

**Wallingford Committee on Aging  
Agenda  
February 19, 2021**

Zoom Meeting – 9:00 a.m.

Meeting ID: 930 2873 3707

Passcode: **12345**

(to attend by phone call – 1-646-876-9923)

Call to order @ 9:00 a.m.

Secretary's Report

- Vote to accept minutes of January 22, 2021 Meeting

Treasurer's Report

- Vote to accept monthly report of revenues and expenditures for January 2021
- Vote to accept January 2021 Program Account Report

Consent Agenda – Accept the following January 2021 reports as mailed/emailed:

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

Staff Reports

- Executive Director
- Program Director

Old Business

- WSC Covid-19 – Facility Status Report
- WCOA Board Openings – Slate for March Elections
- Personnel Committee – Approve Updated Personnel Policies Procedures Manual

New Business

- 2021 – 2022 Proposed Budget
- Program Coordinator Update

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

Adjournment (10:00 a.m.)

**Next WCOA meeting – March 19, 2021**

**WALLINGFORD COMMITTEE ON AGING, INC.**  
**January 22, 2021**  
**MINUTES OF MEETING**  
**(via Zoom video/conference call)**

**ATTENDANCE:**

Steven Allinson, Karen Anderson, Anne Bernick, Evangeline Bourgeois, Tom Daly, Rosemary DeAngelis, George Duffy, Jane Fisher, Alberta Flynn, Ronald Graziani, Glenn Havumaki, Carolyn Massoni, Karin Pyskaty and William Viola

**EXCUSED:** Rocco DiGenova

**ABSENT:** Tom Finn

Karin Pyskaty called the meeting to order at 9:07 a.m.

**SECRETARY'S REPORT**

President Karin Pyskaty asked if there were any additions or corrections to the December 18, 2020 Secretary's Report.

**George Duffy made a motion to accept the December Secretary's Report as presented. Carolyn Massoni seconded the motion. The motion passed unanimously.**

**TREASURER'S REPORT**

**December 2020 Operating Account Report**

Treasurer Ron Graziani reported for the month of December 2020. Receipts are \$435,152 which is \$22,790 below the budgeted amount and expenditures are \$99,306 below the budget amount of \$435,152. This results in a net positive of \$76,514.

**Tom Daly made a motion to accept the December Operating Account Report. Alberta Flynn seconded the motion. The motion passed unanimously.**

**December 2020 Program Account Report**

Program Director Karen Anderson reported that things are the same as last month, with little income. Fitness classes are the only income; hoping for classes to start up in March. Very little coming in and very little going out.

**Anne Bernick made a motion to accept the December Program Account Report. Rosemary DeAngelis seconded the motion. The motion passed unanimously.**

**CONSENT AGENDA**

President Karin Pyskaty asked that the Consent Agenda be accepted.

**Ron Graziani made a motion to accept the December Consent Agenda. Carolyn Massoni seconded the motion. The motion passed unanimously.**

## **STAFF REPORTS**

### **Executive Director**

ED Bill Viola stated that the Center has been closed to the public since December 21, but it feels just as busy, although people are not coming in. Staff has continued to work. Would like to mention Deb Markiewicz, who has been going above and beyond calling people, etc. and just has a great personality for helping people. Other staff is working hard and is appreciated. Yesterday, the Health Department vaccinated approximately 220 people, including the majority of staff, here at the Center. Things went very smoothly. The Health Department is doing a great job with the vaccine and the level of cooperation within our town has been phenomenal. Wallingford is a great place to live. ED has begun working on the budget and will hold payroll and the associated costs at the same level. However, the insurance has had too big of an increase to absorb; every insurance has gone up. Will have a draft budget report at next month's meeting. The annual report is due, but we were closed a lot last year so the info will be limited. ED has been working with Karen to fill the Program Coordinator position. Started with over 100 resumes, narrowed it down to 8, contacted 8 people and have 3 candidates to interview for a second time next week. Hope to have someone on board by the beginning of March.

### **Program Director**

Program Director Karen Anderson reported that in December, CASP had offered a holiday program for all Senior Centers in the state. We participated for the hour and a half program which was so well done and everyone enjoyed it. Opened Club 60 for a few weeks and we did well in the morning, afternoons were slower. But have extended gym memberships again since we have closed. Don't have a decision on taxes from AARP yet, still waiting. The Center's knitters/crocheters have donated 933 hand-made items to all over the world which is very impressive. Also, one of our members made 91 ornaments with the military emblem and donated them to the West Haven VA.

## **OLD BUSINESS**

### **WSC Covid-19 – Facility Status Report**

ED Viola reported that he is planning to reopen February 1<sup>st</sup> but is leery with the recent Covid-19 numbers in the state. He wants to continue to be cautious and will take everything into consideration next week to help make a decision. Rosemary DeAngelis asked about the Senior Center being opened and limited to 50 people, how would that affect the Covid-19 vaccinations? A discussion followed about opening to the public while still accommodating the Department of Health for the vaccines.

### **WCOA Board Openings**

ED Viola reported that the proposed slate for voting will be in March and he has forwarded it to the Board. He has worked behind the scenes for new board members and is confident he has found some very good choices. It is always nice to get new people, as well as connect with other entities in town.

### **By-Laws Committee**

Ron Graziani stated that the Committee reviewed the by-laws and there doesn't appear to be anything to change or update. Recommend leaving as is. No vote necessary.

### **Personnel Committee**

George Duffy reported that the Personnel Committee met recently. He stated that the personnel manual is a little difficult due to the day and age we are in today. The Committee made some additions and/or changes and will recommend the Board pass the revisions. ED will send the draft to the entire board with changes hi-lighted. Hopefully, it can be reviewed and approved at the February meeting.

### **NEW BUSINESS**

ED stated that the Board has already discussion the vaccines at the Senior Center by the Department of Health. The Director and Ann have both expressed their gratitude to the staff for their willingness to host.

### **OTHER BUSINESS**

### **ADJOURNMENT**

**Glenn Havumaki made the motion to adjourn. Jane Fisher seconded the motion.  
The motion passed unanimously.**

The meeting adjourned at 10:14 a.m.

Respectfully submitted,



Beth Johnson

Administrative Assistant

**WALLINGFORD COMMITTEE ON AGING**

**OPERATING ACCOUNT**

**FISCAL YEAR JULY 1, 2020-JUNE 30, 2021**

<b>OPERATING &amp; TRANSPORTATION ACCOUNT</b>	<b>BUDGET SUBMITTED</b>	<b>January 2021 ACTIVITY</b>	<b>TO DATE BALANCE FORWARD</b>	<b>YEAR TO DATE BALANCE</b>	<b>BUDGET UNDER or (OVER)</b>
<b>Checking Account</b>				\$ 11,590.06	
<b>Checking Account 01/01/2021</b>		\$ 84,870.71			
<b><u>Receipts Operations</u></b>					
Town Contribution	\$ 628,964.00	\$ 52,414.00	\$ 314,484.00	\$ 366,898.00	\$ 262,066.00
Memory Lane Income	\$ 60,500.00	\$ -	\$ 3,205.00	\$ 3,205.00	\$ 57,295.00
Interest	\$ 20.00	\$ 0.02	\$ 0.16	\$ 0.18	\$ 19.82
Miscellaneous*	\$ -	\$ -	\$ 2,943.00	\$ 2,943.00	\$ (2,943.00)
<b>Carryover Budgeted</b>	\$ 4,852.00	\$ 404.00	\$ 2,424.00	\$ 2,828.00	\$ 2,024.00
<b>Total Receipts-Operations</b>	\$ 694,336.00	\$ 52,414.02	\$ 323,056.16	\$ 375,874.18	\$ 318,461.82
<b><u>Receipts Transportation</u></b>					
Town Contribution	\$ 169,250.00	\$ 14,691.00	\$ 88,146.00	\$ 102,837.00	\$ 66,413.00
Bus Income	\$ 5,100.00	\$ 91.00	\$ 348.00	\$ 439.00	\$ 4,661.00
<b>Carryover Budgeted</b>	\$ 1,617.00	\$ 135.00	\$ 810.00	\$ 945.00	\$ 672.00
<b>Total Receipts-Transportation</b>	\$ 175,967.00	\$ 14,782.00	\$ 89,304.00	\$ 104,221.00	\$ 71,746.00
<b>TOTAL ALL RECEIPTS</b>	\$ 870,303.00	\$ 67,196.02	\$ 412,360.16	\$ 480,095.18	\$ 390,207.82
<b><u>Disbursements Operations</u></b>					
Salaries	\$ 493,598.00	\$ 28,727.41	\$ 212,161.24	\$ 240,888.65	\$ 252,709.35
Payroll Taxes	\$ 42,512.00	\$ 2,667.94	\$ 15,013.20	\$ 17,681.14	\$ 24,830.86
Pensions	\$ 24,694.00	\$ 1,872.59	\$ 7,441.61	\$ 9,314.20	\$ 15,379.80
Health Benefits	\$ 68,350.00	\$ 5,682.15	\$ 39,637.02	\$ 45,319.17	\$ 23,030.83
Workers Comp	\$ 3,695.00	\$ 282.00	\$ 1,308.50	\$ 1,590.50	\$ 2,104.50
Staff Travel	\$ 1,635.00	\$ 245.25	\$ 243.10	\$ 488.35	\$ 1,146.65
Meetings, Seminars, Dues	\$ 3,300.00	\$ 66.76	\$ 959.21	\$ 1,025.97	\$ 2,274.03
Liability Insurance	\$ 11,759.00	\$ 5,100.48	\$ 7,581.70	\$ 12,682.18	\$ (923.18)
Telephone	\$ 1,770.00	\$ 156.43	\$ 1,186.95	\$ 1,343.38	\$ 426.62
Office Expenses/Supplies	\$ 7,000.00	\$ 352.25	\$ 2,465.03	\$ 2,817.28	\$ 4,182.72
Equipment	\$ 2,000.00	\$ -	\$ 737.93	\$ 737.93	\$ 1,262.07
Maintenance/Repair	\$ 3,000.00		\$ 634.24	\$ 634.24	\$ 2,365.76
Facility Expenses & Suppl	\$ 7,872.00	\$ 1,124.71	\$ 4,882.38	\$ 6,007.09	\$ 1,864.91
Audit	\$ 6,800.00		\$ 6,900.00	\$ 6,900.00	\$ (100.00)
Memory Lane Expenses	\$ 9,000.00		\$ 263.00	\$ 263.00	\$ 8,737.00
Miscellaneous*				\$ 0.00	\$ -
Town Building Lease	\$ 1.00		\$ 1.00	\$ 1.00	\$ -
Postage	\$ 350.00			\$ -	\$ 350.00
Printing	\$ 1,800.00		\$ 11.88	\$ 11.88	\$ 1,788.12
Prof Services	\$ 4,400.00	\$ 645.23	\$ 2,058.11	\$ 2,703.34	\$ 1,696.66
Continuing Ed & Training	\$ 800.00			\$ -	\$ 800.00
<b>Disbursements Operations</b>	\$ 694,336.00	\$ 46,923.20	\$ 303,486.10	\$ 350,409.30	\$ 343,926.70

## WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FY JULY 1, 2020-JUNE 30, 2021

OPERATING & TRANSPORTATION ACCOUNT	ANNUAL BUDGET	December 2020 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
<b>Disbursements-Transportation</b>					
Salaries-Drivers	\$ 110,485.00	\$ 5,234.21	\$ 20,714.76	\$ 25,948.97	\$ 84,536.03
Payroll Taxes	\$ 9,967.00	\$ 712.00	\$ 1,594.70	\$ 2,306.70	\$ 7,660.30
Pensions	\$ 5,543.00		\$ 36.88	\$ 36.88	\$ 5,506.12
Health Benefits	\$ 20,385.00		\$ 212.96	\$ 212.96	\$ 20,172.04
Workers Compensation	\$ 7,503.00	\$ 848.00	\$ 3,982.24	\$ 4,830.24	\$ 2,672.76
Maintenance	\$ 6,400.00	\$ -	\$ 2,287.51	\$ 2,287.51	\$ 4,112.49
Fuel	\$ 13,715.00	\$ -	\$ 1,155.36	\$ 1,155.36	\$ 12,559.64
Insurance	\$ 1,968.00		\$ 2,374.00	\$ 2,374.00	\$ (406.00)
Bus Lease	\$ 1.00		\$ 1.00	\$ 1.00	\$ -
<b>Disbursements-Transportation</b>	<b>\$ 175,967.00</b>	<b>\$ 6,794.21</b>	<b>\$ 32,359.41</b>	<b>\$ 39,153.62</b>	<b>\$ 136,813.38</b>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 870,303.00</b>	<b>\$ 53,717.41</b>	<b>\$ 335,845.51</b>	<b>\$ 389,562.92</b>	<b>\$ 480,740.08</b>
<b>Checking Account 01/01/2021</b>		<b>\$ 98,349.32</b>		<b>\$ 102,122.32</b>	
				<b>\$ 3,773.00</b>	Sheet 1 E13 + E 19
				<b>\$ 98,349.32</b>	
Checkbook Balance 6/30/19	\$14,061.67				
Allocated to 2020/21 budget	\$6,469.00				
Unallocated remainder for 2021/2022	\$5,121.00				

**WALLINGFORD SENIOR CENTER  
EXECUTIVE DIRECTOR'S REPORT  
JANUARY 2021**

**GENERAL STATISTICS**

Days of Service: 2 (Covid-19 vaccine clinics)	Memory Lane Units: 0
Recorded Attendance: 482 (clinics & appts.)	Health Service Units: 7
Transportation Units: 149	New Members Added: 0
Community Café Meals: 0	Members Deleted: 18
Social Service Units: 0	Total Registered Members: 3933

**EXECUTIVE DIRECTOR APPOINTMENTS**

**MONTHLY MEETINGS**

*	Member Advisory Council (* suspended, no longer meeting)
01-22-21	Wallingford Committee on Aging (virtual on Zoom)
01-22-21	Staff Meeting

**SPECIAL MEETINGS**

01-05-21	Michael Gonzalez, Service Tech, GTG, Re: server migration and removal of old
01-06-21	Tara Knapp, Gaylord Hospital, VP of External Affairs, Re: joining WCOA board
01-07-21	Don Lanoue, Acting Foreman, DPW, Re: WSC maintenance issues
01-11-21	Carmella DiCesare, Office Manager, Re: review budget reports issues
01-11-21	Karen Anderson, Program Director, Re: plan Program Coordinator interviews
01-11-21	Michael Gonzalez, Service Tech, GTG, Re: resolving server migration issues
01-12-21	Ashley Maratea, Re: virtual interview for Program Coordinator position
01-12-21	Anne Bernick, RN, Public Health Nurse, Re: schedule of upcoming clinics
01-13-21	Steve Civitelli, Health Director, Re: logistics for upcoming vaccine clinics
01-13-21	Erin Ambler, virtual interview for Program Coordinator position
01-14-21	Pamela Ventura, virtual interview for Program Coordinator position
01-14-21	Attended zoom CASCP Board meeting followed by regular CASCP meeting
01-15-21	Anne Bernick & Steve Civitelli Re: WSC remaining closed for two more weeks
01-25-21	Ashley Maratea, Re: in person interview for Program Coordinator position
01-25-21	Erin Ambler, in person interview for Program Coordinator position
01-26-21	Pamela Ventura, in person interview for Program Coordinator position
01-27-21	Anne Bernick, Steve Civitelli & Karen Anderson, Re: revised clinic set up, logistics with reopening center on 2-1 and AARP tax appointments
01-28-21	Susan Gomes, Re: Volunteering for Covid-19 waiting area monitoring

## EXECUTIVE DIRECTOR NARRATIVE REPORT FOR DECEMBER 2020

### PERSONNEL

- Senior Center remained closed to public throughout the month of January due to the high levels of Covid-19 infection rates throughout the state and locally. We did hold 2 full and one small vaccine clinics during this time as well as a small number of other appointments. Staff continued to report to work (except for New Year's Day and MLK Holiday, 1-18-21) conducting regular business, answering calls and emails plus providing transportation to appointments and shopping.
- Executive Director met regularly with Health Nurse Anne Bernick and Wallingford Health Director, Steve Civitelli to discuss continued closure of the center and also the logistics of the vaccination clinics.
- Reviewed the 110 resumes we received in response to ads for the open Program Coordinator position. Program Director Karen Anderson and I conducted virtual interviews 1-11-21 through 1-15-21 and then in person interviews 1-25 & 1-26-21. Another virtual interview was done by us on 2-1-21 and then third round interviews with WCOA Personnel Committee member Jane Fisher and Office Manager Carmela DiCesare were held on 2-4-21. Meeting together after these interviews, a consensus was reached to offer the position to Erin Ambler.
- Via emails, phone calls and in person meetings, recruited 3 new board members plus John Rankin, who had served previously to fill positions opening on the board for the coming election in March, 2021. Additionally, recruited two current members to serve as President and Vice President.

### FACILITY

- Assisted Program Director with removal of holiday decorations and re-storing them in the storage shed.
- Computer Services vendor GTG completed migration of all data, network and files to new server (previously purchased) and then removed old server on 1-5-21. Also, conducted troubleshooting of problems with Carmela's computer, swapped with Program Coordinator computer, loaded previously purchased QuickBooks 2020 and took bad PC out for repairs.
- Wallingford Health Department Staff in on 1-13-21 to plan and set up for initial Covid-19 Vaccine Clinic on 1-14-21. Successful clinics were conducted on 1-21 (226 people including WSC staff) and on 2-28 (220 people) and on 2-29 (20 WFD & WPD, 2<sup>nd</sup> shot).
- Encore Fire Protection in to conduct successful testing and inspection of the facilities fire sprinkler system on 1-27-21.

### OTHER

- Successfully submitted mandatory quarterly reports for 5310 grant funded buses to the CT DOT on 1-4-21.
- Assisted Program Director with packing and handing out Super Bowl LV "Snack Pack" goody bags for drive through distribution to members who signed up on 1-25-21.
- Following information received from CASCP and the State Unit on Aging, obtained, completed and submitted the Connecticut Senior Center Project: CARES Act Funding application for reimbursement of funds spent to mitigate Covid-19 risks in senior centers. Our application was approved and we received a check for \$2,500 from the state.



**PROGRAM DIRECTOR'S REPORT**

January 2021 0 Days

WEEKLY ACTIVITY	PD INSTRUCTOR	VOLUNTEER-LED	SESSIONS	ATTENDED
A Matter of Balance	X		0	0
Art Appreciation		X	0	0
Arthritis Exercise Class	X		0	0
Artist Studio		X	0	0
Balance Fun	X		0	0
Bible Discussion Group		X	0	0
Billiards		X	0	0
Bingo		X	0	0
Bocce		X	0	0
Bridge (Tuesday & Friday)		X	0	0
Canasta		X	0	0
Cards/Nickel-Nickel		X	0	0
Club 60 Plus Fitness Center	X	X	0	0
Cribbage		X	0	0
Current Events		X	0	0
Dance Lessons Tuesday	X		0	0
Dance Parties Tues/Thurs		X	0	0
Drumming for Parkinsons	X		0	0
Fun with Fitness		X	0	0
Gentle Exercise		X	0	0
Gentle Pilates		X	0	0
Golf League		X	0	0
Hawaiian Dance		X	0	0
Healthy Moves	X		0	0
Knitters and Crocheters		X	0	0
Let's Play Powerball	X		0	0
Mah Jongg & MJ Lessons	X		0	0
Massage	X		0	0
Mid-Day Total Fitness	X		0	0
Morning Total Fitness	X		0	0
Paint Party	X		0	0
Parkinson's Fitness Class	X		0	0
Pickleball		X	0	0
Ping Pong		X	0	0
Pinochle		X	0	0
Quilting		X	0	0
Rummikub		X	0	0
Scrabble		X	0	0
Senior Fitnessize		X	0	0
Set Back		X	0	0
Strength and Balance Class	X		0	0
Tai Chi	X		0	0
Tai Chi for Health		X	0	0
Tap Dance	On line	X	0	0
Texas Hold'em			0	0
Thursday Evening Cabaret	X		0	0

**PROGRAM DIRECTOR'S REPORT**

January 2021 0 Days

Thursday Evening Dinner			0	0
Wallingford Sound Chorus	X		0	0
Yoga	X		0	0
Zumba Gold - Mon and Fri	X		0	0
<b>WEEKLY ACTIVITIES TOTALS</b>			<b>0</b>	<b>0</b>
<b>MONTHLY ACTIVITIES</b>		<b>CO-SPONSOR</b>	<b>SESSIONS</b>	<b>ATTENDED</b>
A.G.E. Workshop			1	8
AARP Driver Safety Program		AARP	0	0
Ask A Realtor			0	0
Ask An Attorney			0	0
Benefits Screening			0	0
Billiards Tournaments			0	0
Birthday Party			0	0
Book Club Discussion Group			1	9
Cardiac Support Group			0	0
Financial Q & A		B. Toomey	0	0
Foot Care Clinic		Dr. Gambardella	1	10
Free Hearing Services		Miracle Ear	0	Cancelled
Hospitality Committee Mtg			0	Cancelled
iPad User Group	on line		1	7
Let's Do Lunch Bunch			0	0
Genealogy			1	Cancelled
Military Whist Card Party			0	0
Morning Hike			1	13
Movie Matinees			0	0
Parkinson's Support Group	ZOOM		1	Cancelled
Q&A with the WPD	in person		1	Cancelled
Red Hat Society	on line/inperson		1	Cancelled
Reiki Treatments			0	0
Veterans Coffee House			0	0
Veterans Services			0	0
Will, Trust and Probate			1	Cancelled
<b>MONTHLY ACTIVITIES TOTALS</b>			<b>10</b>	<b>47</b>
<b>SPECIAL EVENTS</b>				
Super Bowl Snack Pack	WSC		1	42
Foods for Immune Syst.	ShopRite		1	11
				cancelled
		<b>Totals</b>	<b>2</b>	<b>53</b>



**Social Services Report**  
**Eileen F. Flynn, LMSW, MS**  
**Social Worker**  
**January 2021**

During the month of January the Social Worker continued to have meetings by telephone. Heating assistance applications continued in January. The heating assistance program has been successful even though the application process was completed by telephone with paperwork dropped off at the senior center.

Renewals and applications for other State and Federal programs were also completed by telephone or applications were mailed to the senior and then they called if they had any questions, and the Social Worker assisted the individual with completion of the paperwork.

Telephone calls continued to be about housing availability since rents continue to increase and seniors who only receive Social Security are falling further and further behind with the changes. The Social Security increase is not enough to meet their rising expenses. SNAP (Food Stamp) benefits have been increased until June. This was also done in 2020 but seniors who realized this increase did not understand that it was time limited and were calling because of the decrease back to the original benefits. Although this is greatly appreciated, seniors become dependent on the increase and find it difficult when their benefits revert back to the original benefit.

WALLINGFORD SENIOR CENTER  
MEMORY LANE REPORT  
JANUARY 2021

GENERAL STATISTICS:

Active Participants	0	Days of Service	0
Wallingford	0	Service units actual	0
Out of town	0	Service units budget	N/A
New	0	Service units if full	N/A
Discharged	0	Average attendance	0
Referrals	0	Budgeted attendance	10.5
Assessments	0	Capacity attendance	15

Regular Meetings:

None.

Other Meetings:

None.

Marketing Meetings:

I continue to be in contact with other facilities via phone calls and email.

Qualitative Statement:

The Memory Lane Program was closed for the month of January. I watched a virtual seminar through the Alzheimer Association called "Effective Communication" for folks with dementia. It was very interesting and informative.

I have been helping out with covid vaccine clinic and have thoroughly enjoyed it. I get a chance to see some people from the Senior Center, some even from my program. It gives me hope for a day when we can put this all behind us and start back up again in Memory Lane.

I continue to keep in touch with clients, families and volunteers through weekly calls and emails. Most are doing well and doing their best to get through these stressful times. We look forward to better days ahead.

Warm Regards,

Debbie Markiewicz  
Memory Lane Coordinator