

**Wallingford Committee on Aging
Agenda
July 16, 2021**

Call to order @ 9:00 a.m.

Secretary's Report

- Vote to accept minutes of June 18, 2021 Meeting

Treasurer's Report

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

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

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

Staff Reports

- Executive Director
- Program Director

Old Business

- Pickle Ball Courts at WSC
- LRP update

New Business

- Insurance Review

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

Adjournment (10:00 a.m.)

Next WCOA meeting – September 17, 2021 (*no meeting in August)

WALLINGFORD COMMITTEE ON AGING, INC.
June 18, 2021
MINUTES OF MEETING

ATTENDANCE: Steven Allinson, Karen Anderson, Anne Bernick, Evangeline Bourgeois, Tom Daly, Rosemary DeAngelis, Rocco DiGenova, Jane Fisher, Alberta Flynn, Susan Gomes, Ronald Graziani, John Rankin and William Viola

EXCUSED: Audrey Grove, Glenn Havumaki and Tara Knapp

ABSENT: Tom Finn

President Tom Daly called the meeting to order at 9:02 a.m.

SECRETARY'S REPORT

President Tom Daly asked if there were any additions or corrections to the May 21, 2021 Secretary's Report.

Rosemary DeAngelis made a motion to accept the May Secretary's Report as presented. Steve Allinson seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

May 2021 Operating Account Report

Treasurer Ron Graziani reported for the month of May 2021. Receipts are \$757,833 which is \$39,942 below the budgeted amount of \$797,775. Expenditures are \$612,872 which is \$184,903 below the budgeted amount. This results in a net positive of \$144,961. ED Viola pointed out that \$90,000 of that is allocated to the upcoming budget.

Alberta Flynn made a motion to accept the May Operating Account Report. Rocco DiGenova seconded the motion. The motion passed unanimously.

May 2021 Program Account Report

Program Director Karen Anderson reported that a little more income has come into programs. Classes have improved a little. There is money showing in the trip account, but that will go towards paying for buses. Hopefully, Lake View Café will pick up.

Ann Bernick made a motion to accept the May Program Account Report. Rosemary DeAngelis seconded the motion. The motion passed unanimously.

CONSENT AGENDA

President Tom Daly asked that the Consent Agenda be accepted.

Ron Graziani made a motion to accept the May Consent Agenda. Jane Fisher seconded the motion. The motion passed unanimously.

STAFF REPORTS

Executive Director

ED Bill Viola reported that Lake View Café is starting slowly, and the same is true for transportation. Summer months can be slow but hopefully, it should start to get busy again in September. It feels good to have people back socializing, dancing, etc. The long-time Lake View Café manager, Suzanne Kroeber is not coming back, due to health and personal reasons. ED has asked the assistant, Mary Glenn to step up to the manager position as she has worked in Lake View for 18 years under Suzanne. Most of the volunteers for the kitchen have returned and the volume of business now is manageable. The benches for the bocce courts need attention and ED is looking into getting new ones. Willi Stahura, former present of MAC, called to remind ED of the agreement when MAC was temporarily suspended to review the need annually. Covid threw us off last year so it was not reviewed. A discussion followed. It was decided that the Board was comfortable keeping MAC in abeyance, but will review the issue annually.

Program Director

Program Director Karen Anderson reported that the Hudson River trip filled up in an hour and added a second bus that is also full. It seems that people want to travel. Have started to advertise overnight trips for 2022 and have three reservations already. Still working on the silver sneakers program, but Erin has run into the same roadblocks as we had in the past. May try in September to have some of our volunteers help register our members. Reviewed June events and outdoor events. Our hospitality committee did great with the pizza dinner and wore masks without complaining.

OLD BUSINESS

WSC Covid-19 – Facility Status Report

ED Viola reported that the ENP program will return in August. As he stated earlier, people are coming back, some a little slower than others. Ann Bernick stated that she received notification that the Parkinson group can begin to meet in person again.

Pickle Ball Courts at WSC

ED Viola stated that unfortunately, Eversource is saying at this time they are not willing to let us put pickleball courts on the land next to here. Talked about other options and he will continue to look into having pickle ball courts.

Staff Recognition

ED Viola reported that he is looking forward to the Staff Appreciation Dinner at 5:00 next Tuesday, June 22nd. Asked if a board member or the president would say a few words this year. President Tom Daly agreed to do this.

NEW BUSINESS

Vote to Formally Adopt FY21-22 Budget

ED Viola asked that the FY2021-2022 budget be formally approved and adopted.

Ron Graziani made a motion to formally approve and adopt the FY2021-2022 budget. John Rankin seconded the motion. The motion passed unanimously.

OTHER BUSINESS

Jane Fisher wanted to thank Bill Viola and Karen Anderson for promoting the 3rd annual Rotary Club's Flags for Heroes event. There were 167 flags this year, more than 50% from the previous year.

ADJOURNMENT

Anne Bernick made the motion to adjourn. Rosemary DeAngelis seconded the motion. The motion passed unanimously.

The meeting adjourned at 10:07 a.m.

Respectfully submitted,



Beth Johnson
Administrative Assistant

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FISCAL YEAR JULY 1, 2020-JUNE 30, 2021

OPERATING & TRANSPORTATION ACCOUNT	BUDGET SUBMITTED	JUNE 2021 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Checking Account				\$ 11,590.06	
Checking Account 06/01/2021		\$ 150,621.52			
<u>Receipts Operations</u>					
Town Contribution	\$ 628,964.00	\$ 52,410.00	\$ 576,554.00	\$ 628,964.00	\$ -
Memory Lane Income	\$ 60,500.00	\$ 1,910.00	\$ 4,190.00	\$ 6,100.00	\$ 54,400.00
Interest	\$ 20.00	\$ 0.56	\$ 1.53	\$ 2.09	\$ 17.91
Miscellaneous*	\$ -	\$ -	\$ 8,507.00	\$ 8,507.00	\$ (8,507.00)
Carryover Budgeted	\$ 4,852.00	\$ 404.00	\$ 4,444.00	\$ 4,848.00	\$ 4.00
Total Receipts-Operations	\$ 694,336.00	\$ 54,320.56	\$ 593,696.53	\$ 648,421.09	\$ 45,914.91
<u>Receipts Transportation</u>					
Town Contribution	\$ 169,250.00	\$ 14,697.00	\$ 161,601.00	\$ 176,298.00	\$ (7,048.00)
Bus Income	\$ 5,100.00	\$ 331.00	\$ 1,050.00	\$ 1,381.00	\$ 3,719.00
Carryover Budgeted	\$ 1,617.00	\$ 135.00	\$ 1,485.00	\$ 1,620.00	\$ (3.00)
Total Receipts-Transportation	\$ 175,967.00	\$ 15,028.00	\$ 164,136.00	\$ 179,299.00	\$ (3,332.00)
TOTAL ALL RECEIPTS	\$ 870,303.00	\$ 69,348.56	\$ 757,832.53	\$ 827,720.09	\$ 42,582.91
<u>Disbursements Operations</u>					
Salaries	\$ 493,598.00	\$ 57,690.71	\$ 377,648.91	\$ 435,339.62	\$ 58,258.38
Payroll Taxes	\$ 42,512.00	\$ 4,569.69	\$ 29,929.99	\$ 34,499.68	\$ 8,012.32
Pensions	\$ 24,694.00	\$ 12,187.63	\$ 16,256.31	\$ 28,443.94	\$ (3,749.94)
Health Benefits	\$ 68,350.00	\$ 9,346.05	\$ 67,780.50	\$ 77,126.55	\$ (8,776.55)
Workers Comp	\$ 3,695.00	\$ 282.00	\$ 2,718.50	\$ 3,000.50	\$ 694.50
Staff Travel	\$ 1,635.00	\$ 179.85	\$ 586.56	\$ 766.41	\$ 868.59
Meetings, Seminars, Dues	\$ 3,300.00	\$ 774.33	\$ 1,346.10	\$ 2,120.43	\$ 1,179.57
Liability Insurance	\$ 11,759.00	\$ -	\$ 14,385.00	\$ 14,385.00	\$ (2,626.00)
Telephone	\$ 1,770.00	\$ 148.64	\$ 1,966.77	\$ 2,115.41	\$ (345.41)
Office Expenses/Supplies	\$ 7,000.00	\$ 1,053.03	\$ 3,997.73	\$ 5,050.76	\$ 1,949.24
Equipment	\$ 2,000.00	\$ 1,111.97	\$ 882.56	\$ 1,994.53	\$ 5.47
Maintenance/Repair	\$ 3,000.00	\$ 1,433.61	\$ 1,418.47	\$ 2,852.08	\$ 147.92
Facility Expenses & Suppl	\$ 7,872.00	\$ 1,366.99	\$ 10,091.25	\$ 11,458.24	\$ (3,586.24)
Audit	\$ 6,800.00		\$ 6,900.00	\$ 6,900.00	\$ (100.00)
Memory Lane Expenses	\$ 9,000.00	\$ 82.00	\$ 263.00	\$ 345.00	\$ 8,655.00
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	\$ 23.76	\$ 1,776.24
Prof Services	\$ 4,400.00	\$ 600.01	\$ 4,155.78	\$ 4,755.79	\$ (355.79)
Continuing Ed & Training	\$ 800.00			\$ -	\$ 800.00
Disbursements Operations	\$ 694,336.00	\$ 90,838.39	\$ 540,340.31	\$ 631,178.70	\$ 63,157.30

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FY JULY 1, 2020-JUNE 30, 2021

OPERATING & TRANSPORTATION ACCOUNT	ANNUAL BUDGET	MAY 2020 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Disbursements-Transportation					
Salaries-Drivers	\$ 110,485.00	\$ 10,942.87	\$ 49,793.21	\$ 60,736.08	\$ 49,748.92
Payroll Taxes	\$ 9,967.00	\$ 1,018.71	\$ 5,377.10	\$ 6,395.81	\$ 3,571.19
Pensions	\$ 5,543.00		\$ 36.88	\$ 36.88	\$ 5,506.12
Health Benefits	\$ 20,385.00	\$ 90.00	\$ 1,041.46	\$ 1,131.46	\$ 19,253.54
Workers Compensation	\$ 7,503.00	\$ 848.00	\$ 8,222.24	\$ 9,070.24	\$ (1,567.24)
Maintenance	\$ 6,400.00	\$ -	\$ 2,682.41	\$ 2,682.41	\$ 3,717.59
Fuel	\$ 13,715.00	\$ 711.32	\$ 3,003.36	\$ 3,714.68	\$ 10,000.32
Insurance	\$ 1,968.00		\$ 2,374.00	\$ 2,374.00	\$ (406.00)
Bus Lease	\$ 1.00		\$ 1.00	\$ 1.00	\$ -
Disbursements-Transportation	\$ 175,967.00	\$ 13,610.90	\$ 72,531.66	\$ 86,142.56	\$ 89,824.44
TOTAL DISBURSEMENTS	\$ 870,303.00	\$ 104,449.29	\$ 612,871.97	\$ 717,321.26	\$ 152,981.74
Checking Accoun 06/30/2021		\$ 115,520.89		\$ 121,988.89	
				\$ 6,468.00	Sheet 1 E13 + E 19
				\$ 115,520.89	
Checkbook Balance 6/30/19	\$14,061.67				
Allocated to 2020/21 budget	\$6,469.00				
Unallocated remainder for 2021/202	\$5,121.00				
*** Miscellaneous Money that	was given from Workers Comp. A total of 8,507.00				

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

GENERAL STATISTICS

Days of Service: 22	Memory Lane Units: 98
Recorded Attendance: 2602	Health Service Units: 0
Transportation Units: 505	New Members Added: 17
Community Café Meals: 0	Members Deleted: 16
Social Service Units: 56	Total Registered Members: 3993

EXECUTIVE DIRECTOR APPOINTMENTS

MONTHLY MEETINGS

	Member Advisory Council (Suspended-UFN)
06-18-21	Wallingford Committee on Aging
06-24-21	Staff Meeting

SPECIAL MEETINGS

06-01-21	Mary Glynn, Lake View Café Manager, Re: staffing, volunteers, future plans
06-02-21	Sharon Carlson, Re: interview for potential Bus Driver position
06-03-21	Jill Zamparo, Re: interview for possible Lake View Café position
06-04-21	Mike Mancino, Electrician, Re: light replacement and repairs
06-07-21	Carmela DiCesare, Office Manager, Re: health insurance enrollment, billing and upcoming rate changes.
06-07-21	Aura Vicens, Supervisor, Coastal Cleaning, Re: substitute custodian, additional services needed.
06-08-21	Eugene Steneck, WSC Member/Volunteer, Re: benches for bocce courts
06-09-21	Shane Pelky, Owner, SP Drain & sewer Cleaning, Re: clogged drains in kitchen
06-09-21	Patty Lignelli, "R" Band Director, Re: building access for rehearsals
06-10-21	Carmela DiCesare, Office Manager, Re: review vacation time balances for staff
06-10-21	Ron Graziani, WCOA Treasurer, Re: sign checks, discuss financial aspects of upcoming WCOA meeting, staff appreciation and end of fiscal year
06-21-21	Debbie Markiewicz, Memory Lane Coordinator, Re: vacation coverage
06-22-21	Karen Ripa, Director, Junior Performance Academy, Re: proposed program at WSC on 8-6-21
06-28-21	Don Lanoue, DPW, Re: Sewage ejection pump failure and clogged drain issue
06-28-21	WCOA Long Range Planning Committee meeting

EXECUTIVE DIRECTOR NARRATIVE REPORT FOR JUNE 2021

PERSONNEL & BUDGET

- Executive Director on vacation Friday 6-11-21 through Thursday 6-17-21.
- Interviewed Sharon Carlson for potential part time/per diem Bus Driver position on 6-2-21.
- Interviewed Jill Zamparo for potential Lake View Café position on 6-3-21.
- Coordinated with Patty Gianotti, Anthem CT Enrollment & Billing to enroll Carmela DiCesare in our health insurance plan on 6-7-21. Also worked with Susan in Town Program Planning Office to coordinate current billing documents and new rates for 21-22
- Met with Carmela to review staff vacation time balances, review end of fiscal year expenditures and being planning for annual audit.
- Worked with Account Managers Carolyn Hart & Mary Tomaselli from Gowrie Group to complete applications and renewal paperwork for our general liability package including: Property, Commercial Crime, Automotive and Umbrella
- WCOA Long Range Planning Committee met on 6-28-21 to begin developing a new 5-year plan. A second meeting to discuss a potential Community Survey will be held on 7-12-21.

FACILITY & EQUIPMENT

- Mike Mancino, Electrician in on 6-3-21 to replace 2 x 4 fluorescent fixtures with LED lights in Activity Room (2) Men's Restroom and Great Room hallway. Also replaced battery in the EXIT sign in the Creative Arts room.
- Contacted Aura Vicens, Supervisor, Coastal Cleaning on 06-07-21 to coordinate buffing of tile floors and window cleaning also planned for substitute custodian.
- Problems with floor drain backing up in kitchen on 6-8-21 DPW called and SP Drain & Sewer Cleaning out to jet stream floor drains on 6-9-21. Problem reoccurring on 6-25-21. New England Service Co. out on 6-25 and again on 6-28 after access to pump chamber provided by DPW. Power snaked drain out toward pump chamber and tested drain from dish machine and garbage disposal, appears to be draining ok. Found bad pump in pump chamber and chamber in need of clean out. Pump being replaced and clean out of drains being facilitated by DPW following conversations with Director Rob Baltrimaitis.
- Following a request from Eugene Steneck, WSC Member and volunteer bocce group leader, about the condition of some of the benches at the bocce courts, I researched and ordered on 6-22-21, two new recycled plastic benches with mounting brackets which Eugene has generously payed for.

OTHER

- Met with Karen Ripa, Director, Junior Performance Academy to plan for a performance at WSC on 8-6-21 at 7 PM to benefit Masters Manna.
- Assisted Program staff throughout the month with set up and technology issues for various programs including movies and outdoor concerts.
- Thanks to a generous donation of 3 cases of Girl Scout cookies from the West Haven VA Health center, we were able to distribute 2 boxes of cookies each to a number of senior center members who are veterans.

PROGRAM DIRECTOR'S REPORT

June, 2021 22 DAYS

WEEKLY ACTIVITY	PD INSTRUCTOR	VOLUNTEER-LED	SESSIONS	ATTENDED
A Matter of Balance	X		0	0
Arthritis Exercise Class	X		0	0
Bible Discussion Group		X	0	0
Bocce		X	9	42
Bridge (Tuesday & Friday)		X	9	45
Canasta		X	4	21
Cards/Nickel-Nickel		X	4	18
Cribbage	X	X	5	10
Current Events		X	0	0
Digital Photography	X		4	35
Gentle Exercise		X	0	0
Gentle Pilates		X	0	0
Golf League	X		5	158
Hawaiian Dance		X	0	0
Mah Jongg & MJ Lessons	X		9	17
Massage	X		0	0
Paint Party	X		0	0
Pickleball		X	0	0
Ping Pong		X	1	4
Pinochle	X		4	51
Rummikub	X		0	0
Scrabble		X	4	9
Senior Fitnessize		X	0	0
Set Back	X		5	19
Texas Hold'em			4	45
Thursday Evening Dinner			0	0
Wallingford Sound Chorus			0	0
Zumba Gold - Mon and Fri	X		0	0
Art Appreciation		X	3	24
Thursday Evening Cabaret			4	310
Dance Lessons Tuesday		X	0	0
Drumming for Parkinsons	X		4	7
Fun with Fitness		X	4	22
Knitters and Crocheters	X		4	28
Quilting		X	5	27
Tai Chi	X		0	0
Tap Dance		X	4	36
Artist Studio		X	4	9
Healthy Moves	X		9	46
Parkinson's Fitness Class			9	81
Strength and Balance Class	X		9	107
Tai Chi for Health		X	8	47
Yoga			8	54
Bingo		X	9	269
Dance Parties Tues/Thurs	X		9	76
Total Fitness	X		17	113

PROGRAM DIRECTOR'S REPORT

June, 2021 22 DAYS

Billiards		X	22	154
Club 60 Plus Fitness Center		X	22	330
Body in Motion	X		4	40
WEEKLY ACTIVITIES TOTALS			225	2,254
MONTHLY ACTIVITIES	Pd Instructor	Volunteer Led	SESSIONS	ATTENDED
AARP Driver Safety Program			0	0
Ask An Attorney	X		0	0
Ask A Realtor	X		1	3
Billiards Tournaments			0	0
Benefits Screening	X		0	0
Birthday Party			0	0
Book Club		X	1	8
Cardiac Support Group		X	0	0
Financial Q & A		B. Toomey	1	5
Foot Care Clinic		Dr. Gambardella	1	6
Free Hearing Services		Nick Wills	1	3
Hospitality Committee Mtg		X	0	0
Let's Do Lunch Bunch			0	0
Member Advisory Council		X	0	0
Military Whist Card Party		X	0	0
Morning Hike		X	1	cancelled
Movie Matinees			4	61
Parkinson's Support Group	X		1	8
Q&A with the WPD		X	1	2
Red Hat Society			1	12
Reiki Treatments	X		0	0
Veterans Coffee House		X	0	0
Veterans Services			0	0
Will, Trust and Probate			1	4
MONTHLY ACTIVITIES TOTALS			14	112
Special Events				
Documentary Series	6/9/2021		1	10
Pizza Party	6/12/2021		1	85
R Band Concert	6/12/2021		1	125
Outdoor Picnic	6/21/2021		1	30
Home & Personal Safety	6/25/2021	Masonicare	1	13
Grocery Bingo	6/23/2021		1	31
SPECIAL EVENTS TOTALS			6	294

June 2021
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	2		1	
4. HOMESHARE				
5. ASSISTED LIVING	1			
6. BEHAVIORAL HEALTH/SUBS ABUSE/GAMBLING/HOARDING				
7. BENEFITS CHECKUP				
8. CHORE/HOMEMAKER/FRIENDLY VISITOR				
9. COMPANION/LIVE-IN				
10. CONGREGATE HOUSING				
11. CONGREGATE MEALS//ENP	3			
12. CONNPACE/CONNMAP				
13. CT HOMECARE PROGRAM				
14. MEMORY LANE	2			
15. ENERGY ASSISTANCE				
16. FINANCIAL ASSISTANCE	12		9	
17. FOOD PANTRY/OTHER				
18. FOOD STAMPS	3		3	
19. GERIATRIC ASSESSMENT PROG.				
20. HEALTH INSURANCE/DENTAL	2			
21. HOME REPAIR	1			
22. HOUSING	2			
23. HOME HEALTH				
24. INCOME TAX				
25. LEGAL				
26. ADVANCED DIRECTIVES				
27. CONSERVATORSHIP	1			
28. POWER OF ATTORNEY				
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				
35. MEDICARE A, B	1		1	
36. MEDICARE SAVINGS PROGRAM				
37. MEDIGAP	1		1	
38. STATEWIDE RESPITE PROGRAM				
39. SKILLED NURSING HOMES				
40. SOCIAL SECURITY	3			
41. STATE SUPPLEMENTAL/SSI				
42. SUPPORT GROUP/RESPITE				
43. TAX/RENT REBATE	3			
44. TRANSPORTATION				
45. VETERAN'S PROGRAM				
46. WEAP				
47. YOUTH & SOCIAL SERVICES				
TOTALS	39		17	
Total Units	56			

WALLINGFORD SENIOR CENTER
MEMORY LANE REPORT
JUNE 2021

GENERAL STATISTICS:

Active Participants	13	Days of Service	21
Wallingford	08	Service units actual	98
Out of town	05	Service units budget	220.5
New	01	Service units if full	315
Discharged	01	Average attendance	4.6
Referrals	2	Budgeted attendance	10.5
Assessments	1	Capacity attendance	15

Regular Meeting

06/01/21 Meeting w/Eileen Flynn, Social Worker
06/08/21 Meeting w/Eileen Flynn, Social Worker
06/22/21 Meeting w/Eileen Flynn, Social Worker

Other Meetings:

None.

Marketing Meetings:

I continue to be in contact with other facilities, to see how their attendance and programs are going.

Qualitative Statement:

The Memory Lane Program is now up and running. We have a strong group on Mondays, Wednesdays and Fridays with a much smaller group on Tuesdays and Thursdays. The word seems to be out, and I have been getting some folks stopping in and phone calls about our program. I am hoping that our Tuesday and Thursday group will start to increase as well. We are hopeful that things will continue to go in the right direction, as we see an increase in attendance all throughout the Senior Center. We planted our vegetable garden and our plants are flourishing. I wanted to take this opportunity to thank you for the wonderful dinner and much appreciated gift card. It was great see everyone socially after such a long hiatus. Have a great month.

Warm Regards,

Debbie Markiewicz
Memory Lane Coordinator