

Council on Aging Board Meeting
Ludlow Senior Center
228 State Street
Wednesday, January 15, 2025

Present: K. Martin, H. Grabowski D. Potter, B. Radowski, J. Zepke, R. Forti, D. Peacey,
J. DaCruz. D. Peacey attended by telephone.

Excused: F. Barroso, B. Mishol, D. Johnson

Absent: K. Ribeiro

Guests: K. Green, M. Giarratano

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I. Roll Call – The meeting was called to order at 4:30 p.m. by Chairperson D. Peacey.

II. Secretary's Report

- a. Minutes from the November 20, 2024 meeting were reviewed. M/S: B. Radowski/R. Forti. All in favor. It was noted the December 2024 meeting was cancelled.

III. Treasurers Report

- a. The FY 25 budget is on target. J. Zepke submitted the FY 26 budget and this was accepted. Half of the Administrative Assistant's position will be paid out of this budget for next fiscal year.

IV. Director's Report

- a. Office Protocol: J. Zepke discussed new office protocols put into place. For confidentiality reasons, efforts are underway to limit the number of people entering the office space located behind the reception desk. Participants will be asked to refrain from "self-service" and ask the front desk staff for what they need. This process will prevent confidential information from being overheard by others without need to know.
- b. MCOA Certification: MCOA offers a one-year Director Certification program that equips COA leaders with the skills and knowledge necessary to effectively manage and lead their organization. It is a yearlong process that culminates with the submission of an electronic binder consisting of various documents such as job descriptions, policies and procedures, etc. J. Zepke, H. Jolicoeur and M. Ardolino are participating.
- c. Union Grievance: The discussion was tabled.
- d. Generator Update: It has been installed and is waiting to be filled with 1,500 gallons of diesel fuel and tested. J. Zepke plans to ask the Building Committee for clarification about its operation and maintenance and who is responsible for it's operation.

V. Chairperson's Report

- a. Bylaws: They were sent to M. Strange for review and J. Zepke has not heard back from him. D. Peacy will email him to ask about next step in process (i.e. review by Selectboard and removal of the old bylaws from the town website).
- b. Age/Dementia Friendly Ludlow Update: The first meeting of the work group will be held on January 27 at 1:30 p.m. and facilitated by Becky Bosch from the Pioneer Valley Planning Commission. B. Radowski and D. Peacey are part of the work group. Training provided by the Alzheimer's Association for first responders on caring for people with dementia is being conducted this month.

VI. Visitation:

- a. Friends Update: K. Green compiled third-quarter workload statistics and the increase in numbers of program offerings and persons participating was noted. J. Zepke said the increase in senior housing units in Ludlow has resulted in an increase in participants, a trend likely to continue when the 95 new housing units at the Mills are occupied. To respond to the needs of this population, the Center may have to add additional staff. J. DaCruz stressed the importance of collecting data to support future requests to increase the budget.
- b. Visitor: Mary Giarratano was invited to attend the meeting by K. Ribeiro. She is a former occupational therapist and recently moved to Ludlow from North Carolina. She was informed about the opening for an alternate Board member and the process for applying. K. Green will be speaking to her about opportunities with the Friends.

VII. Adjournment: 5:30 p.m. M/S: R. Forti/H. Grabowski. All in favor.

The next Board Meeting will be at 4:30 p.m. on Wednesday, February 19, 2025.

Respectfully submitted,

K. Martin, Secretary, COA

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