

Minutes of COA Board Meeting – April 10, 2019

Board Members Present: Pat Gold, Carol Airasian, Dorothy-Jean Brown, Esther Keaney, Mary Keenan, Janet McCullough and Arlene Smith

Staff Members Present: Anne-Marie Gagnon, Director, Deborah Dunn, Program Coordinator Marina Kirsanova, Case Worker and Rae Grassia, Principal Account Clerk

Excused Absences: Burt Greenberg and Bertha Anderson

Pat Gold called the meeting to order at 4:01 PM

Approval of Previous Meeting Minutes

The Board members reviewed the minutes of the March 13, 2019 meeting. Dorothy-Jean Brown made a motion to approve and Carol Airasian seconded; Passed.

Review of Financial Statements

Anne-Marie Gagnon reviewed the financial statements. Watertown Savings Bank Customer Choice Awards awarded both the Senior Center and Food Pantry \$1935.00. Anne-Marie and Debbie attended the ceremony to accept the awards. The Senior Center will use the money to provide rides to the Senior Center for programs and services.

Services Report

Anne-Marie presented a services report by Margie Wayne, Program Services Assistant, that included statistics on the shuttle bus comparing this year with last year, total rides and multiple rides. The average attendance at the Senior Center was calculated using the My Senior Center program check-ins. It helps to show how many more people are checking in and using the Center with over 1000 visits a week. The ages of attendees were included as well as calculating Watertown residents visiting vs. out of town visitors.

Marina Kirsanova, Case Worker, reported the number of clients served for March with statistics on repeat clients vs. new clients. Marina processes many applications for fuel assistance, SNAP, Marshall Home Fund and MassHealth. She processes Emergency Assistance applications as well. Marina works with other town departments including the Health Department, Police Department, Springwell and Wayside Multi-Service Center. Some referrals are made to Crossroads. Anne-Marie reported that numbers do fluctuate and phone calls are an undercount with calls coming in all day including transfers, voicemail, e-mail and client drop-in.

Activities Report

a. Review of Armenian Morning Event

Marina recapped the event that showcased Garin Habeshian, Education Coordinator, Armenian Museum of America presenting on Armenian History. We were entertained by folk singer, Janeta Khalartan, and dancer Susan Lind-Sinanian, Textile Curator from the Armenian Museum of America. Roger Hagopian, Independent Filmmaker presented a short film on the Hood Rubber Company, who we would like to invite back

to show the film in its entirety. Armen Ghazarian, violinist and pianist Levon Hovsepien provided the music for the day. Flame Café of Boston catered the event and Jana Grill from Watertown provided appetizers. Arlene Smith asked how the event came to be. Marina had been working with the ESOL volunteers, Carol Airasian, Carolyn Fish and Alice Wadden, to increase the number of Armenian community members attending classes and events and this was a way of showcasing Armenian Heritage. Mary Keenan commented it was the "best event ever". Esther Keaney commented that "it got more people to come to the Senior Center who will probably visit again". Anne-Marie thanked the staff and the ESOL volunteers for all their help to make it a successful event which all want to see repeated.

b. Volunteer Celebration – April 23, 2019 at the Senior Center

Debbie reported that Maria's Catering will be providing a catered buffet. Detective Patricia Grady, Elder Community Liaison at the Watertown Police Department, will be the keynote speaker discussing frauds & scams.

c. Upcoming Trips

Debbie reviewed upcoming trips which will include the Larz Anderson Auto Museum in Brookline using the Senior Shuttle chaperoned by our shuttle driver, Jim Cunningham; a trip to the Sleeper-McCann House in Gloucester at the end of June; in July seniors will enjoy a trip to Casablanca by the Sea in Portland, ME with luncheon at the Bull & Claw in Wells. In August the trip will be to the Lakes Region to see Mamma Mia and a luncheon at Hart's Turkey Farm. The Fall trip will hopefully be a trip to Williamstown for a Renoir exhibit. Anne-Marie thanked Debbie.

d. Room Use and Scheduling

Anne-Marie updated the Board on room use and the library area. After much consideration of seniors' concerns, it was decided to leave the library area as is with a book sale to weed out some older books. Anne-Marie ordered a new rotating book rack and our volunteers will reorganize the space. To accommodate the Case Worker's need for privacy with clients, it was discussed to move Debbie and Margie to share the conference room and leave Marina to have her own office for privacy when meeting with clients. Groups that used the conference room will be rescheduled to other areas of the Center.

Director's Report

a. Marshall Home Fund 2019 Proposals

Anne-Marie submitted a grant to the Marshall Home Fund requesting \$5,000 to support Supplemental Transportation and should have an answer in May or early June. We are considering sending our "if you can" donation/survey again and Anne-Marie would like to revisit the possibility of a driver "volunteer" program which would need to be discussed in depth due to liability issues. She submitted another proposal in the amount of \$7,000 for Emergency Assistance. This is a much larger amount than last year, at the request of the MHF, so as to help in funds allocation. Moving forward, this grant would be used for larger sums for clients that may include moving costs, rent & bill help which would be approved through Marina and Anne-Marie's oversight.

b. Report on WAA-TIS (Watertown for All Ages-Transportation Initiative for Seniors)

This is a grant project of Watertown for All Ages that aims to study transportation resources in Watertown for seniors. Anne-Marie serves on the Advisory Committee.

c. Report on Regional MCOA meeting

Anne-Marie attended the MCOA meeting held at the Franklin Council on Aging for discussions on transportation and memory stimulation/dementia.

d. Recent facility improvements

Anne-Marie reported that the interior painting of the Senior Center is almost completed. In the near future we will be requesting quotes on new carpeting and a possible furniture upgrade as well. Anne-Marie will keep the Board informed.

e. *Inside Watertown* taping about scams with WPD Elder Community Liaison, Patricia Grady, Lt. James O'Connor and Anne-Mare will be taped on Monday, April 22nd by the WCA-TV and the topic will be "Scams and Seniors". If anyone is interested being on the panel let Anne-Marie know.

Board Members' Terms and Process

Anne-Marie reported that a few Board members are up for reinstatement in May. Bertha Anderson has decided it is time that she step down and has notified Town Manager Michael Driscoll that the time has come for her to retire. We thank Bertha for her service and dedication to the seniors of Watertown. Her last meeting will be May 8, 2019.

Report from the Friends of the Watertown COA

The Friends of the Watertown COA will finalize plans for their May "Tea" at their meeting on April 11 and tickets will also go on sale soon. Tickets can be obtained by contacting a Friends member.

New Business

Anne-Marie thanked Arlene for her basket making class. All attendees loved it! Debbie will look into dates for May to run another class.

Adjourn

Pat Gold made a motion to adjourn and Mary Keenan seconded. The meeting adjourned at 5:37 PM

Respectfully submitted,
Rae Grassia, Principal Account Clerk

FINANCIAL STATEMENT - MARCH FY'19
(Combined COA and Senior Center)

ITEM	AMT. APPROP	AMT. EXPENDED	BALANCE
Electricity	10,411.00	8,296.22	2,114.78
Gas	4,645.00	1,867.60	2,777.40
Building Maintenance	24,278.97	12,358.41	11,920.56
Medical Transportation	4,500.00	4,113.17	386.83
Program Services	29,800.00	20,595.00	9,205.00
Office Supplies	1,150.00	980.51	169.49
Program Supplies	2,550.00	2,235.10	314.90
Food & Related Supplies	3,000.00	1,673.06	1,326.94
In-State Travel	200.00	0.00	200.00
Emergency Assistance	6,312.09	4,982.42	1329.67
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TOTALS	86,847.06	57,101.49	29,745.57

C.O.A. Donations

Donations in March 2019

Balance as of March 31, 2019

898.00

12,326.00

SENIOR CENTER REVOLVING FUND

Balance as of February 28, 2019	11,741.06
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Appropriated:

Real ID Lunch & Learn	52.50
Potato Bake	254.00
Flowers with Ernie	315.00
Watertown Savings Bank Award	1,935.00

<u>Sub-Total</u>	14,297.56
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Expended:

Alan O'Hare Story Teller	225.00
Maria's Catering Potato Bake	172.00
Senior Services Guide	885.00

Balance as of March 31, 2019	13,015.56
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WATERTOWN FOOD PANTRY REVOLVING FUND

Balance as of February 28, 2018	70,244.20
Amount Donated	1,520.00
Watertown Savings Award	1,935.00
Amount Expended	305.00
Balance as of March 31, 2019	73,394.20

FOOD PANTRY GRANTS

PROJECT BREAD:

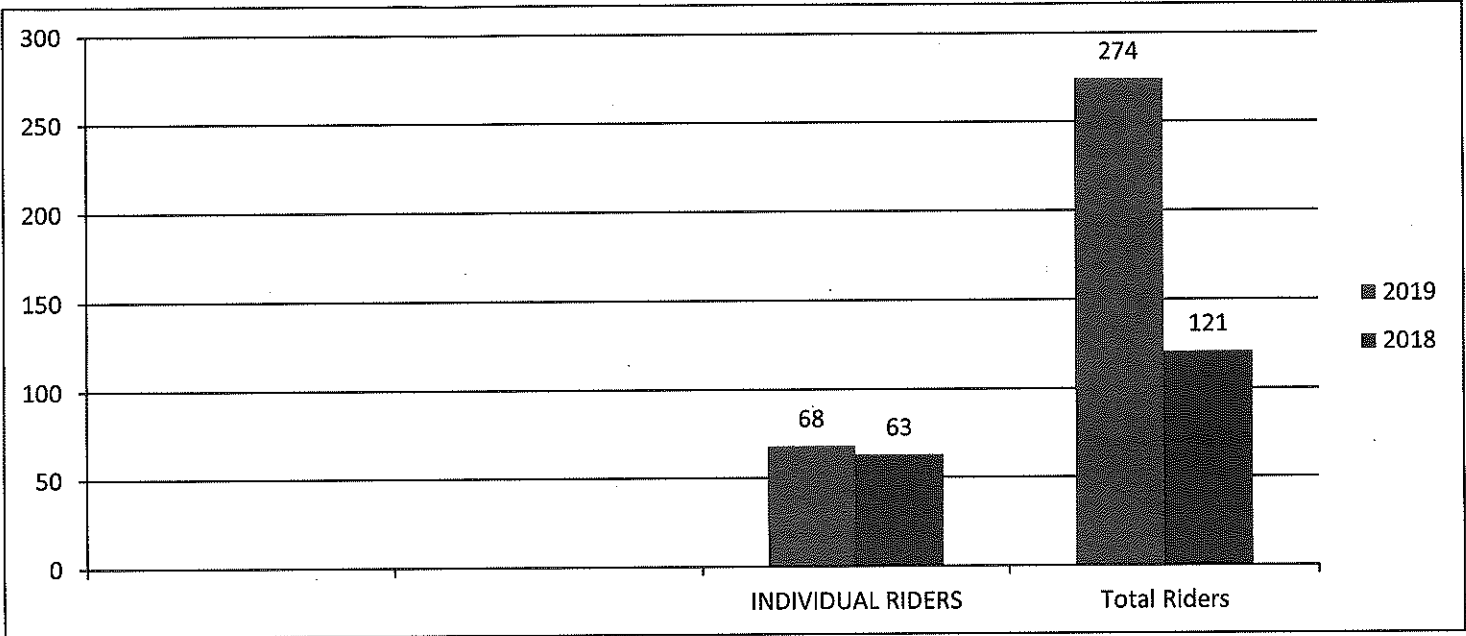
Balance as of February 28, 2019	0.00
Amount Appropriated	0.00
Amount Expended	0.00
Balance as of March 31, 2019	0.00

MARSHALL HOME FUND TAXI GRANT

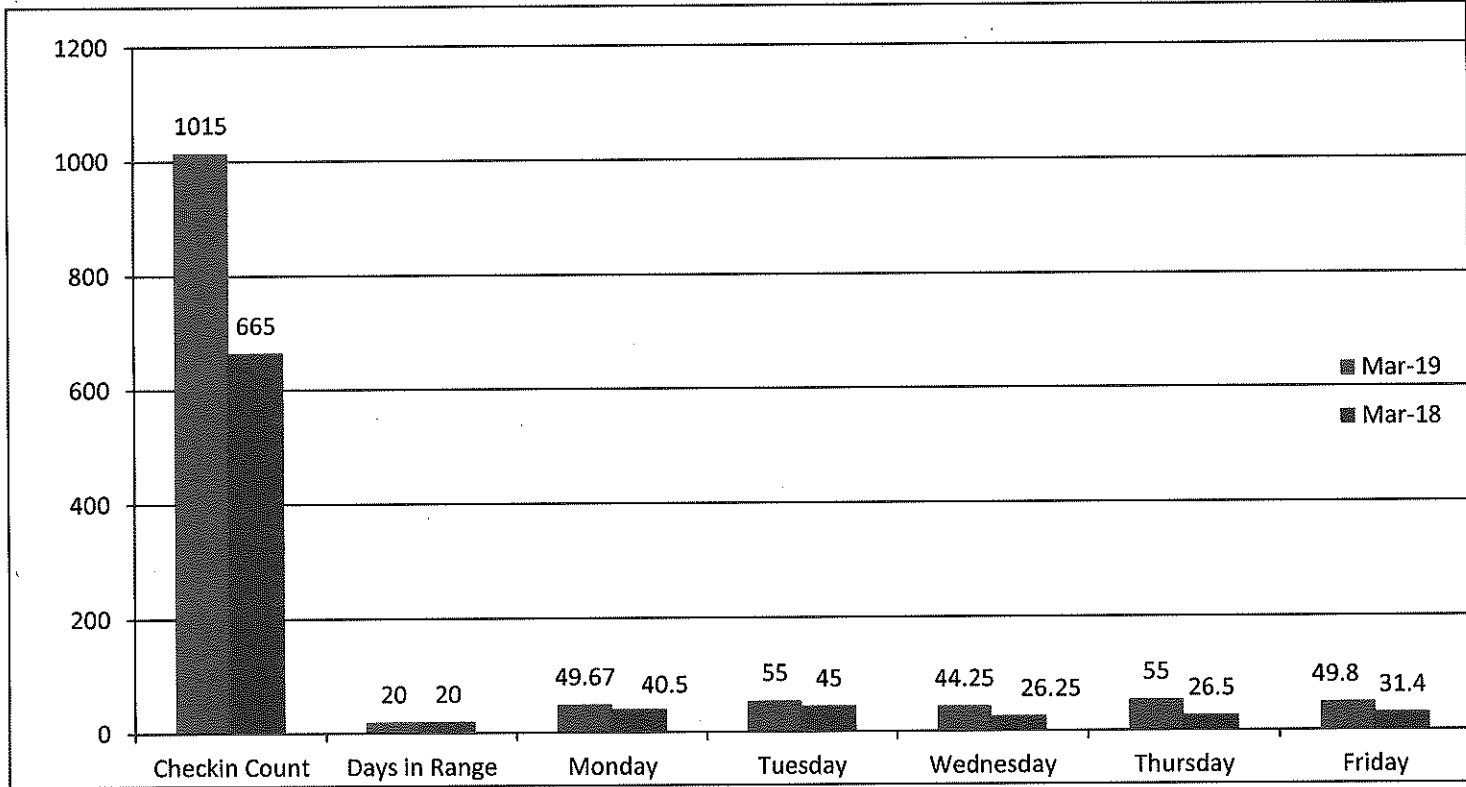
Balance as of February 28, 2019	1,823.41
Amount Appropriated	0.00
Amount Expended	0.00
Balance as of March 31, 2019	1,823.41

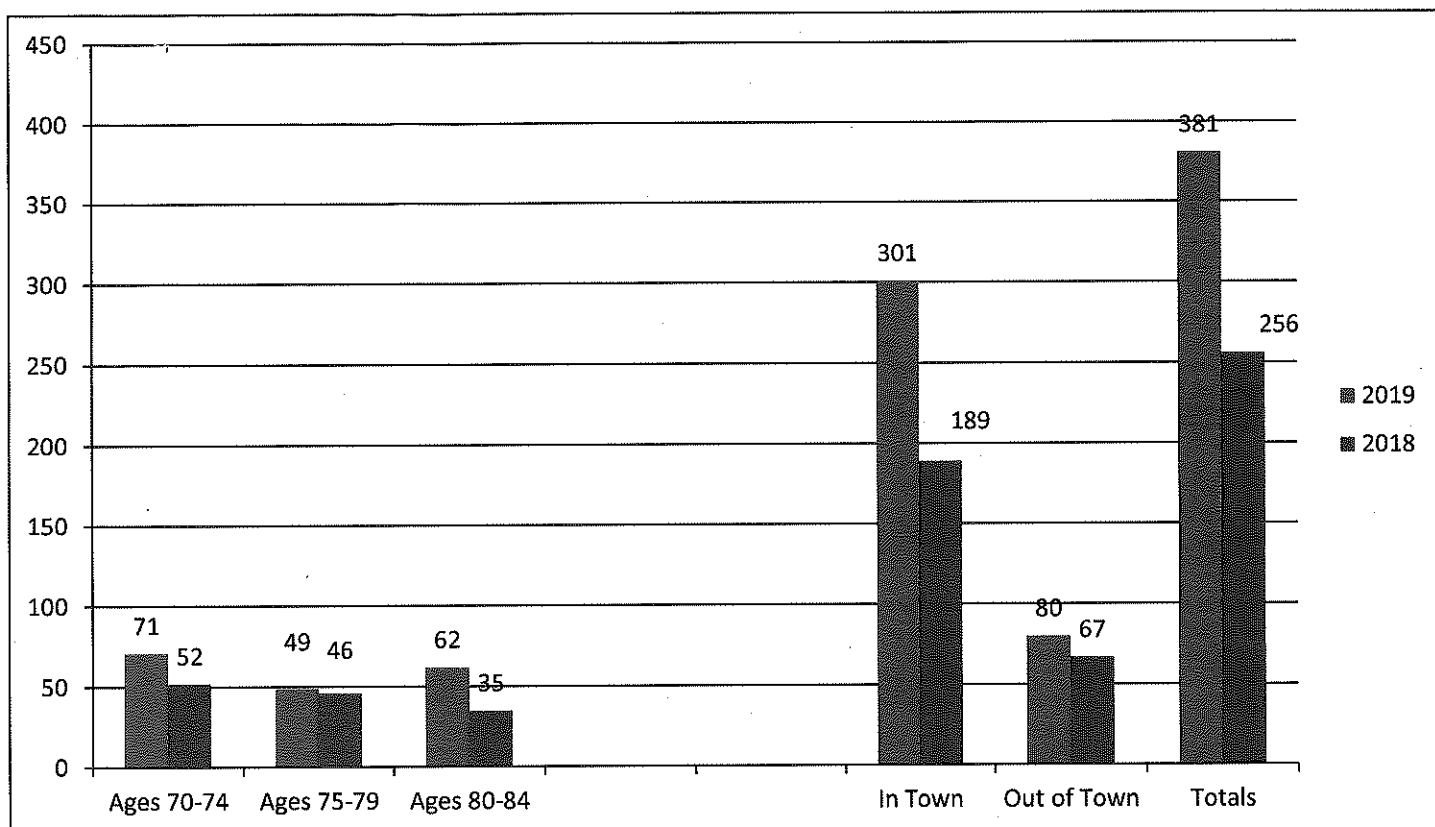
MARSHALL HOME FUND EMERGENCY ASSISTANCE GRANT

Balance as of February 28, 2019	496.23
Amount Appropriated	0.00
Amount Expended	439.00
Balance as of March 31, 2019	57.23



Average Daily Attendance March 2019- March 2018





Event Statistics:

	March 2019	March 2018
Flowers with Ernie	20	16
Coffee with Fire Department	7	3
Coffee with Police Department	11	5
Charlie Card	16	10
Potato Bake	34	15- June 2018- due to storm

New in 2019:

Real ID	20
Northeastern Research Study	20
eBooks-Library	9

Exercise Statistics:

Line Dancing	22	26
Chair Yoga	23	15
Exercise with Henry	12	14
Exercise with Joanna	20	16
Thursday Fit with Joanna	24	NEW
Exercise with Shannon	14	17
Mat Yoga	11	11
Seated Strength	13	6
Tai Chi	5	7

Social Worker's Report for January through March 31, 2019.

Clients Served:

	New Clients	Old Clients	Total Clients Served
January	18	17	35
February	6	15	21
March	11	16	27
April			
May			

New Clients that walked in the door and/or scheduled appointments/ or had phone conversations that I had to do follow up on:

The "New Clients" are those who first came to me this month. Currently, I am working with a group of 25-30 people (referred as "Old Clients" in the below table) who regularly seeking my assistance. Some come and/or call almost on a weekly basis to get their correspondence checked, and others, at least once per month, -- to discuss their housing, financial, and/or emotional issues.

Applications Filled:

	Fuel Assistance	SNAP	MHF	Safe Link (phone)	Mass-Health
January	9	3	2	3	1
February	0	4	1	1	1
March	0	0	0	0	0
April	2	2	1	0	2

Numbers and types of applications worked on with clients:

Helping with entire application process starting from explaining making sure that clients have all the required documents, helping with filling out, sending, and, often, follow up with the agencies.

Issues Addressed:

	Housing Issues	SNAP	Fuel Assistance	Mass-Health	Safety	Bills Payment	Emotional Assistance	Information & Referral	Safe Link	English Class	Medicare SS	Emergency Assistance
January	5	2		3	1	3	4	8	4	2	1	7
February	4	5	5	2	1	2	5	5	3	1	4	6
March	3	5	3	3	1	2	10	15	2	1	3	6
April												

These activities include telephone calls to the agencies, looking for alternative funding, talking to police and other social service providers, working with housing related agencies in Watertown and Boston.

Outreach Activities:

	Home Visits	Office Visits	Telephone Calls
January	9	22	65
February	6	16	40
March	12	26	60
April			

Meetings/ Trainings Attended in March:

Worked with Deb on planning and finding people and food for Armenian ESL Cultural Event with Deb