

AGENDA



Council on Aging Board Meeting

Date of Posting: Monday, October 23, 2023
Date of Meeting: Thursday, October 26, 2023
Time of Meeting: 10:00 AM
Location: COA Center

Agenda

1. Attendance and Pledge of Allegiance
2. Dylan Thomas, Law Enforcement Support Clinician for Walpole
3. Review of September Meeting Minutes
4. Outreach Review
5. Center Updates
6. Finance Update
7. Old Business
 - a. Signage out at street, front garden
8. New Business
 - a. Walpole Housing Authority Update
 - b. Master Plan Update
 - c. Friends of Walpole Elders Update
 - d. Select Board Update
 - e. Looking Ahead to upcoming meetings
9. Open Forum

Walpole Council on Aging Board Meeting

October 26, 2023
10:00AM
Old Colony

Attendance & Pledge of Allegiance

Dylan Jones, Law Enforcement Support Clinician

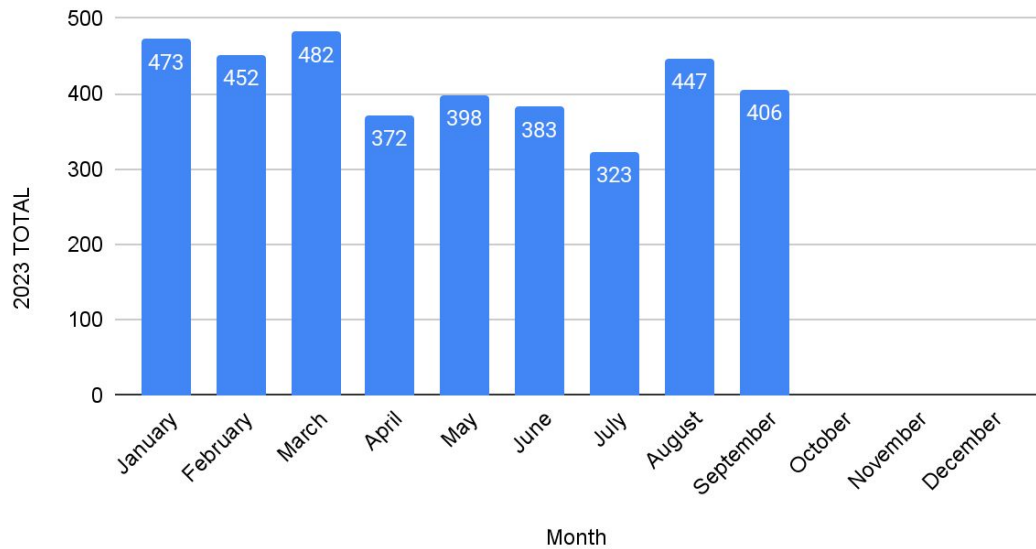
Review of September Meeting Minutes

Outreach Review

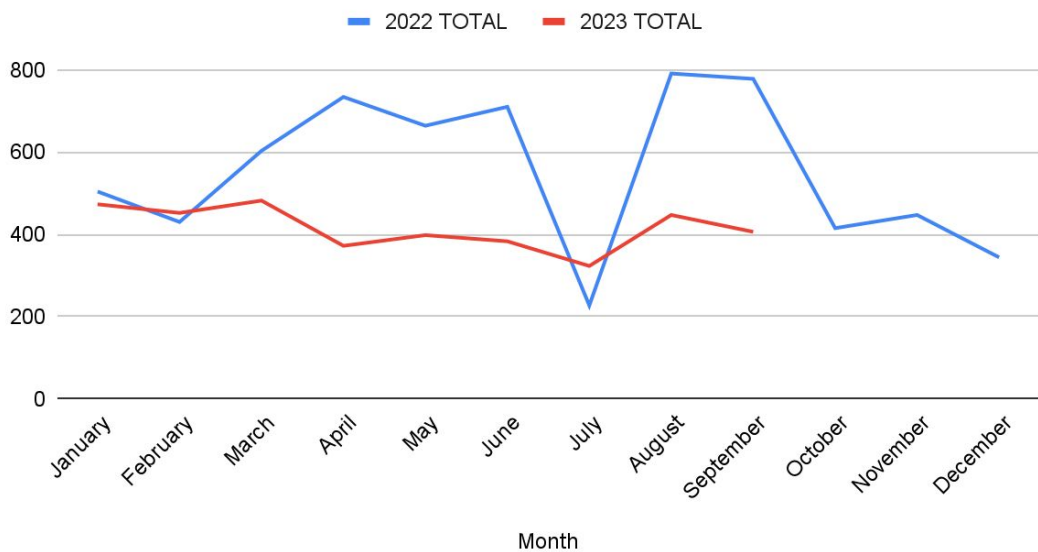
September by the Numbers:

- **404** Total Outreach to **241** Unique Individuals
- Most Common Outreach methods
 - Phone - 210 calls
 - In Person Office Visit - 162 visits
- Most Common Referral method
 - Self - 281
 - WCOA Staff Member - 9
 - Family Member - 22

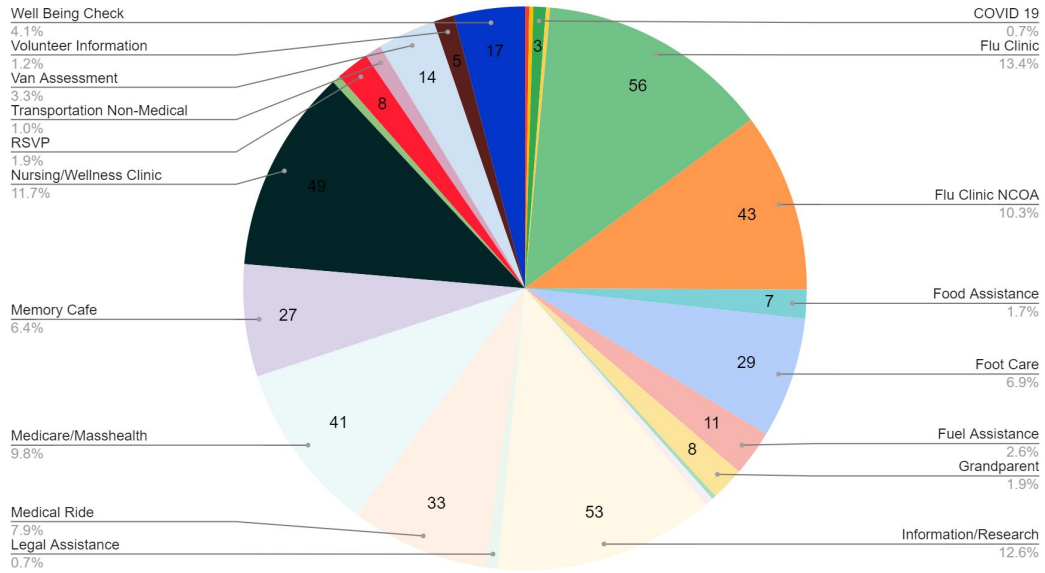
2023 Outreach Month Over Month



Outreach Year Over Year



SEPTEMBER OUTREACH BY CATEGORY

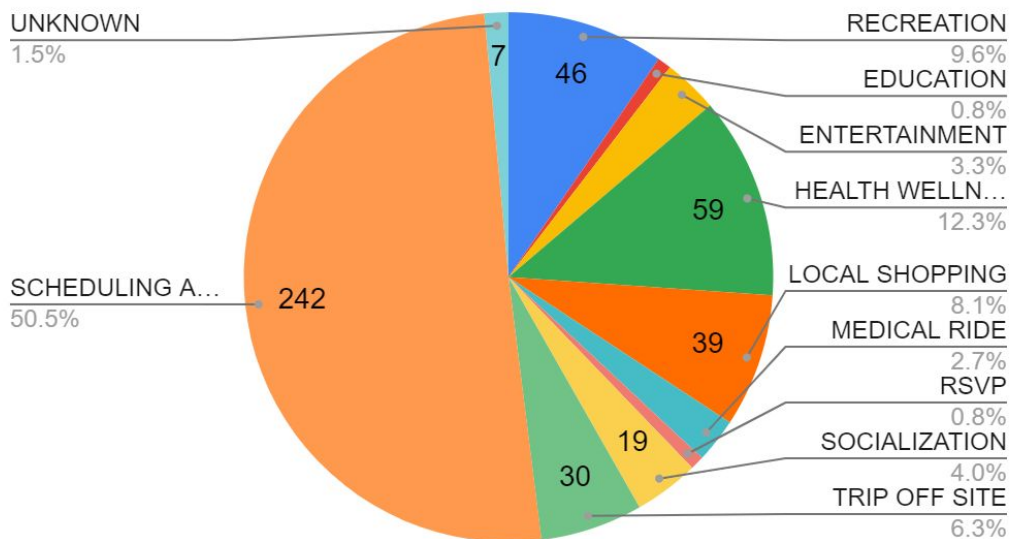


Outreach Review

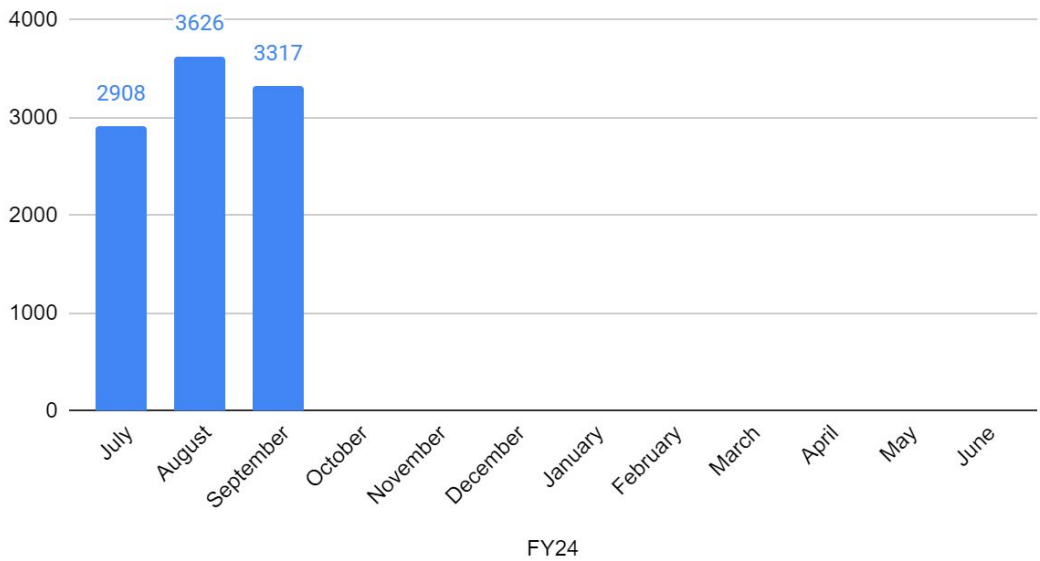
2023 Total Rides Per Month



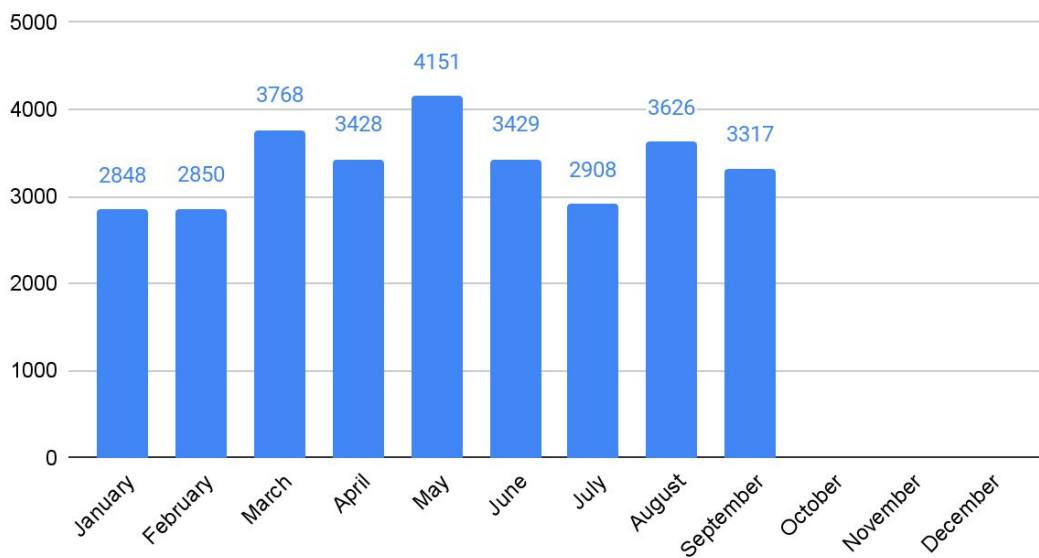
TOTAL RIDES BY CATEGORY - September 2023



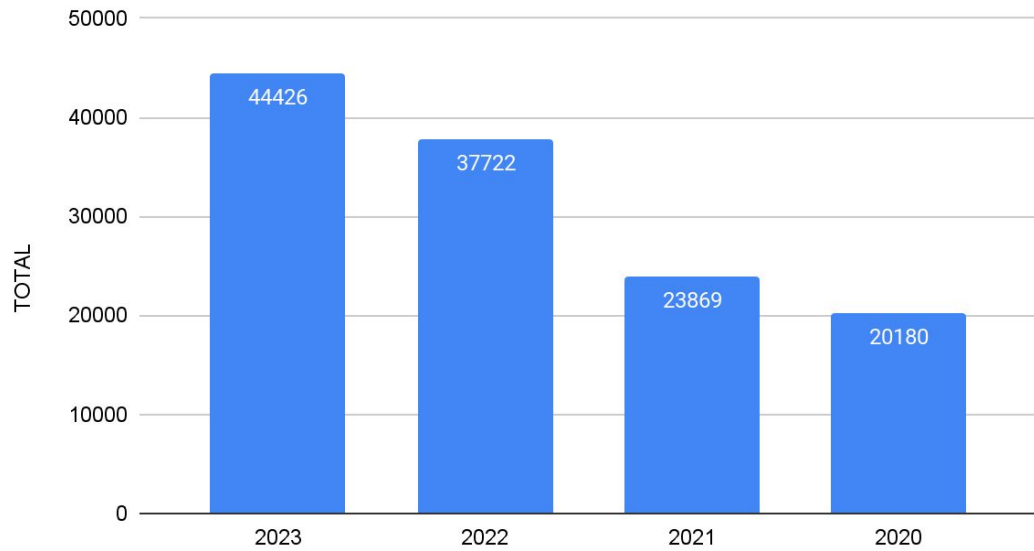
Check In Count FY24



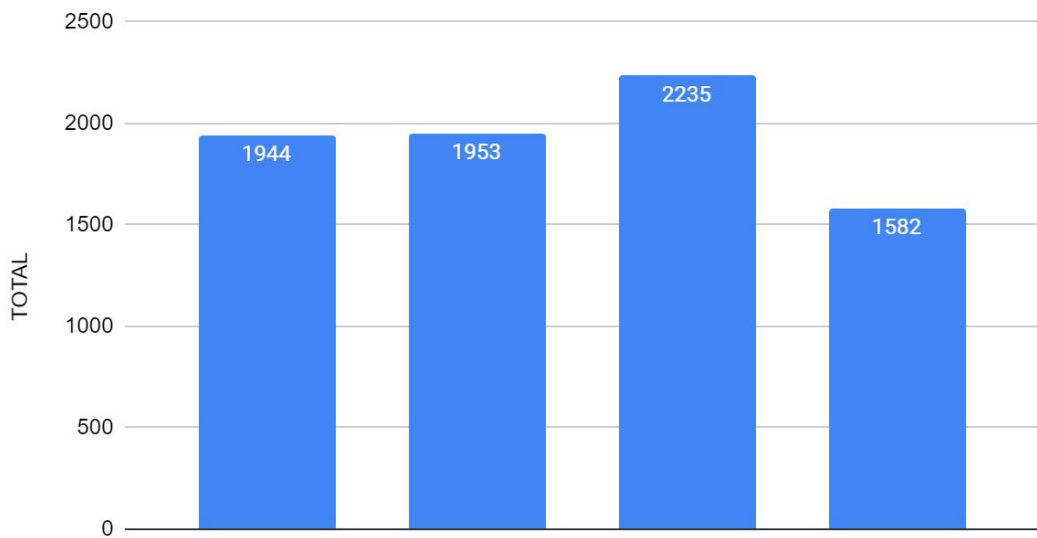
2023 Participant Check Ins



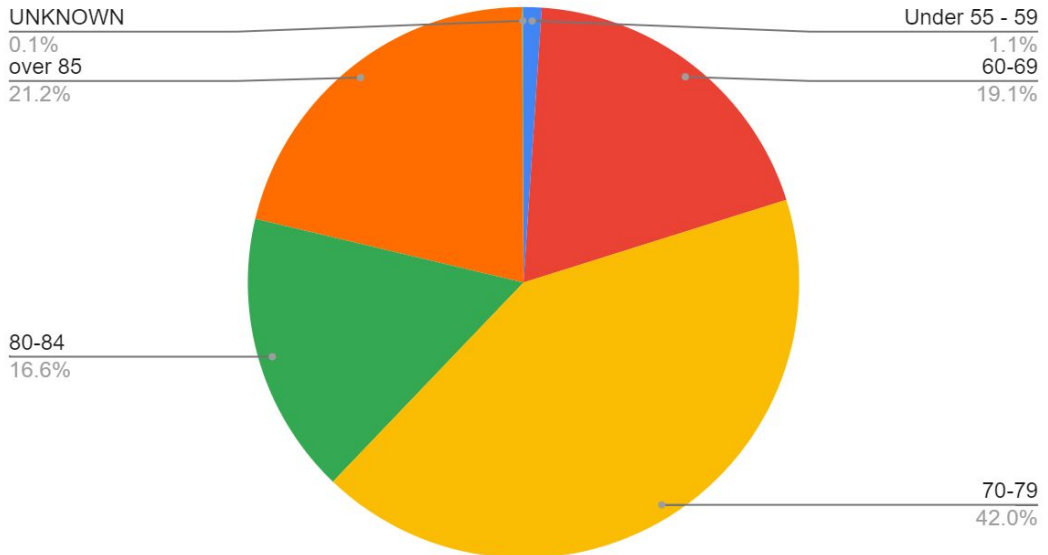
Total Participation YOY



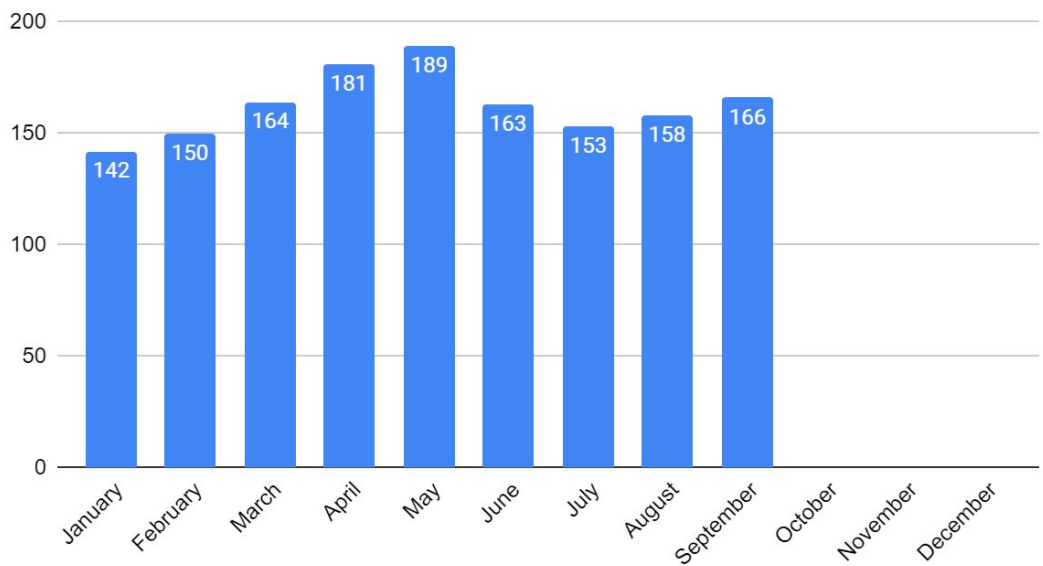
Unique Participation YOY



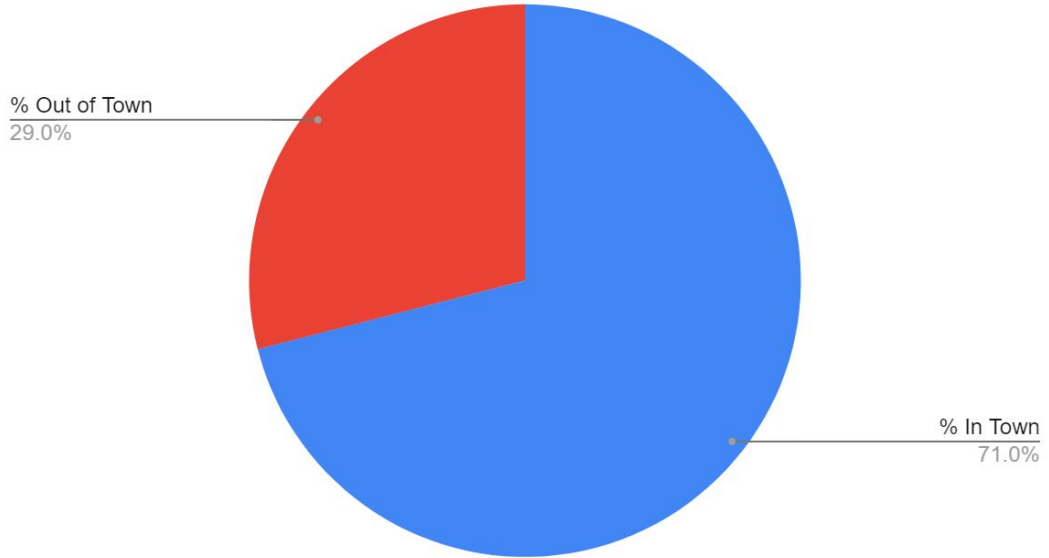
Check in by Age Group - FY24



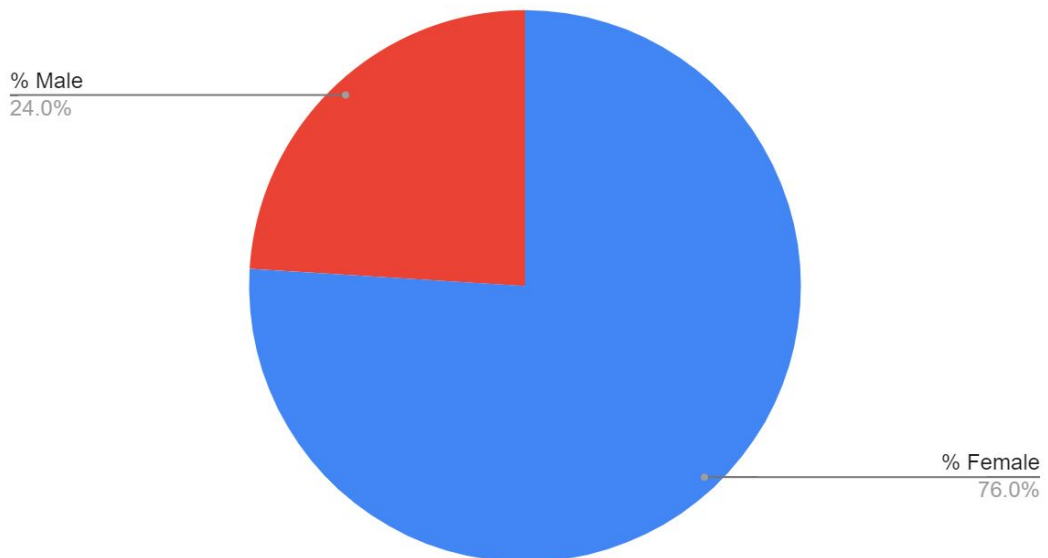
2023 Average Daily Attendance



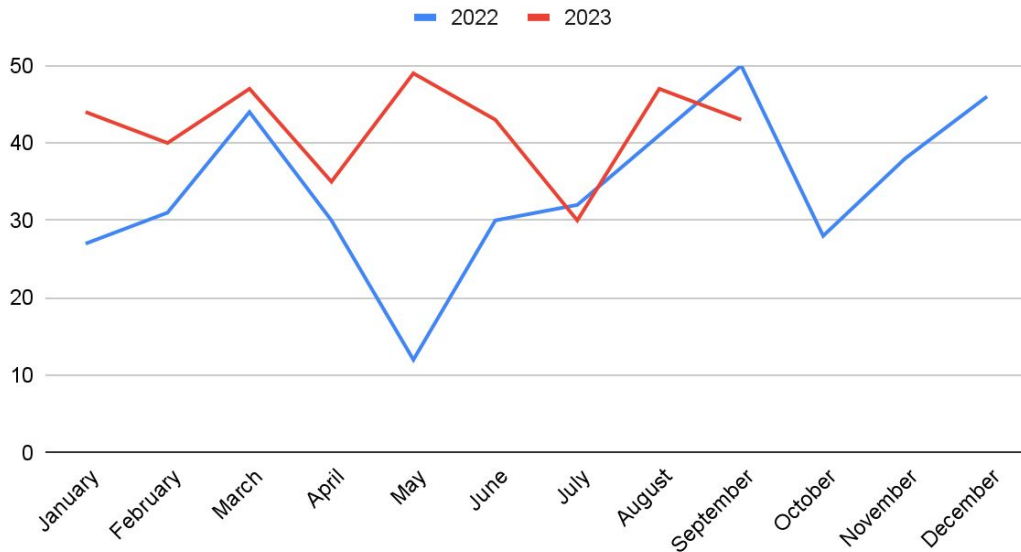
In Town and Out of Town Participation



Female and Male Participation



Year Over Year New Members



Center Update

NCOA Vaccine Initiative

- We received \$10,000 into our account from NCOA, created a purchase order for 421 \$25 gift cards (5% discount for bulk orders through BigY), and then picked up gift cards from Walpole location with a physical check
- we were able to spend every penny of the grant for this initiative and still have cards left
- Thus far we have provided 320 gift cards to the community with proof of flu vaccination

Upcoming

-Staffing Update

- During the month of September and continuing into October we had some staffing shortages, mainly in the area of Outreach (September was unplanned, we did anticipate vacation time for MOST of October)
- Jill generously flexed her schedule and worked up to 19 hours once that was approved by the Town and that assisted the Department in managing the challenge
- we are hopeful to be at “fully staffed” status for the foreseeable future with no additional planned time off that will negatively affect the Department

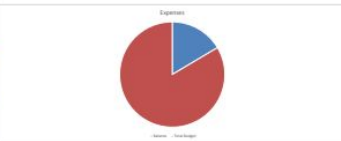
Noteable

- Center Closed for Veterans Day on November 10th, early closure the day before Thanksgiving, closed for Thanksgiving and the day after Thanksgiving
- Soup Lunch beginning on Thursdays through a collaboration with New Pond Village, tasting again this week and then official start next week with cups of soup
- Flu Clinic successfully provided flu vaccine to 160, smaller clinics held at DPT and NVT earlier this week
- Two more trips for our travel season; Newport Playhouse in November and Newport Christmas in early December. Already planning schedule for next season with late March start date.
- Holiday Open House, Friday, December 15th
- Working on finalizing the Department Budget for FY25, will review with Sandhya prior to submission if possible

Finance Update

Council on Aging Operating Budget

Total Budget
\$42,600.00
Expenses
\$5,750.66
Balance
\$36,849.34



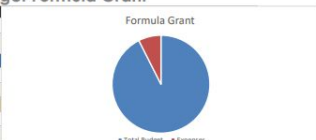
EXPENSES	TOTAL THIS MONTH	TOTAL THIS YEAR	APPROPRIATION	REMAINING	% REMAIN	% USED
Electricity	\$ 728.37	\$ 1,470.06	\$ 11,000.00	\$ 9,529.94	86.64	13.4
Water	\$ -	\$ 987.33	\$ 4,000.00	\$ 3,012.67	75.32	24.7
Equipment and Repairs	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100.00	0.0
Training and Development	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	100.00	0.0
Postage and Courier	\$ -	\$ 19.14	\$ 400.00	\$ 380.86	95.22	4.8
Printing and Copying	\$ 23.80	\$ 45.83	\$ 1,200.00	\$ 1,154.17	96.18	3.8
Gas & Oil	\$ 697.04	\$ 1,243.71	\$ 8,000.00	\$ 6,756.29	84.45	15.5
Office Supplies	\$ 148.93	\$ 365.73	\$ 7,000.00	\$ 6,634.27	94.78	5.2
Travel In State	\$ -	\$ 17.03	\$ 500.00	\$ 482.97	96.59	3.4
Due and Memberships	\$ -	\$ 1,539.84	\$ 3,500.00	\$ 1,960.16	56.00	44.0
Meetings and Conferences	\$ -	\$ -	\$ 500.00	\$ 500.00	100.00	0.0
Miscellaneous	\$ -	\$ -	\$ 750.00	\$ 750.00	100.00	0.0
Office Equipment	\$ 61.99	\$ 61.99	\$ 1,250.00	\$ 1,188.01	95.04	5.0
	\$ 1,660.13	\$ 5,750.66	\$ 42,600.00	\$ 36,849.34	86.50	13.5

*Updated to September 30, 2023

Finance Update

Council on Aging Operating Budget Formula Grant

Total ESTIMATED Budget
\$35,000.00
Expenses
\$2,417.26
Balance
\$32,582.74



EXPENSES	TOTAL THIS MONTH	TOTAL THIS YEAR
Supplies	\$ -	\$ 327.00
Fitness Wellness	\$ 808.00	\$ 1,183.00
Repairs and Maintenance	\$ -	\$ -
Equipment/Furnishing	\$ -	\$ -
Facility Maintenance	\$ -	\$ -
Print Copy	\$ -	\$ -
Postage	\$ -	\$ -
Dues and Licenses	\$ 90.30	\$ 180.60
Newsletter Printing	\$ -	\$ 726.66
Conference Education	\$ -	\$ -
Volunteer Recognition	\$ -	\$ -
Breakfast Program	\$ -	\$ -
TOTAL Utilized	\$ 898.30	\$ 2,417.26
Remaining		\$32,582.74
% Remaining		93.1
% Used		6.9

Formula Grant Information	
Balance Forward from Previous FY23	\$ 45,867.55
FY24 Funding Federal Census of 6416 seniors at rate of \$14	\$ 89,824.00
Total Estimated FG Funding FY24	\$ 135,691.55
Total Estimated FG Salary for FY24	\$ 55,000.00
Total Estimated FG Expenses for FY24	\$ 35,000.00
TOTAL FG SPEND	\$ 90,000.00

** updated to September 2023

Finance Update

GIFTS SEPTEMBER 2023

GIFTS RECEIVED	
\$ -	
TOTAL	\$ -

GIFT ACCOUNT INFORMATION	
16212.09	PREVIOUS BALANCE
\$ -	GIFTS (+)
\$ 319.69	GIFTS UTILIZED (-)
\$ 15,892.40	GIFT BALANCE

GIFTS UTILIZED	
\$ -	Expenses Events
\$ 194.69	Other Expenses
\$ 125.00	Breakfast Cafe Expenses
TOTAL	\$ 319.69

EXPENSES EVENTS ITEMIZED	
\$ -	
TOTAL	\$ -

OTHER EXPENSES ITEMIZED	
\$ 67.27	Boston Bean Difference
\$ 127.42	P-CARD Michaels for Coffee and Conversation
\$ 194.69	

BREAKFAST CAFE EXPENSES ITEMIZED	
\$ 125.00	AHOLD - S&S Breakfast Items
TOTAL	\$ 125.00

Old Business

Signage out at Street, front garden

New Business

- Walpole Housing Authority Update
- Master Plan Update
- Friends of Walpole Elders
- Select Board Update
- Looking Ahead to Upcoming Meetings

Open Forum

NEXT MEETING

November Meeting

November 30th at 10:00AM