

COMMISSION ON ELDER AFFAIRS

Minutes of November 25, 2013

MEMBERS PRESENT: Robin Bahr Casey, Chair; Margaret Coffin; Stephen Greenberg; Ursula Hanus; Paul Johnson; Nicholas Kaltsas; Steven Smajkiewicz; Gail Schuyler; Elaine Wrubel

MEMBERS ABSENT/EXCUSED: Thomas Cullinane; Theresa Eckstrom; Christopher Evans; Carolyn Grenier; Victor Ortiz; Gail Smith

STAFF & GUESTS PRESENT: Amy Vogel Waters, Patty Hainsworth; Linda Wincek-Moore; Edward G. Robinson, Human Rights Commission; Matthew Fonseca; Song-Jin Yang, Intern

The meeting was called to order at 4:00 p.m. The minutes of October 28, 2013 were approved as mailed. m/s/a unanimous The Senior Center Committee Report to the Commission was approved as mailed. m/s/a unanimous

New members Meg Coffin and Gail Schuyler were introduced.

Amy gave the staff report with an update on the goals and objectives. She said the state has requested proposals for Service Incentive funding to which she will respond. She also noted that Patty completed her work on the 2014 Fall Prevention calendar. All Commission members received a copy and were asked to help distribute them in the community. There was brief discussion about problem gambling, as well as the status of the 1926 portion of the building. Amy also reported that a mini-marketing plan is being developed.

As a follow-up to a question which was raised at the last meeting clarifying 1.a, the Senior Center Committee reviewed and recommended changes in the wording of the goal and objectives as follows:

ELDER AFFAIRS

Proposed Revisions in Objectives 10/13

GOAL

Maintain and improve services for Worcester's elders via the Worcester Senior Center and interagency collaboration.

Objectives:

1. Maintain sufficient funding to operate a full service senior center throughout FY'14.

- ~~*a. Mitigate the impact of funding reductions by monitoring*~~ *a.*
- ~~*a. Monitor expenditures for efficient use of funding; and reducing when feasible;*~~
- b. Partner with organizations and instructors to provide programs at little or no cost to the city and the participants;*
 - ~~*• Coordinate fund raising efforts with*~~ *c. Exchange information with* the Friends of Worcester's Senior Center ~~*to maximize fund raising outcomes.*~~

Status:

2. Maintain programs and direct services to elders at the Worcester Senior Center, with a 3% expansion, despite funding constraints by June 30, 2014.

- a. Prioritize an inventory of programs based on need, attendance and affordability;
- b. Identify businesses, community organizations, individuals and/or funding sources to provide or fund programs, collaboration with Friends of Worcester's Senior Center when appropriate;
- c. Dedicate tax levy funds for essential Senior Center programs and services;
- d. Maintain and expand outreach, programs and services which reflect the diversity of Worcester's elderly population;
- e. Continue to identify creative solutions to gaps in transportation for Senior Center participants.

Status:

3. Assess and deliver community-based services in FY'14.

- a. Negotiate and administer all contracts for programs serving elders outside the Senior Center, ensuring appropriate expectations for ~~reduced~~ funding levels;
- b. Monitor and provide technical assistance to all contracted programs;
- c. Provide policy and funding recommendations about currently funded programs and services to plan for FY'15 allocations;
- d. Identify gaps in services and implement creative solutions when possible.

4. Manage and improve the facility and grounds throughout FY'14.

- a. Operate within the limitations of current staff and budget for vendors and supplies, coordinating with the Division of Energy and Asset Management;
- b. Enhance maintenance with senior aides, volunteers and/or community resources;
- c. Collaborate with other City Departments and vendors to assist with trouble-shooting and resolving building and grounds maintenance issues;
- d. Improve parking lot and pursue ownership opportunities for the lot.

Status:

5. Continue to refine organizational structure and staff roles to provide appropriate services and management in response to constrained resources in FY'14.

- a. Revise job descriptions to accommodate facilities, program and administrative management when needed;
- b. Identify gaps in staffing, and make recommendations for additional positions, resources and/or reduction of services;
- c. Implement performance appraisal system;
- d. Utilize and recognize volunteers, interns and senior aides to strengthen operations.

Status:

- Participated in training for staff liaisons to Boards/Commissions and created outreach tool for Citizen's Advisory Council.
- Assisted City administration to interview 5 potential candidates for our Commission.

6. Generate income and cooperative services through co-locators, and continue planning for expansion of administrative, program, operational and lease space within the Senior Center facility.

~~throughout the fiscal year, with at least one activity report to the City Manager in FY'14.~~

- a. Maintain lease and service agreements with co-locating organizations;
- b. Continue assessing current and future needs for administrative space in addition to programming, activity, meeting and storage space;
- c. Continue to work with the city administration and potential co-locators to implement strategies to complete the build out of the 4th floor.

Status:

7. Continue developing a plan to address the vacant portion of the building—the 1926 wing—throughout FY'14.

- a. Continue to work with the ~~Executive Office of Neighborhood Services (EONS) City Administration to assess the options and determine the best approach to addressing the vacant portion of the building; to research potential uses and developers for the 1926 section of the building via an RFP process;~~
 - c. ~~If determined appropriate, w~~Work with ~~the City Administration~~EONS to develop a multi-year plan (contingent upon funding and financing options) for build out of the 1926 wing, including the minimum requirements of senior center compatible services, additional senior center activity and storage space, adequate parking for the senior center, and infrastructure improvements to be recommended by the Commission on Elder Affairs.;
- c. ~~Work with Friends of Worcester's Senior Center to generate resources to develop an additional ground floor recreation room;~~
- d. Work with the city administration to ~~acquire the Anderson Building and~~ to assess the feasibility of acquiring utilizing this facility the Anderson Building to expand senior center related programs, activities and services;
- e. Recommend the inclusion of a parking analysis and plans with all build out/expansion efforts.

Status:

8. Increase the marketing of programs, activities, and services provided at the Worcester Senior Center.

- a. ~~Maintain the Marketing Committee of the Commission on Elder Affairs, comprised of public and private partners;~~
- ab. Continue implementing a marketing campaign Work with the City Administration and others using various marketing venues to increase participation at the Senior Center and publicize other services supported in the community, contingent upon resources;
- be. Continue developing service, marketing, and funding relationships with the business community, in collaboration with Friends of Worcester's Senior Center and the publisher of the monthly Senior Scoop newsletter when appropriate.

Status:

9. Maintain cooperative interagency relations to maximize resources and strengthen services.

- a. Communicate regularly with inter-agency partners in Worcester's elder service network, including quarterly meetings with Directors of key elder service providers; City departments and related regional, statewide and national organizations.
- b. Maintain inter-agency agreements and contracts, as well as participating in related boards and coalitions. to support cooperative service delivery.

Status:

The Commission on Elder Affairs voted unanimously to accept the revised wording. (m/s/a)

Patty reported on the Senior Center operations, and programs held in November and upcoming events. She noted that as a result of our listing on United Way's holiday wish list, National Grid has volunteered to help with the December holiday decorations this year. Song-Jin Yang, Intern, reported on his plans for an Asian Solstice celebration. Patty also reported on building issues including heat and elevator repairs, vandalism to the shed and efforts to fix the overhead projector. Patty was thanked for her work on the calendars.

Linda reported: that Lindita is taking the “Powerful Tools for Caregiver” course so she will be able to lead that; Linda will be teaming with Elder Services to bring “My Life, My Health” to the tenants at Greenhill Tower; Yung will be training some Vietnamese speaking elders to be lay leaders for “Your Health is Golden” so they will be able to teach the course in the spring; The Iraqi group is becoming more structured and will be attending the Thanksgiving lunch program; Lunar New Year celebration is scheduled for January 10th; The SHINE program is winding down as the open enrollment period will end soon; The sidewalk snow removal list is being worked on with City Hall.

The Commission decided not to meet in December, so the next scheduled meeting will be on Monday, January 27, 2014.

Members who did not have a swipe card yet, were encouraged to fill out the registration paperwork to receive one. The meeting adjourned.