

# Elderly Commission Agenda

October 10, 2023

9:30am

Oxford Senior Center

- 1 Call to order, pledge/prayer
- 2 Amendments to Agenda
- 3 Audience of Citizens
- 4 Review and approval of minutes September 12, 2023
- 5 Correspondence
- 6 Municipal Agents Report
- 7 Director's report
- 8 Budget Review
- 9 Old Business
- 10 New Business
- 11 Executive Session
- 12 Adjournment

*Kathleen O'Connell*

<b>Elderly Commission</b>	
<b>Regular meeting</b>	
<b>October 10, 2023</b>	
<b>Oxford Senior Center</b>	
<b>Present:</b>	Betty Andrews, Edee Witham, Joyce Niestemski, Sue DeScheen, Sandy Arburr
<b>Absent:</b>	Rae Bailey, Don Mayer
<b>1</b>	<b>Call to order/Pledge of Allegiance</b>
	<ul style="list-style-type: none"> <li>Meeting called to order by Chairman Joyce Niestemski with the Pledge of Allegiance and Prayer at 9:30am</li> </ul>
<b>2.</b>	<b>Amendments to the agenda:</b> none
<b>3.</b>	<b>Audience of Citizens</b> none
<b>4</b>	<b>Review and Approval of Minutes:</b>
	<ul style="list-style-type: none"> <li>Motion to approve minutes by Sue DeScheen with a second by Betty Andrews. Motion carried.</li> </ul>
<b>5</b>	<b>Correspondence:</b> None
<b>6</b>	<b>Municipal Agents Report:</b>
	<ul style="list-style-type: none"> <li>I have been appointed the Municipal Agent for the town of Oxford in my role as Senior Services Supervisor. I will serve dual roles.</li> <li>I am currently working with The South-Central Agency on Aging to build a relationship and support system for our vulnerable adults in our Town.</li> <li>Team is an additional resource with limited capacity that serves the Valley Areas.</li> <li>I will be creating a resource center at the senior center and eventually online to assist our older adults with decision about the future and proactive mean for aging in place</li> <li>January 2024 I will be enrolling to become a certified Choices Counselor for the State of CT.</li> <li>October 13<sup>th</sup> I have a meeting with a representative from the Department of Veterans Affairs of CT to discuss collaborative efforts for Veteran resources.</li> <li>I attended a webinar on October 4<sup>th</sup> regarding a new discount prescription drug card available to every resident in the State of C.Arrayrx. I will be contacting the state comptroller office to schedule times at the center to assist in registering seniors that do not have technical access for this free benefit</li> <li>I am working closely with Team, SCAOA and the State of CDT to offer in house assistance with the following services and resources: <ul style="list-style-type: none"> <li>Veterans Benefits and Assistance</li> <li>Energy Assistance</li> <li>Renter's Rebate</li> <li>SNAP</li> <li>Meals on Wheels</li> <li>Medicare/Medicaid counseling</li> <li>Long Term Care Planning</li> </ul> </li> <li><b>November 9<sup>th</sup> at 1:00 I will have Leslie Pruitt from the South-Central Agency on Aging presenting on Medicare open enrollment.</b></li> <li>Farmer Market Digital Coupons can continue to be used through the end of the season. The Gazy Farm will continue at Crestview on Mondays throughout the rest of the season 10am to 11am. Despite the weather this has been a success and we hope to provide this annually The number of calls for assistance and guidance is greatly increasing. I receive on average 4-6 calls weekly. The population has been ranging from young adults in need to elderly.</li> </ul>
<b>7</b>	<b>Director's Report:</b>
	The senior center currently has 11723 members to date. We continue working toward revising the membership list and towards the merger of membership data bases for accuracy of numbers and member information. The membership has been revised but continues to need ongoing maintenance for accuracy.

**Senior Center Donations Received:** No donation received this month.

### **Red Cross Blood Drives at the Center**

The last Blood Drive was held this past Saturday, October 7<sup>th</sup>, 2023. After this scheduled Blood Drive in October the Town has decided to centralize all the Blood Drives at the Annex Building.

### **Motion Picture License Renewal**

I have worked with MPLC and reinstated our Motion Picture License in order to host movies at the center. This License was up for renewal in May of 2023 and was never submitted. The License runs from May 2023 to May 2024. In order to avoid any penalty as we were in fact airing movies during this time, we have to back pay the License to cover the liability and we will need to re4new again in May 2024. This is a cost this past annual of \$222.47. MPLC has informed me that this will be increasing for the next annual License.

### **Tax preparation**

Tax preparation will not be held at the Senior Center this year. The operation of the Tax preparation will be held at the Town Annex building. This move will allow more space and privacy for the program. Meeting scheduled for December 5<sup>th</sup> to review final details and how to schedule and promote.

### **Programming**

- Bingo-Bingo discussion surrounding the way Bingo will be run regarding the funds that are taken in for this event. An event such as Bingo cannot make money nor lose money, the event must break even. Making money on a game such as bingo would need a permit from the Town per State of CT law.
- New England Young a Heart Generations Table Program- Elaine Marcucio will once again be offering the program for grab and go meals for seniors in Oxford, T. we will be beginning this program in November 2023. Meal pickup will take place weekly on Wednesdays at the center from 11-12:00. Orders are made directly through New England Young at Heart-information will be in the newsletter. I will be working with Kathy Descharme RSC of Crestview to expand program and possibly have Crestview be the point of pick-up. More details to follow.

### **Motor Coach and Extended Trips:**

- Italy-October 9, 2023-September 20<sup>th</sup>- this trip departed the c enter on Monday, October 9<sup>th</sup>. We have received a credit of \$5,302.50 for this trip.
- Atlantic City-October 10-0 12- sold out Sue Kovacs will be the designated leader on this trip which is currently running.
- Caribbean Cruise- April 7, 2024-Caribbean Cruise is still open to new travelers. The months on June and July I worked on reconciling the cancelled trips and reimbursing the travelers their money. This has been completed at this time for the MGM Springfield and Water Fire and Newport Trips. We are currently revising our procedures for trips and travel to make the process easier and more stg streamlined. We are in a holding pattern for any new trips and t ravel at this time and are gathering suggestions for the upcoming months. Casino trips has been a big request. We will no longer be offering credits for a trip from a cancelled trip.

### **Senior Center Bus Trips: December 2023**

- Good Speed Opera House- he final show of the season will be December 14<sup>th</sup>, Dreamgirls. Sign up and details will be announced in the October newsletter.
- **Trips/travel-Reimbursement Policy-** I will be developing a policy for t ravel that addresses reimbursement. There have been several instances where individuals are signed up for a trip and

cancel at minute and expect a full refund. We need to clarify in our travel advertising that when the cancelation is last minute and no replacement can be found the money is not refundable. This is also the case when folks who arrive late-miss the bus and request a full refund. This needs to be addressed in the Senior Center Member Handbook being created and also as we advertise trips at the center

- **September 2023 Programs and Events**
- September 14<sup>th</sup> at 1:30 Oxford Ct Police Department member Officer Robert Boroski will be at the center to discuss the very important topic of Scams with the seniors. This event was well attended with a robust conversation.
- Harvest Baked Potato Bar- September 21<sup>st</sup>- this event will be catered by Matei's Deli in Seymour. Ticked price is \$13 per person. This event was a hit with those who attended/. We had 34 members attended this event.

#### **October 2023 Programs and Events:**

- October 16<sup>th</sup>, Lisa Bisson from Wesley Heights will host a Golden Oldies Trivia event at 1:00 at the center. Refreshments will be provided. We currently have 3 signed up for this event.
- October 17<sup>th</sup>, 2023- Annual Flu Clinic scheduled with the Housatonic Valley Health District, 9am to 11am by appointment. We currently have 8 members signed up for the flu shot.
- October 24<sup>th</sup> AARP Safe Driving Course. \$20 for members, \$25 for non -members. We currently have 9 registered for this event.

#### **November Programs and Events:**

- The annual Holiday fair will be back November 3<sup>rd</sup> and 4<sup>th</sup>. The event will be held on Friday and Saturday. Table cost is \$20. And open to all senior center members. More details to come. Members are working on yard signs for promotion and Sue Kovacs will be contacting The Voices for advertising, there will be an additional craft fair in town this day at the Annex building.
- Ann Cummings will be leading this year's craft fair. Custodian has been secured for the event
- Thanksgiving Luncheon- Mattei's Tuesday November 14
- Veteran Day November 9<sup>th</sup>- Free Hot Dogs and Bell Choir Performance. Hanak Rotzal will be contacted for program details and Lois Ercoli for a Bell Performance

#### **December Program and Events**

- Wednesday, December 6<sup>th</sup> is the date for the annual Holiday Party. Additional details will be available soon. Looking to keep the price at \$40 per person, which was consistent with last year's event cost. Deposit for the Grand Oak Villa has been made in the amount of \$500. Aaron Demarest of Pryme-Tyme entertainment will be DJ'ing the event at a cost of \$700. Deposit has been made.
- December 14<sup>th</sup>-Goodspeed Opera House-Dreamgirls. The day will consist of lunch at the Gelston House and the show., More details to come. Sign up will begin in November. This will sell our quickly and we are trying to refrain from starting sign-up too early and having money sit at the center.

#### **Transportation**

- Ridership numbers and requests are increasing. Implementing a structure to track number of riders and the increase over a period of time.; may need to have a cutoff and create wait list to ensure we are meeting the needs of the current ridership and maintaining safety
- Work continues on assessing the need for an additional vehicle and the need for a possible additional driver per diem in the future

- The transportation division now has space allocated at the center for scheduling and work to be conducted between rides which includes documentation of ridership
- Vehicle Maintenance- Bus 2 was brought in for an oil change service October 2<sup>nd</sup>. We are now utilizing Brookview out of Seymour CT. for service. Bus 2 for an oil change, lube and the air conditioning is currently not working., Bus 1 additionally received a recommendation for new tires.
- A transportation team meeting was held September 13<sup>th</sup> at 9am. Good conversation ideas were discussed. Open forum. We will be holding meetings regularly as we implement the new policy and procedures

### **Review of Budget**

- Review Variance report provided by Finance. We are doing well with the budget. Will be meeting with Jim Hliva to discuss some transfers that will affect the variance report for next month's meeting., postage is an area that we are on track to be well over the budgeted amount by end FY by almost double

### **Facility updates:**

- HVHD update for Licensure
- **I have received my certificate for Food Protection Manager at this time. I have been in constant contact with the HVHD for compliance. I am awaiting Sue Kovacs certification and then I can complete and submit License application for approval**
- Camera installation has been completed in the Senior Center by Armed and Ready. Still awaiting monitor installation and training on how to retrieve data etc.
- The center is currently being reviewed for changes and re organized

### **Staff updates**

### **Grant Updates**

I continue working with Karen Cook, grant writer for the Town of Oxford on earmarking ARPA Fund Grant money that the town has been allocated from the state of CT for the senior center in the amount of 3,600. I have been in contact with both the CT Agency on Aging who has informed me that additional funding for grants will be announced in December of 2023. I will be keeping updated on this for possible opportunities for the center.

### **Senior Center Updates:**

- Exercise classes are back for the fall these include Poise and Posture I and II and Latin Fusion, classes are being well attended.
- Instructor Jeanne D who leads our regular Yoga Class on Tuesday's will be starting a Chair Yoga Class beginning November 13<sup>th</sup>, Monday's 9:15-10am. Cost is \$5.per class and will be paid directly to the instructor
- Instructor Bobbi K will be out for 2 separate surgical procedures over the course of the next couple of months into the new year. Her absence will be reflected on the calendar to avoid any confusion
- Room reservations- I am currently working 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.
- I am looking to have a lead contact for each event, program and activity for communication purposes and recruiting

### **Communications**

- Newsletters were mailed in September for October

- **LPI-I** spoke at length with the representative yesterday and following information was obtained
  - At this point in the year, they do not take any new accounts due to the Holiday season coming and the limitations in obtaining advertisers at this time of the year. Bottom line the earliest transition date would be for March or April of 2024. The contract we would need to enter into would be a 5year contract. She did state sometimes they would allow 3year contract. The contract would need to further discussed with George and possibly Jim. My thought is that a 5year contract is too long.
  - In summary, after further discussion with the representative the only way that signing on with LPI would help us would in cost for paper, toner and the time it takes to make the copies. We would still need to fold, label and fold the mailing through the post office. I would still need to complete the template with content and submit. Another obstacle is they define the number of pages that is allowed for your newsletter through how any advertisers they obtain to support it., it is a free service but supported and paid for by the advertisers. He average length would be 8 pages
  - The copy machine was able to handle the newsletter production for the month of October and we now have a new servicer representative on our account.

#### **New Business**

- **Crestview Collaboration:** I continue collaborating with Kathy Descharme who is the new Resident Service Coordinator at the Crestview Housing. Kathy is open to working together and collaborative efforts to enhance the offerings we can provide to our seniors here in Oxford. She has already secured the Gazy Farm Market for Mondays at Crestview. I look forward to working closely with Kathy.

#### **Volunteers**

- The result of the Volunteer Survey has been compiled and we will be looking at offering official volunteer roles to those who have filled out the survey and fit the need at the center, we will begin with the existing volunteers that have been reassigned from the receptionist role and then we will move forward as roles become available.

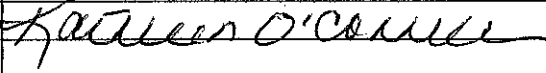
I once again would like to express my deepest gratitude for the warm welcome to my new position and the guidance that many have provided over the past 2 months. A very special thank you to the members of the commission and also Anne Marie Cummings and many others for all the support and assistance. I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

**Budget Review:** None

9. **Old business:** none

10. **New Business:**

- Volunteer roles
  - Trips and travel
  - Bingo- collect money
  - Check name
  - People need to sigh in with my senior center
  - Need to help with craft fair
- Seniors should be using my senior center more
- One person only per trip sign up
- Can only sign up on certain days
- Craft fair-motion made by Betty Andrews and seconded by Edee Witham to have only Anne Cummings assigning tables. Motion passed
- Motion made not to our source the bulletin with a motion by Edee Witham and a second by Betty Andrews. Motion carried

	<ul style="list-style-type: none"> <li>Any trip under \$500.00 will have to be paid in full. Cannot pay in increments, only deposit and final payment. Trips \$400.00 or less payment at time of sign- up motion made by Sue DeScheen and seconded by Edee Witham. Motion carried.</li> <li>A cancellation within 48 hours and cannot get a replacement there will be no refund. The person who signed up first will have first choice</li> <li>We need large Bingo cards</li> <li>Person who does snow removal does sidewalks, driver's clean buses and town plows town parking lot</li> <li>Center closes when town hall closes. If school closes there are no buses</li> </ul>
11.	<b>Other Business:</b> none
12.	<b>Adjournment:</b> Meeting was adjourned at 12:00 with a motion by Betty Andrews and seconded by Sue Descheen
	<b>Respectfully Submitted,</b>
	
	Kathleen O'Connell
	Clerk

2023 OCT 18 PM 12:31  
TOWN OF CHATHAM, CT  
TOWN CLERK