



AGAWAM COUNCIL ON AGING and SENIOR CENTER

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Council on Aging Minutes of the Meeting Tuesday, April 24, 2018 at 3:00 PM Agawam Senior Center Conference Room

COA Present: JoAnn Balakier, Muriel Birchenough, Ginny Czuprynski, Lucille Drewnowski, Robert Kadis, Lou Massoia, Phyllis Parzych

COA Excused: Edythe Chiba, Loren Forastiere, Abbe McLane, Victoria Kania

COA Not Excused: Lindalee Davis

COA/Senior Center Executive Director: Michael Squindo

Guests: Will Clark and Cheryl Musinski

1. Approval of minutes from previous meetings

- a. January 23, 2017
- b. February 27, 2018
- c. Motion to approve minutes passed unanimously

2. Chairperson's report

- a. None at this time

3. Committee Reports

- a. Friends Report
 - i. None at this time

4. Director's Report

- a. Prior to beginning the director's report, Mike noted that the original posting for the COA meeting in April was posted for April 17, which was last Tuesday. No meeting occurred and no minutes were taken as it was a typographical error and the same agenda was posted for this week.
- b. Nutrition Program Updates
 - i. Reports to GSSSI
 1. The reports given to Greater Springfield every month have been showing an increase in service numbers which is likely a reflection of better record keeping and collecting information on people who are new to the lunch program.
 - ii. Consolidation of vendors
 1. The kitchen cooks have worked to consolidate vendors to make it easier and more efficient to keep financial statistics about the services provided to the public. It also was done to ensure adherence to best spending practices as required for

municipalities. This was a collaborative effort between the kitchen staff and the procurement department for the Town of Agawam.

- c. Transportation Services
 - i. New Transportation Coordinator
 - 1. As of April we have hired a new transportation coordinator who will work Monday, Wednesday, and Friday from 8:30 a.m. to 3 p.m. Her role will be to coordinate all van ride requests and to help streamline the transportation services so that we can provide more opportunities to the seniors and individuals living with disabilities in Agawam.
 - ii. Policies and Procedures around transport
 - 1. Part of the expansion of the transportation services, will require the creation of some policies and procedures to make sure it is clear exactly what we are asking for from riders, and what we are able to provide them. For now, as our Transportation Coordinator is 3 days a week, we are asking for a 48 hour notice to give time to respond to requests. We are also working with the IT department to provide a direct phone number for those seeking transportation.
- d. March Statistics
 - i. Increase of average daily attendance by approximately 10% from last month and 12% from March of 2017.
 - 1. Noting this increase is important to recognize that while we likely have increased in aspects of the services and programs, the largest increase is most likely due to more accurate record keeping and asking the public to check in when they come to the center.
- e. Building Maintenance
 - i. Carpets
 - 1. Hallway carpets have been replaced, the pathway that is created by the solid pecan carpeting is known as “wayfinding” which is intended to help guide individuals with visual impairments to the various rooms around the building.
 - ii. Cameras
 - 1. 5 additional cameras have been placed around the building primarily at the exits/entrances to the building that did not have a camera before. An additional camera was also placed in the fitness room looking from the opposite direction of the current one installed in the fitness room annex.
 - iii. Fitness Room
 - 1. Fitness equipment has been ordered, and is awaiting delivery at the warehouse. Some work from Building Maintenance electricians to rewire some of the outlets. Once this is complete 3 new treadmills and a new rower will be brought from the warehouse, and 3 old treadmills and the current rower will be removed.

5. Old Business

- a. Policy Sub-Committee
 - i. Tabled to be discussed as part of the bylaw updates.
 - b. Updating Bylaws
 - i. Bob motioned to use the presented suggestions as written (included shown on page 4), to act as guidelines for interpreting the bylaws with regard to the role and responsibilities of the Agawam COA board. Motion seconded by Ginny Czuprynski.
 - 1. Vice Chair Lou Massoia, presiding over the meeting, called for a roll call vote:
 - a. Phyllis Parzyk – Yes
 - b. Muriel Birchenough – Yes
 - c. Ginny Czuprynski – Yes
 - d. Bob Kadis – Yes
 - e. JoAnn Balakier – Yes
 - f. Lucille Drewnowski – Yes
 - g. Lou Massoia – Yes
 - 2. Motion passed unanimously
 - c. Golf Tournament
 - i. Postponed
 - 1. Golf tournament was postponed by the group that was trying to put it together as they felt that there was not enough time to do a full tournament successfully
 - 2. There was discussion about the opportunity to have the Golf Tournament, later in the fall, or in earlier spring, and to do so in a mutual effort to support the Agawam Golf Course, as they have new administration.
 - 3. Motion was made to table the discussion of golf tournament to next month's meeting. Seconded by Bob Kadis. Unanimously approved.
 - d. Dining Room Tables
 - i. Director Mike Squindo has begun surveying members of the public to get feedback about their preferences regarding round vs. rectangular tables. The goal is to get a better understanding of what the public would like to see and why, and work towards that resolution through replacement of tables as needed, or possibly in bulk at a time when such funds can be secured.
- 6. New Business – none.**

Bob's suggestions as written and provided to all in attendance. Bob read the following:

April 17, 2018

As you know the original COA Bylaws had us responsible for a number of things that have, over time, been taken over by the Executive Director. I would like us to go back to the way things were supposed to be. I am proposing these changes on how the COA Board operates. It seems to me that we have not adhered to the mission of the COA Board. We have allowed the Executive Director to take on roles that were never intended, and so, with the following proposed changes, I think it will correct this.

1. Agenda set by the Chair, Vice-Chair, and/or Secretary with input from the COA Board, Executive Director, and any others who have requested to be heard.
2. Open Meeting Posting at Town Hall is done by the COA Board.
3. Notification reminders of the next meeting is done by a member of the COA Board.
4. Minutes are prepared no later than two weeks after a meeting and are sent to the Chair for review and comments
5. Minutes and Agenda emailed to members done by the Chair or Secretary.
6. For those who have no email, the Secretary mails out the Agenda and Minutes.
7. Maintain the attendance as required by ARTICLE III – MEMBERSHIP, Section E.

Bob Kadis