

**Wallingford Committee on Aging
Agenda
June 16, 2023**

Call to order @ 9:00 a.m.

Secretary's Report

- Vote to accept minutes of May 19, 2023 Meeting

Treasurer's Report

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

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

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

Staff Reports

- Executive Director
- Program Director

Old Business

- Grants update
- Personnel Committee – vote on new WCOAWSC Employee Handbook
- By-Laws Committee – vote on amended WCOA By-Laws

New Business

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

Adjournment (10:00 a.m.)

Next WCOA meeting – July 21, 2023

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FISCAL YEAR JULY 1, 2022-JUNE 30, 2023

OPERATING & TRANSPORTATION ACCOUNT	BUDGET SUBMITTED	May 2023 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Checking Account 07/01/2022				\$ 25,600.03	
Checking Account 5/01/2023		\$ 273,173.36			
Receipts Operations					
Town Contribution	\$ 657,568.00	\$ 54,797.00	\$ 547,970.00	\$ 602,767.00	\$ 54,801.00
Memory Lane Income	\$ 60,000.00	\$ 5,515.00	\$ 48,125.00	\$ 53,640.00	\$ 6,360.00
Interest	\$ 20.00	\$ 0.91	\$ 4.35	\$ 5.26	\$ 14.74
Miscellaneous*	\$ -	\$ 2,700.00	\$ 244,896.80	\$ 247,596.80	\$ (247,596.80)
<i>Carryover Budgeted</i>	\$ 15,255.00	\$ 1,271.25	\$ 12,712.50	\$ 13,983.75	\$ 1,271.25
Total Receipts-Operations	\$ 732,843.00	\$ 63,012.91	\$ 853,708.65	\$ 917,992.81	\$ (185,149.81)
Receipts Transportation					
Town Contribution	\$ 179,344.00	\$ 14,946.00	\$ 149,460.00	\$ 164,406.00	\$ 14,938.00
Bus Income	\$ 3,750.00	\$ 281.00	\$ 3,325.00	\$ 3,606.00	\$ 144.00
<i>Carryover Budgeted</i>	\$ 5,085.00	\$ 423.75	\$ 4,237.50	\$ 4,661.25	\$ 423.75
Total Receipts-Transportation	\$ 188,179.00	\$ 15,227.00	\$ 157,022.50	\$ 172,673.25	\$ 15,505.75
TOTAL ALL RECEIPTS	\$ 921,022.00	\$ 78,239.91	\$ 1,010,731.15	1090666.06	\$ (169,644.06)
Disbursements Operations					
Salaries	\$ 504,514.00	\$ 50,196.25	\$ 427,155.16	\$ 477,351.41	\$ 27,162.59
Payroll Taxes	\$ 43,231.00	\$ 3,756.00	\$ 32,784.22	\$ 36,540.22	\$ 6,690.78
Pensions	\$ 25,223.00	\$ -	\$ 18,894.17	\$ 18,894.17	\$ 6,328.83
Health Benefits	\$ 91,955.00	\$ 5,866.03	\$ 60,879.34	\$ 66,745.37	\$ 25,209.63
Workers Comp	\$ 3,240.00	\$ 274.50	\$ 3,206.25	\$ 3,480.75	\$ (240.75)
Staff Travel	\$ 1,755.00	\$ 157.37	\$ 1,069.79	\$ 1,227.16	\$ 527.84
Meetings, Seminars, Dues	\$ 3,250.00	\$ 327.22	\$ 1,668.33	\$ 1,995.55	\$ 1,254.45
Liability Insurance	\$ 15,804.00	\$ -	\$ 16,706.00	\$ 16,706.00	\$ (902.00)
Telephone	\$ 1,820.00	\$ 154.37	\$ 1,529.71	\$ 1,684.08	\$ 135.92
Office Expenses/Supplies	\$ 6,500.00	\$ 927.51	\$ 4,455.61	\$ 5,383.12	\$ 1,116.88
Equipment	\$ 2,200.00	\$ 2,009.63	\$ 3,514.67	\$ 5,524.30	\$ (3,324.30)
Maintenance/Repair	\$ 3,000.00	\$ 2,192.50	\$ 7,133.48	\$ 9,325.98	\$ (6,325.98)
Facility Expenses & Suppl	\$ 7,900.00	\$ 300.00	\$ 8,551.82	\$ 8,851.82	\$ (951.82)
Audit	\$ 7,200.00	\$ -	\$ 7,300.00	\$ 7,300.00	\$ (100.00)
Memory Lane Expenses	\$ 8,000.00	\$ 576.00	\$ 5,172.70	\$ 5,748.70	\$ 2,251.30
Miscellaneous*		\$ 149,063.21	\$ 30.00	\$ 149,093.21	\$ (149,093.21)
Town Building Lease	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00
Postage	\$ 250.00	\$ -	\$ 11.00	\$ 11.00	\$ 239.00
Printing	\$ 1,500.00	\$ 12.81	\$ 75.62	\$ 88.43	\$ 1,411.57
Prof Services	\$ 4,700.00	\$ 6,503.70	\$ 7,269.18	\$ 13,772.88	\$ (9,072.88)
Continuing Ed & Training	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00
Disbursements Operations	\$ 732,843.00	\$ 222,317.10	\$ 607,407.05	\$ 829,724.15	\$ (96,881.15)

WALLINGFORD COMMITTEE ON AGING

OPERATING ACCOUNT

FY JULY 1, 2022-JUNE 30, 2023

OPERATING & TRANSPORTATION ACCOUNT	ANNUAL BUDGET	May 2023 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
Disbursements-Transportation					
Salaries-Drivers	\$ 123,876.00	\$ 12,045.97	\$ 99,469.53	\$ 111,515.50	\$ 12,360.50
Payroll Taxes	\$ 10,907.00	\$ 963.26	\$ 8,426.68	\$ 9,389.94	\$ 1,517.06
Pensions	\$ 6,194.00	\$ -	\$ -	\$ -	\$ 6,194.00
Health Benefits	\$ 14,248.00	\$ 145.00	\$ 1,625.00	\$ 1,770.00	\$ 12,478.00
Workers Compensation	\$ 10,457.00	\$ 823.50	\$ 9,617.75	\$ 10,441.25	\$ 15.75
Maintenance	\$ 6,000.00	\$ 1,571.40	\$ 2,532.03	\$ 4,103.43	\$ 1,896.57
Fuel	\$ 13,780.00	\$ 1,430.72	\$ 9,631.78	\$ 11,062.50	\$ 2,717.50
Insurance	\$ 2,716.00	\$ -	\$ 2,498.00	\$ 2,498.00	\$ 218.00
Bus Lease	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00
Disbursements-Transportat	\$ 188,179.00	\$ 16,979.85	\$ 133,800.77	\$ 150,780.62	\$ 37,398.38
TOTAL DISBURSEMENTS	\$ 921,022.00	\$ 239,296.95	\$ 741,207.82	\$ 980,504.77	\$ (59,482.77)
Checking Account 05/31/2023		\$ 117,116.32		\$ 135,761.32	
				\$ 18,645.00	Sheet 1 E13 + E 19
				\$ 117,116.32	
*Miscellaneous 1st 2360.00 Credit back from Workers Comp					
2nd 92408.59 IRS Refund for 2022					
3rd 350.00 Money back from Mutual America IRA					
4th 149,063.21. Money from IRS 941s Quaterly					
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
MAY 2023**

GENERAL STATISTICS

Days of Service:	22	Memory Lane Units:	179
Recorded Attendance:	3,987	Health Service Units:	
Transportation Units:	806	New Members Added:	28
Community Café Meals:	228	Members Archived:	7
Social Service Units:	233	Total Registered Members:	4007

EXECUTIVE DIRECTOR APPOINTMENTS

MONTHLY MEETINGS

05-19-23	Wallingford Committee on Aging
05-31-23	Staff Meeting

SPECIAL MEETINGS

05-01-23	Mary Glynn, LVC Manager, Re: Shopping for LVC during her LOA
05-01-23	Mike Mancino, Electrician, Re: replace fluorescent light ballasts
05-04-23	Ken Marshall, Owner, Ken Marshall Catering, Re: temporary assistance in LVC
05-04-23	Marvin Slappey, Sales Rep, Office Works, Re: new leased copier
05-09-23	Curtis Bloxum, Owner, Professional Carpet Cleaning, Re: quote for cleaning carpets in Activity and Game rooms
05-10-23	Mayor Dickinson, Re: request letter granting me authority to apply for CT ARPA funds
05-11-23	Mayor Dickinson and Public Works Director Rob Baltramaitus, Re: discuss plan for sign designating "Iris Papale Municipal Building" at WSC
05-15 & 16-23	MS Teams meetings with Nick Daukas, HR Consultant, Re: discussion and employee handbook revisions
05-16-23	Joe Roche, WSC Driver, Re: review paperwork for returning to work at WSC
05-17-23	Attended Wallingford Community Resource Alliance (WCRA) meeting at the Library
05-19-23	By-Laws Committee met to review proposed changes to the WCOA By-Laws
05-19-23	Walter Ramirez, Professional Carpet Cleaning, Re: clean carpets and remove stains
05-19-23	Audrey Grove, Masonicare, Re: volunteers conducting community needs survey at WSC
05-24-23	Attended meeting with Joann Hummel at Town Hall Planning & Zoning with Ben Fink, SCRCOG, local builders & other community advocates, Re: affordable housing plans
05-26-23	By-Laws Committee met to finalize proposed changes to the WCOA By-Laws

EXECUTIVE DIRECTOR NARRATIVE REPORT FOR MAY 2023

PERSONNEL & BUDGET

- Ken Marshall begins working as a contractor on 5-4-23 in in Lake View Cafe during Mary Glynn's 8 week medical leave of absence.
- Updated paperwork and rehired Per Diem Bus Driver Joe Roche to a part time position on 5-16-23.
- Met online (via MS Teams) and by phone with Nick Daukas, HR Consultant, Kardaslaron, numerous times throughout the month to discuss and revise various drafts of the new employee handbook. Also reviewed with and made suggested revisions with the WCOA Personnel Committee via email. Final version to be submitted for potential approval by WCOA board at 6-6-23 meeting.
- By-Laws Committee met on 5-19 and 5-26-23 to propose, review and finalize proposed changes to the WCOA By-Laws for potential approval by the WCOA board at the 6-16-23 meeting.
- Applications for Food Service Licenses for Lake View and ENP meal programs filled out and hand delivered to the Wallingford Health Department on 5-26-23.

FACILITY & EQUIPMENT

- Electrician Mike Marino in to remove ballasts and 4 foot fluorescent bulbs and replace with LED bulbs at various 2 x 4 fixtures in the building on 5-1-23.
- Don Lanoue, DPW Foreman in on 5-3-23 to replace broken paper towel dispensers in both main Men's and Women's restrooms.
- Chem One Supply in 5-8 to repair problem with Rinse aid distribution pump and returned on 5-9-23 to replace pump, also returned on 5-11-23 to fix problem with detergent dispenser.
- Purchased and installed an ancillary portable air conditioner in the Lake view Café on 5-8-23, removed old unit and vented new unit to space above ceiling.
- Received delivery of new benches for Bocce courts 5-8-23 and unpacked, assembled and installed them on 5-10-23.
- Signed order agreement and sent down payment check to Matthews Buses 5-15-23 for new bus.
- Submitted application to State DSS, Division on Aging for ARPA grant monies specially designated for senior centers, to pay for new rooftop air conditioning unit & control panels for WSC on 5-16-23.
- Purchased and installed new battery and adhesive pad for WSC AED unit on 5-18-23.
- Removed all furniture from Activity Room and Game Room, Professional Carpet Cleaning in on 05-19-23, to clean carpets/remove stains in both rooms. Returned on Sunday 5-21 to replace furniture.
- New leased Toshiba copier delivered and installed by Office Works on 5-25-23.
- De-limed dish washing machine in kitchen (Manager on LOA) on 5-26-23.
- Made repairs and updates to several WSC computers remotely assisted by GTG Corp on 5-30-23.

OTHER

- Purchased and delivered food and visited with LVC Manager Mary Glynn (recovering from medical procedure) on 5-10-23.
- Joann Hummel and I attended another meeting at Wlfd. Planning & Zoning on 5-24-23 with Ben Fink, SCRCOG Consultant and other community advocates to further discuss holding community conversations in support of future affordable housing initiatives.
- Assisted LVC staff and volunteers with Thursday Evening dinners 5-11 and 5-25-23.
- Assisted Program staff with Talent Show on 5-19-23.
- Did weekly fresh produce and other items shopping for Lake View Café at Sam's Club and BJ's each Monday due to LVC Manager LOA, also special trip to purchase fruit for Mother's Day Brunch.
- Facilitated Masonicare volunteers at WSC to conduct a community needs survey on 5-19 & 5-22-23.

PROGRAM DIRECTOR'S REPORT

May, 2023 22 DAYS

WEEKLY ACTIVITY	PD INSTRUCTOR	VOLUNTEER-LED	SESSIONS	ATTENDED
A Matter of Balance	X		0	0
Art Appreciation		X	4	52
Artist Studio		X	4	22
Ballroom Dance Lessons	X		4	61
Basic Social Dance Tues/Thur	X		9	113
Bible Discussion Group		X	4	32
Billiards		X	22	205
Bingo		X	9	360
Bocce		X	6	93
Body in Motion	X		4	80
Bridge (Tuesday & Friday)		X	9	73
Canasta		X	4	51
Cards		X	19	192
Cardio Drumming	X		2	40
Club 60 Plus Fitness Center		X	22	550
Chair Yoga	X		4	52
Corn Hole		X	2	11
Craft Corner		X	5	47
Cribbage		X	5	38
Digital Photography	X		4	27
Golf League		X	4	166
Harmonica Group		X	8	17
Healthy Moves	X		4	10
Knitters and Crocheters		X	4	54
Mah Jongg & MJ Lessons		X	11	186
Nickel-Nickel		X	4	31
Parkinson's Fitness Class			9	81
Pickleball		X		
Ping Pong		X	0	0
Pinochle		X	4	66
Quilting		X	5	50
Scrabble		X	4	14
Set Back		X	5	48
SilverSneaker Classes	X		9	128
Singing For fun		X	3	121
Strength and Balance Class	X		7	132
Tai Chi Beginner	X		3	24
Tai Chi	X		3	36
Tap Dance		X	4	32
Texas Hold'em			4	29
Thursday Evening Cabaret			2	168
Thursday Evening Dinner			2	138
Total Fitness	X		12	101
Basic Drumming	X		4	30
Wii Bowling			1	2
Yoga			4	31

PROGRAM DIRECTOR'S REPORT

May, 2023 22 DAYS

Zoom Classes	X		13	99
WEEKLY ACTIVITIES TOTALS			275	3,893
MONTHLY ACTIVITIES	Pd Instructor	Volunteer Led	SESSIONS	ATTENDED
AARP Driver Safety Program			1	6
Ask A Realtor	X		0	0
Ask An Attorney	X		0	0
Benefits Screening	X		0	0
Billiards Tournaments			0	0
Birthday Party			1	17
Book Club		X	1	19
Cardiac Support Group		X	0	0
Financial Q & A		B. Toomey	0	0
Foot Care Clinic		Dr. Gambardella	1	7
Free Hearing Services		Home Hearing	1	4
Let's Do Lunch Bunch			0	0
Military Whist Card Party		X	1	44
Morning Hike		X	1	7
Movie Matinees			3	30
Parkinson's Support Group	X		1	16
Q&A with the WPD		X	1	6
Reiki Treatments	X		1	2
Veterans Coffee House		X	1	70
Veterans Services	X		0	0
Will, Trust and Probate		X	1	8
MONTHLY ACTIVITIES TOTALS			15	228
GROUPS & WKSHOPS				
A.G.E. Workshop		X	2	23
Artful Endeavors		X	0	0
Balance Workshops			0	0
Genealogy Workshop		X	0	0
Guided Meditation		X	5	82
iPad Users' Group		X	1	2
Paint Party		X	0	0
Reiki Certification Class		X	0	0
Scarves to Dye For		X	0	0
Support Group			4	38
T.A.B.s		X	1	4
Jam Band		X	4	28
Intro to Chakra	X		4	24
GROUPS & WKSHOPS TOTALS			17	201
SPECIAL EVENTS				
Lyman Hall Students Bocce	5/30/2023			18
Mother's Day Brunch	5/13/2023			72

PROGRAM DIRECTOR'S REPORT

May, 2023 22 DAYS

Mother's Day Show	5/13/2023			93
Collette Travel - France	5/8/2023			4
Buzzing Around w Honey Bees	5/2/2023			28
Talent Show	5/19/2023			210
SPECIAL EVENTS TOTALS		Total		425
TRAVEL PROGRAM				
TRIP	TRAVEL COMPANY	DATES		ATTENDED
Lancaster Penn Dutch	Friendship Tours	May 17 - 19, 2023		29
TRAVEL PROGRAM TOTAL				29
MEETINGS ATTENDED BY PROGRAM DIRECTOR				
Hospitality Committee		5/4/2023	1	18
WCOA		5/19/2023	1	
Staff Meeting		5/31/2023	1	

May Notes:

Club 60+ members total 229. 208 members have silversneakers or renew active
 April Tivity Health – SilverSneakers 2427 swipes, check \$3,393.00
 April Renew Active - 393 swipes, check 1,191.00
 Two very successful special events: Mother's Day Celebration and Talent Show
 Lyman Hall Italian Club came and played bocce and cornhole. 7 students, 2 teachers, 9 members

Social Service Monthly Report

Joann Hummel Social Service Coordinator

Month: May 2023

Social Service Coordinator completed 233 units of service during the month of May. There were no wellness checks requested during the month of May. The two support groups- Grief and Loss, and Covid-19 impact feeling Stress, Overwhelmed, and Loneliness continue to receive a positive response and are going strong. Two new members joined the group this month. Many clients are opening up on the impact on how Covid-19 affected them and the struggles that they are still dealing with. The development of trust and friendship among the attendees is a beautiful experience to witness. The support groups occurred every Friday during the month of May and will continue throughout the year. New members are welcomed to join.

On May 17, 2023 I became certified as a QPR Gate keeper On Suicide. The content of the certification was to expand one's knowledge on how to ask questions, help persuade and where to refer a person who is in crises. The certification will provide a critical role for me to further help my clients who are displaying the warning signs of suicide.

The need for affordable housing for seniors remains an overall concern in Wallingford. I assisted one member with completing six applications for low income housing units located in North Haven. People continue to express their frustration that they can not find affordable housing in the town that they have lived in all their life. Assistance was offered to one of our members to secure a residency at the Masonic Wright building. The application process, gathering all her financial documents and accompanying her to her intake assessment was completed. She will be moving in next month and is very excited!

May 31st was the last day for the Connecticut Energy Assistance Program (CEAP) fuel assistance enrollment. Having New Opportunity's at the Wallingford Senior Center was a great convenience for **171** Wallingford residents. It was a very successful enrollment period and I am very grateful for our receptionists and volunteers who assisted in the scheduling of appointments.

Requests for completing Snap applications and the Medicare Savings Program applications continue. People are looking for relief regarding the cost of food and feeling the effects of the Covid-19 surplus relief fund being removed from their monthly snap benefit. Many people have been referred to Master Mana and GLOW food panties, as well as the mobile food truck. People are grateful to have the resources in their town. I sent an email to Food Share inquiring about a having a mobile food truck stationed at the Senior Center twice a month. Having the food truck at our location would be a convenient location for members, as well as for SCOW and the downtown neighborhoods. Approval from the Food Share Corp is pending.

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

WALLINGFORD SENIOR CENTER
MEMORY LANE REPORT
MAY 2023

GENERAL STATISTICS:

Active Participants	15	Days of Service	22
Wallingford	11	Service units actual	179
Out of town	04	Service units' budget	231
New	00	Service units if full	330
Discharged	01	Average attendance	8.1
Referrals	03	Budgeted attendance	10.5
Assessments	02	Capacity attendance	15

Regular Meetings:

05/31/23 Staff Meeting

Other Meetings:

05/01/23 Assessment of potential new client with family

05/04/23 Assessment of potential new client with family

Marketing Meetings:

05/02/23 M-Team Meeting at Gaylord by Karen Kennedy

05/04/23 Cinco De Mayo Networking & Tour @ The Orchards at
Southington (Karen Kennedy & Deb Markiewicz)

05/17/23 New Haven Area Senior Network @ Benchmark at Hamden
by John Ardolino

05/18/23 Hospice Function in Branford by John Ardolino & Karen
Kennedy

05/24/23 Shoreline Area Senior Network @ Whispering Pines Rehab
in East Haven by John Ardolino

05/25/23 Franciscan Breakfast by John Ardolino

05/25/23 The Landing Networking by John Ardolino & Karen Kennedy

Qualitative Statement:

This month of May has been a busy month. We were happy to be part of several program put on by the Senior Center this month. We participated in the Cardio Drumming and we sang in the talent show. We celebrated the Kentucky Derby with our own race. We also had two new potential members do some trial days. One did not work out but the other did decide to join our program. One of our newer members passed away suddenly which was very sad.

We have many things planned for June. We will have a cookout at one of volunteer's homes. We will be starting our planting program. We are hoping for some warmer weather and clean air soon! Enjoy your June!

Warm Regards,

Debbie Markiewicz, Memory Lane Coordinator