

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
MONDAY, JULY 9, 2012  
7:00 P.M.

1. Call to Order

The regular meeting of the Commission on Aging was called to order by Leonora Szruba, Chair., at 7:00 p.m.

MEMBERS PRESENT: Cava Castagnaro, Dorothy Coggins, Mary Grant, Judith Jencks,  
Fidelis Kershaw, Carol Sadowski, Leonora Szruba

MEMBERS ABSENT: Edwin Brown, Joseph Doran

2. Reading of previous minutes:

a. 06/04/12 Reg.

A motion was made by D. Coggins, seconded by M. Grant, to dispense with reading the previous minutes.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by M Grant, seconded by C. Sadowski, to accept the previous minutes with a notation that Dennis Duplice, a member of the Board of Finance, was also present.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

At this time, Mrs. Jencks read a letter to Stop & Shop from the East Hampton Commission on Aging in which it was requested that the Stop & Shop Points Program for gas be use for groceries as well. She also reviewed an advertisement regarding free samples for leg products.

a. Letter-of-Complaint

Letter-of-Complaint, Susanne Lambert, 6/7/12, Re: Sr. Coordinator

4. Bills and action thereon - None

Mrs. Jencks advised that the transfer of monies to cover the van's maintenance bill was approved by the Board of Finance.

5. Senior Coordinator's Report

Mrs. Jencks submitted and reviewed the Sr. Coordinator's report dated 7/9/13 as well as a sheet explaining the differences between a senior center, adult day care and a nursing home. The following attachments to the Sr. Coordinator's report were discussed under Old Business, a. and c.: Lisbon Senior Center Lunch/Food Special Revenue Fund, and a sheet from the Town Auditor entitled "Special Revenue Fund vs. Separate Nonprofit Organization."

6. Old Business

a. Sandwich Program

Mrs. Szruba reported that the Board of Finance approved the Special Revenue Fund for the sandwich program. She also discussed communications from the Board of Finance Chairman



# Commission on Aging

## Monthly report

For the month of:	April	May	June
Center visitors	361/19 days	404/21 days	372/21 days
Van rides	101	112	104
TVCCA Meals	25	NA	NA
Meals on wheels	161	NA	168
Sandwich program	145	NA	NA
Other meals	30	NA	NA

Two of our ladies won ribbons at the Regional Art Show held at the Rose City Senior Center in June.

July 11 we will host a mini Health Fair sponsored by Backus Home Health Care. They will do BP checks, foot screenings, bone density scans, dietary counseling and more. Senator Edith Prague will bring us up to date on changes coming down from Hartford followed by the monthly Shooting Star meeting.

The seniors will be going to Watch Hill and Capt Jack's on the 12th and a lighthouse cruise on the 25<sup>th</sup>.

There was a request for the van to transport spare oxygen bottles. The senior was asked to change over to a full bottle prior to the van picking him up. Each person coming to the Senior Center needs to be able to care for themselves. If they can not Adult Day Care might be a more appropriate setting.

The required paper work for the town bus to go to Mohegan Sun has expired. Because I don't anticipate a senior trip this year I won't be renewing it.

The Senior Center again experienced a period of time with no internet. Al has installed a remote switch I will be able to activate resetting the rotor. Hopefully this solves the problem.

Submitted July 9, 2012 by  
Judith M. Jencks



jk

Lisbon Senior Center Lunch / Food Special Revenue Fund.

**Purpose:**

The purpose of this fund is to account for all revenue and expenses generated through the Senior Center food programs excluding those programs financed and controlled by the State of Ct or Federal Agencies.

**Authorization:**

The Lisbon Commission on Aging would have the approval on all bills. The Lisbon Commission on Aging will also be responsible for the creation and submission to the Board of Finance a yearly budget declaring projected revenue and expenses based on the accounts assigned by the Town Finance Department.

**Recordkeeping:**

All revenue and expenses shall be reported to the Town of Lisbon Finance department. At a time and schedule determined by the Town of Lisbon Finance Department. The Lisbon Commission on Aging or its designated representative shall review and approve all expenditures prior to submission to the Town of Lisbon Finance Department. The town of Lisbon Treasurer will set up all procedures and controls required to properly account and record all revenue and expenses. All expenses are to adhere to all purchase order policies as established by the Town of Lisbon.

**Custody:**

The Town of Lisbon Treasurer shall have signature authority over the accounts. The Lisbon Senior Coordinator /Municipal Agent shall have custody of the cash. The Lisbon Senior Director will be responsible for safeguarding the cash on hand and depositing it into the bank in a timely manner.

Any and all excess revenue generated shall be used for the dedicated purpose of supporting the facilities and operations of the Lisbon Senior Center as approved through the budget process of the Special Revenue Account. These funds will not be used to support the normal operating costs of the Senior center such as utilities building maintenance and wages. While it is recognized that the Lisbon Senior Center Food program required numerous small purchases of food stuff the Town of Lisbon Treasurer is authorized to establish an account to allow access via an open PO with either a limited balance Debit Card or Credit Card or open accounts with local vendors for the express purpose of the purchase of food stuffs. In either case, receipts for the purchase must be forwarded to the Town of Lisbon Finance Department in a timely manner.

The Town Finance Department will establish a starting cash account. It is realized that there is a need to make change for the lunch purchases and a small amount of cash will need to be on hand to provide change for purchases. This amount should not exceed \$25.00.



The Town of Lisbon Finance department is instructed to establish accounts to account for the revenue and expenses as approved by the Board of Finance based on the yearly budgets.



# Special Revenue Fund vs. Separate Nonprofit Organization

## No Differences in:

- Tax benefits to potential donors – both treated as a 501(c)(3) organizations
- Restricted fundraising must be used for the purpose or which it is restricted for, not general purposes

Special Revenue Fund	Separate Nonprofit Organization
<p><b>Pros:</b></p> <ul style="list-style-type: none"> <li>• No competition for contract with the Town</li> <li>• Can share in Town services (i.e. occupancy, IT, audit, accounting, insurances, supplies, labor, etc.)</li> <li>• Some grants are only available to Gov'ts</li> <li>• Can restrict or commit profits so that they cannot be used for general purposes</li> </ul>	<p><b>Pros:</b></p> <ul style="list-style-type: none"> <li>• Can venture outside of Town if bylaws allow</li> <li>• Can select your own board</li> <li>• Some grants are only available to Nonprofits</li> <li>• Any profits belong to the nonprofit</li> </ul>
<p><b>Cons:</b></p> <ul style="list-style-type: none"> <li>• Unrestricted/uncommitted monies belong to the Town</li> <li>• Governed by citizens in one form or another</li> <li>• Town politics sometimes flairs up</li> <li>• Town oversight</li> </ul>	<p><b>Cons:</b></p> <ul style="list-style-type: none"> <li>• May be subject to bidding/proposal to work with the Town – subject to competition</li> <li>• Will need to have a contract with the Town</li> <li>• Additional paperwork for the corporation:               <ul style="list-style-type: none"> <li>◦ Set up</li> <li>◦ Continuing meetings and minutes</li> <li>◦ Annual filings with IRS, DRS, SOTS</li> </ul> </li> <li>• Duplication of volunteer efforts to get staffing for events and board members for the corporation</li> <li>• Must cover own costs which may include occupancy, IT, audit, accounting, insurances, supplies, labor, etc.</li> <li>• Responsible to keep current on business laws and regulations outside of your nonprofit purpose</li> <li>• Attorney Fees, Accountant Fees, Other costs</li> <li>• Must make a profit over time to remain a viable business</li> <li>• Town and Nonprofit politics sometimes flairs up</li> <li>• Town oversight and Board oversight</li> </ul>



There seems to be ongoing confusion on what the difference is between a Senior Center, Adult Day Care and a Nursing Home. This is an attempt to distinguish between the three.

A SENIOR CENTER offers a central location where information and services are available for older adults. Most Senior Centers are designated by the Area Agency on Aging as a community focal point. These focal points provide comprehensive delivery of services for maintaining the health, independence and well-being of older adults. The Senior Centers offer information on aging, offer support for family caregivers, train professionals, paraprofessionals and students, and aim to be innovative to approaches addressing aging issues.

ADULT DAY CARE offers variety of services to disabled and/or elderly persons and others with functional and/or cognitive impairments who are unable to remain at home unattended during the working day. Adult Day Care can be part of a temporary or long-term plan. The long-term services are designed to keep the elderly in the community for as long as possible, thereby postponing or preventing institutionalization.

NURSING HOME care is available when an individual can no longer remain at home because the care and supervision required are too extensive for family members or home care services to manage. This level of care is long term or appropriate for discharged hospital patients who require care or rehabilitation before returning home.



#### WHO USES WHAT:

Senior Centers...the young, vibrant over 60's through folks in their 90's looking for a club type setting for socialization, activities, trips, classes, information, etc.

Adult Day Care...folks who can't manage all of the tasks of daily living, but don't need round the clock care. Such as someone recovering from a stroke, suffering from Parkinson's or Alzheimer's

Nursing Homes...people who can no longer live in the community for a wide range of reasons. They might have the inability to care for themselves or a medical condition that is no longer controllable, be physically impaired or mentally confused to the point they have become a danger to themselves.

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requesting information regarding expenditures from the program funds. The shooting stars funds were also discussed at this time.

b. Projects (doors, carpeting, etc.)

Mrs. Jencks reported that that Colonial Carpeting gave a quote of \$845 for carpeting the "library". She further reported requesting a quote for carpeting the hallway and meeting room which was \$3,675.44. She then advised that the purchase will be put off until she gets more quotes. She also advised that there is no confirmed date for the installation of the doors.

c. Shooting Stars - Discussed under the Item a.

7. New Business

a. Improvements

Mrs. Jencks shared some programing ideas that she feels will make better use of the meeting room.

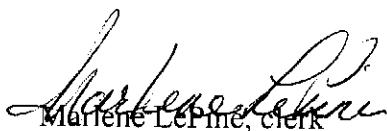
8. Any other business which may properly come before the Commission - None

9. Adjournment

A motion was made by M. Grant seconded by C. Sadowski, to adjourn at 8:00 p.m.

VOTE: UNANIMOUS MOTION CARRIED

APPROVED: \_\_\_\_\_  
Leonora Szruba, Chairman

  
Marlene Lepine, clerk

RECEIVED FOR RECORD AT LISBON  
CT ON 07/11/12 AT 9:55am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
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