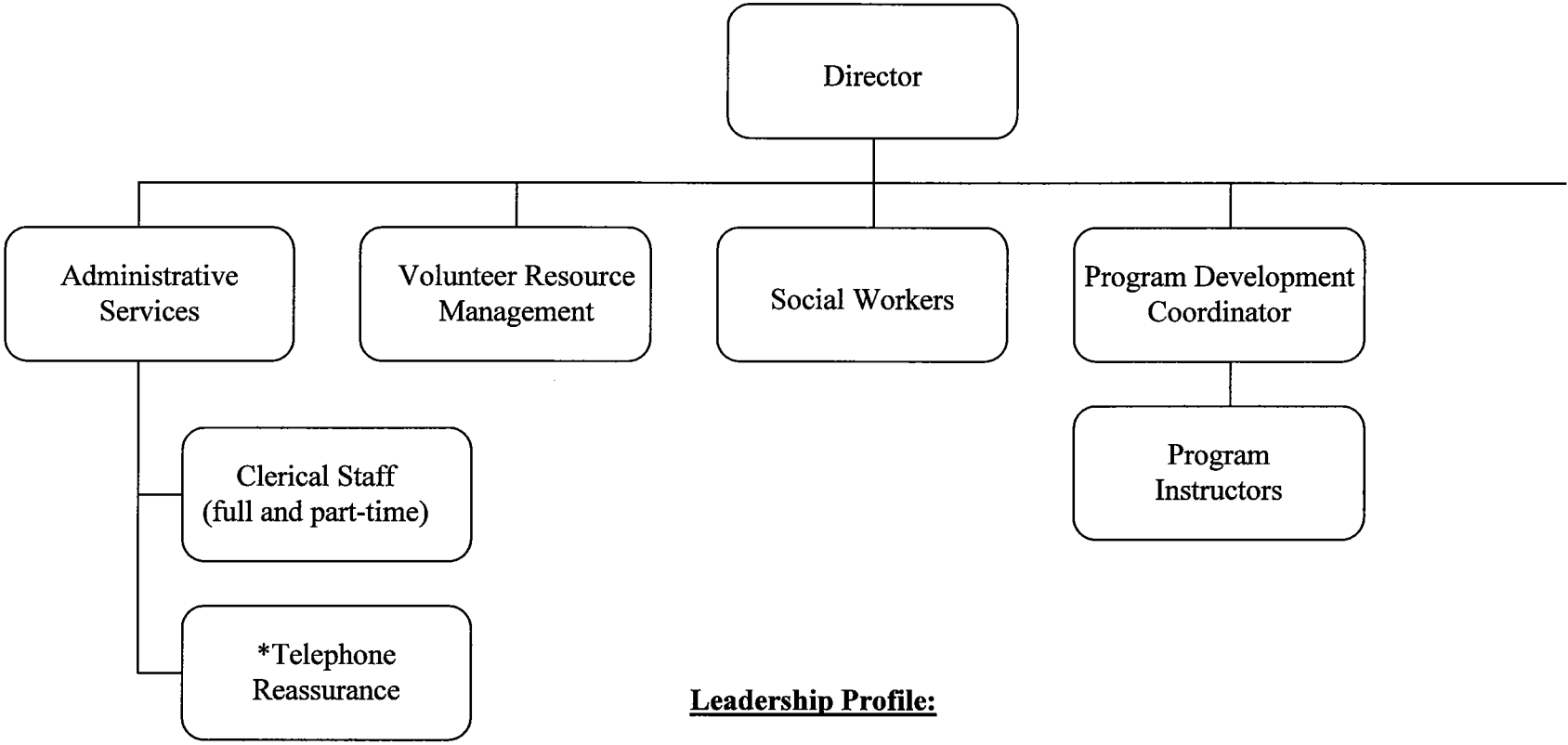


Fiscal Year 2007 Organization
Council on Aging



Leadership Profile:

Moira Munns, Director Council on Aging/Senior Center

- 2005-Present Director, Council on Aging/Senior Center
- 1997-2005 Volunteer Resources Manager, COA/Senior Centr
- 1982-1997 Pharmacist, North Brookfield Pharmacy

Bachelor of Science, Pharmacy, 1982
 Bachelor of Arts Degree, Psychology, 1973
 Massachusetts Pharmacy Registration #18021

FY 2007 Budget Presentation

Narrative

Town of Natick Council on Aging

I. Main Purpose of the Department

The Department is a human service agency that provides social and support services and programs through a multipurpose senior center. We serve as an information resource; provide case management and crisis intervention; coordinate volunteer services; provide programs (wellness, intergenerational and others); provide health services and support for chronic disease self-management; and advocate for older adults and individuals with disabilities of all ages with local, state and federal governments.

Our services focus on empowering older adults and their families and individuals with disabilities of all ages to make informed decisions, to remain actively engaged in their community and to maintain health, vitality and independence.

II. Recent Developments

- Increased demand for transportation. Requests have doubled since last year.
- Replacement of two part-time social workers with one full-time social worker
- Five additional hours of Human Services social worker directed toward services for elders.
- Change in leadership

III. Current Challenges

- Replacement of two 19 hrs/wk Volunteer Resource Managers.
- Addition of support staff.
- Assisting seniors with implementation of Medicare Part D.
- Multiple facility problems (insufficient parking; safety hazard of fast driving in parking lot; bathroom size, accessibility and number of toilets; lack of storage space; need for private interview space for Veteran's Agent).
- Kitchen equipment and chairs are seven years old and need maintenance and/or replacement.
- Scarce state/federal and foundation funding make it difficult to assist those in need.
- Additional transportation resources are necessary.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

- Grant funding is ending for a transportation program offering taxi vouchers for reduced cab fare and mileage reimbursement for volunteer drivers. Proposed budget includes \$20,000 Town funding for this program.
- Innovative program development to increase number and variety of programming options. Reallocation of budgeted funds to programming needs.

V. On the Horizon

- There is a need to build a new senior/community center or renovate existing building.
- Increased need of elders for social services resulting from such factors as increased energy costs and rising taxes.
- Re-examination of Property Tax Help Program.

FY2007 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2002	2003	2004	2005	Approved 2006	Proposed 2007
1 Social Services - Case Mgmt Cases	184	227	241	163	240	210 (three year average)
2 Volunteers	265	269	230	225	225	241 (three year average)
3 Volunteer Hours	3,542	3,496	3,493	13,722	3,490	6,904 (three year average)
4 Information Calls	12,769	13,241	13,126	13,004	13,200	13,124 (three year average)
5 Parking Tags Issued	1,422	1,448	1,468	1,469	1,470	1,462 (three year average)
6 Service (program and health)	52,252	48,938	53,561	37,609	53,400	47,036 (three year average)

Department: Council On Aging
Fiscal Year 2007

LINE ITEM EXPLANATION

Salaries Management: Salary for the full time Director who provides the management functions of the COA office and senior center operations. The functions of this position include meeting with the public and the COA Board to identify needs of elders and caregivers; advocating for service provision to fill gaps or resolve problems with existing services through meetings with legislators, service providers and other agencies and organizations. Obtaining/leveraging funding, grants and in kind resources outside of tax appropriation to benefit Natick's older consumers are also a responsibilities of this position.

Salaries Operational Staff: Salaries for a full time Program Coordinator, two part-time (19 hrs/wk each) Volunteer Resource Managers, a Senior Clerk and an office/clerical position.

The Program Coordinator is responsible for researching, implementing, publicizing, room scheduling and set up, of all classes and programs held on behalf of the COA department at the senior center and at other locations.

The Volunteer Resource Managers share responsibility for recruitment, training, placement, supervision and recognition of over 200 volunteers who provide direct and indirect services to our older adult community.

The Senior Clerk is responsible for maintaining all COA participation and service records, medical equipment inventory, issue parking tags for seniors, community resource information, customer service, and support to other COA staff.

The Clerical/Office position provides Telephone Reassurance to isolated, homebound elders referred by our social workers, family members and other agencies; maintains seasonal and special event communications with seniors; acts as relief Receptionist; tracks use of transportation coupon program; and supports other COA staff.

Salaries Technical & Professional: Salary for a full time Social Worker who is primarily responsible for coordination and implementation of direct individual and group social services to community elders, family caregivers and other concerned parties. She provides information, case management (interpretation of individual needs assessment, referral and follow-up); crisis intervention particularly with elders at risk, those with mental health and substance abuse issues and those in abusive situations; outreach, assists with maximizing financial resources including assistance with applications for helpful resources. This list identifies the primary areas of referrals to our department. Referrals are from consumers, families, friends, neighbors, COA volunteers, Natick Police Department, Natick Fire Department, and other local and distant agencies.

Repairs/Maintenance Equipment: Covers any repairs/maintenance/replacements needed to current equipment regularly used in the course of operating a multipurpose Senior Center: maintenance agreement for the copy machine, fax machine, computer printers,

steam table, refrigerators, other kitchen equipment, assistive listening devices, sound equipment, chairs, tables, TV's, VCR's, projectors, pool tables, computers, and other misc. equipment. Office equipment is obtained and maintained by the COA for use by two Departments: Veterans Services & COA.

Communication Telephone: Cost for local and long distance phone service related to serving older adults and caregiver's needs. Caregivers are both local and distant. We maintain one direct line through Verizon for our Internet access in the Seniors Computer Lab. The Lab is not connected to the Town networking system.

Dues & Subscriptions: Massachusetts COA dues, MA Gerontology Association dues, Volunteer Administration membership, Risk Management, Information & Referral needs, professional subscriptions, updates on aging education and preventive resource information and programming to inform our residents. Most of the organizations with which we are affiliated have increased dues.

Communication Postage: This fund is used for general business postage, communication to volunteers, communication to elder consumers and caregivers, and communication to community resources.

Copy/Mail Center Fees: This fund is for printing needs such as stationary, envelopes, business cards, assessment forms, other forms, brochures, and other misc. needs. It is also our assessment for courier service.

In/Out of State Travel: Includes staff and volunteer travel reimbursement when using personal vehicle for COA business: \$2,000. The volunteer coordinators and social workers use their vehicles to visit the homes of seniors that request services. The program coordinator uses her vehicle to obtain program needs, and implement programs in other locations. The department director uses her personal vehicle to attend meetings, provide outreach to groups of seniors and network with elder service providers. This line item also includes **Staff & Board Development/Training's:** \$1,800. These include workshops to keep abreast of elder issues and beneficial programs; First Aid, CPR, Sensitivity training; Medicaid and other entitlement benefit training updates, Massachusetts Councils on Aging Training Institute and MA Gerontology Association Training's.

Other Services Misc.: This fund is used for the senior's computer lab on-line service and a fee for the Motion Picture Industry License. This fee is required to show videos in the senior center.

Wellness Programs: Includes start-up funds for three new wellness programs and a subsidy for an exercise program: Animals as Intermediaries, a program that integrates animals, nature and the arts and has been used successfully in elementary schools and

nursing homes; an exercise and breathing program designed to release endorphins which promote well-being; Prometheus, an elder dance ensemble to present a demonstration performance in Modern Dance to initiate a resident dance troupe; and a potential water exercise program in cooperation with a local health club.

Office Supplies Stationary: For the purchase of general office supplies.

Supplies Computer: For the purchase of general office equipment toners and ink. Floppy discs, labels for our monthly newsletter, Typewriter ribbons, etc.

Supplies Disposable Goods: Monthly calendars, wellness equipment, first aid supplies, VCR tapes, supplies needed for care of our indoor plants and aquarium, and necessary kitchen/dining supplies such as soaps, bleach, aluminum foil, plastic wrap, napkins, and paper towels are included in this line request.

Transportation Assistance Program: To provide taxi coupon vouchers to elders whose transportation needs cannot be met through other existing options, and to provide mileage reimbursement for volunteer drivers who assist in meeting the transportation needs of our seniors, including trips to Boston for medical appointments.

FY 2007 Budget Presentation

Town of Natick Fiscal Year 2002 thru 2006
Departmental Executive Summary of Finances

Departmental Budget and Personnel Requirements Expended by Fiscal Year					
Category	2002	2003	2004	2005	Thru December 2006
Staffing					
Full-Time Employees	2	2	2	2	2
Part-Time Employees	8	7	5	5	5
Seasonal Employees					
Operating Budget					
Personal Services	\$139,838.19	\$156,444.39	\$175,515.80	\$176,305.29	\$71,931.05
Purchase of Services	\$15,532.28	\$13,158.96	\$10,401.60	\$9,338.36	\$4,290.70
Technical & Professional Svs	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies	\$1,607.95	\$3,115.31	\$2,268.56	\$3,003.06	\$1,085.35
Other Chgs & Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	
Total Operating Budget	\$156,978.42	\$172,718.66	\$188,185.96	\$188,646.71	\$77,307.10
Encumbered Operating Expenses	\$2,459.77	\$150.08	\$24.90	\$541.90	\$436.90
Capital Investments Expended					

Quarterly Expenditure Pattern Fiscal Year 2001 thru 2006 - Operating Budget					
Percent Expended by Fiscal Year	2002	2003	2004	2005	2006
Personal Services					
Quarter 1 ending Sept 30	19.38%	19.74%	20.79%	22.44%	18.99%
Quarter 2 ending Dec 31	23.43%	25.23%	23.50%	23.01%	16.61%
Quarter 3 ending March 31	18.02%	20.78%	23.84%	21.77%	
Quarter 4 ending June 30	23.66%	26.34%	28.47%	27.76%	
Encumbrances for Year	0.00%	0.00%	0.00%	0.00%	
Closed to Fund Balance	15.51%	7.91%	3.40%	5.02%	
Total Pers Svs	100.00%	100.00%	100.00%	100.00%	35.60%

All Non-Personal Services					
Quarter 1 ending Sept 30	18.74%	19.10%	16.48%	13.94%	7.38%
Quarter 2 ending Dec 31	14.31%	29.27%	32.79%	29.50%	10.70%
Quarter 3 ending March 31	11.19%	11.11%	24.97%	21.08%	
Quarter 4 ending June 30	43.22%	33.12%	25.18%	28.00%	
Encumbrances for Year	12.54%	0.85%	0.19%	4.06%	
Closed to Fund Balance	0.00%	6.55%	0.39%	3.42%	
Total Non-Pers Svs	100.00%	100.00%	100.00%	100.00%	18.08%

Capital Investments Expended					
Quarter 1 ending Sept 30					
Quarter 2 ending Dec 31					
Quarter 3 ending March 31					
Quarter 4 ending June 30					
Encumbrances for Year					
Closed to Fund Balance					
Total Capital	0.00%	0.00%	0.00%	0.00%	0.00%

Encumbrances include Current Year and Carryforward amounts from Previous Fiscal Years
Please NOTE some Encumbrances are MULTI-YEAR.

Council on Aging

	No of Staff	Tn Adm Recommended	Dept Requests	2006 Expended 12/31/05	2006 Appropriated	2005 Actual	2004 Actual	2003 Actual	2002 Actual
Salaries Management	1.0	48,636.79	48,636.79	13,608.33	55,957.67	54,592.85	53,465.30	53,261.23	49,662.08
Salaries Operational Staff	5.0	107,088.14	107,088.14	38,625.09	104,810.03	90,161.34	82,847.31	64,722.86	49,505.86
Salaries Tech & Professional	1.0	43,785.87	43,785.87	19,697.63	41,287.29	31,551.10	39,203.19	38,460.30	36,111.66
Salaries Temporary Operational		0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,558.59
PERSONAL SERVICES	7.0	199,510.80	199,510.80	71,931.05	202,054.99	176,305.29	175,515.80	156,444.39	139,838.19
Repairs & Maint Equipment		2,000.00	2,000.00	205.36	1,800.00	1,707.06	2,260.53	3,801.96	2,558.03
Communication Telephone		2,000.00	2,000.00	597.04	2,000.00	1,924.55	1,994.23	2,157.21	2,534.66
Dues & Subscriptions		1,200.00	1,200.00	839.55	1,300.00	878.16	1,091.33	1,177.31	862.68
Communication Postage		950.00	950.00	298.76	900.00	562.86	941.79	870.62	823.93
Copy/Mail Center Fees		750.00	750.00	450.99	750.00	795.64	706.14	500.00	643.48
In/Out of State Travel		3,800.00	3,800.00	816.17	3,500.00	3,061.71	3,031.08	3,476.86	2,389.47
Other Services Misc.		400.00	400.00	685.25	375.00	408.38	376.50	1,175.00	2,036.05
Wellness Programs		4,605.00	8,500.00	75.00	3,500.00	0.00	0.00	0.00	3,683.98
PURCHASED SERVICES		15,705.00	19,600.00	3,968.12	14,125.00	9,338.36	10,401.60	13,158.96	15,532.28
Office Supplies Stationary		1,700.00	1,700.00	611.04	1,600.00	1,703.76	1,078.37	1,571.21	537.94
Supplies Computer		1,100.00	1,100.00	361.98	1,100.00	888.72	1,135.01	1,213.98	405.24
Supplies Disposable Goods		400.00	400.00	112.33	365.00	410.58	55.18	330.12	664.77
SUPPLIES		3,200.00	3,200.00	1,085.35	3,065.00	3,003.06	2,268.56	3,115.31	1,607.95
Transportation Program		20,000.00	20,000.00	0.00	12,000.00	0.00	0.00	0.00	0.00
OTHER CHARGES/EXPENDITURES		20,000.00	20,000.00	0.00	12,000.00	0.00	0.00	0.00	0.00
BUDGET TOTAL		238,415.80	242,310.80	76,984.52	231,244.99	188,646.71	188,185.96	172,718.66	156,978.42

TOWN OF NATICK
EMPLOYEE JOB/PAY Fiscal Year 2007

Emp #	Employee Name	Actual FY'05 Overtime Earnings	Actual FY'05 Regular Earnings	Budgetary FY'06 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.0 Wks) FY2007	Total Appropriation	Additional Compensation			Total Add'l Comp
													Longevity	Education	Other	
Council Aging:																
Management																
40041	MOIRA MUNNS		Replacement	<u>\$55,957.67</u>	BASE	M1-2	47	23.3047	40.0	\$932.19	43,812.80					
						M1-3	5	24.1199	40.0	\$964.80	<u>4,823.99</u>	\$48,636.79				
Operational Staff																
	VACANCY Replacement Volunteer Coordinator			\$14,029.01	HRLY	H5-Max	52	14.1500	19.0	\$268.85	13,980.20					
41185	DEBORAH WATTS	\$33,874.67		\$34,721.54	BASE	P1-4	52	16.6293	40.0	\$665.17	34,588.94					
42281	THERESA CARR	\$30,505.23		\$33,374.30	BASE	B3-2	19.8	17.8890	37.5	\$670.84	13,282.58					
						B3-3	6.2	18.4320	37.5	\$691.20	4,285.44					
						B3-3	26	18.8010	37.5	\$705.04	18,330.98					
	VACANCY Replacement Social Worker			\$13,608.06	HRLY	H5-5	52	13.7400	19.0	\$261.06	13,575.12					
	VACANCY CLERK			\$9,077.12	HRLY	H4-1	52	8.9200	19.5	\$173.94	9,044.88	\$107,088.14				
Technical & Professional																
42672	HELEN CHECKET	\$8,899.52		\$41,287.29	BASE	P4-1	40.4	20.8877	40.0	\$835.51	33,754.59					
					BASE	P4-2	11.6	21.6191	40.0	\$864.77	<u>10,031.28</u>					
												\$43,785.87				
		<u>\$73,279.42</u>		<u>\$202,054.99</u>												
											Total	<u>\$199,510.80</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>