

COMMISSION ON AGING AND DISABLED  
REGULAR MEETING  
JANUARY 2, 2019

RECEIVED FOR RECORD  
IN NEWINGTON, CT

2019 JAN -4 AM 10:49

  
Town Clerk

**MEMBERS PRESENT**

Karen Brecher  
Maureen Lynch  
Mary Udice  
Sandy Nafis  
Jerilyn Nagel  
Kathy Sobieski  
Terri Lapenta-Duffek

**MEMBERS ABSENT**

Therese Nadeau  
Patricia Hanbury

**STAFF**

Dianne Stone  
Jaime Trevethan  
Gail Whitney

**TOWN COUNCIL LIAISONS**

Gail Budrejko  
Carol Anest

**I. CALL TO ORDER**

Karen Brecher called the special meeting of the Commission on Aging and Disabled to order at 6:02 PM. Karen welcomed the two new Commissioners: Kathy Sobieski and Terri LaPenta-Duffek.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC PARTICIPATION**

There was no Public Participation. Department budgets were due today to the Town Manager.

**IV. APPROVAL OF MINUTES OF THE SPECIAL MEETING OF NOVEMBER 19, 2018**

The Commissioners approved the minutes of November 19, 2018.

**V. STAFF REPORT**

Dianne reported that the Center has been very busy since the Commission last met in November. In December craft classes were held, needlepoint, bone density, holiday dance and social featuring square dancing, holiday gift tag workshop with 10 people – this is part of the gift card workshop which immediately fills up with 10 registrants throughout the year, a six week ukulele lessons program with 6-8 people which was very popular and will be held again in January. The American History lecture series continues and is very well attended. Upcoming programs include healthy brain series, tech help, sip and paint art class. The evidence based programs continue to do well, with the Aging Mastery Program about to graduate 30 people. All evidence based programs can have up to 145 people enrolled within a year and this enrollment is at its capacity.

Dianne explained the budget process to the new Commissioners. Each department submits their budget to the Town Manager effective today. Instructions were given to submit a 0% budget which Dianne did, however has asked for money to replace equipment in the fitness room, and to purchase a point-of-sale system for the main office to use for membership and programs. At the present time the point-of-sale system is used in both the coffee and gift shops. Dianne also asked for staff training money to increase from \$200 to \$400. The next step in the budget process is for the Town Manager to review each department's budget, craft her budget, and turn it over to the Town Council. The Town Council then holds public hearings, and the budget is usually voted on by April. Dianne meets with the Town Council at some point, as do all departments, to answer any questions related to the Center's budget. Dianne explained to the new Commissioners that should advocacy be needed from them, she will let the Commissioners know.

At the February meeting purchase requests were approved for window valances in the gift shop – these have been ordered but not installed. The garden fencing was tabled for further discussion. Two of the three touch screens have been installed and IT is working on the third.

Dianne had no further information on the issue of the congregant meal and losing one day per month.

#### A. Door Counters

Dianne explained the door counters to the new Commissioners. December numbers were 6,940 which is a 1% increase over December 2017.

### VI. MONTHLY TOWN MANAGER'S REPORT

Dianne did not have a copy of the Town Manager's report to distribute, but indicated that the Commissioners can go online to the Town Manager's report to read it.

### VII. OLD BUSINESS

#### A. Self-Assessment

Dianne reported that self-assessment is pretty much done and the book will be submitted this month. The National Accreditation Board is looking to change the process to standards of excellent and improvement. Centers that are ambitious have gone through the accreditation process and other centers have not, therefore the process needs to change. Dianne has served on the Board and agrees that the process needs to change. The Center has specific goals in mind, such as increasing membership, working on marketing, and rebranding. When the Expo was held in November robocalls were made to the membership to remind them about this event and attendance doubled in size, so that is why marketing is so important.

### VIII. NEW BUSINESS

#### A. Purchase Requests

This was discussed under Staff Report.

### IX. AGENDA FOR FEBRUARY MEETING

Add Budget under Old Business.

Dianne explained the Center's budget to the new Commissioners. The Center's budget comes from the Town, however the Center has line items in the revenue fund and these monies come from the gift shop, coffee shop, membership, fitness room, donation – the Commission authorizes expenditures from these line item accounts. Dianne has authorization to spend up to \$500, but anything over that the Commission has to approve. None of the money in this revenue fund goes to pay for staff or office furniture or supplies. Kathy asked if a fee is tacked on for the cost of the trips. Dianne explained that trips are done through Friendship Tours and are a specific cost. However the Center books the monthly casino trips which costs \$23.50 per person and each person is charged \$25 to round up the cost. The Center's policy is to operate on a breakeven basis so the cost difference goes into the revenue fund and is not deposited into the general fund. Jerilyn asked if the budget could be increased what would Dianne like to spend the money on. Dianne answered to that she would like to add a staff person to head up volunteer management. There are so many volunteers at the Center, and more could definitely be used, but she would like to hire someone to oversee volunteers and manage their time.

#### **X. PUBLIC PARTICIPATION**

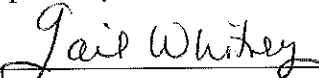
Gail Budrejko asked if there are groups in town that the Center can use for in-kind donations. Dianne explained that there are a lot of collaborative partners like long term facilities that sponsor programs such as the healthy brain series is sponsored by Hartford HealthCare, the sip and paint program is sponsored by Middlewoods, and Jefferson House caters the volunteer dinner at a discounted rate, and provided the veterans lunch at no cost.

#### **XI. ADJOURNMENT**

**MOTION:** Mary Udice made a motion to adjourn, Sandy Nafis seconded the motion, all were in favor, and the motion to adjourn was unanimously passed at 6:34 PM with a 7-0 vote.

The next meeting of the Commission on Aging and Disabled is Wednesday, February 6, 2019 at 6:00 PM.

Respectfully Submitted,

  
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 Gail Whitney, Commission Clerk