

**Wallingford Committee on Aging  
Agenda  
March 15, 2024**

Call to order @ 9:00 a.m.

Secretary's Report

- Vote to accept minutes of February 16, 2023 Meeting

Treasurer's Report

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

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

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

Staff Reports

- Executive Director
- Program Director

Old Business

- FY 24-25 Budget Update
- Grants Review

New Business

- Volunteer Appreciation
- WCOA Board Elections
- WCOA Committee Openings

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

Adjournment (10:00 a.m.)

**Next WCOA meeting – April 19, 2024**

**WALLINGFORD COMMITTEE ON AGING**

**OPERATING ACCOUNT**

**FISCAL YEAR JULY 1, 2023-JUNE 30, 2024**

<b>OPERATING &amp; TRANSPORTATION ACCOUNT</b>	<b>BUDGET SUBMITTED</b>	<b>February 2024 ACTIVITY</b>	<b>TO DATE BALANCE FORWARD</b>	<b>YEAR TO DATE BALANCE</b>	<b>BUDGET UNDER or (OVER)</b>
Checking Account 07/01/2022				\$ 100,660.27	
Checking Account 02/01/2024					
<b>Receipts Operations</b>					
Town Contribution	\$ 636,507.00	\$ 53,042.00	\$ 371,294.00	\$ 424,336.00	\$ 212,171.00
Memory Lane Income	\$ 60,000.00	\$ 3,540.00	\$ 29,930.00	\$ 33,470.00	\$ 26,530.00
Interest	\$ 20.00	\$ 0.16	\$ 2.27	\$ 2.43	\$ 17.57
Miscellaneous*	\$ -		\$ 15,457.00	\$ 15,457.00	\$ (15,457.00)
<b>Carryover Budgeted</b>	<b>\$ 78,087.00</b>	<b>\$ 6,507.25</b>	<b>\$ 52,058.00</b>	<b>\$ 52,058.00</b>	<b>\$ 26,029.00</b>
<b>Total Receipts-Operations</b>	<b>\$ 774,614.00</b>	<b>\$ 56,582.16</b>	<b>\$ 468,741.27</b>	<b>\$ 525,323.43</b>	<b>\$ 249,290.57</b>
<b>Receipts Transportation</b>					
Town Contribution	\$ 175,568.00	\$ 14,631.00	\$ 102,417.00	\$ 117,048.00	\$ 58,520.00
Bus Income	\$ 3,750.00	\$ 243.00	\$ 1,829.00	\$ 2,072.00	\$ 1,678.00
<b>Carryover Budgeted</b>	<b>\$ 19,522.00</b>	<b>\$ 1,626.83</b>	<b>\$ 13,014.67</b>	<b>\$ 13,014.67</b>	<b>\$ 6,507.33</b>
<b>Total Receipts-Transportation</b>	<b>\$ 198,840.00</b>	<b>\$ 14,874.00</b>	<b>\$ 117,260.67</b>	<b>\$ 132,134.67</b>	<b>\$ 66,705.33</b>
<b>TOTAL ALL RECEIPTS</b>	<b>\$ 973,454.00</b>	<b>\$ 71,456.16</b>	<b>\$ 1,010,731.15</b>	<b>\$ 657,458.10</b>	<b>\$ 315,995.90</b>
<b>Disbursements Operations</b>					
Salaries	\$ 538,758.00	\$ 40,573.18	\$ 327,902.74	\$ 368,475.92	\$ 170,282.08
Payroll Taxes	\$ 45,851.00	\$ 3,084.00	\$ 24,325.53	\$ 27,409.53	\$ 18,441.47
Pensions	\$ 26,938.00	\$ 5,276.19	\$ 15,809.17	\$ 21,085.36	\$ 5,852.64
Health Benefits	\$ 93,685.00	\$ 3,894.62	\$ 49,840.56	\$ 53,735.18	\$ 39,949.82
Workers Comp	\$ 2,902.00	\$ 305.25	\$ 1,944.18	\$ 2,249.43	\$ 652.57
Staff Travel	\$ 1,965.00	\$ 207.00	\$ 925.38	\$ 1,132.38	\$ 832.62
Meetings, Seminars, Dues	\$ 3,250.00	\$ 82.39	\$ 568.72	\$ 651.11	\$ 2,598.89
Liability Insurance	\$ 16,994.00	\$ 1,603.08	\$ 17,961.76	\$ 19,564.84	\$ (2,570.84)
Telephone	\$ 1,820.00	\$ 182.35	\$ 1,026.49	\$ 1,208.84	\$ 611.16
Office Expenses/Supplies	\$ 6,500.00	\$ 61.43	\$ 2,096.02	\$ 2,157.45	\$ 4,342.55
Equipment	\$ 2,200.00		\$ 428.53	\$ 428.53	\$ 1,771.47
Maintenance/Repair	\$ 3,000.00	\$ 94.64	\$ 4,377.04	\$ 4,471.68	\$ (1,471.68)
Facility Expenses & Suppl	\$ 7,900.00	\$ 222.19	\$ 4,545.84	\$ 4,768.03	\$ 3,131.97
Audit	\$ 7,300.00		\$ 8,900.00	\$ 8,900.00	\$ (1,600.00)
Memory Lane Expenses	\$ 8,000.00	\$ 404.00	\$ 3,603.62	\$ 4,007.62	\$ 3,992.38
Miscellaneous*				\$ -	\$ -
Town Building Lease	\$ 1.00		\$ 1.00	\$ 1.00	\$ -
Postage	\$ 250.00			\$ -	\$ 250.00
Printing	\$ 1,500.00	\$ 325.00	\$ 2,277.06	\$ 2,602.06	\$ (1,102.06)
Prof Services	\$ 5,000.00	\$ 465.28	\$ 21,421.40	\$ 21,886.68	\$ (16,886.68)
			\$ 482.63	\$ 482.63	
Continuing Ed & Training	\$ 800.00		\$ 50.00	\$ 50.00	\$ 750.00
<b>Disbursements Operations</b>	<b>\$ 774,614.00</b>	<b>\$ 56,780.60</b>	<b>\$ 488,487.67</b>	<b>\$ 545,268.27</b>	<b>\$ 229,828.36</b>

**WALLINGFORD COMMITTEE ON AGING**

OPERATING ACCOUNT

FY JULY 1, 2023-JUNE 30, 2024

OPERATING & TRANSPORTATION ACCOUNT	ANNUAL BUDGET	February 2024 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
<b>Disbursements-Transportation</b>					
Salaries-Drivers	\$ 132,756.00	\$ 10,116.19	\$ 76,390.64	\$ 86,506.83	\$ 46,249.17
Payroll Taxes	\$ 11,586.00	\$ 824.47	\$ 6,052.92	\$ 6,877.39	\$ 4,708.61
Pensions	\$ 6,638.00	\$ -	\$ -	\$ -	\$ 6,638.00
Health Benefits	\$ 14,515.00	\$ 95.00	\$ 982.00	\$ 1,077.00	\$ 13,438.00
Workers Compensation	\$ 9,631.00	\$ 915.75	\$ 5,832.10	\$ 6,747.85	\$ 2,883.15
Maintenance	\$ 6,000.00	\$ 4,975.00	\$ 1,323.38	\$ 6,298.38	\$ (298.38)
Fuel	\$ 15,090.00	\$ 2,354.80	\$ 7,710.91	\$ 10,065.71	\$ 5,024.29
Insurance	\$ 2,623.00	\$ -	\$ 2,631.00	\$ 2,631.00	\$ (8.00)
Bus Lease	\$ 1.00	\$ -	\$ 1.00	\$ 1.00	\$ -
<b>Disbursements-Transportat</b>	<b>\$ 198,840.00</b>	<b>\$ 19,281.21</b>	<b>\$ 100,923.95</b>	<b>\$ 120,205.16</b>	<b>\$ 78,634.84</b>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 973,454.00</b>	<b>\$ 76,061.81</b>	<b>\$ 589,411.62</b>	<b>\$ 665,473.43</b>	<b>\$ 308,463.20</b>
<b>Checking Account 02/29/2024</b>				\$ 92,644.94	
				\$ 65,072.67	Sheet 1 E13 + E 19
				<b>\$ (27,572.27)</b>	
<b>Miscellaneous 7/31/23</b>	\$ 2,170.00	<b>Agency on Aging</b>			
Miscellaneous 8/22/23	\$ 1,970.00	Agency on Aging			
<b>Miscellaneous 9/23/2023</b>	<b>\$ 2,620.00</b>	gency on Aging			
<b>Miscellaneous 11/30/23</b>	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  
FEBRUARY 2024**

**GENERAL STATISTICS**

Days of Service: 17	Memory Lane Units:
Recorded Attendance: 3529	Health Service Units:
Transportation Units: 666	New Members Added: 27
Community Café Meals: 166	Members Archived: 79
Social Service Units: 100	Total Registered Members: 3793

**EXECUTIVE DIRECTOR APPOINTMENTS**

**MONTHLY MEETINGS**

02-16-24	Wallingford Committee on Aging
02-28-24	Staff Meeting

**SPECIAL MEETINGS**

02-03-24	Antonio Ramos, Owner, Green Life Janitorial, Re: WSC carpet cleaning
02-06-24	Beth Johnson, Administrative Assistant, Re: review and finalize budget and annual report
02-07-24	Jethro, Service Technician, Terminex, Re: treatment and review service needs
02-08-24	Amanda Witcher, Student, Re: volunteering in Memory Lane
02-16-24	Mayor Cervoni, Re: deliver proposed WSC FY 24-25 with cover letter for his review
02-16-24	Tim Sena, TOW Comptroller, Re: deliver proposed WSC FY 24-25 for review
02-20-24	Don Lanoue, Foreman, DPW, Re: WSC fire sprinkler system inspection
02-21-24	Chris Clemniewski, WPL Public Services Librarian, Re: pick up Book Club books
02-22-24	Jack Winkleman, WSC member, Re: Passover holiday and Volunteer Luncheon dates
02-22-24	Met with Reliable Refrigeration technicians to review ongoing problems and review plans
02-26-24	Clayton Clapp, Technician, Johnson Controls, Re: Range Hood extinguisher system
02-27-24	Karen Anderson, Program Director, Re: Volunteer Luncheon planning
02-29-24	Ken Marshall, Caterer, Re: catering options for volunteer luncheon & Thursday evenings
02-29-24	Attended mandatory FOIA & Ethics training program at town hall in council chambers
02-29-24	Maureen Beal, Finance Director, Clelian Center Adult Day Program, Re: tour WSC and exchange information
02-29-24	Ed Abrams, President, Utility Communications, Re: pick up new bus radios

## EXECUTIVE DIRECTOR NARRATIVE REPORT FOR JANUARY 2024

### PERSONNEL & BUDGET

- Senior Center was closed 2-12-24 for Lincoln's Birthday holiday, 2-19-24 for the President's Day holiday. Also closed senior center due to weather on 2-13-24.
- Executive Director out due to illness 2-14-24, returned to work 2-15-24 and also took a vacation day on Tuesday, 2-20-24.
- Worked with staff to finalize the proposed FY 24-25 budget request and 2023 Annual Report including a cover letter to Mayor Cervoni, and following approval by the WCOA at the 2-26-24 meeting, I delivered packets with copies to the mayor and comptroller at the town hall that day.
- Interviewed and introduced a new student volunteer, Amanda Witcher for Memory Lane on 2-8-24.
- Attended mandatory FOIA & Ethics training program with WCOA board members at town hall on 2-29-24 in town council chambers.
- Worked with Karen Anderson and Erin Ambler to select venue, menu and entertainment for annual Volunteer Recognition Luncheon on 4-26-24, also discussed options with Caterer, Ken Marshall.

### FACILITY & EQUIPMENT

- Met with Ed Abrams, President, Utility Communications, 2-29-24, to pay for and pick up 5 new TLK-100, hand held radios for use on the WSC buses and the Transportation Coordinator.
- Reliable Refrigeration technicians were in numerous times throughout the month including on 3-2, to check and adjust the new kitchen exhaust fan; on 3-15 to perform preventative maintenance on the rooftop HVAC units including new air filters; and multiple days to continue the process replacing the dampers, thermostats and running the wiring for the new control panels for the HVAC system.
- On Saturday, 2-3-24 I met Green Life Janitorial staff and owner Antonio Ramos at WSC for planned extraction cleaning of all the buildings carpets. After assisting with moving furniture, I left and returned several times throughout the day to check progress and lock and alarm the facility at 9 PM.
- Removed, painted and reinstalled stained ceiling tiles throughout the building including the Great Room hallways, Activity Room, Offices and Club 60 Plus on 2-7-24.
- DPW and Pro 7 Fire Protection in on 2-20-24 to conduct quarterly fire sprinkler system inspection.
- Purchased, assembled and installed a new greeting card rack transferring card from existing, broken rack for the WSC front lobby on 2-23-24.
- Johnson Controls in on 2-26-24 to successfully conduct semiannual testing and inspection of the kitchen range hood fire suppression system, including replacement of fusible links.

### OTHER

- Went to BJ's on 2-7-24 and purchased cases of soda, water and other items, brought back to and put in the walk in refrigerator in support of Lake View Café. Also went to BJ's again on 2-16 to resolve issues with staff membership cards and also pick up a few items for LVC.
- Took in a late delivery (4:30 to 5:00 PM) from Thurston's Foods on 2-15-24 on behalf of LVC.
- Went to Wallingford Public Library to return and pick up books for the WSC Book Club on 3-21-24.
- Met twice (2-22 & 2-28) with member/volunteer Jack Winkleman regarding Volunteer Recognition Luncheon on 4-26-24, during National Volunteer week and also during 8-day Passover holiday.

**PROGRAM DIRECTOR'S REPORT**

February, 2024 18 DAYS

WEEKLY ACTIVITY	PD INSTRUCTOR	VOLUNTEER-LED	SESSIONS	ATTENDED
Art Appreciation		X	2	36
Artist Studio		X	5	21
Ballroom Dance Lessons	X		3	38
Basic Social Dance Tues/Thur	X		8	81
Bible Discussion Group		X	4	43
Billiards		X	18	198
Bingo		X	8	295
Bocce		X	0	0
Body in Motion	X		6	97
Bridge (Tuesday & Friday)		X	7	61
Canasta		X	2	9
Cardio Drumming	X		2	36
Cards		X	18	275
Chess Club		X	1	12
Club 60 Plus Fitness Center		X	18	650
Corn Hole		X	4	35
Craft Corner		X	4	29
Cribbage		X	4	34
Digital Photography	X		4	61
Drumming - Basic + Advanc	X		7	34
Golf League		X	0	0
Harmonica Group		X	2	9
Healthy Moves	X		1	5
Knitters and Crocheters		X	4	48
Mah Jongg & MJ Lessons		X	11	169
Nickel-Nickel		X	2	16
Parkinson's Fitness Class	X		7	57
Pickleball		X	0	0
Pinochle		X	4	73
Quilting		X	3	34
Scrabble		X	1	4
Set Back		X	4	44
Shuffleboard		X	4	22
SilverSneaker Classes	X		7	110
Singing For fun		X	0	0
Strength and Balance Class	X		9	147
Tai Chi Beginner	X		1	3
Tai Chi	X		4	23
Tap Dance		X	3	22
Texas Hold'em			2	11
Thursday Evening Cabaret			0	0
Thursday Evening Dinner			0	0
Total Fitness	X		12	110
Yoga - Gentle + Chair Yoga	X		6	22
Zoom Classes	X		11	76
<b>WEEKLY ACTIVITIES TOTALS</b>			<b>223</b>	<b>3,050</b>

**PROGRAM DIRECTOR'S REPORT**

February, 2024 18 DAYS

<b>MONTHLY ACTIVITIES</b>	<b>Pd Instructor</b>	<b>Volunteer Led</b>	<b>SESSIONS</b>	<b>ATTENDED</b>
AARP Driver Safety Program		X	1	6
Ask A Realtor		X	1	0
Billiards Tournaments			1	16
Birthday Party			1	25
Book Club		X	1	15
Foot Care Clinic		Dr. Gambardella	1	11
Free Hearing Services		Home Hearing	1	8
Military Whist Card Party		X	1	40
Morning Hike		X	0	0
Movie Matinees			3	85
Parkinson's Support Group	X		1	11
Q&A with the WPD		X	1	cancelled
Reiki Treatments	X		0	0
Veterans Coffee House		X	1	62
Will, Trust and Probate		X	0	0
<b>MONTHLY ACTIVITIES TOTALS</b>			<b>14</b>	<b>279</b>
<b>GROUPS &amp; WKSHOPS</b>				
A.G.E. Workshop		X	2	17
Genealogy Workshop		X	1	4
Guided Meditation		X	4	31
iPad Users' Group		X	0	0
Red Hat Society			0	0
Reiki Certification Class		X	0	0
Support Group			4	41
T.A.B.s		X	0	0
Jam Band		X	3	18
Intro to Chakra	X		0	0
Four Agreements	X		0	0
iPhone Workshop			1	cancelled
Monitor My Health			4	28
<b>GROUPS &amp; WKSHOPS TOTALS</b>			<b>19</b>	<b>139</b>
<b>SPECIAL EVENTS</b>				
Tax Prep	Feb.		7	35
Hearing Screening Masonic	Feb. 21		1	9
Wear Red Grocery Bingo	Feb. 2		1	56
Valentine's Party	Feb. 13			cancelled
Meatball Cookoff	Feb. 23		1	39
Medicare Uncomplicated	Feb. 22		1	11
Leap Year Trivia	Feb. 29		1	18
ShopRite Dietician	Feb. 8		1	26
Pre Diabetes	Feb. 6		1	29
Interactive Health	Feb. 26		1	22
Choate Art Students	Feb. 27		1	15

**PROGRAM DIRECTOR'S REPORT**

**February, 2024 18 DAYS**

<b>SPECIAL EVENTS TOTALS</b>		Total	<b>16</b>	<b>260</b>	
<b>TRAVEL PROGRAM</b>					
<b>TRIP</b>	<b>TRAVEL COMPANY</b>	<b>DATES</b>		<b>ATTENDED</b>	
<b>TRAVEL PROGRAM TOTAL</b>					
<b><u>MEETINGS ATTENDED BY PROGRAM DIRECTOR</u></b>					
Hospitality Committee			cancelled		
WCOA			1		
Staff Meeting			1		

**February Notes:**

Club 60+ members 311 total. 279 are members with silversneakers or renew active  
 January Tivity Health – SilverSneakers 732 swipes, check \$1,587  
 January - 430 swipes, check \$924  
 February 21 - Art Students from Choate visited with members and created portraits.  
 February 26 - Physical Therapy students from Quinnipiac University gave a workshop of PT programs.  
 AARP tax program underway.



## **Social Service Monthly Report**

Joann Hummel Social Service Coordinator

Month: February 2024

One Hundred units were completed by the Social Service Coordinator during the month February. There were no wellness checks needed this month and only one Harvest donation was given out to a person in need for food.

The Food Share mobile pantry came only once this month due to a snow storm resulted in canceling one of the dates. The location continues to be a safe and convenient for the community. The volunteers stated that they are serving between one to two hundred people at our location within the 45 minutes that they are here.

Ct Energy Assistance Program continues to be in full swing at the WSC with New Opportunities assisting Wallingford residents who are 60+. Requests for applications for new recipients are beginning to slow down as the season moves closer to the end. Weekly calls from recipients are coming in requesting for more for fuel assistance money due to the original stipend of money did not last the season. New Opportunities will continue to manage these cases. New Opportunity will continue to come to the WSC every Wednesday until the need ends or May concludes the program.

Housing and affordable home care remains a need and concern. The Wallingford Men's shelter is open and providing shelter to men in need. I continue to be involved in the Community Housing discussion with Ben Fink SCROG and other community leaders, contractors, and community members to find means and opportunities for new affordable housing options in Wallingford.

The two support groups- Grief and Loss, and Covid-19 post - Loneliness, Stress and Anxiety continue to receive a positive response from all who attend. Each month, community members are calling requesting to join the groups. During the month of February, we continued to discuss the emotional responses for the participants, as they remember their loved ones and their past celebrations. The change in traditions, and a new loneliness from grief has been difficult for everyone in the support group. A new member has joined the group who recently lost her husband. Her raw grief has also surface new emotions for a few people. Grief is an emotion that feels like company that they never requested to have. A powerful emotion that comes in waves. Our group is learning to manage the unwanted company of grief. Understanding ways to allow it in and then adding balance back into their life. Learning how to allow the emotion of grief not to overstay its welcome is a learned skill. All are working hard to develop this skill. The group has found comfort to know they are not the only one feeling the emotions that they are trying to manage. They are also able to see their stability and help others to know there is hope that the deep pain changes in time. They are welcoming the guidance from us to help them seek a new vision in their despair. The group is also learning how to improve their inner language on how they define themselves. Using less blame and negative statements and keeping the thoughts in the present time instead of the future, reduces anxiety and stress. Everyone has expressed how grateful they are on how the groups have helped them. The support group offers them a place to express their concerns and find ways to help them feel more comfortable in their environment. The development of trust and friendship among the attendees continues to be appreciated. They are welcoming to all new participants joining the support group, and each new person has expressed



**Month/Year: February 2024**  
**INFORMATION AND ASSISTANCE AND FOLLOW UP STATISTICS**  
**SOCIAL WORKER REPORT**

	I & A	FOLLOW UP CALLS	APPOINTMENTS OFFICE/OUTREACH	
1. ABUSE NEGLECT PROBLEMS				
2. ADULT DAY CARE				
3. AGENCY ON AGING	1			1
4. HOMESHARE				
5. ASSISTED LIVING				
6. BEHAVIORAL HEALTH/SUBS ABUSE/GAMBLING/HOARDING	9		9	2
7. BENEFITS CHECKUP	1		1	
8. CHORE/HOMEMAKER/FRIENDLY VISITOR				
9. COMPANION/LIVE-IN				
10. CONGREGATE HOUSING				
11. CONGREGATE MEALS//ENP				
12. CONNPACE/CONNMAP				
13. CT HOMECARE PROGRAM				
14. MEMORY LANE	1	1	1	
15. ENERGY ASSISTANCE	3	2	1	2
16. FINANCIAL ASSISTANCE	1		1	
17. FOOD PANTRY/OTHER	1		1	
18. SNAP	1		1	
19. GERIATRIC ASSESSMENT PROG.	1	1		1
20. HEALTH INSURANCE/DENTAL	1		1	
21. HOME REPAIR				
22. HOUSING	2	2	2	
23. HOME HEALTH				
24. INCOME TAX				
25. LEGAL				
26. ADVANCED DIRECTIVES				
27. CONSERVATORSHIP	1		1	
28. POWER OF ATTORNEY	1		1	
29. LONG TERM CARE OMBUDSMAN				
30. MEALS ON WHEELS				
31. MEDICARE C	1		1	
32. MEDICARE PART D	1		1	
33. MEDICAID				
34. MEDICAL CARE/.DENTAL CARE	1		1	
35. MEDICARE A, B	2		2	
36. MEDICARE SAVINGS PROGRAM	1		1	
37. MEDIGAP	1		1	

