

East Longmeadow Council on Aging (COA)
May, 11, 2021 – Board Meeting Minutes

- I. Meeting called to order at 9:02AM by Chairperson Barbara J. Farrell. Members were notified the meeting was being recorded and a ZOOM meeting.
- II. Roll Call:
Theresa Govoni-Moylan, Alicia Smith, Barbara Farrell, Doreen Harrison, Jane Desilets, Julie Dunlop, Sharon Giordano, Melinda Mandeville, Joseph Barker.
Pastor Timothy Sherenko excused
- III. Approval of April 13, 2021 Meeting Minutes:
Doreen Harrison made a motion to accept the minutes and seconded by Melinda Mandeville.
- IV. Election of Board Officers:
A vote was taken to approve a new slate of officers, beginning with the June 2021 meeting. Jane Desilets made a motion to accept the new slate of officers and seconded by Doreen Harrison. The new officers are:
Chair Person – Theresa Govoni - Moylan
Vice Chair Person – Pastor Timothy Sherenko
Secretary – Jane Desilets
- V. Vote on By-laws Revision:
The updated version of the COA Board by-laws were approved. Jane Desilets voiced approval of the minutes and Joe Barker seconded the motion.
- VI. Director’s Report (See Appendices 1):
- VII. Program/Volunteer Coordinator Report:
The Volunteer Recognition Celebration was a success. A boxed lunch was served by staff members. Forty-one volunteers attended the festivities. The DJ provided music where the attendees needed to guess the title or singer.

More outdoor activities are planned with a status quo on all other activities.

A nation-wide Senior Health and Fitness event will be held at the senior center on May 26, 2021.
- VIII. Committee Reports:
 - a. AAA – No Report
 - b. GSSSI – No Report.
 - c. Emergency Planning – No Report.
- IX. New Business:
 - a. Alicia Smith is the Acting Interim Director while the Human Resources Department interviews permanent candidates. Interviews are in process.

- b. The Chair requested members of the board to send an email to the Town Manager in support of board members up for reappointment.

X Old Business:

- a. The May “A Pleasant View” is posted and continues to be a success.
- b. Golden Cane Program – Barbara Farrell will follow up regarding the oldest resident in East Longmeadow.
- c. The East Longmeadow Council on Aging will have a “soft” opening beginning on May 17, 2021. A call out will take place letting participants know about the opening (see Appendices 2).
- d. Six (6) residents have submitted applications to use one of the ten iPads purchased through a grant. If more than ten apply, a lottery drawing will take place. There are not specific qualifications needed to apply.

XI Next Meeting Date:

Next meeting will be Tuesday, June 8, 2021 at 9:00AM via ZOOM.

XII Adjournment:

The Meeting adjourned at 9:33AM.

Respectfully submitted by Jane Desilets
May 11, 2021

Appendices 1

Updated Draft By – laws: Have been sent to Mary McNally for the second time. She informed me she will be reaching out to the Board for follow up.

Grants:

GSSSI - T3 Nutrition Grant: Contact: Anna Randall (413) 781-8800 x 111
anna.randall@gsssi.org

Submitted May 7, 2021. Will take effect October 1, 2021. Current grant ends September 30, 2021. Runs on Federal Fiscal Year. We should hear soon if any issues with the grant application. (I don't anticipate any). We will hear in late summer if grant is approved. It is a three year grant – but a new budget will have to be submitted yearly. GSSSI will ask for it. Current monthly reporting is up to date. Successful GSSSI Kitchen evaluation completed in March 2021 and successful Health Department inspection completed in February 2021.

GSSSI may also be asking us to increase our Nutrition involvement. They are working with the EL Housing Authority and EOEA to implement a Supportive Housing Program at all 3 housing complexes managed by the town. (Village Green, Quarry Hill, & Inward Commons). It would provide Case management and Support to residents (provided by GSSSI) and a need for a congregate meal. GSSSI wants the COA to provide this service – which is most likely going to be an increase for us. Anna Randall stated that EOEA has yet to approve program – so we could not include this potential increase in our grant ask. Anna stated they will work with COA once need is better defined and program is approved. GSSSI will add an addendum to contract to cover cost. We should NOT agree to anything that causes us to lose money and be open to flexibility. Cost could be related to increased food – but it could also be to pay for dedicated van ride that brings residents to the COA to our meal site (which still might mean an increase in meals/food).

iPAD Program: from MCOA – Contact: Shari Cox (413) 527-6425
shari@mcoonline.com \$5,000 was awarded for iPAD purchases to establish a loan program. We are also paying for 6 months of WiFi. We have spent the \$ and will be billing MCOA ASAP (waiting on Verizon to provide invoice). We are advertising program and have had some interest. We have contacted high school about using HS students to help with training. Alicia is overseeing implementation. We need to follow up on program reporting. MCOA will be in contact re: reporting.

Formula & SIG Grant (Transportation – Tri-Town Trolley) (EOEA): Contacts:
Adam Frank adam.frank@state.ma.us and Stacey Anne O'Connell
Stacey.oconnell@state.ma.us Phone: 617-222-7419 Fax: 617-727-9368

We have not received FY 21 monies for either of these grants – but we have been following up and have submitted everything that is needed. I am confident we will receive it well before June 30th. No action on either of these grants needed at this time for FY22. The SIG grant has been renewed for FY 22 with no changes – we will need to be following up with EOEA as they have stated there will be changes after FY22.

PVTA Grant: Currently ends September 30. Renewed yearly. No information as of yet if anything required. Monthly reporting is up to date. Contacts: Sandra Sheehan ssheehan@pvta.com or Brandy Pelletier, 413-732-6248 x2201 blamour@pvta.com

Golden Cane Award: Awarded to oldest resident in town. Actual cane is ceremonial only and used for pictures ONLY. It does not leave the Senior Center (except for photographs with resident and then returned). Pins have been ordered from the Greenfield Historical Society and the following names are possibilities I have identified as potentials for the Golden Cane Award:

Wingsze Wang May 6, 1918 7 Town View Circle

Angelina Whitkop July 31, 1920 10 Ridge Road

Margaret McCracken March 17, 1920 46 St Joseph Drive

Due to recent activity around opening, grant applications, and food pantry – I did not follow up.

SWAP: This should be all set up and ready to go. There is room for other DHs to request a position if they want to. Alicia is briefed and knows next steps – which are advertising program and having applications ready for distribution. Plan is to use one of the COA SWAP clerical positions to help with administration/tracking of program.

COA Facility:

Fitness Room: Equipment was fully cleaned and maintained. Batteries for Elliptical and bike purchased from Amazon for less than \$100 and replaced by Jeremiah as Fitness companies wanted \$300+ to provide that service. We also purchased a charger so that if the machines sit again for an extended period of time we can charge batteries and lower risk of needing to replace them. Sharon has all needed paperwork. Waivers and Medical Release updated this month to reflect changes due to Lissa's retirement.

Kitchen: Dishwasher, walk-in and reach-in refrigerators have all been repaired since January. Repair people have all stated that although our equipment is old, it is in very good shape. If Dishwasher needs further repair, we may want to consider replacing it. We can purchase/install a commercial dishwasher for under \$10,000 if we needed to. We can work with Donna Bowman if we have questions about what is allowed. DPW continued to work with us on issues with the walk-in freezer and refrigerator. Jeremiah or Joe (DPW) can speak to specifics. Kitchen is in compliance with all GSSSI and Board of Health requirements.

Food Pantry: Up and running successfully. Food donations are still coming in at a good rate. Outreach to schools and elders in town ongoing. Will be looking to increase outreach to families/individuals we are not reaching. We will need to tweak operations as Center opens up. When we are operational, Pantry use will need to be synchronized with other activities. Monthly reporting is up to date. New hire is fitting right in and taking charge.

Main Center: Jeremiah has been working diligently to repair and clean over the last several months. Building is in “tip top” condition. Main room has been painted and floors were professionally refinished.

Opening: A plan has been submitted and approved. It will be in place for May 17th opening. It will of course, need to be updated often as situations change. We were able to obtain plenty of hand sanitizer and other cleaning products from MEMA when Paul alerted us to its availability a few months ago. We have signage ready to go re: masks and social distancing. Staff are onboard and eager to welcome people back!

Appendice 2

COA Policies and Procedures

Building Use – Policy

The East Longmeadow Council on Aging (COA) is working with the policies/guidance of the Town of East Longmeadow and the Commonwealth of Massachusetts in regards to allowing the public into the Senior Center. Currently we are imposing restrictions in regards to the Covid-19 pandemic.

This Policy will be in effect as of May 17, 2021 and is subject to change without notice.

It is our intention to regularly examine and safely remove restrictions/add activities, when it has been determined safe to do so. We reserve the right to do so slowly to allow staff time to prepare the building and provide for proper staffing levels. We appreciate your patience as we move forward.

The COA will continue to offer and expand activities that take place on Senior Center Property. This includes **the Building, Parking Lot, Picnic Tables, and, the Bocce Courts.**

We can **NOT** limit access to vaccinated persons only and we can **NOT** ask people if they are vaccinated, therefore, in the best interest of everyone, we are proceeding with caution.

The following guidelines will be in effect for **EVERYONE** on Senior Center Property:

- Anyone who is reporting/exhibiting COVID–19 symptoms will not be allowed on Senior Center Property. We will attempt to give them assistance with obtaining help if needed.
- All Participants must complete a waiver and acknowledge they understand all COVID – 19 guidelines/restrictions before participating in any activities.
- Social distancing of 6 feet **MUST** be practiced.
- During times of high activity (e.g. dancing) 10 feet is required.
- Masks are **REQUIRED**. If you do not have a mask, we will provide you with one.
- Participants are responsible for cleaning up after themselves outside.

Building Use: We will begin opening up the building on limited basis. To allow for planning and cleaning, the building will be open to the public from 9am – 3 pm daily. We will publish a schedule of all planned activities.

Participants Must:

- Sign in and out of Building.
- Practice social distancing of 6 feet at all times. Enter/leave Building one at a time.
 - People who live in the same house/apartment can be closer than 6 feet.
- Activities, as in the past, will require a reservation.
- Opportunities for socialization will be available both in and outside the building, without a reservation. If number of Participants exceeds the ability to

- successfully social distance, COA staff will limit the number and implement a reservation system.
- Activities will likely be more limited than in the past to allow for social distancing.
 - We will schedule more popular activities in multiple sessions to try to ensure all interested people are able to participate.
 - Activities that do **NOT** allow for social distancing, e.g., card or board games, will **NOT** be scheduled at this time.
 - Food and Coffee/Tea will **NOT** be provided. Participants **MAY** bring their own.
 - While you are eating or drinking you **MAY** lower your mask.
 - Home Delivered and Grab & Go Meals **WILL** be ongoing.
 - Due to Grab & Go Meals, Activities will be limited from 11-12 to safely accommodate car line.

Billiards Room:

- Maximum of 4 players in room at time – 2 at each table.
- Reservations **required**.

Fitness Room:

- Maximum of 1 person at a time for 45 minutes.
- Users must wipe down equipment after use.
- Reservations required.

**PARTICIPANTS ARE RESPONSIBLE FOR MONITORING THEIR OWN COMPLIANCE WITH THESE RULES.
THE COA RESERVES THE RIGHT TO ASK PEOPLE TO LEAVE SENIOR CENTER PROPERTY FOR VIOLATING THESE RULES**

Guidelines for Staff when Center is Open to Participants:

- Doors will be open to the public from 9 am – 3 pm daily.
- The Recreation Door will remain locked. If no-one is scheduled to arrive on the van, the front door (North Main Street) will also remain locked.
- 8:15: Daily Staff meeting to go over plans for the day to ensure proper preparations have been made and to go over and address any issues from the previous day(s).
- 3 – 4 pm: Cleaning indoors and set up for next day as needed.
- Auditorium will be set up for Chair exercises at the front and socializing at the back.
- Small tables will be removed and large round tables set up allowing for chairs to be 6 feet apart.
 - 3 people to a table, unless they are from the same household.
- Furniture arranged in the lounge area on the rug, so chairs are 6 feet apart.
- Masks must be worn at all times – including at desks if doors are open.
- The COA will not serve any food on site
 - Participants may bring their own beverages, snacks for their own use
 - We may decide to offer bottled water – especially after exercise classes, but Participants will be encouraged to bring their own.

- Any additions/changes will be planned out and slowly transitioned in. Staff will ensure the health department is apprised of all changes and given ample time to make suggestions/changes.
- Volunteers will be brought in to provide help in the first few weeks. Volunteer levels will be adjusted as needed to ensure all work is completed.
- On-line classes/activities will continue (in a hybrid model when possible) to continue to serve as many Participants as possible.

Group Activities to Start:

- BINGO (we will offer hybrid parking lot and in building to accommodate more Participants).
- Chair Exercise class and Chair Yoga
- Tai Chi
- Trivia (hybrid)
- Movies (multiple showings as needed)