



**Town of Harwich**  
**COUNCIL ON AGING BOARD MEETING**  
**WEDNESDAY September 2, 2020, 10:00AM**  
**Remote Participation Only**

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**Council on Aging**  
**Wednesday, September 2, 2020 10:00 AM**

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I. Call to Order

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Harwich Council on Aging Board of Directors is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order.

II. Approval of Minutes

- A. Approval of Minutes from the March 4, 2020 COA Board of Directors Meetings \*\*  
(VOTE REQUIRED)

III. Public Comment

IV. Chair's Comments (*R. Waystack*)

- A. Check in with Members

V. Director's Report (*E. Mitchell*)\*\*

- A. Overview of COA COVID-19 Operations  
B. Anticipated COA operations – short term (Fall 2020) and long term (through end of FY 21)  
C. Updates re COA Staffing  
1. Social Services Coordinator  
2. Program Specialist 1  
3. Van Driver  
D. FY 21 COA Budget Discussion  
1. Revisions to FY 21 COA Town-appropriated Budget Request  
2. Anticipated Reductions to FY 21 Executive Office of Elder Affairs (EOEA) Formula Grant Allocation  
3. Important Date: Annual Town Meeting scheduled for Saturday, September 26, 2020 at 10 AM at Monomoy Regional High School Stadium Field (75 Oak Street, Harwich, MA 02645)

- VI. Old Business
  - A. Volunteer Recognition Event Planning Update – Canceled due to COVID-19, indefinitely postponed
  
- VII. New Business
  - A. COA Board Meeting Schedule for FY 21 – Discussion (*Possible Vote*)
  - B. Discussion of COA Board Role During COVID-19
  - C. Update from Elder Services Board Liaison (*J. Lepore*)
  
- VIII. Member Comments
  
- IX. Adjournment

*\*\*Supporting information available at the Harwich Council on Aging*

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**REMINDER:**                    **Next HCOA Board Meeting – TBD**

**Authorized Posting Officer:**

**Posted by:** \_\_\_\_\_  
**Town Clerk**

*Emily Mitchell*

**Date:**     **August 26, 2020**

**Signature**

## Meeting Minutes - DRAFT

### Harwich Council on Aging Board of Directors Meeting

Wednesday, March 4, 2020, 10 AM

#### Activity Room #1

#### Meeting Attendance:

Board Members: Chair Richard Waystack, Carol Thayer, Joanne Lepore, Ralph Smith, James Mangan, Justin White, and Angelina Raneo Chilaka

Guest: Jamie Goodwin, Channel 18 Director and Joanne Brown, Friends of the Harwich Council on Aging

COA Staff Member: Director Emily Mitchell

#### Call to Order:

The meeting was called to order by Chair Richard Waystack at 10 AM.

#### Approval of Minutes

Approval of minutes from February 5, 2020 COA Board of Directors meeting

- Carol Thayer made the motion to approve the February 5, 2020 minutes. The motion was seconded by James Mangan. Unanimous vote to approve.

#### Public Comment: None

#### Chair's Comments (R. Waystack)

1. Since the passing of Lee Culver, the Board needs to fill the position of Vice Chair. Richard recommended that Carol Thayer take over as Vice Chair. Carol has extensive knowledge of the town having served on many boards and committees over the years.
  - Ralph Smith made a motion to appoint Carol Thayer as Vice Chair. The motion was seconded by James Mangan. Unanimous vote to appoint Carol as Vice Chair.
2. Recommendation that Justin White, alternate member to the COA Board, be appointed to a full position. Richard will discuss this topic with Select Board members Don Howell and Michael MacAskill, the interview team members, to discuss next steps in this process.
3. Recognition of Lee Culver
  - Lee served on all three committees associated with the Community Center (COA Board, Recreation Commission, and Community Center Facilities Committee) since the Community Center was conceptualized and built.

- A number of options for recognizing Lee Culver were discussed including naming space in his honor at the Community Center, having him inducted into the Town Hall of Fame, and others. This conversation will be ongoing and will be held in conjunction with the other boards Lee served on, other Town and community stakeholders, and his close friends and family.

**Director's Report (E. Mitchell):**

1. COA Van Driver Vacancy

- Four initial applicants, one withdrew. Three other applicants were interviewed on March 2<sup>nd</sup>. Primary COA Van Driver Gerry Golia assisted in the interview process
- Emily will finalize the applicant review process in the coming days and submit a final recommendation to the Interim Town Administrator for appointment.

2. FY 21 COA Budget Discussion:

- The FY 21 departmental budget request submitted by Emily in November totaled \$471,043, an increase of 3.5% over the FY 20 budget. The largest driving factor of the increase is due to salaries and wages (approx. 84% of total COA budget). Wage increases are governed by negotiation collective bargaining agreements. Salaries and Wages were up 3.8%, expenditures were up 1.84%.
- In his recommendation to the Board of Selectmen, the Interim Town Administrator cut the proposed COA budget to limit growth to 2%. Because there is no flexibility in Salaries and Wages increases, this cut forces a 6% reduction in the Expenditures budget relative to FY 20.
- The Interim Town Administrator proposed the reduction to come entirely from the Professional/Tech Services line item. This line item funds the subsidy to support Harwich residents attending the Orleans Adult Day Health program and is governed by an intermunicipal agreement with the Town of Orleans. That line could not absorb the proposed cut and continue to fund the subsidy.
- Emily has proposed alternate cuts (at an equivalent amount to the ITA's reduction from professional/tech services) if the cut is maintained by the Board of Selectmen. These cuts would impact advertising and printing, volunteer and staff training, special programming, My Senior Center software expansions, and minimal salary and wage cuts. Making these cuts would negatively impact upon core COA operations and services.
- The joint budget hearing of the Board of Selectmen and Finance Committee is scheduled for Saturday, March 7, 2020. Emily will present the COA budget in the afternoon session which begins at 12:30 PM. She will discuss the budget, the impact of proposed reductions, and she will request that cuts be restored to

minimize the impact on COA operations and services to Harwich seniors, families, and caregivers. Board members are encouraged to attend to share their feedback and offer their support.

#### **Old Business:**

1. Discussion of Channel 18 Filming of COA Board Meetings (Jamie Goodwin, Channel 18 Director)

Jamie explained the reason why she would like to film all of our meetings and air them on Chanel 18. It can be a valuable tool for many of the seniors who are housebound or would prefer just to stay home and listen to the meetings and get all the facts. It would also be great for the snowbirds to catch up on old meetings.

Each of the board members stated their concerns, but it was unanimous that we felt that we should go ahead with the filming.

Richard stated that it is important that we be transparent.

Jamie stated that our town has 33 active boards and 22 at the present time are being filmed. Thank you Jamie for taking on this extensive project.

- a. Motion was made to be filmed – Ralph Smith
- b. Second – James Mangan
- c. Unanimous vote to be filmed by Chanel 18.

Upcoming meetings will be held in the Chanel 18 Studio.

2. Council on Aging Program Sponsorship Policy

Emily has drafted a policy to formalize the process by which vendors can have their programs/classes sponsored by the Council on Aging. The policy outlines the types of programs suitable for sponsorship (must be consistent with the department's mission and responsive to the needs of older adults), insurance/licensure requirements, and details on scheduling, fees, publicity, and miscellaneous considerations.

- a. Motion to approve COA Program sponsorship policy made by Carol Thayer
- b. Seconded by James Mangan
- c. Unanimous vote to approve

3. Volunteer Recognition Luncheon:

The Luncheon is scheduled for Tuesday – March 24<sup>th</sup> at Jake Rooney's Restaurant. Approximately 90 volunteers have received invitations as well as the Police and Fire Dept., Carolyn Carey, Friends of the COA, and staff of the COA. Invitations were also sent out to the Cape Cod Chronicle and Cape Cod Times.

The cost per meal is \$23 per person; \$17 per person will be covered by the Executive Office of Elder Affairs Formula Grant. The balance will be covered by the Friends of the Harwich Council on Aging.

Two individuals will receive special recognition as Volunteers of the Year in recognition of their extensive contributions to the COA.

The RSVP deadline for attending the event is March 11<sup>th</sup>.

Thank you to Carol, Julie, Emily, and Angie for working on this event. Thank you to the Harwich Fire Association for purchasing the plaques being awarded to the Volunteers of the Year.

Guest: Joanne Brown – Friends of the Harwich Council on Aging. Stated that they will pick up the balance of the costs for hosting the luncheon and the gift certificates for the Laurel Award.

Thank you again to the Friends of the Council on Aging.

### **New Business**

1. Update from Elder Services Board Liaison (J. Lepore)

Joanne stated that she did not have a great deal to report back due to the fact that many of the representatives were not in attendance at the most recent meeting.

The Mayor on Wheels program - A member of the Select Board or Administration from each town is asked to ride with the meals on wheels delivery drivers to see how the program works and meet with many of the elderly who live in our town. The Date is set for March 18<sup>th</sup>.

Emily will check in with the Interim Town Administrator to determine if any Select Board members or staff in the Administration Office are available and interested in volunteering for this program.

Thank you Joanne for doing a wonderful job representing the Harwich COA.

### **Board Member Comments:**

1. Richard raised the question as to how the COA was preparing for the potential impact of the coronavirus and how they were keeping seniors informed.

Emily responded that she was meeting with Meggan Eldredge, the Harwich Health Director and with Susan Jusell, the Town Nurse, to discuss this topic this week.

Justin White stated that he would be willing to attend any of their meeting when asked.

At the present time- information is being put out by the CDC and MA Dept. of Public Health with the focus on keeping yourself safe and ways of cutting your chances of contracting the disease. Emily will report back to us with further information.

Jamie sent out the information from the CDC and MA Dept. of Public Health on the Town Website and Channel 18 Facebook page.

**Adjournment:**

- Motion to adjourn the meeting at 11:15 AM – Ralph Smith
- Second – James Mangan
- Unanimous vote to adjourn.

**Next COA Board Meeting is scheduled for Wednesday – April 1<sup>st</sup>, 2020 at 10am at the Harwich Community Center – Channel 18 Studio.**

## **Overview of COA COVID Operations**

Since the onset of COVID-19, the COA has developed or modified the following programs to respond to the needs and interests of Harwich seniors, family, and caregivers. We have prioritized this set of core services which are designed to meet essential needs. These services have evolved and expanded since they were first implemented in March. We will continue to expand upon these services - and continue to work towards introducing new services and programs - in the weeks and months to come.

### **Community Lunch Distribution**

- Transition from onsite daily meal program to community lunch distribution
- All meals are cold, nutritionally balanced, and safe to be packed and transported
- Delivered by a combination of staff and volunteers
- Capacity: 70 meals/day. We are at capacity and currently have a short waiting list for this service.
- There are qualification criteria to make sure meals are going to people with the highest level of need. Criteria attached.

### **Transportation**

- New safety, sanitation, and capacity protocols in place
- For most of the COVID-19 impact period, transportation was restricted to one passenger per trip. As of July 1<sup>st</sup>, the van can transport two passengers per trip on the 12-passenger van (still only one passenger per trip on the 8-passenger van).
- We have expanded the scope of transportation services in response to need and in light of the closures of other transportation services. We now provide transportation to grocery stores, the Family Pantry, pharmacies, places previously covered by the Friends' van (CVS, Post Office, local banks), and to essential medical appointments.
- We have put our volunteer medical driver program on hold indefinitely, as it is impossible to maintain appropriate social distancing in a standard passenger vehicle. Cape Destinations assisted in providing transportation to medical appointments for many months, at no cost to the COA or passengers. They have had to stop offering this service as their demand for paid transportation services has increased. We have since tried to absorb as many medical rides as possible on the COA van.

### **Grocery/Pharmacy Support**

- Transportation to grocery stores/pharmacies
- Arranging for volunteers to pick up groceries and/or medications (under certain circumstances) and delivering them, contact free, to seniors
- Placing, picking up, and delivering orders from the Family Pantry
- Brown Bag program has continued unabated (with a transition to increased staff, rather than volunteer, support in packing and distributing groceries)



### **Social Support Phone Calls**

- Coordinated a social support phone tree where seniors place calls to each other several times per week to check in, build relationships, and reduce isolation

### **Academic Public Health Volunteer Corps. (APHVC) Partnership**

- APHVC volunteers are Masters and Doctoral level students in the field of public health currently enrolled in Massachusetts universities
- The COA has partnered with APHVC volunteers who provided senior wellness calls, social follow up, and shared useful data on responses with COA staff
- COA has done outreach to encourage local seniors to opt in to receive these calls/provide feedback (people must affirmatively opt in to participate – consistent with the COA Confidentiality Policy (approved by COA Board in 2017), we do not give out contact information beyond COA staff without a person's consent).
- COA staff provided feedback on script, local resources
- COA staff provide follow up when APHVC callers identify needs

### **Programming**

- At home programming – Indoor Vegetable Gardening, home exercise equipment kits, activity/wellness kits
- Gearing up to offer remote programming opportunities via Zoom

### **Mask Distribution**

- Free washable masks (1/person) available for Harwich seniors (60+), caregivers to seniors, or family members living with seniors

### **Onsite Services**

- COA reopened to the public, by appointment only, as of July 1, 2020.
- Limited to 1:1 appointments with staff, DME donations/distribution
- Had limited 1:1 appointments with AARP Tax Aides prior to July 15<sup>th</sup> filing deadline and with Elder Law Attorney Michael Lavender

## **Anticipated COA COVID Operations**

All decisions about COA operations are made consistent with direction from the Health Director, Board of Health, and Interim Town Administrator, and with guidance from local, state, and federal aging agencies. We continue to prioritize core services that meet essential needs, and we are looking to expand opportunities for education, socialization, health and wellness, and other programming.

Departmental operations will continue to evolve and will remain responsive both to public health trends and to the needs and interests of older adults in our community. The following is a broad overview of anticipated operations in the months to come.

### **Short Term – Fall 2020**

- Continued prioritization of core services (lunch distribution, essential transportation, grocery/pharmacy support, professional staff support – by phone, email, and in person by appointment)
- Expanded 1:1 onsite services
  - Continued 1:1 appointments with staff
  - Continued DME distribution
  - Expanded 1:1 services with outside professionals. Beginning in September, we are resuming podiatry care, legal appointments, Mobile Dental Hygiene Clinic, Town Nurse Wellness Clinic, and appointments with Census workers to submit 2020 response
- Implementation of remote programming
  - COA purchased Zoom license to be used specifically for departmental programming
  - In the process of collecting information from community about the types of programming they are most interested in, access to internet and technology, and what types of training people may need to participate fully in remote programming.
  - Will work with other appropriate departments to determine how to address cost and liability for remote programming.
  - Partnership with Channel 18 to provide some programming on station; collaborations with other departments to develop and share programming to broader audience

### **Long Term – through end of FY 21**

- Resumption of small group onsite programming (groups of fewer than 10 people where appropriate spacing can be maintained)
- Hybrid remote/onsite programming to allow more than 10 people to participate in a given program. Would expand access to programming for people who aren't able to participate

fully in a remote format and will allow people to continue to participate remotely if they are not comfortable coming onsite.

- *It is unlikely that we will resume larger group onsite programming until there is a reliable treatment/vaccine or until the risk of transmission is otherwise drastically reduced.*

At the COA, we recognize that our operations are likely to be significantly impacted for longer than other municipal departments by virtue of who we are designed to serve. We continue to seek creative ways to modify our services to effectively reach the greatest number of people.



## Town of Harwich COUNCIL ON AGING

Harwich Community Center □ 100 Oak Street □ Harwich, MA 02645  
Tel: 508-430-7550 Fax: 508-430-7530

# m e m o

**TO:** Board of Selectmen  
Joseph Powers, Interim Town Administrator

**FROM:** Emily Mitchell, Council on Aging Director

**DATE:** August 5, 2020

**RE:** **Council on Aging Social Services Coordinator Appointment Recommendation**

---

The position of Social Services Coordinator for the Harwich Council on Aging became vacant on April 24, 2020 following the resignation of the former Coordinator from the position. The Social Services Coordinator directly serves many of the most at-risk older adults, along with their families and caregivers, in our community. They perform core departmental functions in areas including outreach, advocacy, education, information and referral, crisis intervention, and other direct support services.

Julie Witas has served as the Harwich COA Program Specialist 1 since September 25, 2019. Since joining the COA team, she has built relationships with many of the seniors, volunteers, town staff members, area aging agencies, and local health and service providers. She has coordinated the efforts of nearly 100 COA volunteers, overseen departmental transportation services, assisted with program management, and has developed new programs of her own. With the onset of COVID-19, she has been the point person to run day-to-day pandemic-related services including transportation, community lunch distribution, grocery and pharmacy assistance, and mask distribution. She has helped create and disseminate at-home programming opportunities to help compensate for the suspension of onsite activities.

Following the resignation of the former Social Services Coordinator, Julie has stepped up to assume some of the essential functions that fall within this position. She has provided increased social and professional follow up with at-risk seniors, provided information and referrals to other agencies and providers, assisted with benefits applications, and is helping to coordinate the monthly Brown Bag grocery distribution.

In addition to the experience she has gained working with the COA for the last 10+ months, she holds Masters Degrees in both Social Work and Public Health. She has a professional social work background with a focus working with vulnerable populations in both health care and community settings.

Based on her background, experience, and existing knowledge of Harwich COA services, area stakeholders, and local seniors, I am recommending that Julie Witas be promoted and appointed to the position of Council on Aging Social Services Coordinator for the Town of Harwich.

OFFICE OF THE TOWN ADMINISTRATOR

Joseph F. Powers, *Interim Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



August 10, 2020

Julie K. Witas

~~881 Route 28, Apt. 2309~~  
~~South Yarmouth, MA 02666~~

Dear Ms. Witas:

It is my pleasure to promote you to the position of Social Services Coordinator at the Council on Aging for the Town of Harwich. I look forward to your positive contributions to our community in this new capacity.

This conditional offer letter confirms our understanding of you pre-employment terms with the Town:

- Pursuant to the Town Charter, the Town Administrator makes the appointment to this position subject to confirmation by the Board of Selectmen. Successful confirmation will be needed to finalize the appointment.
- Pursuant to the Harwich Employees Association collective bargaining agreement, you are required to complete a probationary period of sixty (60) days. The Town Administrator has the authority to extend this probationary period by an additional three (3) months.

Your appointment to the position of Social Services Coordinator will begin on Monday, August 24, 2020.

This position is included in the Harwich Employees Association and your employment is subject to the rights and obligations included in the collective bargaining agreement, which you have received. Consistent with the agreement language, your promotion date will be your new anniversary date for evaluation and consideration of step increases. Your starting salary will be \$26.33 per hour (Grade 8, Step 1).

On behalf of the Town of Harwich, we are delighted that you are continuing to serve the Town's professional staff in this new role. Please feel free to contact me if you have any questions prior to beginning your new position.

Sincerely,

Joseph F. Powers  
Interim Town Administrator

Julie K. Witas

8/10/2020  
Date:

CC: Council on Aging Director  
Town Accountant/Finance Director  
Town Treasurer/Collector



## Town of Harwich COUNCIL ON AGING

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Tel: 508-430-7550 Fax: 508-430-7530

### m e m o

**TO:** Board of Selectmen

**CC:** Joseph Powers, Interim Town Administrator

**FROM:** Emily Mitchell, Council on Aging Director *Emily Mitchell*

**DATE:** July 1, 2020

**RE:** Ongoing Impact of COA Social Services Coordinator Vacancy

---

On March 30, 2020 I was notified by the now former COA Social Services Coordinator that she was resigning from the position effective April 24, 2020. I requested an exemption to the hiring freeze in light of the essential nature of this position, generally in providing core services for older adults and caregivers in the Town of Harwich and specifically in response to increased needs due to COVID-19.

In my initial request, I outlined some of the anticipated impacts of COVID-19 on the older adult population of Harwich. We are now seeing and working to respond to all of the concerns we predicted. Extended isolation and closures of COA and community programming have exacerbated existing physical, cognitive, and mental health concerns. Seniors bear the most significant health and mortality risks associated with the virus, which in addition to the direct physical effects, dramatically increases fear and anxiety. Medical appointments for all but essential-to-life care have been canceled, delayed, or switched to a telemedicine format (which requires access to the required technology and knowledge of how to use it). We've witnessed this impact most directly with physical and occupational therapy, chronic disease management, eye care, podiatry care, and more – further impacting day to day wellness and functioning. More seniors than ever are facing significant financial hardships due to lost jobs or anticipated revenue sources and are directly confronting food and housing insecurity.

The above examples are only some of the direct and dire consequences Harwich seniors are facing in response to the COVID crisis. These are overlaid on top the always extant needs of older adults in our community (who comprise 53% of the year-round population of the town), particularly those who are at the highest risk. These include socialization, transportation, nutrition, health and wellness, in home care, caregiving support, case management, assistance with health, legal, and housing concerns, support in completing benefits applications, information and referral to local, state, and federal agencies and providers, and direct clinical support and client advocacy. All of these needs are essential and are critical to the mission of the Council on Aging.

In the absence of a Social Services Coordinator, many of these needs are not being met. To address these needs effectively, it is critical to fill this vacancy quickly and permanently with a qualified, credentialed professional who has extensive knowledge of the needs of older adults and local agencies and providers.

Enclosed I have included a breakdown of the essential functions performed by the Social Services Coordinator and I've highlighted the functions we are not able to meet with existing staff and volunteer support. Many of the functions that have been absorbed by existing staff have come at a cost to the essential functions of those positions. Also enclosed is my initial memo dated March 30, 2020 requesting an exemption to the hiring freeze for this position. I am happy to provide any additional information the Board may need in consideration of this request at any time.

Thank you very much.



## Town of Harwich COUNCIL ON AGING

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### m e m o

**TO:** Joseph Powers, Interim Town Administrator  
Robert Lawton, Interim Assistant Town Administrator

**CC:** Meggan Eldredge, Health Director

**FROM:** Emily Mitchell, COA Director

**DATE:** March 30, 2020

**RE:** Request for Exemption to Hiring Freeze to fill COA Social Services Coord. Vacancy

---

On Monday, March 30, 2020, I was notified by the current COA Social Services Coordinator that she will be resigning from the position effective April 24, 2020.

This position plays an invaluable role in providing professional and clinical support to older adults and caregivers in our community. They provide this support through outreach, home visitation, counseling, advocacy, and information and referral to relevant area agencies and organizations. They also assist people with benefits applications including SNAP (food stamps), Fuel Assistance, Caleb Chase, and others. They are our primary point of contact with and source for providing continuity of care to the most at-risk members of our community.

These services are always essential to the mission and operations of the COA, but their value is heightened under our current state of emergency. The biggest risk factors for many seniors are isolation and comorbid mental and physical health concerns. Because the current circumstances require extended isolation and have created a great deal of fear and anxiety, people are facing enhanced challenges related to their mental health and wellness. As income, housing, health, access to essential goods and services, and connection to family and community support grow increasingly more precarious, a greater number of people than ever require consistent professional follow up to ensure that they are safe and getting their basic needs met.

Because of the essential nature of the position and the fact that its scope will continue to expand dramatically in the coming weeks and months, I formally request that the position be posted immediately and filled as quickly as possible, despite the hiring freeze that is otherwise in effect. While the functions of many positions can be temporarily absorbed by other staff members, that is not true of this position. It requires particular credentials, skills, and knowledge to be performed effectively and to serve the needs of the community.

I had the opportunity to speak briefly with the Health Director Meggan Eldredge, copied here, and she agrees fully that it is a critical component of our emergency response to fill this position as quickly as possible. This is an urgent action that is necessary to support the health and well-being of our community in light of present and future circumstances. This role is essential not only to our department, but to the town's crisis response overall. If I can provide any additional information about the position itself, or the urgency of filling it as quickly as possible, I am happy to do so at any time.





## Town of Harwich COUNCIL ON AGING

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### COA Social Services Coordinator Essential Functions

**Note:** Highlighted functions are those currently **not** being met due to the vacancy in this position.

#### Outreach

- Identifying seniors/caregivers not previously on COA radar with unmet needs or in need of support
- Presence in community
- Referrals from local agencies, HPD/HFD, senior housing, health care providers, neighbors, etc. (critical to have relationships with these stakeholders to effectively serve as point person to receive referrals. Requires consistency, continuity, follow up)

#### Community Based Services

- Home visits to meet with seniors/family/caregivers\*
- Home safety assessments\*
- Needs assessments
- Assistance planning for current and future needs

#### Advocacy Role

- Advocate on behalf of seniors/family/caregivers with wide variety of parties (family, health care providers, landlords, health insurance companies, senior or affordable housing facilities, etc.)\*\*
- Assist clients in the often arduous, circular, and piecemeal process of putting additional services in place with direct advocacy and often extensive follow up to agencies and providers

#### Direct Supportive Services

- General social support
- Professional/clinical support – 1:1 and facilitated groups
- Crisis intervention
- Assistance in preparing benefits and other applications (SNAP, Mass Health, Social Security, unemployment, senior/affordable housing, mortgage/rental assistance, supplemental Senior Care Options supplemental insurance, fuel assistance, etc.)\*\*
- Assistance with Town specific applications (Caleb Chase awards, senior tax exemption/tax work off)\*\*
- Administer Brown Bag Program

## Response to Critical Needs

- Needs that can be addressed at COA
  - Limited, essential transportation (grocery stores, pharmacy, bank, Family Pantry, limited medical, COA programs)
  - Limited nutrition support (daily meal, Brown Bag program)
  - Socialization
  - Education
  - Fitness/health/wellness
  - Access point to other services (limited legal consultations, meetings with other agencies, SHINE, Social Security)
- Needs that CANNOT be addressed at COA (require referrals, applications, and follow up to put these services in place with other specialists/providers/agencies)
  - In home care (assistance with meal preparation, grocery shopping, basic chores, medical care)
  - Providing in home caregiver
  - Professional case management
  - Access to appropriate and specialized health insurance and health care providers
  - Legal guardianship
  - Ensuring safety of senior living in their own home and/or taking steps to transition senior into alternative living situation when it is no longer safe for them to remain in their home
  - Addressing physical and mental health barriers to holistic wellness

## Information and Referral\*\*

- Aging services providers (e.g. Elder Services of Cape Cod and the Islands, private home care agencies)
- Professional case and program management providers (e.g. Homeless Prevention Council, Lower Cape Outreach, HECH)
- Financial Assistance
- Healthcare providers (PCPs, specialists)
- Hospice care
- Housing options (senior, affordable, assisted living, nursing homes, etc.)
- Specialized local non-profits/agencies (Alzheimer's Family Support Center, HPC, Sight Loss Services, WE CAN, Independence House, etc.)
- Senior Care Options Programs

## Education

- Provide 1:1 and programmatic education on wide variety of age-related topics (advanced directives, general health/wellness, community resources, housing options, homecare and caregiving options, legal and financial topics, and more)
- Special interest and support group facilitation

\*On hold due to COVID-19

\*\*Occurring on a limited basis with existing staff



## Town of Harwich COUNCIL ON AGING

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### **COA Program Specialist 1 Essential Functions**

With the onset of COVID-19, the Council on Aging has overhauled many of its services to serve older adults, caregivers, and families in the community rather than onsite. The COA has also seen increased demand for its services in response to the health impacts – physical, psychological, and cognitive – of COVID-19 and in light of limited access to other community resources.

While both the Commonwealth and the Town are moving towards expanded reopening and a resumption in normal operations, the Council on Aging will be impacted more extensively and for a longer duration than many other community services and town departments. Because older adults face the highest health and mortality risks associated with the virus, programs and resources designed to serve them must remain modified to prioritize safety. This is consistent with Governor Baker’s “Safer at Home” order which, despite phased reopening, still advises seniors to remain in their homes except for essential trips. It is also consistent with guidance from aging agencies including the Massachusetts Executive Office of Elder Affairs (EOEA), MA Councils on Aging (MCOA), and has been agreed to by all COA Directors from the 15 Cape towns.

The COA Program Specialist is the staff member who coordinates the daily operations of our modified core services in areas including transportation, grocery/pharmacy support, community lunch distribution, and who provides support for other programming and supportive services. Outlined below are the essential functions of the Program Specialist position with regards to COVID operations, followed by a description of the essential functions of this position during ordinary operations.

#### **COVID-19 Essential Functions:**

##### **Community Meal Distribution**

- During ordinary operations, the COA provides a daily onsite meal for seniors. The day after we shut down onsite operations, we switched immediately to a community distribution program.
- The COA has identified a 60 meal/day capacity for this program. We are at capacity every day, barring an occasional cancelation.

- The COA has implemented strict qualification criteria for this program to ensure that meals are going to the residents with the highest level of need and to operate within our capacity.
- The Program Specialist coordinates this program by:
  - Signing up new participants and ensuring they meet the qualification criteria
  - Developing meal distribution routes
  - Recruiting/retaining volunteers to distribute meals, guiding volunteers through their routes, and ensuring they follow our strict no-contact distribution protocol
  - Following up with residents and/or public safety as needed when residents are not home to receive their meal (as required) to ensure their well-being
  - Modifying individuals' meal plans based on need and capacity
  - Providing appropriate documentation for internal statistics and FEMA metrics required for reimbursement

### **Transportation**

- The COA operates two vans (8-passenger and 12-passenger) to provide transportation to grocery stores, pharmacies, essential errands, and the Family Pantry.
- In light of sanitation and social distancing protocols, the COA has had to suspend its Volunteer Medical Driver program, as drivers and riders cannot maintain 6 foot spacing in standard passenger vehicles. The COA has absorbed limited essential medical transportation using the COA vans.
- Sanitation and social distancing protocols have also impact COA van capacity. We limited transportation to one passenger/trip with full sanitation between trips for the majority of the outbreak (as of July 1, we are operating with up to two passengers/trip on the 12-passenger van).
- These changes have impacted our COA transportation program significantly by expanding its scope while also reducing the number of people we can serve at a time (and as we simultaneously respond to increased need for these services).
- The Program Specialist coordinates this service by:
  - Scheduling rides to prioritize highest need and maximize the number of people we can serve
  - Asking screening questions of all riders to ensure they do not have any symptoms associated with COVID-19 and have not traveled out of state within 14 days.
  - Ensuring that all riders wear masks/face coverings and comply with social distancing requirements

### **Grocery/Pharmacy Support**

- Scheduling COA van transportation to grocery stores/pharmacies
- Arranging volunteers to pick up groceries or medications and deliver them, contact free, to seniors

- Taking and placing Family Pantry orders and arranging Pantry pick up and drop off to seniors by COA staff or volunteers
- Distributing shelf stable food kept onsite (donated to COA by the Family Pantry)
- Assisting with the monthly Brown Bag food distribution program in the absence of a Social Services Coordinator

### **Programming**

- Assist in planning, assembling, and distributing at home activities (indoor gardening project, fitness equipment, wellness kits, audiobooks, and masks)
- Preparation for remote programming (via Zoom and Channel 18)

### **Information and Referral**

- Expanded need for referral to community resources (in light of expanded community need and in the absence of COA Social Services Coordinator)
- Complicated by many agencies/service providers working at reduced capacities, remotely, etc.

### **Academic Public Health Volunteer Corps. (APHVC)**

- The APHVC is working with the COA to provide wellness calls to seniors
- The Program Specialist has assisted both in recruiting seniors to participate in the program and in providing follow up to meet needs identified during these calls

### **Ordinary Operations Essential Functions:**

#### **Transportation**

- Coordinate COA van transportation
  - Set and schedule rides to grocery stores, pharmacies, Family Pantry, COA and other Town programs, and special trips
  - Primary point of contact with van drivers
  - Assist in scheduling routine and unanticipated vehicle maintenance in collaboration with Director and DPW
- Coordinate Volunteer Medical Driver program - recruit and retain volunteer drivers to transport seniors to medical appointments from Hyannis to Wellfleet, schedule rides, ensure compliance Volunteer Medical Driver policy (including facilitating recurring CORI/SORI checks, vehicle inspections, insurance documentation, etc.)

### **Volunteer Recruitment and Coordination**

- The COA relies on approximately 100 volunteers who do the work of 3.5 FTEs. They assist in areas including medical transportation, meal preparation and service, COA office reception, visiting homebound seniors, and more.
- The COA could not provide the scope or services we offer without volunteer support
- The Program Specialist recruits new volunteers, assesses their skills and interests, matches them with the programs/services that align best with their interests, and provides ongoing communication, training, and oversight.

### **Information and Referral**

- The Program Specialist is the first point of contact for many people seeking COA services. They direct clients to appropriate COA program/services, to other departmental staff, and to community-based services and resources

### **Programming**

- Day-to-day program management including program registration, confirmation, transportation, check-ins, and payment processing.
- Assist in publicizing programs through flyers, departmental newsletter, website, etc.
- Assist with recruiting and communicating with guest speakers, class instructors, and other vendors

### **Documentation**

- Maintain departmental documents, including confidential records, program registration and reports, transportation schedules and statistics, and information on COA and local resources
- Timely, accurate, and thorough documentation is required to comply with vehicle lease agreements, grant application and reporting requirements, and generally in providing high-quality and consistent services for older adults



## Town of Harwich COUNCIL ON AGING

Harwich Community Center □ 100 Oak Street □ Harwich, MA 02645  
Tel: 508-430-7550 Fax: 508-430-7530

# m e m o

**TO:** Joseph Powers, Interim Town Administrator  
Carol Coppola, Finance Director

**FROM:** Emily Mitchell, COA Director

**DATE:** August 5, 2020

**RE:** **Council on Aging FY 21 Budget Revision**

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With the onset of COVID-19, the Council on Aging has overhauled many of its services to serve older adults, caregivers, and families in the community rather than onsite. The COA has also seen increased demand for its services in response to the health impacts – physical, psychological, and cognitive – of COVID-19 and in light of limited access to other community resources.

While both the Commonwealth and the Town are moving towards expanded reopening and a resumption in normal operations, the Council on Aging will be impacted more extensively and for a longer duration than many other community services and town departments. Because older adults face the highest health and mortality risks associated with the virus, programs and resources designed to serve them must remain modified to prioritize safety. This is consistent with Governor Baker's "Safer at Home" order which, while allowing for phased reopening, still advises seniors and people with underlying health conditions to remain in their homes except for essential trips. It is also consistent with guidance from aging agencies including Massachusetts Councils on Aging (MCOA) and the MA Executive Office of Elder Affairs (EOEA) and has been agreed to by all members of the regional COA Directors group which includes the Directors from all 15 Cape towns.

Because of the demographic Councils on Aging are designed to serve, it is likely that we will not see a full resumption of onsite services for groups of more than 10 people until there is a vaccine or successful treatment for COVID-19. Though onsite services are limited, seniors still experience the full range of needs COAs are here to meet including socialization, nutrition, transportation, health and wellness, and outreach services. We have worked hard over the last months to modify programs and services to meet these needs to the full extent we can safely accomplish. We will continue to work diligently and creatively to meet core needs and to expand programming in new formats (remote, at home activities, etc.).

To maintain modified services, the COA will need increased funding over the initial FY 21 departmental request in the following areas:

- **Food and Food Services (015412-549000): Increase of \$9,800 over initial FY 21 request for \$34,170**
  - The initial FY 21 request budgeted for a total of 7,690 meals at a cost of \$4/meal (214 lunches with an average of 25 participants/lunch; 24 breakfasts with 80 participants/breakfast; 12 dinners with 35 participants/dinner)
  - Since the onset of COVID, the COA has switched to a community lunch distribution program. We have identified a capacity of 60 meals/day and are at capacity every day (with a few exceptions for cancelations). The COA has implemented strict qualification criteria and has already had to reduce the total number of meals per week participants are eligible for to stay within the 60 meal/day capacity.
  - To date, COA food costs have been FEMA reimbursable. The current anticipated end date for FEMA reimbursement for this service is the end of September 2020.
  - There are 169 business days between the anticipated end of the FEMA reimbursement period and the end of FY 21. At 60 meals/day for 169 days, the COA needs to budget for 10,140 meals (2,450 meals above initial budget request at \$4/meal = \$9,800).
  - Absent additional funding, the COA would need to limit daily capacity to 45 meals which would be hugely detrimental to the people relying on this service.
- **Transportation (015411-511800): Additional 5 hours/week in van driver coverage - \$6,196.14 (261 total FY 21 hours x \$23.74 (HEA Grade 1, Step 6 – FY 20 rate + 2%)).**
  - The COA provides limited essential transportation to grocery stores, pharmacies, COA programming, and essential errands using one of two COA vans (8 passenger and 12 passenger – only one is currently on the road at a time).
  - The COA also runs a volunteer medical ride program with volunteers transporting seniors to medical appointments from Hyannis to Wellfleet in their own vehicles. This program has been on hold since the onset of COVID-19 because it is impossible for drivers and passengers to appropriately socially distance in passenger vehicles. Limited medical transportation has been incorporated into the COA van schedule.
  - To accommodate social distancing requirements, COA van trips currently have a maximum of two riders/trip (down from prior maximum of 12 riders/trip). We have had to increase the number of trips and increase wait times for people requesting trips to attempt to meet the demand for this service.
  - Limitations on capacity have made it impossible for the COA to accommodate certain requests – particularly for essential medical appointments. The additional 5 hours/week of van driver coverage would enable the COA to use the second van for additional trips to meet some of these needs.
  - The COA has three van drivers – one is benefitted at 20 hours/week, two are non-benefitted and drive 7-8 hours/week each. The additional 5 hours per week, even if given to only one driver, would not put any driver at the threshold to qualify for benefits (and/or overtime in the case of the benefitted position).
- **Telephone/Teledata (015412-524400): Additional data plan for COA Director (phone to be purchased using grant funds) - \$480 (approx. \$40/month).** This is in addition to the request for a data plan for a new COA Social Services Coordinator phone which was already included in the additional FY 21 request.
  - This is necessary if the COA/Town is forced to work fully remotely again. A significant component of remote work for many COA staff members is making senior wellness calls –



as both a social and professional check in and opportunity to connect people to needed services/resources. Staff members should not rely on their own calling/data plans to complete this essential job function or be required to give out their personal phone numbers to the public (the Town Nurse has a town phone and during previous remote work, the Program Specialist was able to take the COA Van town cell phone home for calls while all van rides were canceled. The Social Services Coordinator and Director should have the same access to town phones to provide these necessary remote services).

There is one additional revision to the COA FY 21 request that is not COVID-19 related –

- **Copier Maintenance and Service (015412-524007): Additional \$700 to cover anticipated printing overages (this is on top of the additional \$300 included in the initial FY 21 request for the same reason).**
  - Copier overages continue to increase year-to-year (approximately \$300 in FY 19, approximately \$1,000 for FY 20).
  - The copier is shared by multiple departments including Cemetery and Veteran's Affairs. Having multiple departments use a copier that was contracted at a rate anticipating only COA usage has led to these significant annual overages. Until/unless printing costs for use of this copier are incorporated into the budgets of the other departments, the COA budget will have to absorb the increase.

I have identified several line items that can absorb reductions in light of modified programming/services to help offset the increases described above. *These reductions are only tenable due to drastically altered COA operations resulting from the impacts of COVID-19 and will not be sustainable in future fiscal years without a significant reduction in core COA services and resources.* The proposed reductions are as follows:

- **Professional/Tech Services (015412-530900): Reduce by \$5,400** – The Orleans Adult Day Program has been temporarily shut down through December 31, 2020 due to COVID-19. This reduction accounts for the 6 month period where the Town of Harwich will not subsidize the cost for Harwich residents to attend this program.
- **Purchased Services (015412-538000): Reduce by \$1,800** – eliminate funding for Supper Club entertainment. The COA does not anticipate resuming onsite Supper Club until there is a vaccine/treatment for COVID-19.
- **Dues (015412-573001): Reduce by \$1,110** – In July 2020, the COA was notified by MCOA (Massachusetts Councils on Aging) that membership dues would be \$0 for FY 21 (rather than the anticipated \$1,110; change made by MCOA in recognition of impact of COVID-19 on COA budgets).
- **Advertising (015412-534100): Reduce by \$1,000** – The COA relies on print advertising to distribute information about major programs to reach a demographic that does not consistently rely on web-based or social media advertising for news about programs and resources. Initial FY 21 budget included cost for 9 advertisements. This reduction limits funding for 4 advertisements which is feasible due to the reduction in special and/or onsite COA programs. It is critical to retain this limited budget for print advertising as we transition to new remote and hybrid remote/onsite programming in the coming months.
- **Computer Networking (015412-524010): Reduce by \$600** – eliminate funding for additional My Senior Center software scan stations. The COA can wait to install additional stations until we resume full scale onsite operations.

- **In-State Travel (015412-571000): Reduce by \$420** – Reduction is feasible due to temporary reduction/elimination in staff home visits to seniors and travel to meetings and trainings. This reduction transitions to 9 months of anticipated travel reimbursement for the Director and Social Services Coordinator (down from 12 months) and to 6 months for miscellaneous staff travel (down from 12 months). The Town Nurse must retain a full 12 months of travel reimbursement, as she as continued essential home visits all throughout COVID-19.
- **Printing (015412-522241): Reduce by \$350** – eliminate printing/folding of COA brochures

The total for revised increases above the initial FY 21 request is \$17,176.14 (\$10,980 in expenditures, \$6,196.14 in salaries and wages). The revised decreases total \$10,680.00. **The net increase is \$6,496.14.**

The requests for additional funding are listed in order of priority and impact on core COA services and operations. I have made every effort to identify all potential reductions to offset this request for additional funding. Failure to increase the COA Food and Food Services line item would serve to reduce our meal capacity by 75 meals/week, severely restricting access to what is often the only fresh and nutritionally balanced meal (and sometimes the only meal at all) some of the most at-risk seniors in Harwich eat on a given day. Failure to approve the additional van driver hours would exacerbate the existing transportation capacity issues facing the COA and local seniors as outlined above. Any reductions to COA expenditures beyond what I have identified above would significantly harm our other core operations in developing and promoting alternate programming to serve health/wellness, education, socialization, and other support services. It would also hinder our Outreach and Town Nurse services to the most at risk members of our community.

I am including these revised requests (and proposed offsets) in anticipation of the ongoing impacts of COVID-19 on older adults, their families, and caregivers in the Town of Harwich and in an effort to best serve their needs. I am mindful of the incredibly difficult financial position the Town is in, both predating COVID and certainly exacerbated by it. I know these requests may not be financially viable; I only hope to situate them in the context of their impact on essential COA services and our ability to serve such a broad segment of our community.

HARWICH COA EXPENDITURE BUDGET JUSTIFICATION - FY 21 (Proposed)

ORG	OBJ	DESCRIPTION	JUSTIFICATION	FY 20 Total	FY 21 Requested	FY 21 TA Rec	FY 21 Revised Request - 8/5/20	\$ Change FY 21 (Revised - Initial Requests)	% Change FY 21 (Revised-Initial Requests)
015412	519030	Training/Prof Devel	Required Ann CPR & First Aid Training for Drivers - \$80 (\$20 x 4) Annual CPR & First Aid Training for remaining (non-driven) staff - \$100 (\$20 x 5) Staff in-service training re: aging - \$300 (\$150 x 2) MCOA Conf. reg. for 3 staff members - \$750 (\$250 x 3) Computer/technology training for staff - \$1,000 (\$250 x 4) Misc. training/meetings for staff - \$300 (6 x \$50) Volunteer in-service training re: aging - \$300 (\$150 x 2) Additional volunteer training for vols whose work entails being alone with seniors, e.g. medical drivers, friendly visitors) re: identifying and responding to emergency situations, recognizing cognitive declines, etc. - \$300 (\$150 x 2)	\$ 3,130	\$ 3,130	\$ 3,130.00	\$ 3,130.00	\$ -	0%
015412	522241	Printing	Misc. Printing for COA Replenish bus cards - \$150 (\$50 x 3) Print & fold brochures - \$350 <b>Note 8/5/20: Eliminate supplemental brochure printing costs to offset other increased COVID costs.</b>	\$ 650	\$ 500	\$ 500.00	\$ 150.00	\$ (350.00)	-70%
015412	524007	Copier Maint & Service	Copier Lease - \$2136 (\$178 x 12) Copier Maint - \$800/yr Add'l \$300 = FY 19 overage cost (copier shared by COA, VA, Cemetery) <b>Note 8/5/20: FY 20 Copier overage up to \$1,072</b>	\$ 2,936	\$ 3,236	\$ 3,236.00	\$ 3,936.00	\$ 700.00	22%
015412	524010	Computer Networking	My Senior Center ann. network costs for maint. of web-based system \$2000 for main system + \$600 for 2 addtl swipe stations <b>Note 8/5/20: Additional swipe stations will not be needed until we resume full scale onsite operations.</b>	\$ 2,600	\$ 2,600	\$ 2,600.00	\$ 2,000.00	\$ (600.00)	-23%
015412	530900	Professional/Tech Services	Supportive Day Care Subsidy for Harwich seniors to attend Orleans Day Care Program - \$10,400 (10 units/wk x \$2 wk x \$20) - FY 20 calculation  *FY 20 calculation allows for approximately 44 units/month. Have seen steady increase in attendance at Orleans Day Center in last year. Proposed increase would allow for additional 20 units/year. Ref: 10/2018 - 33 units, 10/2019 - 42 units. <b>Note 8/5/20: Orleans Day Program is shut down due to COVID-19 through December 31, 2020. Reduction of request by 50% to reflect 6 month closure.</b> Newspaper Job Postings - \$500 (\$250 x 2)	\$ 10,400	\$ 10,800	\$ 5,938.00	\$ 5,400.00	\$ (5,400.00)	-50%
015412	534100	Advertising	Misc. Newspaper Advertising for import. Prog - \$1,800 (\$200 x 9) - decrease from \$2,400 in FY 20 <b>Note 8/5/20: Reduction in newspaper advertising for important programming from 9 ads to 4. Critical to retain limited funding for ads as COA moves towards new remote programming opportunities.</b>	\$ 2,900	\$ 2,300	\$ 2,300.00	\$ 1,300.00	\$ (1,000.00)	-43%
015412	534300	Postage	Postage for bi-monthly newsletter - \$3,000 (\$500 x 6 bimonthly mailings) Postage for spec. vol. mailings - \$120 (\$60 x 2) - decrease from \$240 for FY 20	\$ 3,240	\$ 3,120	\$ 3,120.00	\$ 3,120.00	\$ -	0%
015412	534400	Telephone/Teledata	Cell phones for Town RN, Van & iPad for Town RN, Social Services Coord. Actual monthly cost for FY 20: \$168 X 12 = 2016 Purchase cell phone for Social Services Coord. Add'l data approx \$40/month (phone to be purchased using grant funds) = \$480	\$ 1,440	\$ 2,496	\$ 2,496.00	\$ 2,976.00	\$ 480.00	13%



Revision Total Increases\*: \$ 10,980.00  
 Revision Total Decreases\*: \$ 10,680.00  
 Revision Net Increase (expenditures only)\*: \$ 300.00

\*Relative to initial departmental request, not ITA proposed reduction

	FY 20	FY 21 Request	FY 21 TA Rec.	FY 21 Revised Request
TOTAL EXPENDITURES:	\$ 77,507	\$ 78,932	\$ 74,070.00	\$ 79,232.00
TOTAL SALARIES AND WAGES:	\$ 377,594	\$ 392,111	\$ 389,973.00	+\$6196.14
COA TOTAL BUDGET:	\$ 455,101.44	\$ 471,043.22	\$ 464,044.00	

COA REVENUE - GENERAL FUND  
 015414 432044 Program Fees  
 436004 Building Use  
 483002 COA Lunch Contributions  
 483003 COA Catering Revenue  
 484099 Misc. Revenue

\$ 6,100

Harwich Council on Aging Salaries and Wages Budget - FY 21

Table with columns: Position, Hours, FY 20 Classification, Annual Salary, Hourly Rate, Notes/Justification. Includes Director, Executive Assistant, Social Services Coord, Nurse, and Van Driver.

Summary table for Longevity showing FY 20 Total (\$ 315,678.10) and FY 21 Total (\$ 326,336.68) with a 3.37% change.

Part-Time Year-Round Salaries and Wages

Table with columns: Position, Hours, FY 20 Classification, Annual Salary, Hourly Rate, Notes/Justification. Includes Nurse Per Diem Sub, Chief Per Diem Sub, and Van Driver.

Summary table for Longevity showing FY 20 Total (\$ 49,271.20) and FY 21 Total (\$ 58,596.12) with a 18.83% change.

Table with columns: Position, Hours, FY 21 Classification, Annual Salary, Hourly Rate, Notes/Justification. Includes Program Specialist 1, Director, and Social Services Coord.

Summary table for Longevity showing FY 20 Total (\$ 377,594.44) and FY 21 Total (\$ 398,307.36) with a 5.49% change.

Notes/Justification: (37,765.7\*69)H(38,710\*12)18, (30.61\*259)H(32.01\*15)7, (24.08\*96)H(25.14\*12), 27 hours/week grant funded.

\*Recommend 2 step increase (difference between 1 and 2 step increase: \$1064.88)

See supplemental narrative re need for increased weekly hours

Sick Leave Bonus per Contract

## FUNDING/FORMULA GRANT RELATED

**Will there be any training regarding Formula Grant and how to complete the forms? When are they due etc.** EOEA is working on guidance for the COAs and expects to be issuing communication to COAs over the next couple of weeks specifically about formula grants. In the meantime, please do not hesitate to reach out to Emmett Schmarsow, Adam Frank or Carole Malone if you have specific questions for your community.

**I was wondering if there will be any training as to how to complete the forms for the EOEA formula grant. Also, when are the due dates for the forms, etc.** EOEA is working on guidance for the COAs and expects to be issuing communication to COAs over the next couple of weeks specifically about formula grants. In the meantime, please do not hesitate to reach out to Emmett Schmarsow, Adam Frank or Carole Malone if you have specific questions for your community.

**Is it possible for us to prepare a preliminary budget for our formula grant, assuming \$10 per elder, so that we can start paying bills from this account? If the figure decided by the legislature comes in at a different rate, can we simply submit a revised budget at that time?** The state legislature has not released a budget or final General Appropriations Act for FY21 which means that the funding for formula grant has not yet been established. EOEA is working on guidance for the COAs and expects to be issuing communication to COAs over the next couple of weeks specifically about formula grants. In the meantime, please do not hesitate to reach out to Emmett Schmarsow, Adam Frank or Carole Malone if you have specific questions for your community.

**Because it is the end of July and we haven't received anything from EOEA, it would be helpful to know the following:**

1. **When will the annual report be due?**
2. **When is the FY21 Formula Grant budget due?**
3. **What should we use as a target per/elder funding amount in developing our FY21 Formula Grant?**
4. **Can we spend FY21 Formula Grant funds prior to having the budget approved? (in past we were allowed to provided we were spending it on something that had been approved in the prior year's Formula Grant budget)**

The state legislature has not released a budget or final General Appropriations Act for FY21 which means that the funding for formula grant has not yet been established. EOEA is working on guidance for the COAs and expects to be issuing communication to COAs over the next couple of weeks specifically about formula grants. In the meantime, please do not hesitate to reach out to Emmett Schmarsow, Adam Frank or Carole Malone if you have specific questions for your community.

**Is anyone at MCOA or EOEA working with the governor or the federal government regarding the financial impact on the COA's, with the costs associated to keep high risk seniors safe in their centers. Will there be more than Formula Grant funds available for cleaning supplies (etc.), will there be additional reimbursement to ASAP's and the COA's they contract with for SDP and transportation services. How will this impact intergenerational programs?**

At EOEA we are looking at formula funding for FY21 and we've shared that we won't know the final Formula grant funding level until the final General Appropriations Act (GAA) for FY21. There is no information available at this time about providing additional funding for supplies for local communities but no doubt this is on the radar of the task force looking at reopening efforts of businesses and programs across the Commonwealth. Regarding Supportive Day Programs (SDPs), EOEA is aware that MCOA has created a task force on SDPs and we look forward to learning more from that group. In addition, EOEA is working with MCOA to schedule a meeting over the next couple of weeks to learn more from MCOA about SDP and what future programming in this area will look



like as senior centers re-open later in the year through a phased in approach. Moreover, agencies are encouraged to continue working with local leaders in your cities/towns on what planning may be going on now in your communities to support municipal agencies with the supplies they may need to re-open. Everyone should keep a ledger of additional COVID19 costs. We don't know if anything will be reimbursed but include additional cleaning costs, station at entrance to dispense mask/gloves, etc. Include disposable goods for grab-and-go, keep receipts. We want to have a cost projection of what the network has incurred and be prepared to share it with local government when the time comes.

**Can we keep Formula grant at \$12.00 for FY21? This will help us to keep staff employed (as we have been told we will undergo municipal cuts to our budget).** EOEA does not know the answer to this question until the final General Appropriations Act. Communities should plan as they have in the past and base formula grant funding on the prior year amount. All funding needs to be spent by June 30<sup>th</sup>. Please continue to submit questions relative to formula grant to Adam Frank and Emmett Schmarsow for review. Keeping a list of requests and uses as an opportunity to learn and future planning.

**Would there be a willingness for EOEA to work with COAs to restructure supportive day care reimbursements should it be possible to offer individualized or small group respite services instead of larger scale supportive day care services?** EOEA would like to learn more from the COAs on this matter and will reach out to MCOA to set up a time to discuss further.

**Will COA's still need to spend down our 2020 formula grant by June 30th?** Yes, all funding needs to be spent by June 30th.

**Most of my formula grant money is used for part-time staff salaries. Can EOEA provide any information on the fate of the formula grant? Will there even be a grant in FY21? If so, can you ballpark a per elder**

**amount? I need some guidance and sense of potential funding (or not) as we are quickly approaching the July 1 date.** We do not know the answer to this question until the final GAA. Communities should plan as they have in the past and base formula grant funding on the prior year amount.

**Can formula grant money be used to purchase account with Zoom Meeting or other virtual platforms?** Yes, however please continue to submit questions relative to formula grant to Adam Frank and Emmett Schmarsow for review.

## **RE-OPENING SENIOR CENTERS**

**With Duxbury doing a trial run with opening their Adult Day Health program for 8 participants in-house, can other COAs choose to start introducing programs inside their senior centers, providing their local health department gives its blessing, even though the Governor's advisory of Safer at Home remains in effect? Assuming all stated limits for number of people allowed in indoor spaces (during Phase III) while keeping 6' distance, are met? The mass.gov reopening guidelines can be helpful in determining safety standards for indoor programming with groups.** The ADH Guidance on mass.gov is also an excellent tool for COAs to use in planning for social day programming and other group programming. COAs should also be working closely with their LBOH in planning indoor or outdoor group programming to determine readiness. It's important COAs share approach and experiences to help others in their planning.

**While some senior centers are opening up some are not, what do you suggest the senior centers that are opening up do about non-residents that want to participate at our center because theirs is not open?** A similar question was brought up on the call with Secretary Chen and the MCOA Board earlier in the week. COAs should seek guidance from their town leaders and city/town solicitor.

Executive office of Elder Affairs (EOEA) Formula Grant Projections.

City or Town	2010 [Elder 60+ Population]	\$9/Elder	\$10/Elder	\$11/Elder	\$12.00/Elder
Gosnold	22	4500	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Monroe	28	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
New Ashford	57	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Mount Washington	60	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Aquinnah/Gay Head	64	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Hawley	111	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Middlefield	115	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Tolland	121	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Washington	135	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Tyringham	136	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Rowe	138	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Peru	139	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Leydon	146	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Savoy	155	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Plainfield	168	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Florida	172	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Montgomery	173	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
New Braintree	177	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Hancock	182	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Warwick	184	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Alford	199	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Cummington	202	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
New Salem	204	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Wendell	205	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Windsor	208	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Heath	211	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Goshen	225	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Royalston	243	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Phillipston	253	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Sandisfield	272	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Chesterfield	273	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Chester	275	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Russell	292	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Blandford	295	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Chilmark	305	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Worthington	309	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Shutesbury	312	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Petersham	319	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Granville	320	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Oakham	320	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Charlemont	322	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Monterey	331	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Westhampton	339	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Gill	343	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Pelham	344	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Whately	359	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Wales	363	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Colrain	372	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Erving	391	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Huntington	409	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Millville	410	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Clarksburg	413	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
West Stockbridge	420	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Conway	429	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
New Marlborough	431	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
East Brookfield	436	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Becket	438	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Otis	439	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Ashfield	441	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Egremont	451	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Holland	453	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Buckland	468	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Richmond	479	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Ashby	497	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00
Dunstable	509	\$ 4,581.00	\$ 5,090.00	\$ 5,599.00	\$ 6,108.00

Municipalities funded at \$12/senior for FY 19 + FY20

Harwich figures on page 4.

Leverett	514	\$ 4,626.00	\$ 5,140.00	\$ 5,654.00	\$ 6,168.00
Hinsdale	519	\$ 4,671.00	\$ 5,190.00	\$ 5,709.00	\$ 6,228.00
Shelburne	538	\$ 4,842.00	\$ 5,380.00	\$ 5,918.00	\$ 6,456.00
Sunderland	557	\$ 5,013.00	\$ 5,570.00	\$ 6,127.00	\$ 6,684.00
Bernardston	561	\$ 5,049.00	\$ 5,610.00	\$ 6,171.00	\$ 6,732.00
Hardwick	584	\$ 5,256.00	\$ 5,840.00	\$ 6,424.00	\$ 7,008.00
Plympton	588	\$ 5,292.00	\$ 5,880.00	\$ 6,468.00	\$ 7,056.00
Williamsburg	606	\$ 5,454.00	\$ 6,060.00	\$ 6,666.00	\$ 7,272.00
Hubbardston	648	\$ 5,832.00	\$ 6,480.00	\$ 7,128.00	\$ 7,776.00
West Tisbury	669	\$ 6,021.00	\$ 6,690.00	\$ 7,359.00	\$ 8,028.00
Northfield	676	\$ 6,084.00	\$ 6,760.00	\$ 7,436.00	\$ 8,112.00
Princeton	690	\$ 6,210.00	\$ 6,900.00	\$ 7,590.00	\$ 8,280.00
Berlin	712	\$ 6,408.00	\$ 7,120.00	\$ 7,832.00	\$ 8,544.00
Boxborough	712	\$ 6,408.00	\$ 7,120.00	\$ 7,832.00	\$ 8,544.00
Lanesborough	737	\$ 6,633.00	\$ 7,370.00	\$ 8,107.00	\$ 8,844.00
Stockbridge	739	\$ 6,651.00	\$ 7,390.00	\$ 8,129.00	\$ 8,868.00
Truro	744	\$ 6,696.00	\$ 7,440.00	\$ 8,184.00	\$ 8,928.00
Brimfield	753	\$ 6,777.00	\$ 7,530.00	\$ 8,283.00	\$ 9,036.00
Essex	753	\$ 6,777.00	\$ 7,530.00	\$ 8,283.00	\$ 9,036.00
Bolton	764	\$ 6,876.00	\$ 7,640.00	\$ 8,404.00	\$ 9,168.00
Brookfield	779	\$ 7,011.00	\$ 7,790.00	\$ 8,569.00	\$ 9,348.00
Cheshire	794	\$ 7,146.00	\$ 7,940.00	\$ 8,734.00	\$ 9,528.00
Sherborn	819	\$ 7,371.00	\$ 8,190.00	\$ 9,009.00	\$ 9,828.00
West Newbury	830	\$ 7,470.00	\$ 8,300.00	\$ 9,130.00	\$ 9,960.00
Wenham	862	\$ 7,758.00	\$ 8,620.00	\$ 9,482.00	\$ 10,344.00
Hatfield	876	\$ 7,884.00	\$ 8,760.00	\$ 9,636.00	\$ 10,512.00
Boylston	884	\$ 7,956.00	\$ 8,840.00	\$ 9,724.00	\$ 10,608.00
Berkley	896	\$ 8,064.00	\$ 8,960.00	\$ 9,856.00	\$ 10,752.00
Paxton	905	\$ 8,145.00	\$ 9,050.00	\$ 9,955.00	\$ 10,860.00
Sheffield	908	\$ 8,172.00	\$ 9,080.00	\$ 9,988.00	\$ 10,896.00
Warren	908	\$ 8,172.00	\$ 9,080.00	\$ 9,988.00	\$ 10,896.00
North Brookfield	919	\$ 8,271.00	\$ 9,190.00	\$ 10,109.00	\$ 11,028.00
Provincetown	938	\$ 8,442.00	\$ 9,380.00	\$ 10,318.00	\$ 11,256.00
Mendon	939	\$ 8,451.00	\$ 9,390.00	\$ 10,329.00	\$ 11,268.00
Tisbury	940	\$ 8,460.00	\$ 9,400.00	\$ 10,340.00	\$ 11,280.00
Edgartown	959	\$ 8,631.00	\$ 9,590.00	\$ 10,549.00	\$ 11,508.00
Ashburnham	971	\$ 8,739.00	\$ 9,710.00	\$ 10,681.00	\$ 11,652.00
Barre	987	\$ 8,883.00	\$ 9,870.00	\$ 10,857.00	\$ 11,844.00
West Brookfield	1013	\$ 9,117.00	\$ 10,130.00	\$ 11,143.00	\$ 12,156.00
Rochester	1017	\$ 9,153.00	\$ 10,170.00	\$ 11,187.00	\$ 12,204.00
Avon	1020	\$ 9,180.00	\$ 10,200.00	\$ 11,220.00	\$ 12,240.00
Rowley	1027	\$ 9,243.00	\$ 10,270.00	\$ 11,297.00	\$ 12,324.00
Carlisle	1030	\$ 9,270.00	\$ 10,300.00	\$ 11,330.00	\$ 12,360.00
Wellfleet	1034	\$ 9,306.00	\$ 10,340.00	\$ 11,374.00	\$ 12,408.00
Shirley	1041	\$ 9,369.00	\$ 10,410.00	\$ 11,451.00	\$ 12,492.00
Nahant	1061	\$ 9,549.00	\$ 10,610.00	\$ 11,671.00	\$ 12,732.00
Douglas	1081	\$ 9,729.00	\$ 10,810.00	\$ 11,891.00	\$ 12,972.00
Oak Bluffs	1109	\$ 9,981.00	\$ 11,090.00	\$ 12,199.00	\$ 13,308.00
Harvard	1114	\$ 10,026.00	\$ 11,140.00	\$ 12,254.00	\$ 13,368.00
Hopedale	1120	\$ 10,080.00	\$ 11,200.00	\$ 12,320.00	\$ 13,440.00
Rutland	1134	\$ 10,206.00	\$ 11,340.00	\$ 12,474.00	\$ 13,608.00
Dover	1146	\$ 10,314.00	\$ 11,460.00	\$ 12,606.00	\$ 13,752.00
Ayer	1179	\$ 10,611.00	\$ 11,790.00	\$ 12,969.00	\$ 14,148.00
Upton	1202	\$ 10,818.00	\$ 12,020.00	\$ 13,222.00	\$ 14,424.00
Southampton	1208	\$ 10,872.00	\$ 12,080.00	\$ 13,288.00	\$ 14,496.00
Deerfield	1214	\$ 10,926.00	\$ 12,140.00	\$ 13,354.00	\$ 14,568.00
Merrimac	1232	\$ 11,088.00	\$ 12,320.00	\$ 13,552.00	\$ 14,784.00
Granby	1262	\$ 11,358.00	\$ 12,620.00	\$ 13,882.00	\$ 15,144.00
Stow	1282	\$ 11,538.00	\$ 12,820.00	\$ 14,102.00	\$ 15,384.00
Hampden	1347	\$ 12,123.00	\$ 13,470.00	\$ 14,817.00	\$ 16,164.00
Dighton	1349	\$ 12,141.00	\$ 13,490.00	\$ 14,839.00	\$ 16,188.00
Groveland	1356	\$ 12,204.00	\$ 13,560.00	\$ 14,916.00	\$ 16,272.00
Lancaster	1370	\$ 12,330.00	\$ 13,700.00	\$ 15,070.00	\$ 16,440.00
Westminster	1370	\$ 12,330.00	\$ 13,700.00	\$ 15,070.00	\$ 16,440.00
Hadley	1389	\$ 12,501.00	\$ 13,890.00	\$ 15,279.00	\$ 16,668.00
Hamilton	1398	\$ 12,582.00	\$ 13,980.00	\$ 15,378.00	\$ 16,776.00
Townsend	1412	\$ 12,708.00	\$ 14,120.00	\$ 15,532.00	\$ 16,944.00
Georgetown	1428	\$ 12,852.00	\$ 14,280.00	\$ 15,708.00	\$ 17,136.00

Manchester-by-the-Sea	1435	\$	12,915.00	\$	14,350.00	\$	15,785.00	\$	17,220.00
Marion	1437	\$	12,933.00	\$	14,370.00	\$	15,807.00	\$	17,244.00
Millis	1459	\$	13,131.00	\$	14,590.00	\$	16,049.00	\$	17,508.00
Topsfield	1483	\$	13,347.00	\$	14,830.00	\$	16,313.00	\$	17,796.00
Newbury	1491	\$	13,419.00	\$	14,910.00	\$	16,401.00	\$	17,892.00
Blackstone	1508	\$	13,572.00	\$	15,080.00	\$	16,588.00	\$	18,096.00
Lincoln	1518	\$	13,662.00	\$	15,180.00	\$	16,698.00	\$	18,216.00
Lee	1543	\$	13,887.00	\$	15,430.00	\$	16,973.00	\$	18,516.00
Plainville	1556	\$	14,004.00	\$	15,560.00	\$	17,116.00	\$	18,672.00
Boxford	1561	\$	14,049.00	\$	15,610.00	\$	17,171.00	\$	18,732.00
Halifax	1561	\$	14,049.00	\$	15,610.00	\$	17,171.00	\$	18,732.00
Templeton	1597	\$	14,373.00	\$	15,970.00	\$	17,567.00	\$	19,164.00
Sutton	1606	\$	14,454.00	\$	16,060.00	\$	17,666.00	\$	19,272.00
Southborough	1609	\$	14,481.00	\$	16,090.00	\$	17,699.00	\$	19,308.00
Sterling	1611	\$	14,499.00	\$	16,110.00	\$	17,721.00	\$	19,332.00
Norfolk	1629	\$	14,661.00	\$	16,290.00	\$	17,919.00	\$	19,548.00
Tyngsborough	1629	\$	14,661.00	\$	16,290.00	\$	17,919.00	\$	19,548.00
Groton	1635	\$	14,715.00	\$	16,350.00	\$	17,985.00	\$	19,620.00
Orange	1656	\$	14,904.00	\$	16,560.00	\$	18,216.00	\$	19,872.00
Middleton	1674	\$	15,066.00	\$	16,740.00	\$	18,414.00	\$	20,088.00
Dalton	1679	\$	15,111.00	\$	16,790.00	\$	18,469.00	\$	20,148.00
West Bridgewater	1682	\$	15,138.00	\$	16,820.00	\$	18,502.00	\$	20,184.00
Cohasset	1688	\$	15,192.00	\$	16,880.00	\$	18,568.00	\$	20,256.00
Monson	1701	\$	15,309.00	\$	17,010.00	\$	18,711.00	\$	20,412.00
Mattapoisett	1704	\$	15,336.00	\$	17,040.00	\$	18,744.00	\$	20,448.00
Winchendon	1730	\$	15,570.00	\$	17,300.00	\$	19,030.00	\$	20,760.00
Littleton	1746	\$	15,714.00	\$	17,460.00	\$	19,206.00	\$	20,952.00
Freetown	1751	\$	15,759.00	\$	17,510.00	\$	19,261.00	\$	21,012.00
Hanson	1793	\$	16,137.00	\$	17,930.00	\$	19,723.00	\$	21,516.00
Nantucket	1799	\$	16,191.00	\$	17,990.00	\$	19,789.00	\$	21,588.00
Lenox	1843	\$	16,587.00	\$	18,430.00	\$	20,273.00	\$	22,116.00
Pepperell	1864	\$	16,776.00	\$	18,640.00	\$	20,504.00	\$	22,368.00
Great Barrington	1875	\$	16,875.00	\$	18,750.00	\$	20,625.00	\$	22,500.00
Maynard	1883	\$	16,947.00	\$	18,830.00	\$	20,713.00	\$	22,596.00
Salisbury	1888	\$	16,992.00	\$	18,880.00	\$	20,768.00	\$	22,656.00
West Boylston	1895	\$	17,055.00	\$	18,950.00	\$	20,845.00	\$	22,740.00
Montague	1921	\$	17,289.00	\$	19,210.00	\$	21,131.00	\$	23,052.00
Hopkinton	1933	\$	17,397.00	\$	19,330.00	\$	21,263.00	\$	23,196.00
Sturbridge	1946	\$	17,514.00	\$	19,460.00	\$	21,406.00	\$	23,352.00
Dudley	1981	\$	17,829.00	\$	19,810.00	\$	21,791.00	\$	23,772.00
Southwick	1982	\$	17,838.00	\$	19,820.00	\$	21,802.00	\$	23,784.00
Lakeville	1991	\$	17,919.00	\$	19,910.00	\$	21,901.00	\$	23,892.00
Medway	2003	\$	18,027.00	\$	20,030.00	\$	22,033.00	\$	24,036.00
Medfield	2010	\$	18,090.00	\$	20,100.00	\$	22,110.00	\$	24,120.00
Wrentham	2053	\$	18,477.00	\$	20,530.00	\$	22,583.00	\$	24,636.00
Ware	2066	\$	18,594.00	\$	20,660.00	\$	22,726.00	\$	24,792.00
Williamstown	2098	\$	18,882.00	\$	20,980.00	\$	23,078.00	\$	25,176.00
Lunenburg	2106	\$	18,954.00	\$	21,060.00	\$	23,166.00	\$	25,272.00
Leicester	2111	\$	18,999.00	\$	21,110.00	\$	23,221.00	\$	25,332.00
Eastham	2169	\$	19,521.00	\$	21,690.00	\$	23,859.00	\$	26,028.00
Adams	2180	\$	19,620.00	\$	21,800.00	\$	23,980.00	\$	26,160.00
Charlton	2184	\$	19,656.00	\$	21,840.00	\$	24,024.00	\$	26,208.00
Holbrook	2210	\$	19,890.00	\$	22,100.00	\$	24,310.00	\$	26,520.00
Rehoboth	2267	\$	20,403.00	\$	22,670.00	\$	24,937.00	\$	27,204.00
Rockport	2278	\$	20,502.00	\$	22,780.00	\$	25,058.00	\$	27,336.00
Acushnet	2330	\$	20,970.00	\$	23,300.00	\$	25,630.00	\$	27,960.00
Norwell	2374	\$	21,366.00	\$	23,740.00	\$	26,114.00	\$	28,488.00
Belchertown	2410	\$	21,690.00	\$	24,100.00	\$	26,510.00	\$	28,920.00
Athol	2411	\$	21,699.00	\$	24,110.00	\$	26,521.00	\$	28,932.00
Oxford	2411	\$	21,699.00	\$	24,110.00	\$	26,521.00	\$	28,932.00
Whitman	2417	\$	21,753.00	\$	24,170.00	\$	26,587.00	\$	29,004.00
Uxbridge	2425	\$	21,825.00	\$	24,250.00	\$	26,675.00	\$	29,100.00
Spencer	2438	\$	21,942.00	\$	24,380.00	\$	26,818.00	\$	29,256.00
Clinton	2470	\$	22,230.00	\$	24,700.00	\$	27,170.00	\$	29,640.00
Hull	2481	\$	22,329.00	\$	24,810.00	\$	27,291.00	\$	29,772.00
Palmer	2496	\$	22,464.00	\$	24,960.00	\$	27,456.00	\$	29,952.00
Carver	2525	\$	22,725.00	\$	25,250.00	\$	27,775.00	\$	30,300.00
Holliston	2586	\$	23,274.00	\$	25,860.00	\$	28,446.00	\$	31,032.00

East Bridgewater	2651	\$ 23,859.00	\$ 26,510.00	\$ 29,161.00	\$ 31,812.00
Northborough	2653	\$ 23,877.00	\$ 26,530.00	\$ 29,183.00	\$ 31,836.00
Kingston	2668	\$ 24,012.00	\$ 26,680.00	\$ 29,348.00	\$ 32,016.00
Hanover	2704	\$ 24,336.00	\$ 27,040.00	\$ 29,744.00	\$ 32,448.00
North Reading	2714	\$ 24,426.00	\$ 27,140.00	\$ 29,854.00	\$ 32,568.00
Raynham	2737	\$ 24,633.00	\$ 27,370.00	\$ 30,107.00	\$ 32,844.00
Weston	2746	\$ 24,714.00	\$ 27,460.00	\$ 30,206.00	\$ 32,952.00
Ashland	2775	\$ 24,975.00	\$ 27,750.00	\$ 30,525.00	\$ 33,300.00
Lynnfield	2793	\$ 25,137.00	\$ 27,930.00	\$ 30,723.00	\$ 33,516.00
Abington	2795	\$ 25,155.00	\$ 27,950.00	\$ 30,745.00	\$ 33,540.00
Bellingham	2841	\$ 25,569.00	\$ 28,410.00	\$ 31,251.00	\$ 34,092.00
Northbridge	2878	\$ 25,902.00	\$ 28,780.00	\$ 31,658.00	\$ 34,536.00
Grafton	2882	\$ 25,938.00	\$ 28,820.00	\$ 31,702.00	\$ 34,584.00
Millbury	2894	\$ 26,046.00	\$ 28,940.00	\$ 31,834.00	\$ 34,728.00
Chatham	2941	\$ 26,469.00	\$ 29,410.00	\$ 32,351.00	\$ 35,292.00
Seekonk	2955	\$ 26,595.00	\$ 29,550.00	\$ 32,505.00	\$ 35,460.00
Orleans	2984	\$ 26,856.00	\$ 29,840.00	\$ 32,824.00	\$ 35,808.00
Mansfield	2987	\$ 26,883.00	\$ 29,870.00	\$ 32,857.00	\$ 35,844.00
Amesbury	2991	\$ 26,919.00	\$ 29,910.00	\$ 32,901.00	\$ 35,892.00
Pembroke	3013	\$ 27,117.00	\$ 30,130.00	\$ 33,143.00	\$ 36,156.00
Norton	3029	\$ 27,261.00	\$ 30,290.00	\$ 33,319.00	\$ 36,348.00
North Adams	3035	\$ 27,315.00	\$ 30,350.00	\$ 33,385.00	\$ 36,420.00
Wayland	3051	\$ 27,459.00	\$ 30,510.00	\$ 33,561.00	\$ 36,612.00
Sudbury	3132	\$ 28,188.00	\$ 31,320.00	\$ 34,452.00	\$ 37,584.00
Westborough	3215	\$ 28,935.00	\$ 32,150.00	\$ 35,365.00	\$ 38,580.00
Foxborough	3228	\$ 29,052.00	\$ 32,280.00	\$ 35,508.00	\$ 38,736.00
Southbridge	3265	\$ 29,385.00	\$ 32,650.00	\$ 35,915.00	\$ 39,180.00
Bedford	3293	\$ 29,637.00	\$ 32,930.00	\$ 36,223.00	\$ 39,516.00
Westford	3354	\$ 30,186.00	\$ 33,540.00	\$ 36,894.00	\$ 40,248.00
Sharon	3401	\$ 30,609.00	\$ 34,010.00	\$ 37,411.00	\$ 40,812.00
Rockland	3408	\$ 30,672.00	\$ 34,080.00	\$ 37,488.00	\$ 40,896.00
Swampscott	3423	\$ 30,807.00	\$ 34,230.00	\$ 37,653.00	\$ 41,076.00
Ipswich	3436	\$ 30,924.00	\$ 34,360.00	\$ 37,796.00	\$ 41,232.00
Westwood	3438	\$ 30,942.00	\$ 34,380.00	\$ 37,818.00	\$ 41,256.00
Easthampton	3505	\$ 31,545.00	\$ 35,050.00	\$ 38,555.00	\$ 42,060.00
Duxbury	3530	\$ 31,770.00	\$ 35,300.00	\$ 38,830.00	\$ 42,360.00
Holden	3584	\$ 32,256.00	\$ 35,840.00	\$ 39,424.00	\$ 43,008.00
Wilbraham	3632	\$ 32,688.00	\$ 36,320.00	\$ 39,952.00	\$ 43,584.00
Webster	3658	\$ 32,922.00	\$ 36,580.00	\$ 40,238.00	\$ 43,896.00
Acton	3661	\$ 32,949.00	\$ 36,610.00	\$ 40,271.00	\$ 43,932.00
Brewster	3768	\$ 33,912.00	\$ 37,680.00	\$ 41,448.00	\$ 45,216.00
Swansea	3893	\$ 35,037.00	\$ 38,930.00	\$ 42,823.00	\$ 46,716.00
Hudson	3915	\$ 35,235.00	\$ 39,150.00	\$ 43,065.00	\$ 46,980.00
Auburn	3987	\$ 35,883.00	\$ 39,870.00	\$ 43,857.00	\$ 47,844.00
Amherst	4015	\$ 36,135.00	\$ 40,150.00	\$ 44,165.00	\$ 48,180.00
East Longmeadow	4026	\$ 36,234.00	\$ 40,260.00	\$ 44,286.00	\$ 48,312.00
Wilmington	4045	\$ 36,405.00	\$ 40,450.00	\$ 44,495.00	\$ 48,540.00
Greenfield	4070	\$ 36,630.00	\$ 40,700.00	\$ 44,770.00	\$ 48,840.00
Longmeadow	4081	\$ 36,729.00	\$ 40,810.00	\$ 44,891.00	\$ 48,972.00
South Hadley	4084	\$ 36,756.00	\$ 40,840.00	\$ 44,924.00	\$ 49,008.00
Bridgewater	4086	\$ 36,774.00	\$ 40,860.00	\$ 44,946.00	\$ 49,032.00
Gardner	4122	\$ 37,098.00	\$ 41,220.00	\$ 45,342.00	\$ 49,464.00
Winthrop	4128	\$ 37,152.00	\$ 41,280.00	\$ 45,408.00	\$ 49,536.00
Easton	4163	\$ 37,467.00	\$ 41,630.00	\$ 45,793.00	\$ 49,956.00
Fairhaven	4171	\$ 37,539.00	\$ 41,710.00	\$ 45,881.00	\$ 50,052.00
Westport	4198	\$ 37,782.00	\$ 41,980.00	\$ 46,178.00	\$ 50,376.00
Newburyport	4261	\$ 38,349.00	\$ 42,610.00	\$ 46,871.00	\$ 51,132.00
Chelsea	4331	\$ 38,979.00	\$ 43,310.00	\$ 47,641.00	\$ 51,972.00
Scituate	4334	\$ 39,006.00	\$ 43,340.00	\$ 47,674.00	\$ 52,008.00
Mashpee	4374	\$ 39,366.00	\$ 43,740.00	\$ 48,114.00	\$ 52,488.00
Franklin	4399	\$ 39,591.00	\$ 43,990.00	\$ 48,389.00	\$ 52,788.00
North Attleborough	4540	\$ 40,860.00	\$ 45,400.00	\$ 49,940.00	\$ 54,480.00
Harwich	4629	\$ 41,661.00	\$ 46,290.00	\$ 50,919.00	\$ 55,548.00
Concord	4666	\$ 41,994.00	\$ 46,660.00	\$ 51,326.00	\$ 55,992.00
Winchester	4679	\$ 42,111.00	\$ 46,790.00	\$ 51,469.00	\$ 56,148.00
Sandwich	4692	\$ 42,228.00	\$ 46,920.00	\$ 51,612.00	\$ 56,304.00
Ludlow	4750	\$ 42,750.00	\$ 47,500.00	\$ 52,250.00	\$ 57,000.00
Marblehead	4920	\$ 44,280.00	\$ 49,200.00	\$ 54,120.00	\$ 59,040.00

Middleborough	4935	\$ 44,415.00	\$ 49,350.00	\$ 54,285.00	\$ 59,220.00
Canton	4937	\$ 44,433.00	\$ 49,370.00	\$ 54,307.00	\$ 59,244.00
Reading	4954	\$ 44,586.00	\$ 49,540.00	\$ 54,494.00	\$ 59,448.00
Walpole	4960	\$ 44,640.00	\$ 49,600.00	\$ 54,560.00	\$ 59,520.00
Somerset	5094	\$ 45,846.00	\$ 50,940.00	\$ 56,034.00	\$ 61,128.00
Milford	5124	\$ 46,116.00	\$ 51,240.00	\$ 56,364.00	\$ 61,488.00
Marshfield	5143	\$ 46,287.00	\$ 51,430.00	\$ 56,573.00	\$ 61,716.00
Bourne	5166	\$ 46,494.00	\$ 51,660.00	\$ 56,826.00	\$ 61,992.00
Wakefield	5209	\$ 46,881.00	\$ 52,090.00	\$ 57,299.00	\$ 62,508.00
Belmont	5308	\$ 47,772.00	\$ 53,080.00	\$ 58,388.00	\$ 63,696.00
Wareham	5331	\$ 47,979.00	\$ 53,310.00	\$ 58,641.00	\$ 63,972.00
North Andover	5345	\$ 48,105.00	\$ 53,450.00	\$ 58,795.00	\$ 64,140.00
Stoneham	5370	\$ 48,330.00	\$ 53,700.00	\$ 59,070.00	\$ 64,440.00
Dracut	5387	\$ 48,483.00	\$ 53,870.00	\$ 59,257.00	\$ 64,644.00
Wellesley	5429	\$ 48,861.00	\$ 54,290.00	\$ 59,719.00	\$ 65,148.00
Burlington	5589	\$ 50,301.00	\$ 55,890.00	\$ 61,479.00	\$ 67,068.00
Hingham	5735	\$ 51,615.00	\$ 57,350.00	\$ 63,085.00	\$ 68,820.00
Milton	5743	\$ 51,687.00	\$ 57,430.00	\$ 63,173.00	\$ 68,916.00
Northampton	5874	\$ 52,866.00	\$ 58,740.00	\$ 64,614.00	\$ 70,488.00
Dennis	5910	\$ 53,190.00	\$ 59,100.00	\$ 65,010.00	\$ 70,920.00
West Springfield	5971	\$ 53,739.00	\$ 59,710.00	\$ 65,681.00	\$ 71,652.00
Dedham	5973	\$ 53,757.00	\$ 59,730.00	\$ 65,703.00	\$ 71,676.00
Melrose	5979	\$ 53,811.00	\$ 59,790.00	\$ 65,769.00	\$ 71,748.00
Tewksbury	6128	\$ 55,152.00	\$ 61,280.00	\$ 67,408.00	\$ 73,536.00
Stoughton	6166	\$ 55,494.00	\$ 61,660.00	\$ 67,826.00	\$ 73,992.00
Randolph	6214	\$ 55,926.00	\$ 62,140.00	\$ 68,354.00	\$ 74,568.00
Danvers	6314	\$ 56,826.00	\$ 63,140.00	\$ 69,454.00	\$ 75,768.00
Andover	6447	\$ 58,023.00	\$ 64,470.00	\$ 70,917.00	\$ 77,364.00
Saugus	6477	\$ 58,293.00	\$ 64,770.00	\$ 71,247.00	\$ 77,724.00
Needham	6498	\$ 58,482.00	\$ 64,980.00	\$ 71,478.00	\$ 77,976.00
Natick	6502	\$ 58,518.00	\$ 65,020.00	\$ 71,522.00	\$ 78,024.00
Everett	6527	\$ 58,743.00	\$ 65,270.00	\$ 71,797.00	\$ 78,324.00
Norwood	6542	\$ 58,878.00	\$ 65,420.00	\$ 71,962.00	\$ 78,504.00
Watertown	6571	\$ 59,139.00	\$ 65,710.00	\$ 72,281.00	\$ 78,852.00
Shrewsbury	6588	\$ 59,292.00	\$ 65,880.00	\$ 72,468.00	\$ 79,056.00
Marlborough	6703	\$ 60,327.00	\$ 67,030.00	\$ 73,733.00	\$ 80,436.00
Fitchburg	6872	\$ 61,848.00	\$ 68,720.00	\$ 75,592.00	\$ 82,464.00
Agawam	7064	\$ 63,576.00	\$ 70,640.00	\$ 77,704.00	\$ 84,768.00
Billerica	7262	\$ 65,358.00	\$ 72,620.00	\$ 79,882.00	\$ 87,144.00
Gloucester	7404	\$ 66,636.00	\$ 74,040.00	\$ 81,444.00	\$ 88,848.00
Dartmouth	7473	\$ 67,257.00	\$ 74,730.00	\$ 82,203.00	\$ 89,676.00
Chelmsford	7552	\$ 67,968.00	\$ 75,520.00	\$ 83,072.00	\$ 90,624.00
Holyoke	7658	\$ 68,922.00	\$ 76,580.00	\$ 84,238.00	\$ 91,896.00
Salem	7732	\$ 69,588.00	\$ 77,320.00	\$ 85,052.00	\$ 92,784.00
Lexington	7898	\$ 71,082.00	\$ 78,980.00	\$ 86,878.00	\$ 94,776.00
Attleboro	7901	\$ 71,109.00	\$ 79,010.00	\$ 86,911.00	\$ 94,812.00
Westfield	7992	\$ 71,928.00	\$ 79,920.00	\$ 87,912.00	\$ 95,904.00
Leominster	8023	\$ 72,207.00	\$ 80,230.00	\$ 88,253.00	\$ 96,276.00
Braintree	8044	\$ 72,396.00	\$ 80,440.00	\$ 88,484.00	\$ 96,528.00
Woburn	8090	\$ 72,810.00	\$ 80,900.00	\$ 88,990.00	\$ 97,080.00
Beverly	8189	\$ 73,701.00	\$ 81,890.00	\$ 90,079.00	\$ 98,268.00
Yarmouth	8862	\$ 79,758.00	\$ 88,620.00	\$ 97,482.00	\$ 106,344.00
Methuen	9063	\$ 81,567.00	\$ 90,630.00	\$ 99,693.00	\$ 108,756.00
Arlington	9315	\$ 83,835.00	\$ 93,150.00	\$ 102,465.00	\$ 111,780.00
Lawrence	9529	\$ 85,761.00	\$ 95,290.00	\$ 104,819.00	\$ 114,348.00
Somerville	9759	\$ 87,831.00	\$ 97,590.00	\$ 107,349.00	\$ 117,108.00
Malden	9834	\$ 88,506.00	\$ 98,340.00	\$ 108,174.00	\$ 118,008.00
Revere	10194	\$ 91,746.00	\$ 101,940.00	\$ 112,134.00	\$ 122,328.00
Waltham	10429	\$ 93,861.00	\$ 104,290.00	\$ 114,719.00	\$ 125,148.00
Taunton	10469	\$ 94,221.00	\$ 104,690.00	\$ 115,159.00	\$ 125,628.00
Haverhill	10620	\$ 95,580.00	\$ 106,200.00	\$ 116,820.00	\$ 127,440.00
Pittsfield	10673	\$ 96,057.00	\$ 106,730.00	\$ 117,403.00	\$ 128,076.00
Brookline	10816	\$ 97,344.00	\$ 108,160.00	\$ 118,976.00	\$ 129,792.00
Falmouth	10857	\$ 97,713.00	\$ 108,570.00	\$ 119,427.00	\$ 130,284.00
Weymouth	11386	\$ 102,474.00	\$ 113,860.00	\$ 125,246.00	\$ 136,632.00
Medford	11425	\$ 102,825.00	\$ 114,250.00	\$ 125,675.00	\$ 137,100.00
Plymouth	12016	\$ 108,144.00	\$ 120,160.00	\$ 132,176.00	\$ 144,192.00
Chicopee	12161	\$ 109,449.00	\$ 121,610.00	\$ 133,771.00	\$ 145,932.00

Barnstable	12845	\$ 115,605.00	\$ 128,450.00	\$ 141,295.00	\$ 154,140.00
Framingham	12887	\$ 115,983.00	\$ 128,870.00	\$ 141,757.00	\$ 154,644.00
Peabody	13620	\$ 122,580.00	\$ 136,200.00	\$ 149,820.00	\$ 163,440.00
Lynn	14483	\$ 130,347.00	\$ 144,830.00	\$ 159,313.00	\$ 173,796.00
Cambridge	14530	\$ 130,770.00	\$ 145,300.00	\$ 159,830.00	\$ 174,360.00
Lowell	15200	\$ 136,800.00	\$ 152,000.00	\$ 167,200.00	\$ 182,400.00
Brockton	15883	\$ 142,947.00	\$ 158,830.00	\$ 174,713.00	\$ 190,596.00
Fall River	18194	\$ 163,746.00	\$ 181,940.00	\$ 200,134.00	\$ 218,328.00
Newton	18636	\$ 167,724.00	\$ 186,360.00	\$ 204,996.00	\$ 223,632.00
New Bedford	18765	\$ 168,885.00	\$ 187,650.00	\$ 206,415.00	\$ 225,180.00
Quincy	19055	\$ 171,495.00	\$ 190,550.00	\$ 209,605.00	\$ 228,660.00
Springfield	23884	\$ 214,956.00	\$ 238,840.00	\$ 262,724.00	\$ 286,608.00
Worcester	29190	\$ 262,710.00	\$ 291,900.00	\$ 321,090.00	\$ 350,280.00
Boston	88070	\$ 792,630.00	\$ 880,700.00	\$ 968,770.00	\$ 1,056,840.00
<b>Formula Grant TOTALS:</b>	<b>1,273,271</b>	<b>\$ 11,589,912.00</b>	<b>\$ 12,877,680.00</b>	<b>\$ 14,165,448.00</b>	<b>\$ 15,453,216.00</b>
<b>SIG Factor 10%</b>	<b>NA</b>	<b>\$ 1,158,991.20</b>	<b>\$ 1,287,768.00</b>	<b>\$ 1,416,544.80</b>	<b>\$ 1,545,321.60</b>
<b>Line Item</b>		<b>\$ 12,748,903.20</b>	<b>\$ 14,165,448.00</b>	<b>\$ 15,581,992.80</b>	<b>\$ 16,998,537.60</b>
<b>Rounded</b>		<b>\$12.8m= \$9 FG</b>	<b>\$14.2m= \$10 FG</b>	<b>\$15.6m= \$11 FG</b>	<b>\$17m= \$12 FG</b>
<b>If reduced by</b>		<b>\$4.2m</b>	<b>\$2.8m</b>	<b>\$1.4 m</b>	<b>\$0</b>
<b>Line Item #9110-9002 FY20 /\$17m reduced =</b>		<b>75%</b>	<b>84%</b>	<b>92%</b>	<b>Level</b>

\$17m = FY20 GAA \$19,017,400 with earmarks  
\$12/elder and fully fund SIG

FY16 Allocation=  
\$9/elder

FY17 & FY18  
Allocation=  
\$10/elder

Allocation FY19\* & FY20  
and our FY21 Request  
pre-COVID  
(\*SIG Underfunded)

April 1, 2020 US Census  
Projected Count by  
UMASS/ Donahue

1,721,462

US Census Count April  
1, 2010 (see Cell 353B)

1,273,271

Thus any cut to Line  
Item will be doubly  
felt: Reduced \$  
compounded by  
Increased Count

Increase Population  
2010 to 2020

135%