

Minutes of COA Board Meeting – May 8, 2019

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

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

Excused Absences: Burt Greenberg

Pat Gold called the meeting to order at 4:05 PM

Anne-Marie welcomed Watertown Resident, Tom Lewis who was in attendance. She also thanked Bertha Anderson, who is retiring from the Board, for her time served. It was a pleasure working with Bertha.

Approval of Previous Meeting Minutes

The Board members reviewed the minutes of the April 10, 2019 meeting. Carol Airasian made a motion to approve and Mary Keenan seconded; Passed.

Review of Financial Statements

Anne-Marie Gagnon reviewed the financial statements. June 30th will mark the end of fiscal year. The transportation line item will be paid down, with funds still available in the Marshall Home Fund Taxi grant as well as the Watertown Savings Bank award.

Services Reports

Anne-Marie presented Marina's Case Worker Report that includes statistics on the types of applications she is processing and the time spent with clients. The MassHealth application is a time consuming process. Her numbers vary from month to month with some new clients and her repeat clients as well. Marina was thanked for her outstanding job on the Armenian Event.

Margie's Statistics Report showed attendance at senior center, age of participants, type of class or event attended, bus ridership, last year vs. this year etc. Mary Keenan commented that the age capped at 84 years old; this is a glitch in the My Senior Center system that Margie is looking into getting amended. Anne-Marie will have Margie add older ages noting that age in not in graph but is counted. It was also mentioned that Tai Chi numbers are low which could be due to the time of day. Both Tai Chi and Seated Strength will not be held during the summer months and their times will be evaluated.

Activities Report

- a. Discussion of June Party~ The annual Senior Center birthday party will be held June 7th with tickets going on sale on May 21st with a cost of \$16.00. Maria's catering will provide a luncheon and entertainment will be provided by the Swing Fever Trio, which Debbie discovered at a Program Coordinator seminar. The Mellowtones will also perform "Show Tunes".

Debbie reported on future events that will include two trips in June, one in July and another in August. Other activities will include "Flowers with Ernie", "May baskets with Arlene", The Delvena Theatre show on "Louisa's Girls" and Bruce Hambro presenting "Barbra Streisand".

- b. Summer hours and planned evening hours activities. On Tuesday, May 21st we will begin summer hours staying open until 7:00 PM on Tuesday evenings and closing at 2:00 PM on Fridays. We will have two evening sessions of "Brain Games" with Pearl Pressman and two evening sessions of "Zen Art" with Dawn Scaltreto during the month of June.

Directors Report

- a. Update on Marshall Home Fund Grants

This year we received \$5,000 for the Marshall Home Fund Tax Grant for supplemental assistance rides. This year we will receive \$6,000 for Emergency Assistance requests. Anne-Marie explained that in the past, larger requested amounts for Emergency Assistance were presented to the Marshall Home Fund directly by the client. This year Marina will be in charge of dispersing funds as requested/needed. The application process will remain the same with some issues still being handled by the Marshall Home Fund (plumbing). Mary Keenan, who recently stepped down from the MHF Board, said the Board is confident with Anne-Marie and Marina's decision process. The grant awards will be presented on May 22nd at the Watertown Public Library.

- b. FY 2020 Budget Update.

On Saturday, May 18th, Anne-Marie will present the proposed 2020 budget to the Town Manager and the Honorable Town Council. Anne-Marie has requested a small increase to bring the Program Coordinator position to full-time.

- c. Anne-Marie stated that the Census is coming next Spring. Janet McCullough commented that the census is extremely important. Anne-Marie is discussing ways to help with on-line registration for many that do not have computers. We are hoping to provide assistance to get as many residents registered as possible. Bertha also commented that some seniors may be home bound and may need help as well.

Report from the Friends of the Watertown COA

Mary Keenan thanked Nancy Yonge and Anne Spitzer for the fabulous job they did for the "Wee-Tea" which was a great success. The "Tea" was a Friends' fundraiser for the Senior Center with tickets sales and donations totaling approximately \$1,500. Mary thanked the committee for all their hard work. The Friends will meet May 9th @ 2:00.

Bertha thanked the Board for the opportunity to serve and said it was a pleasure working with everyone. She will still "be around and will be here to decorate for the party!"

Adjourn

Carol Airasian made a motion to adjourn and Dorothy-Jean Brown seconded. The meeting adjourned at 4:38 PM.

Respectfully submitted, Rae Grassia, Principal Account Clerk

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

ITEM	AMT. APPROP	AMT. EXPENDED	BALANCE
Electricity	10,411.00	8,718.13	1,692.87
Gas	4,645.00	2,486.97	2,158.03
Building Maintenance	24,278.97	14,378.41	9,900.56
Medical Transportation	4,500.00	4,113.17	386.83
Program Services	29,800.00	23,942.91	5,857.09
Office Supplies	1,150.00	1,010.44	139.56
Program Supplies	2,550.00	2,538.31	11.69
Food & Related Supplies	3,000.00	2,088.35	911.65
In-State Travel	200.00	0.00	200.00
Emergency Assistance	6,312.09	5,812.42	499.67
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TOTALS	86,847.06	65,089.11	21,757.95

C.O.A. Donations

Donations in April 2019

1170.00

Balance as of April 30, 2019

13,496.00

SENIOR CENTER REVOLVING FUND

Balance as of March 31, 2019	13,015.56
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Appropriated:

Armenian Relief Society Donation to Armenian Day	100.00
Resident Donation to Armenian Day	20.00

<u>Sub-Total</u>	13,135.56
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Expended:

MCOA Meetings~Anne-Marie	60.00
Anne-Marie Reimbursment~Book Rack, Table, Supplies	558.94
Piano Tuning	140.00
Flowers with Ernie	360.00
Conference Reimbursment~ Marina	75.00
Maria's Catering~Volunteer Event	600.00

Balance as of April 30, 2019	11,341.62
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WATERTOWN FOOD PANTRY REVOLVING FUND

Balance as of March 31, 2019	73,394.20
Amount Donated	790.00
Amount Expended	3,148.80
Balance as of April 30, 2019	71,035.40

FOOD PANTRY GRANTS

PROJECT BREAD:

Balance as of March 31, 2019	0.00
Amount Appropriated	0.00
Amount Expended	0.00
Balance as of April 30, 2019	0.00

MARSHALL HOME FUND TAXI GRANT

Balance as of March 31, 2019	1,823.41
Amount Appropriated	0.00
Amount Expended	413.00
Balance as of April 30, 2019	1,410.41

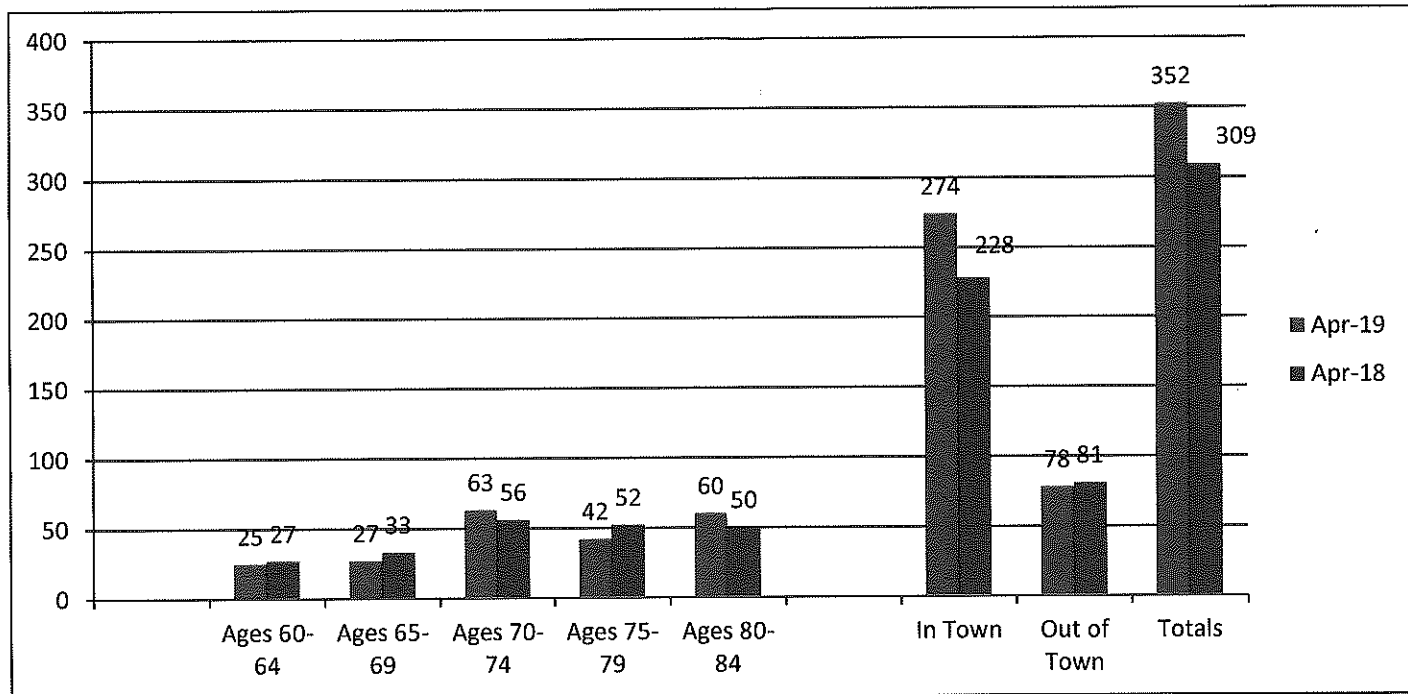
MARSHALL HOME FUND EMERGENCY ASSISTANCE GRANT

Balance as of March 31, 2019	57.23
Amount Appropriated	0.00
Amount Expended	0.00
Balance as of April 30, 2019	57.23

May 8, 2019 COA Meeting

April 2019- 21 new MySeniorCenter registrations.

Person Statistics April 2019 vs. April 2018



Attendance Tracked in MySeniorCenter:

	April 2019	April 2018
Total Check in Count	1006	929
Monday	45	41
Tuesday	52	55
Wednesday	47	44
Thursday	59	39
Friday	37	54

Event Statistics

	April 2019	April 2018
Flowers with Ernie	12	Not scheduled
Coffee with Police Department	9	8
Volunteers	15	7
Just Visiting	39	49

New in April 2019:

Make a Basket with Arlene	13
Alaska Travel with Margie	23
Armenian Morning	37
Dialogue with Director (Anne-Marie)	14
Cookie Swap and Sale	14----- \$231 raised

Exercise Statistics

	April 2019	April 2018
Line Dancing	24	8
Chair Yoga	20	15

Exercise with Henry	8	14
Exercise with Joanna	22	18
Thursday Fit with Joanna	22	NEW
Exercise with Shannon	16	19
Mat Yoga	10	9
Seated Strength	7	6
Tai Chi	3	7

Page to Stage Survey- from 4 of the participants-majority of ratings given were 5's. *Comments:* Elena Morris(Instructor) A+++ . I love the Page to Stage and want more of them.

Additional comments: This is the best senior center in the area. I am very grateful for the many excellent services from the Watertown Senior Center and staff.

Social Worker's Report for January through April 30, 2019.

Clients Served:

	New Clients	Old Clients	Total Clients Served
January	18	17	35
February	6	15	21
March	11	16	27
April	5	24	29
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	5	4	5	6	1	1	12	11	0	5	2	5

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	10	18	75

Meetings/ Trainings Attended in March:

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