,457.00)
Carryover Budgeted	\$ 78,087.00	\$ 6,507.25	\$ 45,550.75	\$ 45,550.75	\$ 32,536.25
Total Receipts-Operations	\$ 774,614.00	\$ 58,222.16	\$ 404,011.86	\$ 462,234.02	\$ 312,379.98
<u>Receipts Transportation</u>					
Town Contribution	\$ 175,568.00	\$ 14,631.00	\$ 87,786.00	\$ 102,417.00	\$ 73,151.00
Bus Income	\$ 3,750.00	\$ 276.00	\$ 1,553.00	\$ 1,829.00	\$ 1,921.00
Carryover Budgeted	\$ 19,522.00	\$ 1,626.83	\$ 11,387.83	\$ 11,387.83	\$ 8,134.17
Total Receipts-Transportation	\$ 198,840.00	\$ 14,907.00	\$ 100,726.83	\$ 115,633.83	\$ 83,206.17
TOTAL ALL RECEIPTS	\$ 973,454.00	\$ 73,129.16	\$ 1,010,731.15	\$ 577,867.85	\$ 395,586.15
<u>Disbursements Operations</u>					
Salaries	\$ 538,758.00	\$ 51,778.90	\$ 276,123.84	\$ 327,902.74	\$ 210,855.26
Payroll Taxes	\$ 45,851.00	\$ 3,850.84	\$ 20,474.69	\$ 24,325.53	\$ 21,525.47
Pensions	\$ 26,938.00	\$ 2,340.45	\$ 13,468.72	\$ 15,809.17	\$ 11,128.83
Health Benefits	\$ 93,685.00	\$ 6,907.76	\$ 42,932.80	\$ 49,840.56	\$ 43,844.44
Workers Comp	\$ 2,902.00	\$ 306.43	\$ 1,637.75	\$ 1,944.18	\$ 957.82
Staff Travel	\$ 1,965.00		\$ 925.38	\$ 925.38	\$ 1,039.62
Meetings, Seminars, Dues	\$ 3,250.00	\$ 103.61	\$ 465.11	\$ 568.72	\$ 2,681.28
Liability Insurance	\$ 16,994.00	\$ 5,152.08	\$ 12,809.68	\$ 17,961.76	\$ (967.76)
Telephone	\$ 1,820.00	\$ 146.07	\$ 880.42	\$ 1,026.49	\$ 793.51
Office Expenses/Supplies	\$ 6,500.00	\$ 225.89	\$ 1,870.13	\$ 2,096.02	\$ 4,403.98
Equipment	\$ 2,200.00		\$ 428.53	\$ 428.53	\$ 1,771.47
Maintenance/Repair	\$ 3,000.00	\$ 53.00	\$ 4,324.04	\$ 4,377.04	\$ (1,377.04)
Facility Expenses & Suppl	\$ 7,900.00	\$ 1,606.97	\$ 2,938.87	\$ 4,545.84	\$ 3,354.16
Audit	\$ 7,300.00		\$ 8,900.00	\$ 8,900.00	\$ (1,600.00)
Memory Lane Expenses	\$ 8,000.00	\$ 422.00	\$ 3,181.62	\$ 3,603.62	\$ 4,396.38
Miscellaneous*				\$ -	\$ -
Town Building Lease	\$ 1.00		\$ 1.00	\$ 1.00	\$ -
Postage	\$ 250.00			\$ -	\$ 250.00
Printing	\$ 1,500.00	\$ 325.00	\$ 1,952.06	\$ 2,277.06	\$ (777.06)
Prof Services	\$ 5,000.00	\$ 2,344.79	\$ 19,076.61	\$ 21,421.40	\$ (16,421.40)
			\$ 482.63	\$ 482.63	
Continuing Ed & Training	\$ 800.00		\$ 50.00	\$ 50.00	\$ 750.00
Disbursements Operations	\$ 774,614.00	\$ 75,563.79	\$ 412,923.88	\$ 488,487.67	\$ 286,608.96

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FY JULY 1, 2023-JUNE 30, 2024

OPERATING & TRANSPORTATION ACCOUNT	ANNUAL BUDGET	January 2024 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Disbursements-Transportation					
Salaries-Drivers	\$ 132,756.00	\$ 12,583.64	\$ 63,807.00	\$ 76,390.64	\$ 56,365.36
Payroll Taxes	\$ 11,586.00	\$ 1,004.58	\$ 5,048.34	\$ 6,052.92	\$ 5,533.08
Pensions	\$ 6,638.00	\$ -	\$ -	\$ -	\$ 6,638.00
Health Benefits	\$ 14,515.00	\$ 369.50	\$ 612.50	\$ 982.00	\$ 13,533.00
Workers Compensation	\$ 9,631.00	\$ 918.85	\$ 4,913.25	\$ 5,832.10	\$ 3,798.90
Maintenance	\$ 6,000.00	\$ 43.75	\$ 1,279.63	\$ 1,323.38	\$ 4,676.62
Fuel	\$ 15,090.00		\$ 7,710.91	\$ 7,710.91	\$ 7,379.09
Insurance	\$ 2,623.00	\$ -	\$ 2,631.00	\$ 2,631.00	\$ (8.00)
Bus Lease	\$ 1.00	\$ -	\$ 1.00	\$ 1.00	\$ -
Disbursements-Transportation	\$ 198,840.00	\$ 14,920.32	\$ 86,003.63	\$ 100,923.95	\$ 97,916.05
TOTAL DISBURSEMENTS	\$ 973,454.00	\$ 90,484.11	\$ 498,927.51	\$ 589,411.62	\$ 384,525.01
Checking Account 01/31/2024				\$ 89,116.50	
				\$ 56,938.58	Sheet 1 E13 + E 19
				\$ 32,177.92	
Miscellaneous 7/31/23	\$ 2,170.00	Agency on Aging			
Miscellaneous 8/22/23	\$ 1,970.00	Agency on Aging			
Miscellaneous 9/23/2023	\$ 2,620.00	gency on Aging			
Miscellaneous 11/30/23	2557.0	Workes Comp Premium Return			
Miscellaneous 11/6/2023	2690	Agency on Aging			
Checkbook Balance 6/30/2023	\$100,660.27				
Allocated to 2022/23 budget	\$97,668.62				
Unallocated remainder	\$2,991.65				

**WALLINGFORD SENIOR CENTER
EXECUTIVE DIRECTOR'S REPORT
JANUARY 2024**

GENERAL STATISTICS

Days of Service: 20	Memory Lane Units: 126
Recorded Attendance: 3645	Health Service Units:
Transportation Units: 683	New Members Added: 44
Community Café Meals: 178	Members Archived: 224
Social Service Units:	Total Registered Members: 3872

EXECUTIVE DIRECTOR APPOINTMENTS

MONTHLY MEETINGS

01-19-24	Wallingford Committee on Aging
01-29-24	Staff Meeting

SPECIAL MEETINGS

01-03-24	Tim Keogh, Owner, Image 360, Re: Daktronics portable sign and representative to assist staff with choosing the right sign for WSC
01-03-24	Dale Arnold, Plumber, Re: plan for hot water tank draining 1-9 and replacement 1-10-24
01-04-24	Mike Mancino, Electrician, Re: replacement of broken Exit and Emergency lights at WSC
01-05-24	Attended "Farewell Party" for Mayor Dickinson and Assistant Joan Stave at Town Hall
01-05-24	Jackie McNamee, LMFT, Re: billing for services
01-09-24	Attended Staff Holiday Party at Serafino's Restaurant
01-10-24	Mark Woolard, Owner, Reliable Refrigeration, Re: plan for installation of dampers, thermostats and HVAC control panels
01-10-24	Met with Personnel Committee (in person and zoom) to discuss new "Facilities" position
01-11-24	Tom, Service Technician, Advantage Fitness, Re: PM on Club 60 Plus equipment
01-12-24	Doug Gifford, Matthews Buses, Re: delivery of new bus to WSC
01-12-24	Kurt Trieber, Risk Manager, TOW, Re: insurance coverage on new bus
01-16 to 01-22	Executive Director on vacation
01-23-24	John Kocsany, Fire Tech Technician, Re: replace batteries in fire alarm panel
01-25-24	Catalina Landis, WSC Member, Re: storm closing policies
01-25-24	Mayor Cervoni, Re: obtain notarized power of attorney to register new bus on behalf of the town at the DMV
01-29-24	WSC Safety Committee met prior to staff meeting to discuss safety concerns
01-31-24	Ed Abrams, President, Utility Communications, Re: pricing and sample of new bus radios

EXECUTIVE DIRECTOR NARRATIVE REPORT FOR JANUARY 2024

PERSONNEL & BUDGET

- Senior Center was closed 1-1-24 for New Years Day holiday and also 1-15-24 for the Martin Luther King Day holiday. Closed senior center due to weather on 1-16-24 and also implemented one hour delayed opening on 1-17 and 1-24-24 due to hazardous road conditions.
- Facilitated a WSC staff "After the Holiday's" dinner/party at Serafino's Restaurant on 1-9-24.
- Executive Director on vacation 1-16 to 1-22 and returned to work 1-23-24.
- Input and submitted staff payroll 1-2-24 due to Office Manager being out sick.
- Submitted required quarterly report to the state DOT for Bus #67 5310 grant, 1-2-24.
- Submitted ARPA grant billing and MIS report to SCAAA for reimbursement for costs related to WSC December Support Groups and Individualized Therapy sessions.
- Met with WCOA Personnel Committee on 1-10-24 to discuss this job description for the proposed "Facilities Coordinator" position in the upcoming budget request. It was decided that the position would be changed to a "Facilities Assistant" based on actual expectations and also salaried accordingly. A revised job description based on committee input was created and reviewed and discussed at the 1-19-24 WCOA meeting.

FACILITY & EQUIPMENT

- Worked with DPW and Plumber Dale Arnold to coordinate replacement of leaking 300 gal. steel hot water storage tank. Old tank drained on 1-9, new tank installed on 1-10 and old tank cut up and removed 1-12-24. During no hot water in building on 1-10-24, set up a temporary, hot water hand washing station in the kitchen per guidance from Wallingford Health Department.
- After several date and time changes, took delivery of the new 2024 Ford E350 bus, purchased by WCOA/WSC on behalf of the town for use by the senior center. Informed town purchasing and Risk Manager for insurance coverage. Obtained POA from Mayor Cervoni and registered bus on behalf of town at DMV 1-31-24, I installed new plates on the bus and put registration and insurance cards in glove box. Pick up sample of potential new radios for use on the bus at Utility Communications also on 1-31-24.
- Met with Ed Abrams, President, Utility Communications, 1-31-24, to obtain pricing and two sample bus radios to try out at WSC for a week. Also obtained price quote on radios from Jeff Pons at Northeast Communications.
- Met with Mark Woolard, Reliable Refrigeration on 1-10-24 to discuss planned installation on dampers, thermostats and new control panels for the HVAC system. Dampers are currently being installed but new control panels awaiting warmer weather since the system will require system shut down during the connections.
- Reliable Refrigeration installed two new rooftop exhaust fan units for the kitchen dish machine and the Club 60 Plus and Fitness Room areas on 1-15-24. This is also part of the ARPA grant project.
- Advantage Fitness out to conduct preventative maintenance on the Club 60 Plus equipment on 1-11-24. I have increased the frequency from semiannual to quarterly for this, as equipment ages.
- Contacted AST due to alarm system calls during my vacation. Service tech determined problem was with fire alarm system and not security. Contacted DPW who had current vendor, Fire Tech come out and replace control panel back up batteries on 1-23-24.

OTHER

- On 1-3-24, Erin Ambler and I met with Tim Keogh, Owner, Image 360 and a representative from Daktronics who provided a trailer mounted portable sign to assist us with choosing the right sign for WSC. We also discussed various aspects of the sign. Tim will provide a quote for the entire project.
- Arranged for building access for "R" Band Director Patty Lignelli for 1-16 rehearsal and 1-20 concert.

PROGRAM DIRECTOR'S REPORT

January, 2024 21 DAYS

WEEKLY ACTIVITY	PD INSTRUCTOR	VOLUNTEER-LED	SESSIONS	ATTENDED
Art Appreciation		X	3	56
Artist Studio		X	4	12
Ballroom Dance Lessons	X		3	47
Basic Social Dance Tues/Thur	X		8	70
Basic Drumming	X		4	26
Bible Discussion Group		X	5	43
Billiards		X	21	233
Bingo		X	8	262
Bocce		X	0	0
Body in Motion	X		4	64
Bridge (Tuesday & Friday)		X	8	60
Canasta		X	3	9
Cardio Drumming	X		2	36
Cards		X	19	196
Club 60 Plus Fitness Center		X	20	584
Chair Yoga	X		4	25
Corn Hole		X	4	54
Craft Corner		X	5	51
Cribbage		X	5	37
Digital Photography	X		1	30
Gentle Yoga	X		3	11
Golf League		X	0	0
Harmonica Group		X	3	17
Healthy Moves	X		3	12
Knitters and Crocheters		X	4	33
Mah Jongg & MJ Lessons		X	12	117
Nickel-Nickel		X	3	24
Parkinson's Fitness Class			8	48
Pickleball		X	0	0
Pinochle		X	4	68
Quilting		X	4	26
Scrabble		X	3	15
Set Back		X	5	54
Shuffleboard		X	4	32
SilverSneaker Classes	X		8	115
Singing For fun		X	0	0
Strength and Balance Class	X		12	116
Tai Chi Beginner	X		4	19
Tai Chi	X		2	15
Tap Dance		X	4	26
Texas Hold'em			3	22
Thursday Evening Cabaret			0	0
Thursday Evening Dinner			0	0
Total Fitness	X		15	139
Wii Bowling			0	0
Zoom Classes	X		7	93

PROGRAM DIRECTOR'S REPORT

January, 2024 21 DAYS

WEEKLY ACTIVITIES TOTALS			242	2,897
MONTHLY ACTIVITIES	Pd Instructor	Volunteer Led	SESSIONS	ATTENDED
AARP Driver Safety Program		X	1	10
Ask A Realtor	X		0	0
Billiards Tournaments			1	15
Birthday Party			1	9
Book Club		X	1	15
Foot Care Clinic		Dr. Gambardella	1	10
Free Hearing Services		Home Hearing	1	8
Military Whist Card Party		X	1	36
Morning Hike		X	0	0
Movie Matinees			4	64
Parkinson's Support Group	X		1	canceled
Q&A with the WPD		X	1	8
Reiki Treatments	X		1	1
Veterans Coffee House		X	1	54
Will, Trust and Probate		X	1	15
MONTHLY ACTIVITIES TOTALS			16	245
GROUPS & WKSHOPS				
A.G.E. Workshop		X	0	0
Genealogy Workshop		X	1	2
Guided Meditation		X	0	0
iPad Users' Group		X	1	3
Red Hat Society			1	canceled
Reiki Certification Class		X	0	0
Support Group			4	45
T.A.B.s		X	0	0
Jam Band		X	3	19
Intro to Chakra	X		0	0
Four Agreements	X		0	0
iPhone Workshop			1	12
Monitor My Health			5	110
GROUPS & WKSHOPS TOTALS			16	191
SPECIAL EVENTS				
Pizza Lunch	Jan. 20			58
R Band Winter Warmer Conc	Jan. 20			123
Afternoon Concert	Jan. 10			15
SPECIAL EVENTS TOTALS		Total		196

PROGRAM DIRECTOR'S REPORT

January, 2024 21 DAYS

TRAVEL PROGRAM					
TRIP	TRAVEL COMPANY	DATES		ATTENDED	
TRAVEL PROGRAM TOTAL					
MEETINGS ATTENDED BY PROGRAM DIRECTOR					
Hospitality Committee			1		
WCOA			1		
Staff Meeting			1		

January Notes:

Club 60+ members 305 total. 276 are members with silversneakers or renew active
 January Tivity Health – SilverSneakers 791 swipes, check \$1,401
 January Renew Activty - 440 swipes, check \$861.00
 Annual R Band Winter Warmer Concert held on January 20. This program is sponsored by the
 Wallingford Parks and Recreation Department.
 Lyman Hall Culinary Students donated cupcakes, candy and valentine's cards.

WALLINGFORD SENIOR CENTER
MEMORY LANE REPORT
JANUARY 2024

GENERAL STATISTICS:

Active Participants	15	Days of Service	20
Wallingford	10	Service units actual	126
Out of town	05	Service units' budget	210
New	02	Service units if full	300
Discharged	00	Average attendance	6.3
Referrals	05	Budgeted attendance	10.5
Assessments	03	Capacity attendance	15

Regular Meetings:

01/18/24 Met with Joann Hummel, Social Service Coordinator
01/26/24 Met with Joann Hummel, Social Service Coordinator

Other Meetings:

01/09/24 Meeting with potential new client for assessment
01/19/24 Meeting with potential new client for assessment
01/26/24 Meeting with potential new client for assessment

Marketing Meetings

01/17/24 New Haven Area Senior Networking Meeting at the Whitney Rehab Center, attended by John Ardolino

Qualitative Statement:

This month of January has been a busy month. We participated in many activities provided by the SC including the monthly birthday party with entertainment and Cardio Drumming. We had a great program regarding an African Safari presentation. We had a dietitian from the Elderly Nutrition Program come and talk with us as well. We were happy to welcome two new members this month and may have another potential new client starting soon. The month has been cold with some snow. We have had a lot of colds and coughs and the dreaded covid but we got through the month. We look forward to February filled with celebrations galore. Stay Warm!

Warm Regards,

Debbie Markiewicz,
Memory Lane Coordinator