

**Wallingford Committee on Aging
Agenda
October 21, 2022**

Call to order @ 9:00 a.m.

Secretary's Report

- Vote to accept minutes of September 16, 2022 Meeting

Treasurer's Report

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

Consent Agenda – Accept the following September 2022 reports as emailed:

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

Staff Reports

- Executive Director
- Program Director

Old Business

- 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 – November 18, 2022

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FISCAL YEAR JULY 1, 2020-JUNE 30, 2021

OPERATING & TRANSPORTATION ACCOUNT	BUDGET SUBMITTED	September 2022 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Checking Account 07/01/2022				\$ 25,600.03	
Checking Account 09/01/2022		\$ 22,082.66			
<u>Receipts Operations</u>					
Town Contribution	\$ 657,568.00	\$ 54,797.00	\$ 109,594.00	\$ 164,391.00	\$ 493,177.00
Memory Lane Income	\$ 60,000.00	\$ 4,995.00	\$ 10,035.00	\$ 15,030.00	\$ 44,970.00
Interest	\$ 20.00	\$ 0.04	\$ 0.21	\$ 0.25	\$ 19.75
Miscellaneous*	\$ -		\$ 500.00	\$ 500.00	\$ (500.00)
Carryover Budgeted	\$ 15,255.00	\$ 1,271.25	\$ 3,813.75	\$ 3,813.75	\$ 11,441.25
Total Receipts-Operations	\$ 732,843.00	\$ 59,792.04	\$ 123,942.96	\$ 183,735.00	\$ 549,108.00
<u>Receipts Transportation</u>					
Town Contribution	\$ 179,344.00	\$ 14,946.00	\$ 29,892.00	\$ 44,838.00	\$ 134,506.00
Bus Income	\$ 3,750.00	\$ 413.00	\$ 729.00	\$ 1,132.00	\$ 2,618.00
Carryover Budgeted	\$ 5,085.00	\$ 423.75	\$ 1,271.25	\$ 1,271.25	\$ 3,813.75
Total Receipts-Transportation	\$ 188,179.00	\$ 15,359.00	\$ 31,892.25	\$ 47,241.25	\$ 140,937.75
TOTAL ALL RECEIPTS	\$ 921,022.00	\$ 75,151.04	\$ 155,835.21	\$ 230,976.25	\$ 690,045.75
<u>Disbursements Operations</u>					
Salaries	\$ 504,514.00	\$ 39,924.63	\$ 87,853.44	\$ 127,778.07	\$ 376,735.93
Payroll Taxes	\$ 43,231.00	\$ 3,149.05	\$ 6,877.36	\$ 10,026.41	\$ 33,204.59
Pensions	\$ 25,223.00	\$ -	\$ 3,527.90	\$ 3,527.90	\$ 21,695.10
Health Benefits	\$ 91,955.00	\$ 6,183.03	\$ 12,049.10	\$ 18,232.13	\$ 73,722.87
Workers Comp	\$ 3,240.00	\$ 293.25	\$ 586.50	\$ 879.75	\$ 2,360.25
Staff Travel	\$ 1,755.00	\$ 86.58	\$ 149.00	\$ 235.58	\$ 1,519.42
Meetings, Seminars, Dues	\$ 3,250.00	\$ 109.69	\$ 212.39	\$ 322.08	\$ 2,927.92
Liability Insurance	\$ 15,804.00	\$ 1,118.01	\$ 4,457.01	\$ 5,575.02	\$ 10,228.98
Telephone	\$ 1,820.00	\$ 149.73	\$ 313.85	\$ 463.58	\$ 1,356.42
Office Expenses/Supplies	\$ 6,500.00	\$ 771.24	\$ 1,333.10	\$ 2,104.34	\$ 4,395.66
Equipment	\$ 2,200.00	\$ 237.90	\$ 1,422.99	\$ 1,660.89	\$ 539.11
Maintenance/Repair	\$ 3,000.00	\$ 53.00	\$ 601.95	\$ 654.95	\$ 2,345.05
Facility Expenses & Suppl	\$ 7,900.00	\$ 666.70	\$ 3,001.31	\$ 3,668.01	\$ 4,231.99
Audit	\$ 7,200.00	\$ 7,300.00	\$ -	\$ 7,300.00	\$ (100.00)
Memory Lane Expenses	\$ 8,000.00	\$ 687.00	\$ 1,015.00	\$ 1,702.00	\$ 6,298.00
Miscellaneous* Bank Charge		\$ 15.00		\$ 15.00	\$ (15.00)
Town Building Lease	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00
Postage	\$ 250.00	\$ 11.00	\$ -	\$ 11.00	\$ 239.00
Printing	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Prof Services	\$ 4,700.00	\$ 560.71	\$ 828.67	\$ 1,389.38	\$ 3,310.62
Continuing Ed & Training	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00
Disbursements Operations	\$ 732,843.00	\$ 61,316.52	\$ 124,229.57	\$ 185,546.09	\$ 547,296.91

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FY JULY 1, 2020-JUNE 30, 2021

OPERATING & TRANSPORTATION ACCOUNT	ANNUAL BUDGET	September 2022 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Disbursements-Transportation					
Salaries-Drivers	\$ 123,876.00	\$ 9,520.17	\$ 21,306.72	\$ 30,826.89	\$ 93,049.11
Payroll Taxes	\$ 10,907.00	\$ 850.49	\$ 1,875.37	\$ 2,725.86	\$ 8,181.14
Pensions	\$ 6,194.00	\$ -	\$ -	\$ -	\$ 6,194.00
Health Benefits	\$ 14,248.00	\$ 330.00	\$ 207.50	\$ 537.50	\$ 13,710.50
Workers Compensation	\$ 10,457.00	\$ 879.75	\$ 1,759.50	\$ 2,639.25	\$ 7,817.75
Maintenance	\$ 6,000.00	\$ 153.63	\$ 1,208.45	\$ 1,362.08	\$ 4,637.92
Fuel	\$ 13,780.00	\$ -	\$ 1,182.47	\$ 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-Transportation	\$ 188,179.00	\$ 11,734.04	\$ 30,038.01	\$ 41,772.05	\$ 146,406.95
TOTAL DISBURSEMENTS	\$ 921,022.00	\$ 73,050.56	\$ 154,267.58	\$ 227,318.14	\$ 693,703.86
Checking Account 09/30/2022		\$ 24,173.14		\$ 29,258.14	
				\$ 5,085.00	Sheet 1 E13 + E 19
				\$ 24,173.14	
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
SEPTEMBER 2022**

GENERAL STATISTICS

Days of Service: 21	Memory Lane Units: 232
Recorded Attendance: 3629	Health Service Units:
Transportation Units: 737	New Members Added: 22
Community Café Meals: 250	Members Archived: 11
Social Service Units: 155	Total Registered Members: 3895

EXECUTIVE DIRECTOR APPOINTMENTS

MONTHLY MEETINGS

	Member Advisory Council (Suspended-UFN)
09-16-22	Wallingford Committee on Aging
08-31-22	Staff Meeting (for September)
09-29-22	Staff Meeting (for October)

SPECIAL MEETINGS

09-02-22	Joann Hummel, Social Services Coordinator, Re: performance evaluation review
09-06-22	Carmela DiCesare, Business Office Manager, Re: items requested by David Zoghbi, CPA to finalize audit.
09-07-22	Debbie Markiewicz, Memory Lane Coordinator, Re: recommend hiring John Ardolino
09-08-22	John Ardolino, Re: interview for part time position in Memory Lane
09-08-22	Attended (via Zoom) C.A.S.C.P. board meeting, Re: website and training schedule
09-09-22	Emily Melnick, LRP Consultant, (via zoom), Re: information gathering plan for LRP
09-09-22	Erin Ambler, Program Coordinator, Re: performance evaluation review
09-12-22	Mary Glynn, LVC Manager, Re: having John Ardolino train as a per diem LVC assistant
09-13-22	Carmela DiCesare, Business Office Manager, Re: staffing concerns
09-15-22	Debbie Markiewicz, Memory Lane Coordinator, Re: performance evaluation review
09-20-22	Emily Melnick, LRP Consultant, (via zoom), Re: develop a questionnaire/survey for community leaders and for potential members at Celebrate Wallingford
09-20-22	Abi, Service Technician, Reliable Refrigeration, Re: planned preventative maintenance
09-21-22	Attended WCRA meeting at the Library with Social Services Coord. Joann Hummel
09-21 -22	Cheryl and Ernie Mroznick, Re: designate use of memorial donations for mother (Delia)
09-27-22	Aldo Altunez, Service Manager, AST Re: rewire motion sensor in ED office
09-28-22	Attended Workers Compensation Trust 40 th Anniversary Gala at Aqua Turf
09-29-22	Susan Schott, TOW Program Planning, Re: delivered requested information on WSC building grant
09-30-22	Diane Oliveto, Receptionist, Re: vacation time

EXECUTIVE DIRECTOR NARRATIVE REPORT FOR SEPTEMBER 2022

PERSONNEL & BUDGET

- Center closed Monday 9-5-22 in observation of the Labor Day holiday.
- Executive Director took a vacation day on Monday, 9-19-22
- Executive Director met with several staff members, providing a brief, written performance review and also discussing potential changes to each job description. Process to be completed in October.
- Reviewed drafts of the FY 21-22 Financial Statements and the 2021 Form 990 as completed by Carney, Roy & Gerrol, PC and shared with the WCOA Board. Arranged for Tom Roy, CPA to attend the 09-16-22 meeting and present his firms findings to the board. He also detailed the submission of an Employee Retention Refund as we did last year and hope to see someday in the future as the IRS is way behind on processing. The 990 was filed electronically with the IRS, while I certified mailed the retention credit to the IRS and also our State Public Charities filing of the 990 also. Copies of both the Financial Statements and 990 were sent to the Mayor, Town Council and Comptroller as well and posted in the binder at the front desk for review by request.
- Interviewed and hired John Ardolino as a part time Memory Lane Assistant and as a per diem LVC Assistant. Completed orientation and paperwork including background check and references 9-8-22.
- Worked with LRP Consultant Emily Melnick to develop two survey/questionnaires, one for community leaders, shared with attendees at Wallingford Community Resource Alliance (WCRA) meeting at the Library on 9-21 and another for potential members 50+ for Celebrate Wallingford.
- Provided Town Program Planning department with information on the state grant for building of the senior center to support a current grant application on 9-29-22

FACILITY & EQUIPMENT

- Purchased and installed an additional speaker for new sound system in the Activity Room, 9-2-22.
- Cleaned dirty air vents in Fitness Room 9-7-22 and repaired broken bench on rear patio 9-9-22 and changed several burned out light bulbs in Club 60 Plus on 9-27.
- Aldo Altunez, Service Manager, Advanced Security Technologies out on 9-27-22, to run a new wire back to the panel for the motion detector in the Executive Directors office.
- Purchased and installed dissolvable disinfectant & labels for Club 60 Plus spray bottles on 9-30-22.
- Contacted Stanley to schedule repair and preventative to the two front automatic doors as the outer door was not closing properly. Technician scheduled for 10-3-22.
- Reliable Refrigeration in on 9-20-22 to conduct preventative maintenance on rooftop HVAC units, including lubrication and replacing filters and belts on 09-20-22.

OTHER

- Assisted Kitchen and Program staff with Thursday evening meals on 9-8 and 9-22-22. Also assisted Program Coordinator with Cruise Night tables, chairs, music and sound system plus other program set ups and technology issues during Program Director vacation. Also moved 27 tables and 40+ chairs out of and back into the building for the Outdoor Tag Sale on Saturday 9-24-22.
- Assisted Program staff and custodian by helping to set up for Monday morning sing along program, Friday movies and Military Whist.
- Recruited and scheduled staff and board member/volunteers, and prepared, gathered and loaded my car with all equipment, decorations and marketing materials for Celebrate Wallingford.

PROGRAM DIRECTOR'S REPORT
SEPTEMBER, 2022 21 DAYS

WEEKLY ACTIVITY	PD INSTRUCTOR	VOLUNTEER-LED	SESSIONS	ATTENDED
A Matter of Balance	X		0	0
Art Appreciation		X	3	14
Arthritis Exercise Class	X		0	0
Artist Studio		X	5	23
Ballroom Dance Lessons	X		0	0
Basic Social Dance Tues/Thur	X		9	89
Bible Discussion Group		X	5	44
Billiards		X	21	215
Bingo		X	9	314
Bocce		X	9	90
Body in Motion	X		4	46
Bridge (Tuesday & Friday)		X	7	51
Canasta		X	3	32
Cards		X	21	161
Club 60 Plus Fitness Center		X	21	479
Corn Hole		X	0	0
Craft Corner		X	4	22
Cribbage	X	X	4	23
Current Events		X	0	0
Digital Photography	X		4	33
Fun with Fitness		X	0	0
Gentle Exercise		X	0	0
Gentle Pilates		X	0	0
Golf League	X		4	115
Harmonica Group		X	2	10
Healthy Moves	X		3	22
Knitters and Crocheters	X		5	54
Mah Jongg & MJ Lessons	X		8	42
My Pace	X		0	0
Nickel-Nickel			3	24
Paint Party	X		0	0
Parkinson's Fitness Class			9	69
Pickleball		X	0	0
Ping Pong		X	0	0
Pinochle	X		5	69
Quilting		X	4	31
Rummikub	X		0	0
Scrabble		X	5	21
Senior Fitnessize		X	0	0
Set Back	X		4	16
SilverSneaker Classes	X		9	71
Singing For fun		X	3	100
Strength and Balance Class	X		9	148
Tai Chi	X		5	58
Tai Chi for Health		X	0	0
Tap Dance		X	5	35

**PROGRAM DIRECTOR'S REPORT
SEPTEMBER, 2022 21 DAYS**

Texas Hold'em			3	30
Thursday Evening Cabaret			3	257
Thursday Evening Dinner			3	215
Total Fitness	X		17	155
Wallingford Sound Chorus			0	0
We got The Beat Drum	X		4	41
Wii Bowling			5	4
Yoga			4	21
Zumba Gold - Mon and Fri	X		0	0
Zoom Classes	X		9	40
WEEKLY ACTIVITIES TOTALS			260	3,284
MONTHLY ACTIVITIES	Pd Instructor	Volunteer Led	SESSIONS	ATTENDED
AARP Driver Safety Program			1	15
Ask A Realtor	X		1	20
Ask An Attorney	X		1	0
Benefits Screening	X		0	0
Billiards Tournaments			0	0
Birthday Party			1	17
Book Club		X	1	11
Cardiac Support Group		X	0	0
Financial Q & A		B. Toomey	1	0
Foot Care Clinic		Dr. Gambardella	1	11
Free Hearing Services		Home Hearing	1	4
Hospitality Committee Mtg		X	0	0
Let's Do Lunch Bunch			0	0
Member Advisory Council		X	0	0
Military Whist Card Party		X	1	40
Morning Hike		X	1	7
Movie Matinees			4	71
Parkinson's Support Group	X		1	7
Q&A with the WPD		X	1	3
Red Hat Society			1	7
Reiki Treatments	X		3	3
Veterans Coffee House		X	1	34
Veterans Services			1	0
Will, Trust and Probate			1	20
MONTHLY ACTIVITIES TOTALS			23	270
Groups and Workshops				
A.G.E. Workshop		X	0	0
Artful Endeavors		X	0	0
Balance Workshops			0	0
Candle Making		X	0	0
Genealogy Workshop		X	1	2
Guided Meditation		X	3	22

**PROGRAM DIRECTOR'S REPORT
SEPTEMBER, 2022 21 DAYS**

iPad Users' Group		X	1	2
Paint Party		X	0	0
Reiki Certification Class		X	0	0
Scarves to Dye For		X	0	0
T.A.B.s		X	1	3
Jam Band		X	5	45
GROUPS & WKSHOPS TOTALS			11	74
Special Events				
End of Summer Party	Sept. 15		1	59
Car Show	Sept. 7		1	
Health Talk	Sept. 20	Masonicare	1	15
Travel Presentation	Sept. 12	Collette	1	18
Health Education Class			3	99
SPECIAL EVENTS TOTALS			Total	7
USE OF THE FACILITY BY OTHER GROUPS				
TRAVEL PROGRAM				
TRIP	TRAVEL COMPANY	DATES		ATTENDED
Big E				Cancelled
Webster Lake	Friendship Tours	Sept. 7		50
Jamestown NY	Friendship Tours	Sept. 11 - 14		26
TRAVEL PROGRAM TOTAL				76
MEETINGS ATTENDED BY PROGRAM DIRECTOR				
Hospitality Committee			1	
WCOA			1	
Staff Meeting			1	

September Notes: Tag Sale held on September 24. The holiday fair is scheduled for November 5.
Car show held on September 7.

Social Service Monthly Report

Joann Hummel Social Service Coordinator

Month: September 2022

During the month of September there were 155 units completed. Many members received help applying for Medicare Saving Plan, and SNAP. New Opportunities will be very busy in October with a full schedule of our members applying for energy assistance. Lyman Hall High School will be sponsoring a Community Day in November for community members to have their leaves raked. I have been in contact with the Advisor of the Student Counsel to sign up people in need for the service. Meals on Wheels began this month for 2 of our members who have been on a wait list for 5 months.

Counseling continues for members to improve their emotional wellness.

Resources used during the month Youth and Social Services, Toomey Investments, DSS, Soc Sec Admin, Masonic Care, Master Mania, DMV, Wlfd Police to conduct a wellness check, Public Library, Agency on Aging.

9/1/2022	Contacted Wlfd Police to conduct a wellness check on a member who did not keep his appointment. The Police informed me that the member had died.
9/2/2022	Contacted Sheehan High School for student volunteers to help a member with her lawn care and some organization.
9/2/2022	Completed DMV needs on line for a member.
9/20/2022	Completed beneficiary forms for AASCC
9/21/2022	Yale New Haven Social Worker referred a Wallingford community member who required social stimulation and counseling
9/21/2022	Attended Wallingford Community Resource Alliance meeting
9/22/2022	Met with Youth and Social Service Coordinator requesting volunteer services for a member
9/7/2022	Met with Deb Markiewicz regarding mutual client.
9/24/22	Contacted Brendan Toomey for appointment schedule for financial questions for members.
9/29/2022	Met with Deb Markiewicz regarding a mutual client.

Month/Year: September 2022
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			
4. HOMESHARE			
5. ASSISTED LIVING	1		
6. BEHAVIORAL HEALTH/SUBS ABUSE/GAMBLING/HOARDING	8		7
7. BENEFITS CHECKUP	9		9
8. CHORE/HOMEMAKER/FRIENDLY VISITOR	4	8	
9. COMPANION/LIVE-IN			
10. CONGREGATE HOUSING			
11. CONGREGATE MEALS//ENP			
12. CONNPACE/CONNMAP			
13. CT HOMECARE PROGRAM	2	2	
14. MEMORY LANE			
15. ENERGY ASSISTANCE	7	3	
16. FINANCIAL ASSISTANCE	2	2	
17. FOOD PANTRY/OTHER	1		
18. FOOD STAMPS	7	7	7
19. GERIATRIC ASSESSMENT PROG.			
20. HEALTH INSURANCE/DENTAL			
21. HOME REPAIR	5	8	
22. HOUSING	2		
23. HOME HEALTH	4		
24. INCOME TAX			
25. LEGAL	1		1
26. ADVANCED DIRECTIVES			
27. CONSERVATORSHIP			
28. POWER OF ATTORNEY			
29. LONG TERM CARE OMBUDSMAN			
30. MEALS ON WHEELS	2	2	
31. MEDICARE C			
32. MEDICARE PART D	1		1
33. MEDICAID	1		1
34. MEDICAL CARE/.DENTAL CARE			
35. MEDICARE A, B	1		1
36. MEDICARE SAVINGS PROGRAM	11		11
37. MEDIGAP			

38. STATEWIDE RESPITE PROGRAM				
39. SKILLED NURSING HOMES	2			
40. SOCIAL SECURITY	2			
41. STATE SUPPLEMENTAL/SSI				
42. SUPPORT GROUP/RESPITE	2	2		
43. TAX/RENT REBATE				
44. TRANSPORTATION	1			
45. VETERAN'S PROGRAM				
46. WEAP				
47. YOUTH & SOCIAL SERVICES	3	2	1	
TOTALS	80	36	39	
Total Units	155			

WALLINGFORD SENIOR CENTER
MEMORY LANE REPORT
AUGUST 2022

GENERAL STATISTICS:

Active Participants	20	Days of Service	21
Wallingford	13	Service units actual	232
Out of town	07	Service units' budget	220.5
New	01	Service units if full	315
Discharged	01	Average attendance	11.04
Referrals	01	Budgeted attendance	10.5
Assessments	00	Capacity attendance	15

Regular Meetings:

9/07/22	Meeting w/Joann Hummel, Social Services
9/29/22	Meeting w/Joann Hummel, Social Services
9/29/22	Staff Meeting

Other Meetings:

None

Marketing Meetings:

None

Qualitative Statement:

This month of September has been a busy month. We were able to hire John Ardolino who has worked in the recreation field for over 25 years. He retired as director of activities at Atria Larson Place, an Assisted Living Facility in Hamden. I had worked with him over 20 years ago and we have kept in touch with each other. He and Karen Kennedy will split the week. Karen will work Monday, Wednesday and Fridays and John Tuesdays and Thursdays. This was our vision to have the second position be a split position so we will have more flexibility in schedules.

We have tried to spend much time outside during this month, conducting many programs on the outdoor patio. One of our clients came back after sometime away. Another of our longtime clients left to go into a nursing facility. Our census continues to grow, with more interest from the community.

Karen and one of our volunteers' Jeff and I participated in the Alzheimer walk in New Haven this year. We have raised over \$800 for our team the Memory Lane Warriors. We are hoping to make it \$1000.00 by year end.

We are looking forward to cooler weather, beautiful leaves and Halloween where we will all get a chance to dress up. Happy Fall to you all.

Warm Regards,

Debbie Markiewicz, Memory Lane Coordinator