

Elderly Commission
Regular meeting
March 12, 2024
Oxford Senior Center

Present: Betty Andrews, Sandy Arburr, Rae Bailey, Sue DeSheen, Don Mayer, Joyce Niesemski, Edee Witham (face time)

1 **Call to order/Pledge of Allegiance**

Meeting called to order by chairman Joyce Niesemski with the pledge and prayer at 9:30am

2. **Amendments to the agenda:** none

3. **Audience of Citizens**

Peg Hamila, Catherine Cervera, Karen Schmezele
Karen-disappointed with the way things are happening
Newsletter- Karen volunteered, not called to do it now

4 Stopped picnic at Jackson Cove-why

Numbers are dwindling
2-month newsletter-things could happen within month
High school has art show- seniors use to go, can we again

Joyce's response

Jackson Cove-will do it again in June- need to move from inside to outside- suggested
grinders and salads
Trips- cannot have people from outside planning groups

Review and Approval of Minutes:

Motion made by Don Mayer with a second by sue DeScheen to accept minutes. Motion
carried

5 **Correspondence:**

Received 2 Thank You notes for our Quilting Guild regarding their donation to causes in the
community

6 **Municipal Agents Report:**

Meeting was held on February 27th with myself, Town Officials and Oxford CT resident
troopers regarding the increase in calls for assistance from older adults and the need to
implement a process to address these issues in the community. Seeing an increase in repeat
calls from individuals who need assistance with resources and navigating the system to get
assistance.

Renter's rebate is the next resource available for Seniors

Operation Fuel calls have all been triaged to TEAM of Derby for application completion.

Final date for applications is March 15.

Work continues slowly to build resources for educating Oxford Seniors on resources
available

Calls regarding assistance and referral services for loved ones that are struggling with
Dementia continue to rise.

7 **Director's Report:**

- **Membership**-to date is 870. The membership has been reviewed and brought current
- **Donations:** we have received \$42 donations since last meeting
- **Tax preparation:** AARP Tax Preparation is underway at Town Hall this year. This has been a
transition for many however it is going smooth

Programming

New England Young at Heart Generations Table Program:

- Elaine Marccio, who had been running the Grab and Go Meals has suspended her operation
at this time due to a lack of staffing. The last Grab and GO Meals from this programming
were picked up on February 29th, 2024 I will be looking for a replacement programming for

Grab and GO Meals., this was a wonderful program for our older adults and many were very disappointed with the suspension of the program.

Motor Coach and Extended Trips:

- Meeting was held with Carol from Friendship Tours; she will be working on a mix of offerings for travel including day trips and overnights. Flyers and information will be available soon for release and signing. The Center will be partnering with Parks and Recreation to support and promote their scheduled day trips for the year. These trips are primarily held on the weekends and we are awaiting the flyers to advertise. Anyone signing up; for these trips must do so through the Oxford CT Parks and recreation. We will assist those who need assistance with sign-up.

Caribbean Cruise

- April 7, 2024- The document sign meeting for the cruise was held at the center on February 29th and was well attended. The Cruise sails out April 7th.

Reimbursement Policy:

- There are frequent inquiries and requests for refunds for events, trips and travel., I will be creating a policy regarding re-imbursments that will be made available to all center members for reference
- Reimbursement requests that are received after the event has been closed out and the final count has been submitted will not be honored.
- Reimbursement requests that are received prior to an event close out and final payment the vendor shall be considered taking he particular event into consideration.

March and April Events

March: Special events:

- The Valentine's Luncheon that was rescheduled due to the snow event on February 13th was held on March 5th and was a great success.
- Stained glass art class is being held March 12th
- Thursday, March 14th our St. Patrick's celebration will be held. 60 people have signed for this event.
- Diabetes 101 workshop will be held on March 26th at 11:30am. This event is being sponsored by the Lions Club and Gridding Hospital
- New tech Class with the. The Oxford Librarian Jessica will be held 2x monthly beginning in March

April Special Events

- Many meal events sponsored by the Elderly Commission offered throughout the month including a French toast breakfast, light brunch and sloppy joe luncheon.
- Diamond Art is back on April 16th
- Garden Party herb gardening class being held April 30

Transportation

- Kim Mitchell was hired into the position of Transportation Coordinator and is settling nicely into the position. He continues to orient to the front desk aspect of the position and will soon be training for the Transportation piece.
- ONGOING-The final draft of the Transportation Policy and Procedure including an application is currently being reviewed by Town Halal. Continue pending implementation of this policy.
- Vehicles are all due for regular service and oil changes-this will be scheduled within the next few weeks with Brook view Equipment out of Seymour CT.
- Met with NVCOG regarding transportation resources in our area. Will be working to determine the best options to complement our existing Dial a Ride Program.

Facility Updates:

- The center's deep cleaning was initiated the weekend of February 24th and at this time has been suspended as I search for a reputable company to complete the process.
- **ONGOING-HVHD** requirements for supplies have been ordered and received. Training for kitchen volunteers is pending at this time. Supplies have been received and training is being scheduled for April
- HVAC repair has been completed
- Piano Tuning scheduled for Friday March 22nd 2024

Staff Updates

- Kim Mitchell, a resident of Oxford has been hired in as the Transportation Coordinator for the center at 19.5 hours weekly. He is settling into his role at the Center and has been well received.
- Stephen Coote, a resident of Oxford has been hired in as the night Custodian. Stephen has received appropriate training and is settling in well to his role at the center.
- Assistant Senior Center Director Susan Kovacs has tendered her resignation effective Monday March 11, 2024. Recruitment efforts will begin to fill the position.

Budget:

- Budget meeting was held with the Board of Selectmen in February. The discussion included both regular and capital budgets. Next meeting will be March 26th 6:00pm with the Board of Finance.

Grant Updates

- The State of CT has announced the opening and acceptance of 5130 grant applications for municipalities. This program has been in a holding pattern since the Covid-19 pandemic. Municipalities are just beginning to receive vehicles from the 2019 grant cycle. I will be meeting with town grant writer to begin the application process. Generally, vehicles are awarded the following year and delivery early Spring the following year which would be 2025.
- Investigating grant opportunities for funding outreach programs through the South-Central Agency on Aging.

AARP Funding

- Meeting will be held with Town grant writer to earmark the funding that had been awarded to the Town of Oxford Senior Center. This funding needs to be earmarked for a project December 2024 and funding exhausted by December 2025

Senior Center Program Updates:

- Bobbi has returned-instructing Strength and Balance and Flex and fit class at the Center weekly
- A Beginners Zumba class-(video) has begun Friday mornings at 9:15. Class has been well attended with good feedback
- A Matter of Balance: The Oxford Senior Center has been selected by Griffin Hospital Outreach to be the site for the series "A Matter of Balance". A free program offered on site beginning April 24th and running to June 19th. Class is held weekly for a 3-hour session. Details coming soon. Program limited to 12 slots.
- Sponsor's coming forward- Lisa Bisson from Wesley Village is offering 2 unique workshops, Downsize CT. Expo and "What you need to know about Senior Care Options". Dates TBD. The Sponsoring a mothers-Day Floral Demonstration, date to determine in May.

- Room Reservations- I continue to work on creating a space reservation calendar for all programs and events to assure that we are creating inviting welcoming spaces and avoiding cross reservations in rooms and spaces. ONGOING
- I am looking to have a lead contact for each event, program and activity for communication purposed and recruiting. This area is a fluid work in progress. ONGOING
- Handbook update: the need for an approved handbook for the center is a primary focus for 2024. The need to have well established guidelines for those who participate in daily routines, events and activities is crucial to the center running smoothly and allowing all to enjoy equally. We have had several incidents where unestablished guidelines have led to disagreements amongst members, employees, volunteers and commission members. Creating a Handbook is a primary focus for me as a director once I am able to focus on a project. This will allow all to be aware of the guidelines and rules that the center enforced and make an educated decision on whether or not this is in accordance with an establishment that they would like to frequent and enjoy.

Communications:

Newsletters were mailed out on Wednesday, February 28th. New Electronic postage progress training was completed and is now in place. Moving forward the postage will be completed and submitted electronically.

New Business;

- May/June Planning discussion

I once again would like to express my deepest gratitude for the warm welcome to my new position and the guidance that many have provided over the last 2 months., A very special thank you to the members of the commission and also Anne Marie Cumming and any others for all the support and assistance., I look forward to a bright future here at the Oxford Senior Center. My door is always open

Warmly,

Sandy Arburr

8 **Budget Review:** None

Had meeting with finance

9. **Old business:**

Bingo-is success- Free hot dog as prize. Aides can assist but cannot play
Chinese restaurant was very good

10. **New Business:**

Membership- Annie Cummings and Joyce Niestemski worked on cleaning up My Senior Center. Found people who had moved out of town or deceased. Membership is increasing and attending activities

Annie and Joyce have been working in storage closet. Could volunteers to help?

Need to purchase Amazon Prime account to have here

11. **Other Business:** none

12. **Adjournment:**

Motion made by Edee Witham with a second by Rae Bailey. Motion carried

Respectfully Submitted,

Kathleen O'Connell

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Clerk

TOWN OF OXFORD, CT
2024 MAR 20 P 4:03