

**Adams Council on Aging (ACOA)**  
**ADVISORY BOARD MEETING MINUTES**

Monday, February 6, 2023

2:00 PM

3 Hoosac St., Adams, MA 01220

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**Members Present:** Bruce Shepley, Chair; Aleta Moncecchi, Vice Chair; Elizabeth Mach, Secretary; Leona Meczywor; Pam St. John; Mary Whitman (via phone)

**Excused Absents:** Barb Fiske, Bob Joppich, Barbara Ziemba

**Also Present:** Sarah Fontaine, ACOA Executive Director; Barbara Proper, ACOA Outreach Coordinator

**Meeting Documents:** Agenda; Meeting Minutes (January 18); Advisory Board By-Laws; ACOA Summary Statistics

1. **CALL TO ORDER/QUORUM:** Chair B. Shepley called to order the regular meeting of the ACOA Advisory Board at 2:05 pm. Roll call was conducted and a quorum was confirmed.
2. **REVIEW /APPROVAL OF MINUTES:** Minutes of the last meeting on January 18, 2023, were reviewed.

A motion to approve the minutes was moved by B. Shepley and seconded by P. St. John. The motion carried 5 votes in favor, 0 against, and 1 abstention.

3. **PROGRAM/OUTREACH REPORT:**

**A. Recent Events Review:** A summary of recent events was presented by the ACOA director.

**November:** Medicare Open Enrollment all month; 11/2 & 16 Drumming, 11/18 Drumming Showcase; 11/9 Dried Fruit Ornament Craft; 11/10- Veterans Day Luncheon; Thanksgiving Linen Lunch 11/17; 11/21 Brown Bag Volunteer Bagging; 11/22 Brown Bag pick up during and after Mobile Food Bank; 11/30 Tick Bite and BP Cuff Clinic.

**December:** Frozen Grab & Go Lunches 12/2, 5, 6 due to Elder Services Kitchen Renovation; 12/6 Northern Berkshire HUB Table Stakeholders' Meeting; 12/6 Holiday Party at Bounti-Fare; 12/7 Friends of the ACOA

Holiday Tea Party; 12/13 Mobile Food Bank and CHP Mobile Health Unit; 12/14 Holiday Bingo; 12/15 Holiday Linen Lunch, BART students caroling; 12/19 Brown Bag- bagging 1-2 pm, pick up 2-3 pm; 12/21 Crafts w/ Izzie- Cookie Decorating postponed to January; 12/27 MFB canceled.

**January:** 1/4 New Year's Pizza Party; 1/10 MFB; 1/11 Bingo; 1/12 Adams Housing Authority Social/Outreach; 1/18 Crafts w/ Izzie- Cookie Decorating; 1/19 Linen Lunch; 1/24 MFB; 1/25 Belly Dancing; 1/25 & 1/26 Driver Training, a limit on rides those days; 1/26 Movie- Where the Crawdads Sing; 1/27 Brown Bag.

**B. Upcoming Events/Programs Review:** A summary of upcoming events was presented by ACOA Director.

**February:** AARP Tax Appointments Mondays and Wednesdays 9 am-1 pm starting 2/15 through early 4/12; 2/1 Friends Meeting; 2/6 Board Meeting; 2/8 Bingo; 2/10 Coffee w/ the Chief (rescheduled from 1/20); 2/10- Card Making Class w/Carleen Butler and Lynda Bianchi; 2/12-19 Random Acts of Kindness Week; 2/14 MFB, Linen Lunch; 2/15 Crafts w/ Izzie- Kindness Rocks; 2/16 Movie: Elvis; 2/17 Random Acts of Kindness Day; 2/21 Mardi Gras Luncheon; 2/22 Drumming Class; 2/23 Belly Dancing; 2/24 Brown Bag; 2/28 MFB

**Trips:** March 14<sup>th</sup> St. Patrick's Day Show at the Delany House in Holyoke, \$98; April 3<sup>rd</sup> Ventfort Hall in Lenox cost \$20 with \$15 subsidized by Friends of ACOA; April 15<sup>th</sup> MGM in Springfield & Buddy Holly Show in West Springfield, cost \$110.

#### **4. OLD BUSINESS:**

**A. Adams Memorial Building (AMB) Progress:** A progress update was provided by the ACOA director. Logistically the ACOA staff cannot move into the administrative wing at AMB and continue the programming on the 1<sup>st</sup> floor of the Adams Visitors Center (AVC) until AMB is ready, without negatively impacting clients.

The next steps, include ACOA Director requesting a meeting with Town Manager, Community Development and, other officials to determine alternative funding sources and project assignments for the required work completion.

**B. Possible Open Advisory Board Positions and Nominations:** A legal opinion was provided by the Adams Town Counsel regarding the process for replacing outgoing Advisory Board members, B. Fiske and B. Joppich. As their Board service concludes, the Director and Advisory Board members expressed sincere gratitude for their selfless service and recognized B. Fiske and B. Joppich, for their contributions made to the ACOA.

Adams Select Board approved B. Ziemba as a new ACOA Advisory Board member at their meeting on February 1, 2023.

ACOA Director reported the two nominated candidates, Tom Dubis and Ben Acquista, expressed interest in serving as ACOA Advisory Board members.

The motion made to present the names of Tom Dubis and Ben Acquista as new ACOA Advisory Board members was moved by B. Shepley and seconded by P. St. John. Motion carried 6 votes in favor and 0 votes against.

Next steps, ACOA Director will contact candidates for the completion of the Application for Committee, Commission, and Board Appointment form, and present the candidates' names to the Adams Select Board for approval at their next meeting.

- C. **ACOA Advisory Board By-laws:** Next steps, the Advisory Board By-Laws will be presented to the Adams Select Board for approval at their next meeting.

## 5. **NEW BUSINESS:**

- A. **2022 ACOA Summary Statistics:** Report provided by ACOA Director.

A total of 1,014 individuals utilized 21,870 multiple services and took part in the benefits offered by the ACOA from 01/01/2022 to 12/31/2022. The 60+ aged population, based on the FY23 EOEI State Formula Grant per town in the service areas of Adams and Savoy, was 2,821 and 264, respectively.

ACOA population participation and service usage for 2022 were equal to pre-COVID-19 levels.

- B. **FY 2024 Budget Process:** ACOA Director reported the planning process is underway and level funding is anticipated for FY2024. FY2023 expenses are tracked below and at budget projections.

- C. **Meal Site Coordinator Position:** ACOA Director reported grant funding was secured to hire a Meal Site Coordinator to manage the overall operation including but not limited to: serving lunch, monitoring food quality, reservations, set-up and clean-up, and supervising volunteers. This will be a part-time position, Monday through Friday.

**6. FRIENDS OF THE ACOA REPORT:** Postponed until next the meeting.

**7. MEMBER ITEMS:**

**Item 1:** The temporary boost to SNAP benefits, put in place during the COVID-19 pandemic, is scheduled to end in February 2023. Due to increased food insecurity needs, community discussions have begun with the Western MA Food Bank and others to determine possible site options for an Adams food pantry. Next steps, ACOA will join the community conversations.

**Item 2:** Temporary signage e.g. a-frames, or sandwich board signs, are a cost-effective option for promoting ACOA services and events by catching the attention of people walking by and in high-traffic areas. Next steps, ACOA to provide signage options and costs.

**Item 3:** As with all websites, occasionally content auditing is done to identify key areas that may be updated, removed, or retained. Next steps, a website review will be started and suggestions provided for consideration.

**8. NEXT MEETING:** ACOA Advisory Board meeting Monday, March 6, 2023, at 2:00 pm.

The April Advisory Board meeting will be scheduled on April 10, 2023, at 2 pm to allow members to attend the ACOA trip to Ventfort Hall in Lenox.

**9. ADJOURNMENT:** A motion was moved to adjourn was made at 3:14 pm by B. Shepley and seconded by A. Moncecchi. The motion carried 6 votes in favor and 0 votes against.