

**Wallingford Committee on Aging  
Agenda  
March 17, 2023**

Call to order @ 9:00 a.m.

Secretary's Report

- Vote to accept minutes of February 17, 2022 Meeting

Treasurer's Report

- Vote to accept monthly report of revenues and expenditures for February 2023
- Vote to accept the February 2023 Program Account Report

Consent Agenda – Accept the following February 2023 reports as emailed:

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

Staff Reports

- Executive Director
- Program Director

Old Business

- Grant Application update
- Budget update
- Building Naming Committee Report

New Business

- Election of WCOA Members and Officers

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

Adjournment (10:00 a.m.)

**Next WCOA meeting – April 21, 2023**

**WALLINGFORD COMMITTEE ON AGING**

**OPERATING ACCOUNT**

**FISCAL YEAR JULY 1, 2022-JUNE 30, 2023**

<b>OPERATING &amp; TRANSPORTATION ACCOUNT</b>	<b>BUDGET SUBMITTED</b>	<b>February 2023 ACTIVITY</b>	<b>TO DATE BALANCE FORWARD</b>	<b>YEAR TO DATE BALANCE</b>	<b>BUDGET UNDER or (OVER)</b>
Checking Account 07/01/2022				\$ 25,600.03	
Checking Account 2/01/2023		\$ 133,300.92			
<b><u>Receipts Operations</u></b>					
Town Contribution	\$ 657,568.00	\$ 54,797.00	\$ 383,579.00	\$ 438,376.00	\$ 219,192.00
Memory Lane Income	\$ 60,000.00	\$ 4,085.00	\$ 36,120.00	\$ 40,205.00	\$ 19,795.00
Interest	\$ 20.00	\$ 0.75	\$ 1.16	\$ 1.91	\$ 18.09
Miscellaneous*	\$ -	\$ -	\$ 95,833.59	\$ 95,833.59	\$ (95,833.59)
<b>Carryover Budgeted</b>	<b>\$ 15,255.00</b>	<b>\$ 1,271.25</b>	<b>\$ 8,898.75</b>	<b>\$ 10,170.00</b>	<b>\$ 5,085.00</b>
<b>Total Receipts-Operations</b>	<b>\$ 732,843.00</b>	<b>\$ 58,882.75</b>	<b>\$ 524,432.50</b>	<b>\$ 584,586.50</b>	<b>\$ 148,256.50</b>
<b><u>Receipts Transportation</u></b>					
Town Contribution	\$ 179,344.00	\$ 14,946.00	\$ 104,622.00	\$ 119,568.00	\$ 59,776.00
Bus Income	\$ 3,750.00	\$ 329.00	\$ 2,245.00	\$ 2,574.00	\$ 1,176.00
<b>Carryover Budgeted</b>	<b>\$ 5,085.00</b>	<b>\$ 423.75</b>	<b>\$ 2,966.25</b>	<b>\$ 3,390.00</b>	<b>\$ 1,695.00</b>
<b>Total Receipts-Transportation</b>	<b>\$ 188,179.00</b>	<b>\$ 15,275.00</b>	<b>\$ 109,833.25</b>	<b>\$ 125,532.00</b>	<b>\$ 62,647.00</b>
<b>TOTAL ALL RECEIPTS</b>	<b>\$ 921,022.00</b>	<b>\$ 74,157.75</b>	<b>\$ 634,265.75</b>	<b>\$ 710,118.50</b>	<b>\$ 210,903.50</b>
<b><u>Disbursements Operations</u></b>					
Salaries	\$ 504,514.00	\$ 40,085.53	\$ 298,449.04	\$ 338,534.57	\$ 165,979.43
Payroll Taxes	\$ 43,231.00	\$ 3,014.83	\$ 23,125.67	\$ 26,140.50	\$ 17,090.50
Pensions	\$ 25,223.00	\$ -	\$ 13,073.98	\$ 13,073.98	\$ 12,149.02
Health Benefits	\$ 91,955.00	\$ 6,183.03	\$ 42,647.25	\$ 48,830.28	\$ 43,124.72
Workers Comp	\$ 3,240.00	\$ 274.50	\$ 1,611.75	\$ 1,886.25	\$ 1,353.75
Staff Travel	\$ 1,755.00	\$ 33.93	\$ 741.61	\$ 775.54	\$ 979.46
Meetings, Seminars, Dues	\$ 3,250.00	\$ 18.94	\$ 1,234.44	\$ 1,253.38	\$ 1,996.62
Liability Insurance	\$ 15,804.00	\$ 1,117.99	\$ 13,352.03	\$ 14,470.02	\$ 1,333.98
Telephone	\$ 1,820.00	\$ 155.32	\$ 1,082.75	\$ 1,238.07	\$ 581.93
Office Expenses/Supplies	\$ 6,500.00	\$ 347.84	\$ 2,897.70	\$ 3,245.54	\$ 3,254.46
Equipment	\$ 2,200.00	\$ -	\$ 2,034.47	\$ 2,034.47	\$ 165.53
Maintenance/Repair	\$ 3,000.00	\$ 53.00	\$ 2,076.99	\$ 2,129.99	\$ 870.01
Facility Expenses & Suppl	\$ 7,900.00	\$ 600.00	\$ 6,125.55	\$ 6,725.55	\$ 1,174.45
Audit	\$ 7,200.00	\$ -	\$ 7,300.00	\$ 7,300.00	\$ (100.00)
Memory Lane Expenses	\$ 8,000.00	\$ 449.98	\$ 3,336.72	\$ 3,786.70	\$ 4,213.30
Miscellaneous* Bank Charge	\$ -	\$ -	\$ 30.00	\$ 30.00	\$ (30.00)
Town Building Lease	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00
Postage	\$ 250.00	\$ -	\$ 11.00	\$ 11.00	\$ 239.00
Printing	\$ 1,500.00	\$ 12.50	\$ 37.81	\$ 50.31	\$ 1,449.69
Prof Services	\$ 4,700.00	\$ 1,204.74	\$ 3,370.04	\$ 4,574.78	\$ 125.22
Continuing Ed & Training	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00
<b>Disbursements Operations</b>	<b>\$ 732,843.00</b>	<b>\$ 53,552.13</b>	<b>\$ 422,538.80</b>	<b>\$ 476,090.93</b>	<b>\$ 256,752.07</b>

**WALLINGFORD COMMITTEE ON AGING**

OPERATING ACCOUNT

FY JULY 1, 2022-JUNE 30, 2023

OPERATING & TRANSPORTATION ACCOUNT	ANNUAL BUDGET	February 2023 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
<b>Disbursements-Transportation</b>					
Salaries-Drivers	\$ 123,876.00	\$ 8,908.90	\$ 69,693.78	\$ 78,602.68	\$ 45,273.32
Payroll Taxes	\$ 10,907.00	\$ 723.34	\$ 6,023.40	\$ 6,746.74	\$ 4,160.26
Pensions	\$ 6,194.00	\$ -	\$ -	\$ -	\$ 6,194.00
Health Benefits	\$ 14,248.00	\$ 295.00	\$ 900.50	\$ 1,195.50	\$ 13,052.50
Workers Compensation	\$ 10,457.00	\$ 823.50	\$ 4,835.25	\$ 5,658.75	\$ 4,798.25
Maintenance	\$ 6,000.00	\$ 134.99	\$ 1,579.13	\$ 1,714.12	\$ 4,285.88
Fuel	\$ 13,780.00	\$ -	\$ 6,631.00	\$ 6,631.00	\$ 7,149.00
Insurance	\$ 2,716.00	\$ -	\$ 2,498.00	\$ 2,498.00	\$ 218.00
Bus Lease	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00
<b>Disbursements-Transportation</b>	<b>\$ 188,179.00</b>	<b>\$ 10,885.73</b>	<b>\$ 92,161.06</b>	<b>\$ 103,046.79</b>	<b>\$ 85,132.21</b>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 921,022.00</b>	<b>\$ 64,437.86</b>	<b>\$ 514,699.86</b>	<b>\$ 579,137.72</b>	<b>\$ 341,884.28</b>
<b>Checking Account 02/28/2023</b>		<b>\$ 143,020.81</b>		\$ 156,580.81	
				\$ 13,560.00	Sheet 1 E13 + E 19
				<b>\$ 143,020.81</b>	
<b>*Miscellaneous 1st 2360.00 Credit back from Workers Comp</b>					
2nd 92408.59 IRS Refund for 2022					
3rd 350.00 Money back from Mutual America IRA					
Checkbook Balance 6/30/2021	\$115,520.89				
Allocated to 2020/21 budget	\$110,320.00				
Unallocated remainder for 2021/202	\$5,200.89				

**WALLINGFORD SENIOR CENTER  
EXECUTIVE DIRECTOR'S REPORT  
FEBRUARY 2023**

**GENERAL STATISTICS**

Days of Service: 17	Memory Lane Units: 115
Recorded Attendance: 2,986	Health Service Units:
Transportation Units: 656	New Members Added: 30
Community Café Meals: 156	Members Archived: 12
Social Service Units: 257	Total Registered Members: 3952

**EXECUTIVE DIRECTOR APPOINTMENTS**

**MONTHLY MEETINGS**

	Member Advisory Council (Suspended-UFN)
02-17-23	Wallingford Committee on Aging (on vacation did not attend, written report submitted)
03-02-23	Staff Meeting (rescheduled from 2-28-23 due to snow closure)

**SPECIAL MEETINGS**

02-01-23	Attended CASCP Board meeting (via Zoom)
02-03-23	Attended WCOA Building Naming Committee meeting
02-06-23	Mayor Dickinson, Re: hand delivered proposed FY 22-23 Budget with cover letter and 2021 annual report and also dropped copies off to Comptroller Timothy Sena
02-08-23	Joe Naski, Technician, Climatech, Re: bid on replacing condenser in walk in freezer
02-09-23	Executive Director on vacation, returned on 02-21-23
02-15-23	Scott Livingston, Technician, Johnson Controls, Re: schedule (via phone and email) kitchen hood fire extinguishing system inspection and testing
02-20-23	Nick Rapuano, Manager, Diamond Theater, Re: additional rehearsal schedule for play
02-21-23	Carmela DiCesare, Re: catch up on facility activities
02-22-23	Don Lanue, Foreman, DPW, Re: in with Pro 7 Fire Equipment for sprinkler inspection
02-22-23	Karen Anderson, Program Director, Re: coverage for play and other programs
02-23-23	Joann Hummel, Social Services Coordinator, Re: review current issues
02-24-23	Attended CASCP Board meeting (via Zoom)
02-28-23	Mary Glynn, LVC Manager, discuss staffing for upcoming medical leave

## EXECUTIVE DIRECTOR NARRATIVE REPORT FOR FEBRUARY 2023

### PERSONNEL & BUDGET

- Center closed Monday 2-13-23 in observation of the Lincoln's Birthday holiday and closed Monday, 2-20-23 in observance of President's Day holiday. Senior Center was also closed on Tuesday, 2-28-23 due to a snowstorm.
- Executive Director on vacation starting Thursday, 2-9-23 and returned to work on Tuesday, 2-21-23.
- Finalized Strategic Plan for 2023 thru 2028 was distributed to the WCOA at the meeting on 2-17-23.
- Completed FY 22-23 Proposed Budget request to the town including the WSC annual report for 2022 and submitted with a cover letter to Mayor and Comptroller on 2-6-23 in preparation for the budget review meeting on Friday, 3-3-23 at 1:30 PM. Final copy also provided to the WCOA at the 2-17-23 board meeting.
- WCOA Building Naming Sub Committee met on 2-3-23 for initial discussion and set next meeting date for 3-7-23 at 11 AM at WSC.
- Completed and filed the "Economic Census" as requested and required by the US Census bureau on 2-7-23.

### FACILITY & EQUIPMENT

- Reliable Refrigeration in 2-2-23, to repair to Lounge fireplace, new pilot generator and ignitor installed.
- Climatech in on 2-08-23, to review scope of work in order to provide a bid for condenser unit replacement for the walk in freezer as requested by TOW Purchasing Department.
- Johnson Controls in on 2-15-23, to conduct semiannual inspection, testing and replacement of exhaust closure fusible links for the Kitchen Hood Auto Extinguishing System.
- DPW and new vendor, Pro 7 Fire Equipment in on 2-22-23 to conduct overdue quarterly inspection and testing of the buildings fire protection sprinkler system.
- Reliable Refrigeration in 2-24-23 to inspect HVAC system ductwork and dampers in preparation for new control system installation. Continued to jockey portable heaters to keep staff warm and maintain safe temperatures in Offices and Lounge area above ceiling.
- Terminix in on 2-3-23 for follow up on pest control program due to mice in the building.
- Received a slightly used 75 inch display screen and mounting bracket, donated by Walmart. Soliciting pricing for professional installation in the Activity Room.

### OTHER

- Assisted Program staff and custodian by setting up for play rehearsals and performances and came in on Sunday, 2-19-23 from 9:30 to 10:15 PM to close up center and set alarm after rehearsal completion. Also, opened building on Saturday 2-25-23 at 5:30 PM for play performance, stayed collected tickets and closed and alarmed building at 9:30 PM.
- Worked with fellow board members of CASCP (CT Association of Senior Center Personnel) to book a speaker, Debbie Pausig, LMFT Yale New Haven Health and plan for a CASCP Spring conference to be held at WSC on 3-30-23.

**PROGRAM DIRECTOR'S REPORT**

**February, 2023 17 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
Artist Studio		X	4	23
Ballroom Dance Lessons	X		3	40
Basic Social Dance Tues/Thur	X		7	91
Bible Discussion Group		X	4	28
Billiards		X	17	219
Bingo		X	7	267
Bocce		X	0	0
Body in Motion	X		6	88
Bridge (Tuesday & Friday)		X	7	53
Canasta		X	2	17
Cards		X	17	115
Club 60 Plus Fitness Center		X	17	517
Corn Hole		X	4	42
Craft Corner		X	4	26
Cribbage		X	4	29
Digital Photography	X		4	39
Golf League		X	0	0
Harmonica Group		X	2	7
Healthy Moves	X		2	13
Knitters and Crocheters		X	4	33
Mah Jongg & MJ Lessons		X	6	102
Nickel-Nickel		X	2	10
Parkinson's Fitness Class			8	70
Pickleball		X	0	0
Ping Pong		X	0	0
Pinochle		X	3	38
Quilting		X	3	23
Scrabble		X	2	8
Set Back		X	4	40
SilverSneaker Classes	X		7	97
Singing For fun		X	0	0
Strength and Balance Class	X		7	105
Tai Chi	X		4	29
Tap Dance		X	4	28
Texas Hold'em			2	17
Thursday Evening Cabaret			0	0
Thursday Evening Dinner			0	0
Total Fitness	X		11	120
We got The Beat Drumming	X		4	29
Wii Bowling			1	2
Yoga			4	26
Zoom Classes	X		8	66
<b>WEEKLY ACTIVITIES TOTALS</b>			<b>195</b>	<b>2,457</b>

**PROGRAM DIRECTOR'S REPORT**

**February, 2023 17 DAYS**

<b>MONTHLY ACTIVITIES</b>	<b>Pd Instructor</b>	<b>Volunteer Led</b>	<b>SESSIONS</b>	<b>ATTENDED</b>
AARP Driver Safety Program			1	10
Ask A Realtor	X		1	1
Ask An Attorney	X		0	0
Benefits Screening	X		0	0
Billiards Tournaments			1	16
Birthday Party			1	20
Book Club		X	1	14
Cardiac Support Group		X	0	0
Financial Q & A		B. Toomey	1	0
Foot Care Clinic		Dr. Gambardella	1	8
Free Hearing Services		Home Hearing	1	4
Hospitality Committee Mtg		X	1	17
Let's Do Lunch Bunch			0	0
Military Whist Card Party		X	1	40
Morning Hike		X	0	0
Movie Matinees			3	38
Parkinson's Support Group	X		1	8
Q&A with the WPD		X	1	6
Reiki Treatments	X		3	1
Veterans Coffee House		X	1	Cancelled
Veterans Services	X		1	0
Will, Trust and Probate		X	1	18
<b>MONTHLY ACTIVITIES TOTALS</b>			<b>23</b>	<b>201</b>
<b>GROUPS &amp; WKSHOPS</b>				
A.G.E. Workshop		X	2	20
Artful Endeavors		X	0	0
Balance Workshops			0	0
Genealogy Workshop		X	1	3
Guided Meditation		X	3	27
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	6
Jam Band		X	4	15
<b>GROUPS &amp; WKSHOPS TOTALS</b>			<b>12</b>	<b>73</b>
<b>SPECIAL EVENTS</b>				
Diamond Theatre Company			5	182
Red Carpet Affair	2/10/2023		1	140
Collette Presentation	2/9/2023		1	6
Valentine's Cabaret	2/8/2023		1	59
History of Theodore Roosevelt	2/15/2023		1	11
Adult Family Living	2/10/2023		1	5
Chocolate for your Heart	2/23/2023	ShopRite Nutrition	1	35

**PROGRAM DIRECTOR'S REPORT**

**February, 2023 17 DAYS**

Wear Red Grocery Bingo	2/3/2023		1	56
Tax Prep				
<b>SPECIAL EVENTS TOTALS</b>		Total	<b>12</b>	<b>494</b>
<b>TRAVEL PROGRAM</b>				
<b>TRIP</b>	<b>TRAVEL COMPANY</b>	<b>DATES</b>		<b>ATTENDED</b>
<b>TRAVEL PROGRAM TOTAL</b>				<b>0</b>
<b>MEETINGS ATTENDED BY PROGRAM DIRECTOR</b>				
Hospitality Committee	2/2/2023		1	
WCOA	2/17/2023		1	
Staff Meeting	2/27/2023		1	
OBOW	2/1/2023			
<p><b>February Notes:</b>            Club 60+ members total <b>203</b>. 182 members have silversneakers or renew active            January Tivity Health - SilverSneakers - 790 swipes, check \$1,686.            January Renew Active approx 226 swipes, check \$765.00            One Book One Wallingford has released a new book for our book club discussion group to review in March. Book reveal was February 1.            Tax Prep appointments going well. One preparer has been out sick.            Diamond Theatre offered play "November" February 23 - 26, 2023, 5 shows            St. Joseph's Day Lyman Hall Students coming on March 20 for program.</p>				



**Month/Year: Feb. 2023**  
**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	2		1
4. HOMESHARE				
5. ASSISTED LIVING	2	2	2	
6. BEHAVIORAL HEALTH/SUBS ABUSE/GAMBLING/HOARDING	12	12	12	
7. BENEFITS CHECKUP	1	1	1	
8. CHORE/HOMEMAKER/FRIENDLY VISITOR				
9. COMPANION/LIVE-IN	1	1		
10. CONGREGATE HOUSING	1	1	1	
11. CONGREGATE MEALS//ENP				
12. CONNPACE/CONNMAP				
13. CT HOMECARE PROGRAM	2	2	2	
14. MEMORY LANE				
15. ENERGY ASSISTANCE	3	3	1	
16. FINANCIAL ASSISTANCE	1	1		
17. FOOD PANTRY/OTHER	1	1	1	
18. FOOD STAMPS	3	3	1	
19. GERIATRIC ASSESSMENT PROG.				
20. HEALTH INSURANCE/DENTAL	2	2	2	
21. HOME REPAIR	1	1		
22. HOUSING	4	4	4	
23. HOME HEALTH	5	5	5	
24. INCOME TAX	1	1		
25. LEGAL				
26. ADVANCED DIRECTIVES				
27. CONSERVATORSHIP	1	1		
28. POWER OF ATTORNEY				
29. LONG TERM CARE OMBUDSMAN				
30. MEALS ON WHEELS				
31. MEDICARE C	1	1	1	
32. MEDICARE PART D	2	2	2	
33. MEDICAID	2	2	1	
34. MEDICAL CARE/.DENTAL CARE	1	1	1	
35. MEDICARE A, B	3	3	3	
36. MEDICARE SAVINGS PROGRAM	12	12	10	
37. MEDIGAP	1	1	1	



## **Social Service Monthly Report**

Joann Hummel Social Service Coordinator

Month: February 2023

Social Service Coordinator completed 257 units of service, encouraged 2 new members to join WSC, and assisted 2 community homebound residents for social services. There were no wellness checks requested during the month of February.

Behavioral health services were in great need during the month. Several clients came in to seek help to manage their emotions from grieving their loved one, feelings of loneliness, and being overwhelmed with financial pressures. Several people have expressed interest and are feeling optimistic in joining the support groups that are being offered in March.

Weekly requests for completing Snap applications and Medicare Savings Program applications continue weekly for clients. In general, people are seeking every service possibility to help them stretch their monthly income. New Opportunities continue to see Wallingford residents on Wednesday at the center to complete fuel assistance applications. The need remains high. I have heard from many residents expressing their frustration that the middle-class income seniors have no relief in the rising cost because they do not qualify for the assistance that is offered for fuel, food or home care. They were encouraged to use the food pantries to help offset their food cost.

DSS has sent new financial guidelines for low income individuals and families to see if they qualify for relief. Several clients have lost their Medicare Savings Program QMB benefits due to the increase in their Social Security. A couple of clients missed it by 10 dollars. Assistance to request a hearing to fight for their need was been completed.

Housing continues to be a concern. The housing authority open their Wallingford and North Haven applications to the public and many people came in to pick up the applications or requested to help to fill them out. I have not heard of anyone receiving housing as of yet.



WALLINGFORD SENIOR CENTER  
MEMORY LANE REPORT  
FEBRUARY 2023

GENERAL STATISTICS:

Active Participants	13	Days of Service	17
Wallingford	09	Service units actual	115
Out of town	04	Service units' budget	178.50
New	00	Service units if full	255
Discharged	03	Average attendance	6.76
Referrals	04	Budgeted attendance	10.5
Assessments	00	Capacity attendance	15

Regular Meetings:

02/17/23 Meeting w/Joann Hummel, Social Service Coordinator  
02/28/23 Staff Meeting

Other Meetings:

Marketing Meetings:

02/07/23 Luther Ridge (M-Team) John Ardolino  
02/09/23 Cedar Mountain Commons (Super Bowl Networking Event)  
Deb Markiewicz & John Ardolino  
02/15/23 New Haven Area Senior Network Grp. (Whitney Rehab.  
Hamden) John Ardolino  
02/15/23 Jerome Home (Ribbon Cutting) New Britain Deb Markiewicz  
& John Ardolino  
02/23/23 The Landing (Thirsty Thursday Networking) Deb Markiewicz,  
Karen Kennedy & John Ardiino

Qualitative Statement:

This month of February has been a busy month. We were sad that three of our long-time members moved on. One moved into an Assisted Living Community, which was wonderful. One, due to an illness, is in Long Term Care and another is waiting for placement into a Long-Term Care facility. It is always sad to say goodbye to our long-time members.

During this month we participated in Wear Red Grocery Bingo. One of our members participated in the Red-Carpet event put on by the Quinnipiac Students. One of our volunteers, who is a Eucharistic Minister, distributed ashes to our members, staff and members of the Senior Center for Ash Wednesday. We celebrated Mardi Gras with some games and cake. We also had a super bowl party with games and snacks.

We have many things planned for March and look forward to participating in some events with the Senior Center.

Warm Regards,

Debbie Markiewicz,  
Memory Lane Coordinator