

**Wallingford Committee on Aging
Agenda
September 16, 2022**

Call to order @ 9:00 a.m.

Secretary's Report

- Vote to accept minutes of July 15, 2022 Meeting

Treasurer's Report

- Vote to accept monthly report of revenues and expenditures for July & August 2022
- Vote to accept the July & August 2022 Program Account Report

Consent Agenda – Accept the following July & August 2022 reports as emailed:

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

Staff Reports

- Executive Director
- Program Director
- Memory Lane Coordinator

Old Business

- LRP update
- Nominating Committee – candidate to fill vacant board position

New Business

- Annual Independent Audit – Tom Roy, CPA, Carney, Roy & Gerrol, PC

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

Adjournment (10:00 a.m.)

Next WCOA meeting – October 21, 2022

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FISCAL YEAR JULY 1, 2020-JUNE 30, 2021

OPERATING & TRANSPORTATION ACCOUNT	BUDGET SUBMITTED	August 2022 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Checking Account 07/01/2022				\$ 25,600.03	
Checking Account 08/01/2022		\$ 28,372.92			
Receipts Operations					
Town Contribution	\$ 657,568.00	\$ 54,797.00	\$ 54,797.00	\$ 109,594.00	\$ 547,974.00
Memory Lane Income	\$ 60,000.00	\$ 5,325.00	\$ 4,710.00	\$ 10,035.00	\$ 49,965.00
Interest	\$ 20.00	\$ 0.04	\$ 0.17	\$ 0.21	\$ 19.79
Miscellaneous*	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ (500.00)
Carryover Budgeted	\$ 15,255.00	\$ 1,271.25	\$ 2,542.50	\$ 2,542.50	\$ 12,712.50
Total Receipts-Operations	\$ 732,843.00	\$ 60,622.04	\$ 62,049.67	\$ 122,671.71	\$ 610,171.29
Receipts Transportation					
Town Contribution	\$ 179,344.00	\$ 14,946.00	\$ 14,946.00	\$ 29,892.00	\$ 149,452.00
Bus Income	\$ 3,750.00	\$ 355.00	\$ 374.00	\$ 729.00	\$ 3,021.00
Carryover Budgeted	\$ 5,085.00	\$ 423.75	\$ 847.50	\$ 847.50	\$ 4,237.50
Total Receipts-Transportation	\$ 188,179.00	\$ 15,301.00	\$ 16,167.50	\$ 31,468.50	\$ 156,710.50
TOTAL ALL RECEIPTS	\$ 921,022.00	\$ 75,923.04	\$ 78,217.17	\$ 154,140.21	\$ 766,881.79
Disbursements Operations					
Salaries	\$ 504,514.00	\$ 48,770.82	\$ 39,082.62	\$ 87,853.44	\$ 416,660.56
Payroll Taxes	\$ 43,231.00	\$ 3,792.74	\$ 3,084.62	\$ 6,877.36	\$ 36,353.64
Pensions	\$ 25,223.00	\$ 1,769.53	\$ 1,758.37	\$ 3,527.90	\$ 21,695.10
Health Benefits	\$ 91,955.00	\$ 5,866.03	\$ 6,183.07	\$ 12,049.10	\$ 79,905.90
Workers Comp	\$ 3,240.00	\$ 293.25	\$ 293.25	\$ 586.50	\$ 2,653.50
Staff Travel	\$ 1,755.00	\$ -	\$ 149.00	\$ 149.00	\$ 1,606.00
Meetings, Seminars, Dues	\$ 3,250.00	\$ 149.06	\$ 63.33	\$ 212.39	\$ 3,037.61
Liability Insurance	\$ 15,804.00	\$ 1,118.01	\$ 3,339.00	\$ 4,457.01	\$ 11,346.99
Telephone	\$ 1,820.00	\$ 151.21	\$ 162.64	\$ 313.85	\$ 1,506.15
Office Expenses/Supplies	\$ 6,500.00	\$ 404.12	\$ 928.98	\$ 1,333.10	\$ 5,166.90
Equipment	\$ 2,200.00	\$ 1,374.50	\$ 48.49	\$ 1,422.99	\$ 777.01
Maintenance/Repair	\$ 3,000.00	\$ 527.99	\$ 73.96	\$ 601.95	\$ 2,398.05
Facility Expenses & Suppl	\$ 7,900.00	\$ 1,920.44	\$ 1,080.87	\$ 3,001.31	\$ 4,898.69
Audit	\$ 7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Memory Lane Expenses	\$ 8,000.00	\$ 494.00	\$ 521.00	\$ 1,015.00	\$ 6,985.00
Miscellaneous*				\$0.00	\$ -
Town Building Lease	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00
Postage	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00
Printing	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Prof Services	\$ 4,700.00	\$ 425.95	\$ 402.72	\$ 828.67	\$ 3,871.33
Continuing Ed & Training	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00
Disbursements Operations	\$ 732,843.00	\$ 67,057.65	\$ 57,171.92	\$ 124,229.57	\$ 608,613.43

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FY JULY 1, 2020-JUNE 30, 2021

OPERATING & TRANSPORTATION ACCOUNT	ANNUAL BUDGET	JULY 2022 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Disbursements-Transportation					
Salaries-Drivers	\$ 123,876.00	\$ 11,971.26	\$ 9,335.46	\$ 21,306.72	\$ 102,569.28
Payroll Taxes	\$ 10,907.00	\$ 1,038.00	\$ 837.37	\$ 1,875.37	\$ 9,031.63
Pensions	\$ 6,194.00	\$ -	\$ -	\$ -	\$ 6,194.00
Health Benefits	\$ 14,248.00	\$ 72.50	\$ 135.00	\$ 207.50	\$ 14,040.50
Workers Compensation	\$ 10,457.00	\$ 879.75	\$ 879.75	\$ 1,759.50	\$ 8,697.50
Maintenance	\$ 6,000.00	\$ 447.47	\$ 760.98	\$ 1,208.45	\$ 4,791.55
Fuel	\$ 13,780.00	\$ 746.67	\$ 435.80	\$ 1,182.47	\$ 12,597.53
Insurance	\$ 2,716.00	\$ -	\$ 2,498.00	\$ 2,498.00	\$ 218.00
Bus Lease	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00
Disbursements-Transportat	\$ 188,179.00	\$ 15,155.65	\$ 14,882.36	\$ 30,038.01	\$ 158,140.99
TOTAL DISBURSEMENTS	\$ 921,022.00	\$ 82,213.30	\$ 72,054.28	\$ 154,267.58	\$ 766,754.42
Checking Account 08/31/2022		\$ 22,082.66		\$ 25,472.66	
				\$ 3,390.00	Sheet 1 E13 + E 19
				\$ 22,082.66	
Checkbook Balance 6/30/2021	\$115,520.89				
Allocated to 2020/21 budget	\$110,320.00				
Unallocated remainder for 2021/202	\$5,200.89				
*** Miscellaneous Money that	was given from Workers Comp. A total of 8,507.00				

**WALLINGFORD SENIOR CENTER
EXECUTIVE DIRECTOR'S REPORT
AUGUST 2022**

GENERAL STATISTICS

Days of Service: 23	Memory Lane Units: 181
Recorded Attendance: 3765	Health Service Units:
Transportation Units: 814	New Members Added: 33
Community Café Meals: 170	Members Archived: 10
Social Service Units: 185	Total Registered Members: 3890

EXECUTIVE DIRECTOR APPOINTMENTS

MONTHLY MEETINGS

	Member Advisory Council (Suspended-UFN)
	Wallingford Committee on Aging (No meeting scheduled in August)
07-29-22	Staff Meeting (for August)

SPECIAL MEETINGS

08-01-22	John Scandon, Owner, M & S Audio, Re: upgrade sound system in Activity Room
08-01-22	Dane Franco, Service Tech, Link Solutions (formerly PhoneTel), Re: bad phone line
08-02-22	Bob Hinman, Service Tech, Frontier Communications, Re: bad phone line
08-04-22	Don Lanoue, Foreman, DPW, Re: Repair then replacement of front door closer
08-04-22	Aldo Antunez, Service Manager, AST, Re: install new motion detector in Memory Lane
08-08-22	Joann Hummel, Social Worker and Anne Bernick, Public Health Nurse, Re: concerns for a member in the community
08-08-22	Betsy Carta, Polling Site Coordinator, Re: building access, set up for elections
08-09-22	Karen Anderson, Program Director and Jim Harkness, Volunteer Leader, WSC Golf league, Re: concerns with a participant
08-09-22	Attended a Social Services providers meet and greet with new Wallingford Schools Superintendent Danielle Bellizi at the Wallingford Public Library
08-10-22	Richard Citak, WSC member, Re: review membership policies
08-10-22	Norman Hamelin, WSC Member, Re: review membership policies
08-11-22	David Zoghbi, CPA, Carney, Roy & Gerrol, PC, Re: WSC annual independent audit
08-12 -22	Erin Ambler, Program Coordinator and Joann Hummel, Re: member concerns
08-12-22	Harry Woodward, WSC member, Re: Thursday Cabaret incident with another member
08-16-22	Dane Franco, Service Tech, Link Solutions, Re: repair bad fax line
08-16-22	Don Lanoue, Foreman, DPW, Re: Repair sink faucet leak in Club 60 and Memory Lane
08-17-22	Attended Ashlar Village Association meeting to accept \$500 donation check
08-30-22	Dave Levasseur, Service Tech, Encore Fire Protection, Re: Sprinkler inspection
08-31-22	Helena Diaz, WSC Bus Driver, Re: CDL and medical exam questions

EXECUTIVE DIRECTOR NARRATIVE REPORT FOR AUGUST 2022

PERSONNEL & BUDGET

- Executive Director on vacation 8-20-22 through 8-28-22.
- At staff meeting on 8-31-22, distributed individual copies of job descriptions for staff to review for accuracy based on current responsibilities. Executive Director will meet individually with each staff member to provide a brief performance review and discuss potential changes.
- Attended a meet and greet with new Wallingford Schools Superintendent Danielle Bellizi along with other town social services providers at the Wallingford Public Library on 8-9-22.
- Attended Ashlar Village Association meeting on 8-7-22, by invitation to accept a \$500 donation check, to be used to fund one of the two new bocce court benches.
- Authorized temporary shut down of the Memory Lane Program from Monday, 8-22 thru Friday 8-26-22, due to staff vacations, with temporary staff also unavailable.
- Worked with Business Office Manager Carmella DiCesare and the accountants from Carney, Roy & Gerrol, PC to successfully complete our annual independent audit on 8-11-22.

FACILITY & EQUIPMENT

- Worked with John Scandone, owner of M & S Audio to purchase and install a home theater type sound system in the Activity Room for movies because the overhead speakers were inadequate.
- Reliable installed new walk in freezer door closer on 8-27-22, returned to adjust on 8-30-22. Door now closing properly and temperatures reflect the improvement.
- ENP phone line not working. Dane Franco, Service Tech, Link Solutions (formerly PhoneTel) out on 8-2-22 to repair, found it to be an outside problem. Frontier out on 8-4-22 and found outside line damaged by squirrels and repaired. Fax line not working. Frontier out on 8-11-22 said it was an inside problem, Link Solutions returned on 8-14-22 and found issue caused by frontier during troubleshooting process and they repaired it. All lines now functioning properly.
- Advanced Security Technologies out on 8-4-22, to replace a faulty motion detector in Memory Lane.
- The Giving Tree (town contractor), was in on 8-8-22 to repair and restart the lawn irrigation system.
- OfficeWorks out to temporarily repair broken copier on 8-2-22, returned with parts needed to make permanent repair on 8-10-22.
- Don Lanoue, DPW Foreman in on 8-4-22 to replace broken door closer on center right front door and returned to repair leaking faucet in Memory Lane and leaking spray hose in Club 60 on 8-16-22.
- Worked with Registrar of Voters to facilitate phone lines, DPW equipment delivery, set up and building access for poll workers for primary elections held in the WSC Activity Room on 9-9-22.
- Encore Fire Protection in on 8-30-22 to conduct successful required quarterly testing of the building fire sprinkler system. Director also successfully tested the two panic buttons during this time as the alarm system is shut down.
- Finally (ordered on 5-26-22) received two benches for bocce courts on 8-9-22. Assembled and installed on 8-10-22. Commemorative plaque memorializing Ashlar Village Association \$500 donation for one bench ordered and then installed on 8-31-22.

OTHER

- Assisted Kitchen and Program staff with Thursday evening meals on 8-11, 8-18 and 8-25-22. Also assisted Program staff by picking up "Book Club" books at Public Library on 8-18-22.
- Assisted Program staff and custodian by helping to set up for Monday morning sing along program, Friday movies and Military Whist.

**Social Service Report
Joann Hummel Social Service Coordinator
Month: August 2022**

During the Month of August there were 185 units of service completed. As a Choice Volunteer Counselor, I assisted several beneficiaries who will be turning 65 and inquired about Medicare, Medigap and Advantage Plans, and QMB. I also assisted and completed DSS re-newel forms for members. The monthly Beneficiary Contact Forms were completed and sent to Agency on Aging as required.

Several calls from local residents who no longer can afford their increase rent inquired about new housing. After several days of calling a variety of housing systems in the South Region of Ct, it was confirmed that there is no current available senior low-income housing in our town, or within a 30 minute drive from Wallingford. Several housing resources were contacted including 211 for a list of low income and Congregated living communities; Hamden Housing Authority; Luther Ridge in Middletown; Victoria Garden; High Meadow and several others who all have a wait list. I made several requests for applications to help the needed seniors to go on a wait list.

Free internet from Xfinity for seniors who are eligible was completed. The application had to be done on a computer.

Several suggestions to local home care agencies were given to family members; as well as, the Agency on Aging as another resource for them.

I received calls requesting my assistance after wellness checks in the community were completed by the police, fire department, community Social Workers from Masonic or concern citizens. I provided resources to contact local home care, energy assistance, food and or transportation resources to further help their needs.

My ride and 211 transportation information were secure and requested applications for needed members. The 211 transportation will provide rides outside of Wallingford. One must give 24 hours' notice to request the ride outside of Wallingford. They approve rides as long as it does not exceed \$25.00. There is no cost to the person. The community may use the transportation up to 6 one-way trips or 3 two-way trips per week.

Grief counseling and other emotional wellness have been provided through the month.

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8/1/2022	Contacted Meals on Wheels to complete an application for a Wallingford Resident after a wellness referral was made.
8/2/2022	Met with Deb Markiewicz to discuss a mutual client.
8/3/2022	Met with Deb Markiewicz to discuss a mutual client.
8/8/2022	Referral to Rushford for a Wallingford resident
8/8/2022	Wellness check completed by police after a landlord from Hunter Management expressed concern for an elderly tenant. The elderly tenant health was ok and refused all services that was recommended.
8/9/2022	Dog and cat food donations given by Friends of the Wallingford Animal Shelter
8/11/2022	Met with Deb Markiewicz to discuss a mutual client.

8/12/2022	Secured New opportunities to come to the Senior Center every Wednesday beginning 10/12/2022 to complete energy assistance application.
8/12/2022	Met with Ann Bernick regarding the finding after a wellness check completed by police for a community member.

8/17/2022	Masonic Social Worker, Mary Jones Marconi contacted me to assist one of her clients with energy needs.
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8/23/2022	Mary Jones Marconi contacted me regarding a community member who needed home care.
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8/23/2022	Met with Ann Bernick to discuss the health needs of a member.
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8/24/2022	Contacted Hamden Housing Authority for availability.
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8/24/2022	Contacted Congregate Living in Hamden for housing availability
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8/24/2022	Contacted 211 transportation to learn more about the resource that is available.
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8/26/2022	Met with Ann Bernick to discuss mutual client.
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Month/Year: August 2022
INFORMATION AND ASSISTANCE AND FOLLOW UP STATISTICS
SOCIAL WORKER REPORT

	I & A	FOLLOW UP CALLS	APPOINTMENTS OFFICE/OUTREACH	
1. ABUSE NEGLECT PROBLEMS	1	1		1
2. ADULT DAY CARE				
3. AGENCY ON AGING				1
4. HOMESHARE				
5. ASSISTED LIVING	3	1	1	
6. BEHAVIORAL HEALTH/SUBS ABUSE/GAMBLING/HOARDING	15	5	15	
7. BENEFITS CHECKUP	10		10	
8. CHORE/HOMEMAKER/FRIENDLY VISITOR	5			
9. COMPANION/LIVE-IN				
10. CONGREGATE HOUSING	4			
11. CONGREGATE MEALS//ENP				
12. CONNPACE/CONNMAP				
13. CT HOMECARE PROGRAM				
14. MEMORY LANE	1			
15. ENERGY ASSISTANCE	5			2
16. FINANCIAL ASSISTANCE				
17. FOOD PANTRY/OTHER	2	1		
18. FOOD STAMPS	5	2	5	
19. GERIATRIC ASSESSMENT PROG.				
20. HEALTH INSURANCE/DENTAL	1		1	
21. HOME REPAIR				
22. HOUSING	6	12	6	
23. HOME HEALTH	3		3	
24. INCOME TAX	1			
25. LEGAL	1		1	
26. ADVANCED DIRECTIVES				
27. CONSERVATORSHIP				
28. POWER OF ATTORNEY				
29. LONG TERM CARE OMBUDSMAN				
30. MEALS ON WHEELS	1	1		1
31. MEDICARE C	1		1	
32. MEDICARE PART D	4		4	
33. MEDICAID	8		6	
34. MEDICAL CARE/.DENTAL CARE	2		2	
35. MEDICARE A, B	1		1	
36. MEDICARE SAVINGS PROGRAM	8		5	
37. MEDIGAP	2		2	
38. STATEWIDE RESPITE PROGRAM				
39. SKILLED NURSING HOMES				
40. SOCIAL SECURITY				
41. STATE SUPPLEMENTAL/SSI				
42. SUPPORT GROUP/RESPITE				
43. TAX/RENT REBATE				
44. TRANSPORTATION	2		2	
45. VETERAN'S PROGRAM				
46. WEAP				
47. YOUTH & SOCIAL SERVICES				
TOTALS	92	23	65	5
Total Units	185			

WALLINGFORD SENIOR CENTER
MEMORY LANE REPORT
AUGUST 2022

GENERAL STATISTICS:

Active Participants	20	Days of Service	18
Wallingford	13	Service units actual	181
Out of town	07	Service units' budget	189
New	03	Service units if full	270
Discharged	00	Average attendance	10.05
Referrals	04	Budgeted attendance	10.5
Assessments	03	Capacity attendance	15

Regular Meetings:

8/02/22	Meeting w/Joann Hummel, Social Services
8/03/22	Meeting w/Joann Hummel, Social Services
8/11/22	Meeting w/Joann Hummel, Social Services
8/31/22	Staff Meeting

Other Meetings:

None

Marketing Meetings:

None

Qualitative Statement:

This month of August has been a busy month. We started the month with a pizza luncheon and ice cream sundaes. We enjoyed an outdoor picnic with fresh sandwiches from Lakeview and ice cream sundaes, followed by a game of corn hole. We were able to get out and walk the trail behind us a few times, weather permitting. We did grow some vegetables we were able to share with our members. All enjoyed the few cucumbers we got. Some took home a few of the eggplant we grew as well.

We have been very busy with inquiries about our program. Three new members started this month. We are actually full a day or two which has not happened in a long time. This is exciting for our program.

We look forward to the beautiful colors of fall and some time to be able to sit outdoors in the cooler weather.

Warm Regards,

Debbie Markiewicz
Memory Lane Coordinator