

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

Zoom Meeting – 9:00 a.m.

Meeting ID: 724 704 1024

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 February 19, 2021 Meeting

Treasurer's Report

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

Consent Agenda – Accept the following February 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
- FY 21-22 WCOA Budget update
- Nominating Committee - election of new members & officers to WCOA Board

New Business

- Thank you to our departing members Karin Pyskaty, George Duffy & Carolyn Massoni

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

Adjournment (10:00 a.m.)

**Next WCOA meeting – April 16, 2021**

**WALLINGFORD COMMITTEE ON AGING, INC.**  
**February 19, 2021**  
**MINUTES OF MEETING**  
**(via Zoom video/conference call)**

**ATTENDANCE:**

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

**EXCUSED:**

**ABSENT:**

Karin Pyskaty called the meeting to order at 9:13 a.m.

**SECRETARY'S REPORT**

President Karin Pyskaty asked if there were any additions or corrections to the January 22, 2021 Secretary's Report.

**Ron Graziani made a motion to accept the January Secretary's Report as presented.  
Glenn Havumaki seconded the motion. The motion passed unanimously.**

**TREASURER'S REPORT**

**January 2021 Operating Account Report**

Treasurer Ron Graziani reported for the month of January 2021. Receipts are \$480,095 which is \$27,582 below the budgeted amount of \$507,677 and expenditures are \$389,563 which is \$118,114 below the budgeted amount. This results in a net positive of \$90,532.

**George Duffy made a motion to accept the January Operating Account Report.  
Rosemary DeAngelis seconded the motion. The motion passed unanimously.**

**January 2021 Program Account Report**

Program Director Karen Anderson reported that we are starting to bring in a little more income with fitness classes starting in April (instead of March). Also, beginning to get deposits for some overnight trips as some people are thinking of traveling. The Alaska trip has been rescheduled for May, but is unknown if it will actually happen. Club 60 membership is really down, but hoping once we reopen fully, it may increase.

**Alberta Flynn made a motion to accept the January Program Account Report. Anne Bernick seconded the motion. The motion passed unanimously.**

## **CONSENT AGENDA**

President Karin Pyskaty asked that the Consent Agenda be accepted.

**Rosemary DeAngelis made a motion to accept the January Consent Agenda. Tom Finn seconded the motion. The motion passed unanimously.**

## **STAFF REPORTS**

### **Executive Director**

ED Bill Viola reported that the Senior Center was planning to reopen on February 1st, but due to a snow storm we opened on February 3. We average about 40 people a day, not including the vaccine clinic. Getting a lot of phone calls, due to vaccines and tax appointments. Vaccine clinics have 200-280 people and is going very well. The clinics are mostly on Thursdays, but there will be other clinics on various days and even on Saturdays. One of our new board members, Susan Gomes, has been volunteering at the clinics and volunteer Jackie Pulit has helped a lot at the front door. We appreciate our volunteers. For the most part, people are very gracious about getting a vaccine, and we are happy that we are able to partner with the Health Department and others. The outdoor lighting repairs have been hampered by the weather but will be completed soon. Carmella DiCesare completed the Workers Compensation audit. Also, there were a couple computer issues that needed to be straightened out and the sprinklers were inspected, as well as other routine items.

### **Program Director**

Program Director Karen Anderson reported that AARP tax preparations have begun and the Senior Center is scheduling 15 appointments to come in and drop off materials. An AARP volunteer will meet with the person to make sure all their paperwork is in, but there will not be any in-person appointments. Scheduled three weeks of appointments so far for 3-4 days a week in the building. Received notification that the pharmacy at Shop Rite in Wallingford is closing, which provided flu clinics in the past. Will have to look into a new provider for that.

## **OLD BUSINESS**

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

ED Viola said that he covered most of the information in his report. But he did say that the Governor is going to open things up to 50% on March 19. Karen will be starting fitness classes in April instead of March. As more people over 65 receive their second dose of the vaccine, we should be able to move forward with more things in the building and offering more programs. ED will continue to work with the Health Department. Will we require people to be vaccinated before coming? Definitely for Memory Lane, but other programs? A discussion followed about this and people not wanting to get the vaccine.

### **WCOA Board Openings – Slate for March Elections**

ED Viola reported that the new slate has been presented, and those members up for re-election are staying on the Board. Next month the Board will vote on the slate, including officers.

### **Personnel Committee – Approve Updated Personnel Policies Procedures Manual**

George Duffy, Chair of the Personnel Committee reported that the committee met, made a couple changes and additions and would now like the Board to approve the revised Personnel Policies Procedures manual.

**Jane Fisher made a motion to accept the revised Personnel Policies Procedures manual. Anne Bernick seconded the motion. The motion passed unanimously.**

**NEW BUSINESS**

**2021 – 2022 Proposed Budget**

ED Viola sent the proposed budget with the reports last week and sent out the full budget report and with annual report yesterday. It was a little different this year writing the annual report since we were closed for 5 months and re-opened in September. A lot of things were impacted. ED has sent the cover letter to the Mayor and feels comfortable with his request. Meeting with the Mayor on Wednesday, March 3 at 1:30, along with Ron Graziani. This year, ED will provide a copy to the Town Council, along with a statement of what the Senior Center does for the town and what would happen if it didn't receive funding from the town. This is requested for all social service organizations in town.

**Program Coordinator Update**

ED Viola reported that he and Program Director Karen Andersen conducted the initial search and interviews of candidates. This was followed by Board and WCOA Personnel Committee member Jane Fisher and Office Manager Carmela DiCesare joining them to conduct final interviews with two candidates. After a discussion of the candidates, ED offered the position to one candidate, Erin Ambler. She will start on Monday, February 22. She brings a lot of experience in fitness and special events, has excellent references and should be a great asset. The Program Director stated it is a good time for her to start and there is a lot to learn. Karen Pyskaty mentioned that when Karen Andersen started as Program Coordinator, it was only a part time position. Over time, it developed into a full time position and it wouldn't have attracted good candidates if the position was still part-time. She complimented the Program Director for a job well done.

**OTHER BUSINESS**

**ADJOURNMENT**

**Tom Daly made the motion to adjourn. Alberta Flynn seconded the motion. The motion passed unanimously.**

The meeting adjourned at 10:06 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>February 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 02/01/2021</b>		\$ 98,349.32			
<b><u>Receipts Operations</u></b>					
Town Contribution	\$ 628,964.00	\$ 52,414.00	\$ 366,898.00	\$ 419,312.00	\$ 209,652.00
Memory Lane Income	\$ 60,500.00	\$ -	\$ 3,205.00	\$ 3,205.00	\$ 57,295.00
Interest	\$ 20.00	\$ 0.01	\$ 0.18	\$ 0.19	\$ 19.81
Miscellaneous*	\$ -	\$ -	\$ 2,943.00	\$ 2,943.00	\$ (2,943.00)
<b>Carryover Budgeted</b>	\$ 4,852.00	\$ 404.00	\$ 2,828.00	\$ 3,232.00	\$ 1,620.00
<b>Total Receipts-Operations</b>	\$ 694,336.00	\$ 52,414.01	\$ 375,874.18	\$ 428,692.19	\$ 265,643.81
<b><u>Receipts Transportation</u></b>					
Town Contribution	\$ 169,250.00	\$ 14,691.00	\$ 102,837.00	\$ 117,528.00	\$ 51,722.00
Bus Income	\$ 5,100.00	\$ 74.00	\$ 439.00	\$ 513.00	\$ 4,587.00
<b>Carryover Budgeted</b>	\$ 1,617.00	\$ 135.00	\$ 945.00	\$ 1,080.00	\$ 537.00
<b>Total Receipts-Transportation</b>	\$ 175,967.00	\$ 14,765.00	\$ 104,221.00	\$ 119,121.00	\$ 56,846.00
<b>TOTAL ALL RECEIPTS</b>	\$ 870,303.00	\$ 67,179.01	\$ 480,095.18	\$ 547,813.19	\$ 322,489.81
<b><u>Disbursements Operations</u></b>					
Salaries	\$ 493,598.00	\$ 29,434.44	\$ 240,888.65	\$ 270,323.09	\$ 223,274.91
Payroll Taxes	\$ 42,512.00	\$ 2,722.01	\$ 17,681.14	\$ 20,403.15	\$ 22,108.85
Pensions	\$ 24,694.00	\$ 1,618.98	\$ 9,314.20	\$ 10,933.18	\$ 13,760.82
Health Benefits	\$ 68,350.00	\$ 5,682.15	\$ 45,319.17	\$ 51,001.32	\$ 17,348.68
Workers Comp	\$ 3,695.00	\$ 282.00	\$ 1,590.50	\$ 1,872.50	\$ 1,822.50
Staff Travel	\$ 1,635.00	\$ 6.65	\$ 488.35	\$ 495.00	\$ 1,140.00
Meetings, Seminars, Dues	\$ 3,300.00	\$ -	\$ 1,025.97	\$ 1,025.97	\$ 2,274.03
Liability Insurance	\$ 11,759.00	\$ 851.41	\$ 12,682.18	\$ 13,533.59	\$ (1,774.59)
Telephone	\$ 1,770.00	\$ 150.19	\$ 1,343.38	\$ 1,493.57	\$ 276.43
Office Expenses/Supplies	\$ 7,000.00	\$ 299.07	\$ 2,817.28	\$ 3,116.35	\$ 3,883.65
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	\$ 800.54	\$ 6,007.09	\$ 6,807.63	\$ 1,064.37
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	\$ 324.44	\$ 2,703.34	\$ 3,027.78	\$ 1,372.22
Continuing Ed & Training	\$ 800.00			\$ -	\$ 800.00
<b>Disbursements Operations</b>	\$ 694,336.00	\$ 42,171.88	\$ 350,409.30	\$ 392,581.18	\$ 301,754.82

## WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FY JULY 1, 2020-JUNE 30, 2021

OPERATING & TRANSPORTATION ACCOUNT	ANNUAL BUDGET	February 2020 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
<b>Disbursements-Transportation</b>					
Salaries-Drivers	\$ 110,485.00	\$ 4,400.62	\$ 25,948.97	\$ 30,349.59	\$ 80,135.41
Payroll Taxes	\$ 9,967.00	\$ 648.22	\$ 2,306.70	\$ 2,954.92	\$ 7,012.08
Pensions	\$ 5,543.00		\$ 36.88	\$ 36.88	\$ 5,506.12
Health Benefits	\$ 20,385.00	\$ 174.00	\$ 212.96	\$ 386.96	\$ 19,998.04
Workers Compensation	\$ 7,503.00	\$ 848.00	\$ 4,830.24	\$ 5,678.24	\$ 1,824.76
Maintenance	\$ 6,400.00	\$ -	\$ 2,287.51	\$ 2,287.51	\$ 4,112.49
Fuel	\$ 13,715.00	\$ 562.61	\$ 1,155.36	\$ 1,717.97	\$ 11,997.03
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>\$ 6,633.45</b>	<b>\$ 39,153.62</b>	<b>\$ 45,787.07</b>	<b>\$ 130,179.93</b>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 870,303.00</b>	<b>\$ 48,805.33</b>	<b>\$ 389,562.92</b>	<b>\$ 438,368.25</b>	<b>\$ 431,934.75</b>
<b>Checking Account 02/28/2021</b>		<b>\$ 116,723.00</b>		<b>\$ 121,035.00</b>	
				<b>\$ 4,312.00</b>	Sheet 1 E13 + E 19
				<b>\$ 116,723.00</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  
FEBRUARY 2021**

**GENERAL STATISTICS**

Days of Service:	14	Memory Lane Units:	0
Recorded Attendance:	2148 (1559 vac-clinic)	Health Service Units:	
Transportation Units:	97	New Members Added:	21
Community Café Meals:	0	Members Deleted:	14
Social Service Units:	0	Total Registered Members:	3957

**EXECUTIVE DIRECTOR APPOINTMENTS**

**MONTHLY MEETINGS**

	Member Advisory Council – suspended, no longer meeting
02-19-21	Wallingford Committee on Aging
02-26-21	Staff Meeting

**SPECIAL MEETINGS**

02-01-21	Sarah Lombardo, Re: interview for Program Coordinator position via zoom
02-03-21	Michael Gonzalez, Technician, GTG Computers, Re: removal and repair of PC
02-03-21	Carmela DiCesare, Office Manager, Re: billing for health, pension and SchedulesPlus issues
02-03-21	Mike Mancino, Electrician, Re: indoor and outdoor light repairs
02-04-21	Zoom Meetings with CASCP Board (2PM) and regular CASCP membership (3PM) Re: planning and Covid-19 updates
02-04-21	Jane Fisher, WCOA Board & Carmela DiCesare, Office Manager, Re: interviews of Program Coordinator Candidates, met with Karen and myself after to review
02-04-21	Steven Civitelli, Health Director, Re: plans for future vaccination clinics
02-10-21	Erin Ambler, Re: accept Program Coordinator position, fill out paperwork et.
02-10-21	Mike Wilkins, Technician, Johnson Controls-Simplex, Re: Range Fire Guard inspection
02-10-21	Steve Civitelli & Anne Bernick, Re: schedule for planned clinics
02-11-21	CASCP zoom meeting with Amy Porter, CT Commissioner of Aging & Disability Services, Re: vaccination rollout, access and role of senior centers
02-16-21	Carmela DiCesare & Janet Biron, Re: Workman's Compensation audit
02-18-21	Mayor Dickinson, Re: hand deliver proposed budget and brief discussion
02-22-21	Michael Gonzalez, Technician, GTG Computers, Re: Reinstall Program Coordinator PC and resolve roaming profile issue with my PC
02-23-21	Steve Civitelli & Anne Bernick, Re: revised schedule for planned clinics
02-25-20	CASCP zoom meeting with Governor Lamont's office regarding vaccine rollout to new age groups, teachers and increased vaccine availability

## EXECUTIVE DIRECTOR NARRATIVE REPORT FOR FEBRUARY 2021

### PERSONNEL

- The center was closed due to snow on 2-1-21, 2-2-21, 2-9-21 & 2-19-21. The center also closed early on 2-18-21 and opened late on 2-8-21 also due to snow. Additionally, we were closed on Friday, 2-12-21 for the Lincoln's Birthday holiday and on Monday, 2-15-21 for the Presidents Day holiday.
- Although closed to members on 2-1-21, a small vaccine clinic was held here that day. Additionally, I calculated and input the staff payroll and conducted a zoom interview (joined remotely by the Program Director) of a candidate for the Program Coordinator position.
- Following an extensive search process throughout January for a new Program Coordinator, a third round of interviews for the final two candidates was held on 2-4-21. These interviews were conducted by Library Director, WCOA Board and Personnel Committee Member Jane Fisher and our own Office Manager Carmela DiCesare. Afterwards they met with Program Director Karen Anderson and myself to compare thoughts as we had conducted the first and second round interviews and we were in agreement that Erin Ambler was the most qualified candidate. She was offered the position the next day and once all hiring paperwork, plus references and a criminal background check was completed, she began work on 2-22-21. We believe she will be a strong asset to the senior center and its members.
- Created email accounts for Receptionist and new Program Coordinator and resolved problem with VIPRA Antivirus protection on Receptionist computer on 3-20-21.
- Worked with GTG Computers to troubleshoot a problem with the Office Manager's PC disconnecting from the server. Swapped out with Program Coordinator PC to confirm problem with PC and then sent out for repairs. Installed new QuickBooks 2020 to allow printout of 2020 990's for paid vendors. After repair, completed installed PC for Program Coordinator and installed Print Shop. Also set up an account in SchedulesPlus and ordered an additional Print Shop "Images" disc.

### FACILITY

- Covid-19 vaccination clinics were held by the Wallingford Health Department at the senior center on Monday, 2-1-21 (90 people), Thursday, 2-4-21 (210), Thursday, 2-11-21 (276), Saturday, 2-13 (80), 2-17 Wednesday, (300+), Saturday, 2-20-21 (200+), and Thursday, 2-25 (437). Held a number of brief meetings throughout the month with the Health Dept., adjusting to changes with weather, vaccine availability and protocol changes. These clinics have gone remarkable well with great appreciation expressed by all.
- Precision Food Equipment Services in on 2-4-21 to service Champion dish machine due to not draining. New drain motor ordered and then installed on 2-23-21.
- Reliable Refrigeration in to conduct preventative maintenance on kitchen equipment (clean filters, ice machine etc.) found condenser motor for walk in noisy, plan to replace.
- Worked with Town Electrician Mike Mancino to troubleshoot and repair parking lot pole lights and also authorized him to rebuild the nonfunctioning Wallingford Senior Center sign with LED lighting replacing the fluorescents, which he completed on 3-1-21.

### OTHER

- Worked with staff to complete 2020 annual report section of the budget as well as the rest of the budget, including the cover letter to the mayor. Provided this to the WCOA and then to the Mayor and Comptroller prior to the 3-3-21 budget meeting with them.



**PROGRAM DIRECTOR'S REPORT**

**February 2021 14 Days**

<b>WEEKLY ACTIVITY</b>	<b>PD INSTRUCTOR</b>	<b>VOLUNTEER-LED</b>	<b>SESSIONS</b>	<b>ATTENDED</b>
A Matter of Balance	X		0	0
Art Appreciation		X	0	0
Arthritis Exercise Class	X		0	0
Artist Studio		X	4	0
Balance Fun	X		0	0
Bible Discussion Group		X	0	0
Billiards		X	14	37
Bingo		X	5	80
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	14	97
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	2	5
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	2	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





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

During the month of February the Social Worker continued to have meetings by telephone. Heating assistance applications continued in February. With the availability of Covid 19 vaccinations, seniors are beginning to feel better about leaving their homes. There are, however, seniors who are reluctant to get the vaccination and are still fearful to go out. Others have been advised by their physicians not to get the vaccine because of the severity of their allergies.

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. Some recent telephone callers are now waiting for further stimulus checks to pay their utilities, etc. This is somewhat concerning because of their increased reliance on this payment. The senior population who were able to meet basic needs prior to the pandemic are now beginning to find a false sense of security. When these stimulus checks are no longer available and other programs such as SNAP resume decreased monthly benefits, many will no longer be able to meet their expenses.

WALLINGFORD SENIOR CENTER  
MEMORY LANE REPORT  
FEBRUARY 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 February.

I have been helping out with covid vaccine clinics 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. Two of my members come to bingo on Tuesdays and Thursdays in the senior center for socialization. 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