## Wallingford Committee on Aging Agenda July 16, 2021

Call to order @ 9:00 a.m.

Secretary's Report

• Vote to accept minutes of June 18, 2021 Meeting

Treasurer's Report

- Vote to accept monthly report of revenues and expenditures for June 2021
- Vote to accept June 2021 Program Account Report

Consent Agenda – Accept the following June 2021 reports as mailed/emailed:

- Executive Director
- Program Director
- Social Services
- Memory Lane
- Health Services

#### Staff Reports

- Executive Director
- Program Director

#### **Old Business**

- Pickle Ball Courts at WSC
- LRP update

**New Business** 

• Insurance Review

Other Business: announcements, appointments, questions, items to be noted for the record of the meeting.

Adjournment (10:00 a.m.)

## Next WCOA meeting – September 17, 2021 (\*no meeting in August)

## WALLINGFORD COMMITTEE ON AGING, INC. June 18, 2021 MINUTES OF MEETING

**ATTENDANCE**: Steven Allinson, Karen Anderson, Anne Bernick, Evangeline Bourgeois, Tom Daly, Rosemary DeAngelis, Rocco DiGenova, Jane Fisher, Alberta Flynn, Susan Gomes, Ronald Graziani, John Rankin and William Viola

**EXCUSED:** Audrey Grove, Glenn Havumaki and Tara Knapp

#### ABSENT: Tom Finn

President Tom Daly called the meeting to order at 9:02 a.m.

#### **SECRETARY'S REPORT**

President Tom Daly asked if there were any additions or corrections to the May 21, 2021 Secretary's Report.

Rosemary DeAngelis made a motion to accept the May Secretary's Report as presented. Steve Allinson seconded the motion. The motion passed unanimously.

#### **TREASURER'S REPORT**

### May 2021 Operating Account Report

Treasurer Ron Graziani reported for the month of May 2021. Receipts are \$757,833 which is \$39,942 below the budgeted amount of \$797,775. Expenditures are \$612,872 which is \$184,903 below the budgeted amount. This results in a net positive of \$144,961. ED Viola pointed out that \$90,000 of that is allocated to the upcoming budget.

## Alberta Flynn made a motion to accept the May Operating Account Report. Rocco DiGenova seconded the motion. The motion passed unanimously.

#### May 2021 Program Account Report

Program Director Karen Anderson reported that a little more income has come into programs. Classes have improved a little. There is money showing in the trip account, but that will go towards paying for buses. Hopefully, Lake View Café will pick up.

## Ann Bernick made a motion to accept the May Program Account Report. Rosemary DeAngelis seconded the motion. The motion passed unanimously.

#### **CONSENT AGENDA**

President Tom Daly asked that the Consent Agenda be accepted.

Ron Graziani made a motion to accept the May Consent Agenda. Jane Fisher seconded the motion. The motion passed unanimously.

### **STAFF REPORTS**

#### **Executive Director**

ED Bill Viola reported that Lake View Café is starting slowly, and the same is true for transportation. Summer months can be slow but hopefully, it should start to get busy again in September. It feels good to have people back socializing, dancing, etc. The long-time Lake View Café manager, Suzanne Kroeber is not coming back, due to health and personal reasons. ED has asked the assistant, Mary Glenn to step up to the manager position as she has worked in Lake View for 18 years under Suzanne. Most of the volunteers for the kitchen have returned and the volume of business now is manageable. The benches for the bocce courts need attention and ED is looking into getting new ones. Willi Stahura, former present of MAC, called to remind ED of the agreement when MAC was temporarily suspended to review the need annually. Covid threw us off last year so it was not reviewed. A discussion followed. It was decided that the Board was comfortable keeping MAC in abeyance, but will review the issue annually.

### **Program Director**

Program Director Karen Anderson reported that the Hudson River trip filled up in an hour and added a second bus that is also full. It seems that people want to travel. Have started to advertise overnight trips for 2022 and have three reservations already. Still working on the silver sneakers program, but Erin has run into the same roadblocks as we had in the past. May try in September to have some of our volunteers help register our members. Reviewed June events and outdoor events. Our hospitality committee did great with the pizza dinner and wore masks without complaining.

### **OLD BUSINESS**

## WSC Covid-19 - Facility Status Report

ED Viola reported that the ENP program will return in August. As he stated earlier, people are coming back, some a little slower than others. Ann Bernick stated that she received notification that the Parkinson group can begin to meet in person again.

### **Pickle Ball Courts at WSC**

ED Viola stated that unfortunately, Eversource is saying at this time they are not willing to let us put pickleball courts on the land next to here. Talked about other options and he will continue to look into having pickle ball courts.

#### **Staff Recognition**

ED Viola reported that he is looking forward to the Staff Appreciation Dinner at 5:00 next Tuesday, June 22<sup>nd</sup>. Asked if a board member or the president would say a few words this year. President Tom Daly agreed to do this.

#### **NEW BUSINESS**

#### Vote to Formally Adopt FY21-22 Budget

ED Viola asked that the FY2021-2022 budget be formally approved and adopted.

Ron Graziani made a motion to formally approve and adopt the FY2021-2022 budget. John Rankin seconded the motion. The motion passed unanimously.

## **OTHER BUSINESS**

Jane Fisher wanted to thank Bill Viola and Karen Anderson for promoting the 3<sup>rd</sup> annual Rotary Club's Flags for Heroes event. There were 167 flags this year, more than 50% from the previous year.

## **ADJOURNMENT**

# Anne Bernick made the motion to adjourn. Rosemary DeAngelis seconded the motion. The motion passed unanimously.

The meeting adjourned at 10:07 a.m.

Respectfully submitted,

Bett Jokison

Beth Johnson Administrative Assistant

## **OPERATING ACCOUNT**

## FISCAL YEAR JULY 1, 2020-JUNE 30, 2021

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## **OPERATING ACCOUNT**

OPERATING & TRANSPORTATION		ANNUAL BUDGET		MAY 2020	E	TO DATE BALANCE		YEAR TO DATE		BUDGET UNDER or
ACCOUNT				ACTIVITY	- I	ORWARD		BALANCE		(OVER)
Disbursements-Transpor	rtati	on								
Salaries-Drivers	\$	110,485.00	\$	10,942.87	\$	49,793.21	\$	60,736.08	\$	49,748.92
Payroll Taxes	\$	9,967.00	\$	1,018.71	\$	5,377.10	\$	6,395.81	\$	3,571.19
Pensions	\$	5,543.00	•	.,	\$	36.88	\$	36.88	\$	5,506.12
Health Benefits	\$	20,385.00	\$	90.00	\$	1,041.46	\$	1,131.46	\$	19,253.54
Workers Compensation	\$	7,503.00	\$	848.00	\$	8,222.24	\$	9,070.24	\$	(1,567.24)
Maintenance	\$	6,400.00	\$	-	\$	2,682.41	\$	2,682.41	\$	3,717.59
Fuel	\$	13,715.00	\$	711.32	\$	3,003.36	\$	3,714.68	\$	10,000.32
Insurance	\$	1,968.00	-		\$	2,374.00	\$	2,374.00	\$	(406.00)
Bus Lease	\$	1.00			\$	1.00	\$	1.00	\$	-
Disbursements-Transportation	_	175,967.00	\$	13,610.90	\$	72,531.66	\$	86,142.56	\$	89,824.44
TOTAL DISBURSEMENTS	\$	870,303.00	\$	104,449.29	\$	612,871.97	\$	717,321.26	\$	152,981.74
Checking Accoun 06/30/2021			\$	115,520.89			\$ \$ \$	121,988.89 6,468.00 <b>115,520.89</b>	Shee	et 1 E13 + E 19
Checkbook Balance 6/30/19 Allocated to 2020/21 budget Unallocated remainder for 2021/202		\$14,061.67 \$6,469.00 \$5,121.00								

## WALLINGFORD SENIOR CENTER EXECUTIVE DIRECTOR'S REPORT JUNE 2021

## **GENERAL STATISTICS**

Days of Service: 22 Recorded Attendance: 2602 Transportation Units: 505 Community Café Meals: 0 Social Service Units: 56 Memory Lane Units:98Health Service Units:0New Members Added:17Members Deleted:16Total Registered Members:3993

## EXECUTIVE DIRECTOR APPOINTMENTS

#### MONTHLY MEETINGS

	Member Advisory Council (Suspended-UFN)
06-18-21	Wallingford Committee on Aging
06-24-21	Staff Meeting

#### SPECIAL MEETINGS

Mary Glynn, Lake View Café Manager, Re: staffing, volunteers, future plans
Sharon Carlson, Re: interview for potential Bus Driver position
Jill Zamparo, Re: interview for possible Lake View Café position
Mike Mancino, Electrician, Re; light replacement and repairs
Carmela DiCesare, Office Manager, Re: health insurance enrollment, billing and
upcoming rate changes.
Aura Vicens, Supervisor, Coastal Cleaning, Re: substitute custodian, additional
services needed.
Eugene Steneck, WSC Member/Volunteer, Re: benches for bocce courts
Shane Pelky, Owner, SP Drain & sewer Cleaning, Re: clogged drains in kitchen
Patty Lignelli, "R" Band Director, Re: building access for rehearsals
Carmela DiCesare, Office Manager, Re: review vacation time balances for staff
Ron Graziani, WCOA Treasurer, Re: sign checks, discuss financial aspects of
upcoming WCOA meeting, staff appreciation and end of fiscal year
Debbie Markiewicz, Memory Lane Coordinator, Re: vacation coverage
Karen Ripa, Director, Junior Performance Academy, Re: proposed program at
WSC on 8-6-21
Don Lanoue, DPW, Re: Sewage ejection pump failure and clogged drain issue
WCOA Long Range Planning Committee meeting

## EXECUTIVE DIRECTOR NARRATIVE REPORT FOR JUNE 2021

## **PERSONNEL & BUDGET**

- Executive Director on vacation Friday 6-11-21 through Thursday 6-17-21.
- Interviewed Sharon Carlson for potential part time/per diem Bus Driver position on 6-2-21.
- Interviewed Jill Zamparo for potential Lake View Café position on 6-3-21.
- Coordinated with Patty Gianotti, Anthem CT Enrollment & Billing to enroll Carmela DiCesare in our health insurance plan on 6-7-21. Also worked with Susan in Town Program Planning Office to coordinate current billing documents and new rates for 21-22
- Met with Carmela to review staff vacation time balances, review end of fiscal year expenditures and being planning for annual audit.
- Worked with Account Managers Carolyn Hart & Mary Tomaselli from Gowrie Group to complete applications and renewal paperwork for our general liability package including: Property, Commercial Crime, Automotive and Umbrella
- WCOA Long Range Planning Committee met on 6-28-21 to begin developing a new 5-year plan. A second meeting to discuss a potential Community Survey will be held on 7-12-21.

## FACILITY & EQUIPMENT

- Mike Mancino, Electrician in on 6-3-21 to replace 2 x 4 fluorescent fixtures with LED lights in Activity Room (2) Men's Restroom and Great Room hallway. Also replaced battery in the EXIT sign in the Creative Arts room.
- Contacted Aura Vicens, Supervisor, Coastal Cleaning on 06-07-21 to coordinate buffing of tile floors and window cleaning also planned for substitute custodian.
- Problems with floor drain backing up in kitchen on 6-8-21 DPW called and SP Drain & Sewer Cleaning out to jet stream floor drains on 6-9-21. Problem reoccurring on 6-25-21. New England Service Co. out on 6-25 and again on 6-28 after access to pump chamber provided by DPW. Power snaked drain out toward pump chamber and tested drain from dish machine and garbage disposal, appears to be draining ok. Found bad pump in pump chamber and chamber in need of clean out. Pump being replaced and clean out of drains being facilitated by DPW following conversations with Director Rob Baltrimaitis.
- Following a request from Eugene Steneck, WSC Member and volunteer bocce group leader, about the condition of some of the benches at the bocce courts, I researched and ordered on 6-22-21, two new recycled plastic benches with mounting brackets which Eugene has generously payed for.

## OTHER

- Met with Karen Ripa, Director, Junior Performance Academy to plan for a performance at WSC on 8-6-21 at 7 PM to benefit Masters Manna.
- Assisted Program staff throughout the month with set up and technology issues for various
  programs including movies and outdoor concerts.
- Thanks to a generous donation of 3 cases of Girl Scout cookies from the West Haven VA Health center, we were able to distribute 2 boxes of cookies each to a number of senior center members who are veterans.

## PROGRAM DIRECTOR'S REPORT June, 2021 22 DAYS

WEEKLY ACTIVITY	PD INSTRUCTOR	VOLUNTEER-LED	SESSIONS	ATTENDED	
A Matter of Balance	X		0	0	
Arthritis Exercise Class	X		0	0	
Bible Discussion Group		Х	0	0	
Bocce		Х	9	42	
Bridge (Tuesday & Friday)		Х	9	45	
Canasta		Х	4	21	
Cards/Nickel-Nickel		Х	4	18	
Cribbage	X	Х	5	10	
Current Events		Х	0	0	
Digital Photography	X		4	35	
Gentle Exercise		Х	0	0	
Gentle Pilates		Х	0	0	
Golf League	Х		5	158	
Hawaiian Dance		Х	0	0	
Mah Jongg & MJ Lessons	X	1216	9	17	
Massage	X		0	0	
Paint Party	X		0	0	
Pickleball		Х	0	0	
Ping Pong		X	1	4	
Pinochle	Х		4	51	
Rummikub	X		0	0	
Scrabble		Х	4	9	
Senior Fitnessize		X	0	0	
Set Back	X	~~~~~	5	19	
Texas Hold'em	X		4	45	
Thursday Evening Dinner			0	0	
Wallingford Sound Chorus			0	0	
Zumba Gold - Mon and Fri	Х		0	0	
Art Appreciation	X	Х	3	24	
Thursday Evening Cabaret		~	4	310	
Dance Lessons Tuesday		Х	0	0	
Drumming for Parkinsons	Х		4	7	
Fun with Fitness	Λ	Х	4	22	
Knitters and Crocheters	Х	Λ	4	28	
	Λ	Х	5	20	
Quilting Tai Chi	X	Λ	0	0	
Tap Dance	^	X	4	36	
Artist Studio		× X	4	9	
	X	Λ	9	46	
Healthy Moves Parkinson's Fitness Class	^		9	81	
	X		9	107	
Strength and Balance Class	^	Х	8	47	
Tai Chi for Health		^	8	54	
Yoga		Х	9	269	
Bingo	v	Λ	9	76	
Dance Parties Tues/Thurs	X				
Total Fitness	Х		17	113	

## PROGRAM DIRECTOR'S REPORT June, 2021 22 DAYS

Billiards		Х	22	154	
Club 60 Plus Fitness Center		Х	22	330	
Body in Motion	Х		4	40	
WEEKLY ACTIVITIES TOTALS			225	2,254	
MONTHLY ACTIVITIES	Pd Instructor	Volunteer Led	SESSIONS	ATTENDED	
AARP Driver Safety Program			0	0	
Ask An Attorney	X		0	0	
Ask A Realtor	Х		1	3	
Billiards Tournaments			0	0	
Benefits Screening	X		0	0	
Birthday Party			0	0	
Book Club		Х	1	8	
Cardiac Support Group		Х	0	0	
Financial Q & A		B. Toomey	1	5	
Foot Care Clinic		Dr. Gambardella	1	6	
Free Hearing Services		Nick Wills	1	3	
Hospitality Committee Mtg		Х	0	0	
Let's Do Lunch Bunch			0	0	
Member Advisory Council		Х	0	0	
Military Whist Card Party		Х	0	0	
Morning Hike		Х	1	cancelled	
Movie Matinees			4	61	
Parkinson's Support Group	Х		1	8	
Q&A with the WPD		Х	1	2	
Red Hat Society			1	12	
Reiki Treatments	Х		0	0	
Veterans Coffee House		Х	0	0	
Veterans Services			0	0	
Will, Trust and Probate			1	4	
MONTHLY ACTIVITIES TOTALS			14	112	
Special Events					
Documentary Series	6/9/2021		1	10	
Pizza Party	6/12/2021		1	85	
R Band Concert	6/12/2021		1	125	
Outdoor Picnic	6/21/2021		1	30	
Home & Personal Safety	6/25/2021	Masonicare	1	13	
Grocery Bingo	6/23/2021		1	31	
SPECIAL EVENTS TOTALS			6	294	

### PROGRAM DIRECTOR'S REPORT June, 2021 22 DAYS

Groups and Workshops				
A.G.E. Workshop			1	7
Balance Workshops			0	0
Chakra 101			0	0
Drum Circle @ SCOW			0	0
Genealogy Workshop			1	10
Guided Imagery			0	0
iPad Users' Group			1	2
Paint Party			0	0
Reiki Certification Class			0	0
Scarves to Dye For			0	0
GROUPS & WKSHOPS TOTALS	5		3	19
USE OF THE FACILITY BY				
6/8/2021	"R" Band Rehearsal			
TRAVEL PROGRAM				
TRIP	TRAVEL COMPANY	DATES	ATTENDED	
Alaska Last Frontier	Collette	June 10 - 17, 2021	2	
TRAVEL PROGRAM TOTAL				
MEETINGS ATTENDED BY PR	1			
WCOA	6/15/2021			
Staff Meeting	6/24/2021			
Staff Recognition	6/22/2021			
June Notes:				
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We continued to offer outdoor picnics and evening concerts throughout the month of June. All the evening concerts were well attended. We held our first large indoor program earlier this month with a pizza lunch and the "R" Band Concert. 85 came for pizza lunch. About 125 in attendance for the "R" Band. We have moved the Thursday evening concerts indoors beginning July 1. Our first domestic trip departed for Alaska this month. Only two travelers but they had a good time. Our first day trip is scheduled for July. Attendance in our fitness class has improved. Some have filled up. We are hoping over time, that the numbers will contiune to pick up. We are able to use Erin has a sub when needed. Still working on having our members call and recommend the senior center for the silver sneakers program. Club 60+ membership has a slight improvement.

## June 2021 INFORMATION AND ASSISTANCE AND FOLLOW UP STATISTICS SOCIAL WORKER REPORT

I & A     FOLLOW     APPOINTMENTS       0FFICE/OUTREACH     0FFICE/OUTREACH       1. ABUSE NEGLECT PROBLEMS	SOCIAL W				
1. ABUSE NEGLECT PROBLEMS		I & A	FOLLOW	The man state interest with the	
2. ADULT DAY CARE         1           3. AGENCY ON AGING         2         1           4. HOMESHARE         1           5. ASSISTED LIVING         1           6. BEHAVIORAL HEALTH/SUBS ABUSE/GAMBLING/HOARDING         1           7. BENEFITS CHECKUP         1           8. CHORE/HOMEMAKER/FRIENDLY         1           VISITOR         1           9. COMPANION/LIVE-IN         1           10. CONGREGATE HOUSING         1           11. CONGREGATE MEALS//IENP         3           12. CONNPACE/CONMMAP         1           13. CT HOMECARE PROGRAM         1           14. MEMORY LANE         2           15. ENERGY ASSISTANCE         12           16. FINANCIAL ASSISTANCE         12           17. FOOD PANTRY/OTHER         1           18. FOOD STAMPS         3           19. GERIATRIC ASSESSMENT PROG.         2           21. HOME REPAIR         1           22. HOUSING         2           23. HOME HEALTH         2           24. INCOME TAX         2           25. LEGAL         2           26. ADVANCED DIRECTIVES         2           27. CONSERVATORSHIP         1           28. POWE FO ATTORNEY <t< td=""><td></td><td></td><td>UP CALLS</td><td>OFFICE/O</td><td>UTREACH</td></t<>			UP CALLS	OFFICE/O	UTREACH
2. ADULT DAY CARE         1           3. AGENCY ON AGING         2         1           4. HOMESHARE         1           5. ASSISTED LIVING         1           6. BEHAVIORAL HEALTH/SUBS ABUSE/GAMBLING/HOARDING         1           7. BENEFITS CHECKUP         1           8. CHOREHOMEMAKER/FRIENDLY         1           9. COMPANION/LIVE-IN         1           10. CONGREGATE HOUSING         1           11. CONGREGATE MEALS//ENP         3           12. CONNPACE/CONNMAP         1           13. CT HOMECARE PROGRAM         1           14. MEMORY LANE         2           15. ENERGY ASSISTANCE         12           16. FINANCIAL ASSISTANCE         12           17. FOOD PANTRY/OTHER         1           18. FOOD STAMPS         3           19. GERIATRIC ASSESSMENT PROG.         2           21. HOME REPAIR         1           22. HOUSING         2           23. HOME HEALTH         2           24. HONG REPAIR         1           25. LEGAL         2           26. ADVANCED DIRECTIVES         2           27. CONSERVATORSHIP         1           28. POWE FO ATTORNEY         2           29. LONG TERM CARE OMBUD					
2. ADULT DAY CARE         1           3. AGENCY ON AGING         2         1           4. HOMESHARE         1           5. ASSISTED LIVING         1           6. BEHAVIORAL HEALTH/SUBS ABUSE/GAMBLING/HOARDING         1           7. BENEFITS CHECKUP         1           8. CHOREHOMEMAKER/FRIENDLY         1           9. COMPANION/LIVE-IN         1           10. CONGREGATE HOUSING         1           11. CONGREGATE MEALS//ENP         3           12. CONNPACE/CONNMAP         1           13. CT HOMECARE PROGRAM         1           14. MEMORY LANE         2           15. ENERGY ASSISTANCE         12           16. FINANCIAL ASSISTANCE         12           17. FOOD PANTRY/OTHER         1           18. FOOD STAMPS         3           19. GERIATRIC ASSESSMENT PROG.         2           21. HOME REPAIR         1           22. HOUSING         2           23. HOME HEALTH         2           24. HONG REPAIR         1           25. LEGAL         2           26. ADVANCED DIRECTIVES         2           27. CONSERVATORSHIP         1           28. POWE FO ATTORNEY         2           29. LONG TERM CARE OMBUD					
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VISITOR         Image: space					
9. COMPANION/LIVE-IN         10. CONGREGATE HOUSING					
10. CONGREGATE HOUSING       11. CONGREGATE MEALS//ENP       3         11. CONGREGATE MEALS//ENP       3					
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24. INCOME TAX	22. HOUSING	2			
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26. ADVANCED DIRECTIVES127. CONSERVATORSHIP128. POWER OF ATTORNEY					
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29. LONG TERM CARE OMBUDSMAN		·			
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TOTALS 39 17	47. YOUTH & SOCIAL SERVICES				
				17	
Total Units 56	Total Units	56			

## Social Services Report Eileen F. Flynn, LMSW, MS Social Worker

## June 2021

During the month of June there were 56 units of service. Seniors continue to be reluctant to schedule an in-office visit. Others are anxious to return to some normalcy and have begun to schedule appointments. Seniors are also stating they have enjoyed receiving the stimulus checks as well as increased SNAP benefits and are hopeful that more stimulus programs will be approved.

6/1/21	Meeting with Debbie M. Memory Lane Coordinator
6/8/21	Meeting with Debbie M, Memory Lane regarding mutual client
6/14/21	Coordinated Financial Questions with Brendan Toomey
6/22/21	Meeting with Debbie M, Memory Lane regarding mutual client
6/22/21	Coordinated Veteran Services with George Messier, VA Officer
6/22/21	Attended Staff Recognition Dinner
6/24/21	Attended Staff meeting

## WALLINGFORD SENIOR CENTER MEMORY LANE REPORT JUNE 2021

**GENERAL STATISTICS:** 

Active Participants	13	Days of Service	21
Wallingford	08	Service units actual	98
Out of town	05	Service units budget	220.5
New	01	Service units if full	315
Discharged	01	Average attendance	4.6
Referrals	2	Budgeted attendance	10.5
Assessments	1	Capacity attendance	15

**Regular Meeting** 

06/01/21	Meeting w/Eileen Flynn, Social Worker
06/08/21	Meeting w/Eileen Flynn, Social Worker
06/22/21	Meeting w/Eileen Flynn, Social Worker

### Other Meetings:

None.

#### Marketing Meetings:

I continue to be in contact with other facilities, to see how their attendance and programs are going.

#### Qualitative Statement:

The Memory Lane Program is now up and running. We have a strong group on Mondays, Wednesdays and Fridays with a much smaller group on Tuesdays and Thursdays. The word seems to be out, and I have been getting some folks stopping in and phone calls about our program. I am hoping that our Tuesday and Thursday group will start to increase as well. We are hopeful that things will continue to go in the right direction, as we see an increase in attendance all throughout the Senior Center. We planted our vegetable garden and our plants are flourishing. I wanted to take this opportunity to thank you for the wonderful dinner and much appreciated gift card. It was great see everyone socially after such a long hiatus. Have a great month.

Warm Regards,

Debbie Markiewicz Memory Lane Coordinator