

**City of Chicopee
Council of Aging
April 12, 2022**

Members Present: S. Gelinas, K. Rousseau, K. LaBreck, H. Lenart, S. Michalik, C. Gemme, L. Houle

Staff: Sherry Manyak

Excused: E. LaFlamme, S. Tawrel

Guests: D. Naumchick and Laura Lavoie

I. Call to order

- The meeting was called to order at 4:45pm. There was no request to record the meeting.

II. Public input

- Laura Lavoie is attending and may become part of the board. She runs a business “Our Dementia Life” that works with people with dementia
- Doreen is attending and considering working with the council. She is interested in learning more about what is done at the council

III. Review of minutes

- Minutes were reviewed and accepted from March 8, 2022, with the correction of adding C. Gemme to attendees.

IV. Business Reports

- Executive Director Report - Sherry Manyak distributed the executive director’s group for review.
 - 4/27 is the last day for curbside pick up and they will be starting a soft launch for inhouse dining. Normal meals will fully start May 2nd
 - The commercial is in process through ChicopeeTV. The first focus is on Team Chicopee which is the walk that will be held this year.
 - Walk runs May through October. Whatever team walks the most is entered \$1000 from MCOA

- WWLP will also be doing a commercial for RiverMills and filming is happening this week. This is supported through the grant.
- The center is working on being a SNAP vendor. Anyone who wants to complete an application can complete one at RiverMills once this is approved. Kick off is planned for April.
 - The center will get reimbursed for advertisement and a portion of the time. Beth will have about 30% of her time reimbursed through this program
- Taxes are still be conducted and they are working through the waitlist
- The Valentine's Day event was successful but there was a replacement performer due to illness. There is an event planned for St. Patrick's Day

B. Café

- The Café continues to be very busy, and many enjoy the offerings. There was more than \$1500 in profit during March. There was positive feedback from members of the Board. The grab and go is anticipated to continue to be very popular even after the indoor dining resumes.

C. Fiscal Reports

- Reports for March were distributed to the group. The Formula Grant funding is available, and expenses are being transferred over to the grant for the rest of the year. This includes salaries for several positions including the social worker.
 - Some of the Formula Grant funds will be used to add to the exercise equipment and will be looking for other expenses.
 - A recognition event for volunteers is being planned.
 - A new van was requested through the budget and this request was also forwarded to Senator Lesser

D. Spanish Class

- The Spanish class is very popular, and there is a waiting list for the next session

F. Friends of RiverMills

- The last meeting was April 8th. The new officers will be installed in June. Elections will be held in May and the nominating committee

has been working to identify a slate of officers for the election. The membership continues to grow and there are more than 80 members now.

H. Transportation

- There is one driver, and the office clerk is doing the food delivery. Casey and Diane have been booking appointments. Central maintenance has reached out about frequency of cleaning. In the past the cars were getting detailed at least twice a year. The drivers were disinfecting cars but not necessarily vacuuming. The seats are waterproofed each month. The drivers are being asked to bring the cars for a wash twice a month. There is a possibility that Central Maintenance will cover this cleaning in the future.

I. Maintenance

- A new maintenance worker was hired and started recently, Candace Walker. She comes with previous experience in the military. The Center is continuing to seek a part time maintenance worker.

J. Staffing

- The center is still looking for a Café workers. Interviews keep getting arranged and no one shows up. This may be due to having the positions posted on Indeed so people may not be seriously interested. There is also a dishwasher position that is being evaluated as a union position by the city.
- A transportation position is also open, and a new full-time driver was requested through next year's budget. The center no longer has many volunteer drivers. A press release was done seeking volunteer drivers and it is hoped that this will help to supplement transportation availability. Transportation also supports delivering meals to about 30 homebound residents.

K. Veterans Event

- This event was the first of its kind and it was standing room only. There was lots of information available to the veterans and they all received a book. This is planned to be repeated in the future.

L. Newsletter

- A summary of the Newsletter fees was distributed to the group. S. Manyak is recommending that the center stop mailing the letters because of the expense. There is a marketing plan for the Newsletter in 2022-23 that includes using ChicopeeTV, the city website, and Facebook. The mailings cost about \$15000 per year so this is a significant cost. There will also be an email campaign to support distribution alternatives.
- The board voted to approve this change to be implemented over the summer.

V. Meeting adjourned at 5:35 pm

- **Next meeting is May10th, 2022, at 4:45pm.**

Submitted by



Karen S. Rousseau