

*approved 4/1/22  
w/ corrections*

BERKLEY COUNCIL ON AGING  
Minutes of Meeting  
February 10, 2022

Board Present: Margaret Moroff, Wendy Cochrane, Arlene Mederios

Public Present: Elizabeth Monkowski, Joan Blake, Sandy Melody, Nancy Thompson

Staff Present: Heather Martin-Sterling - Town Administrator

**I. Call to Order**

Margaret Moroff called the meeting to order at 9:02am.

**II. Review any minutes that are applicable**

Arlene Mederios motioned to approve the minutes of December 28, 2021 and January 11, 2022. Wendy Cochrane seconded the motion. All voted in favor to accept the minutes.

**III. Newsletter Corrections to be Made and Announced**

Wendy Cochrane pointed out February Newsletter corrections and went over the rough draft of the March Newsletter. Corrections of March Newsletter were made.

**IV. Status of Director Job Posting**

Heather Martin-Sterling stated that the Director position was posted yesterday on Indeed and today to the Town of Berkley website. It is posted with the same job description, posted in and out of house, and posted until filled. The position is posted for 25 hours with a salary of \$26,000.

**V. Formular Grant**

**a. FY 2021 Amounts and Current Balance**

Arlene Mederios reviewed budget and formula grant figures. Joan Blake asked if the formula grant had to be spent by June 30th. Margaret Moroff stated that to her understanding no, it could be rolled over. The Board reviewed open invoices. There are no restrictions to spending the Formula Grant. Line item and balances were discussed. Wendy Cochrane suggested going to the Finance Committee to transfer funds

between line items. The Board discussed the Newsletter expenses. The Town Clerk is giving a new list of residents 60 and over to update the newsletter addresses. Budget review continued. Margaret Moroff noted that donations have been minimal.

**b. Annual Report Due by January 31, 2022 Extension Requested**

Arlene Mederios motioned to table discussion on Annual Report, Wendy Cochrane seconded the motion. All voted in favor.

**VI. Town Budget**

**a. Estimated Expenses for Balance of Year**

Wendy Cochrane reviewed a spreadsheet of donations made versus the number of attendees of each class. Discussion continued about program donations and expenses continued. Wendy Cochrane made a motion to suspended ~~x~~ manicures for two months. Arlene Mederios seconded the motion. All voted in favor. Wendy Cochrane suggested changing the age limit to 55 and older for programs due to low attendance. Arlene Mederios motioned to open programs to anyone 55 and older. Wendy Cochrane seconded the motion. All voted in favor.

**b. Proposed Budget for FY 23**

Wendy Cochrane proposed moving only around and asking for additional money and stated that she will put it all together on a spread sheet and present it next meeting. Margaret Moroff discussed a few future programs and grants. More information to be discussed next meeting.

Wendy Cochrane left the meeting at 10:34am.

**VIII. Meeting Mail**

**a. Letter From Paula Dugan Regarding Tai Chi Dated January 11, 2022.**

Taken out of order. Arlene Mederios read the letter from Paula Dugan regarding Tai Chi dated January 11th, 2022.

**IX. Programs**

Arlene Mederios stated she has been updating MySeniorCenter and reconfirmed program dates and times including Brown Bag, Grab and Go, and Bingo.

**X. Update on MySenior Programs and Training**

Margaret stated that Arlene, Wendy, and Chloe have been doing a great job getting into MySenior Center and updating everything.

#### **XI. Public Input**

Joan Blake restated a comment she had said Margaret had made during the January 11th meeting. She explained how the aerobics exercise tapes came to be and stated that the tapes are not the same as having the in-person classes and hopes they continue.

#### **XII. Formula Grant**

##### **b. Annual Report Due by January 31, 2022 Extension Requested**

Taken out of order. Arlene Mederios reviewed the FY22 Annual Report for the Executive Office of Elder Affairs. Figures were found from MySeniorCenter. Corrections were made. Margaret Moroff suggested calling Adam Frank for some information.

#### **XIII. Adjournment**

Arlene Mederios motion to adjourn at 11:16am. Margaret Moroff seconded the motion. Both voted in favor.