

Name of COA: Greenfield  
**MAIL Address:** 54 High Street, ste 2  
**STREET Address:** \_\_\_\_\_  
 Zipcode: 01301

Tel. # 413-772-1517  
 FAX # 413-772-1512  
**E-MAIL** [HopeM@Greenfield-MA.gov](mailto:HopeM@Greenfield-MA.gov)

Current Chair: Judth Young

Current Director/Coordinator: Hope Macary, RN

Days and Hours of Operation: Monday - Friday 9am to 4pm

**I. Staffing / Other Support**

**A-1** Total **number** of paid staff # 4.00 Tot. # Vols. 78

<b>A-2</b>	<b># Paid Staff</b>	<b># Volunteers</b>	<i>Senior Aides are paid staff.</i>
20 hours/week or more	<u>4.00</u>		
5 hrs./wk. up to 19.5 hrs/wk.			
1 hour/wk. up to 5 hours/wk.		<u>15</u>	
10 hrs./year to 50 hours/year		<u>39</u>	
Less than 10 hrs./year		<u>24</u>	

**A-3** Est. Property Tax work hours at the COA - **A-3** \$ Maximum work-off amount: 0

**A-4** SUM VOL. HOURS.# 2,774 → Do **not** include B1. (above)

**II. Municipal Appropriation FY 2014**

A. Local appropriation to COA: \$	<u>\$127,150</u>	(salary/operations)
B. Muni gift account? (Y/N) ----->	<u>Y</u>	Optional, see notes. * <b>Have a "Friends of COA" group? (Y/N)</b> <u>Y</u>
C. In-Kind, see Section IX. ----->	<u>\$47,809</u>	Optional, see notes. * See definitions, page 4

**III. Elder Service Counts**

**A. Unduplicated Elders\*** Served: # 1,105 (From page 3, section VI.A)  
 [NO penalty for estimates]  
 Is IIIA. Actual "A" or  Estimated "E"

B. Of the **Unduplicated Elders** in IIIA., note **number** of WOMEN: 801 MEN: 304

C. Of the **Unduplicated Elders** in IIIA., indicate **percentage** of:

<u>73</u> % Women	<u>    </u> % Nursing Home
<u>27</u> % Men	<u>    </u> % Disabled
<u>0.27</u> % Minority	<u>41</u> % 75 or over

IIID. **Non-Elders** Served: 105 (from page 3, section VII.A)

IV. Please describe any new/unusual or particularly successful outreach techniques made to attract and serve specific populations, e.g., veterans, limited English speakers, persons with disabilities, boomers, etc. Thank you. We allow the DAV to use the facility after hours at no charge. We have not specifically targeted boomers, however age 61-65 is the highest percentage of participants in the 5-year age ranges. We are making a concerted effort to retain our "senior" seniors.

V. & Activities	Conducted by COA (X)	<A> Actual	Units of Service ("Duplicated")	<A>	Units of Service ("UnDuplicated")	Notes
			1-Jul-12 30-Jun-13	Actual	1-Jul-12 30-Jun-13	
<b>OUTREACH/ADVOCACY</b>						
a. General information services	X		738		395	UnDuplicated count will be an estimate.
b. Case management/advocacy						
c. Health benefits counseling (SHINE)	X		135		74	44 sessions
d. Client finding .....			1,056		105	new this fiscal year
e. Legislative Office Hours	X		2		2	10 sessions
f. Benefits Counseling	X		17		16	16 sessions
<b>PROFESSIONAL SERVICES</b>						
g. Group support ..... *	X		145		40	20 sessions Low Vision & bereavement
h. Legal assistance .....	X		44		33	12 sessions
i. Financial Management ..... *						*ID
j. Mental Health .....						
k. Tax Aide	X		161		145	8 sessions
l.						
<b>SUPPORT SERVICES</b>						
m. Food shopping assistance .....						
n. Social (supportive) day care .....						# of days/week:
o. Friendly Visiting .....						
p. Telephone Reassurance.....						
q. Durable medical equipment loan						Elder Affairs notes potential liability issues.
r. Employment services .....						
s. Intergenerational .....	X		31		31	1 session: dance performance
t. Transportation (TOTAL)						
ambulatory .....	X		126		64	this program was d/c on 9/30/12
non-ambulatory .....						
u. Minor Home Repair .....						
v. Newsletter .....	X		10,000			X Monthly ___ Quaterly ___ Other
w. Brown Bag	X		1,216		198	12 sessions
x. SNAP	X		5		5	6 sessions

	Conducted by COA (X)	<A> Actual	Units of Service ("Duplicated")		Units of Service ("UnDuplicated")		<A> Use an "A" to note Actual #'s only No penalty for "Best Estimates".	Notes
			1-Jul-12	30-Jun-13	1-Jul-12	30-Jun-13		
<b>WELLNESS</b>								
y. Health screening .....			301		102		# of sessions: 28	Foot Screen & BP clinics
z. Other health services.....	X		12		12		4 sessions	Spec Check eyglass tuneup
aa. Fitness/exercise .....	X		5,422		152		498 sessions	
bb. Congregate meals .....								
cc. Home Delivered Meals .....								
dd. Health education .....	X		29		27		# of sessions: 3	
ee. _____								
ff. _____								
<b>OTHER</b>								
gg. Recreation/Socialization.....	X		5,165		483		# of sessions: 897	
hh. Cultural events .....	X		80		64		# of events: 5	sessions Music & Dance
ii. Community Education	X		123		70		40 sessions:	Medicare Info, Computer Geek
jj. Creative Aging	X		335		29		99 sessions:	Art Classes, Creative Writing
kk. Cultural Day Trips	X		71		57		2 Trips:	1 Historic; 1 Performance (not shopping)
ll. _____								

VI. A. Determine Unduplicated Elders Served:..... 1,095 (Do **NOT** sum!) -- see instructions.  
(Also record on page 1 section IV. A)

B. Latest ESTIMATE of 60(+) Population: # 4,070 2010 Census  
(source of this count)

VII. Service to <b>NON-ELDERS</b>	Conducted by COA (X)	<A> Actual	Units of Service "duplicated"		Non-Elders "unduplicated"		Notes
NE1. General information.....	X		20		17		Exclude "a" above
NE2. Transportation (under 60)....							Exclude "t" above
NE3. Family assistance.....	X		46		32		phone, email, in-person
_____							
_____							
_____							

Determine **Non-Elders** Served: ..... 105 (Do **NOT** sum!) -- see instructions.  
(Also record on page 1 section V)

**VIII. Summarize the COA's activities last year...**...highlights, accomplishments, notable issues, new programs, milestones. You may also note what did *not* happen as expected/hoped. (You may also attach the annual report you submitted to your municipality.)

According to the 2010 Census, Greenfield has 4,070 residents age 60+. The Baby Boomers are here. Participant age breakdown: 21% age 61-65; 17% age 66-70; 17% age 71-75; 12% age 76-80; 11% age 81-85; 7.5% age 86-90; 4% age 91-95; 0.7% age 96-100; 0.1% over 100. In addition to social/recreation/cultural/education programs, the Boomers need services related to health insurance, financial issues, legal matters, and complex family dynamics. "Senior seniors", age 80+, remain very active at the Senior Center. Caregivers of all ages contact us for support when dealing with a family member with memory loss, unsafe driving, and long-distance caregiving challenges, to name a few. The COA marked 30 years at the current leased facility in October 2012. Automatic door openers were installed in autumn 2012 - a major, and long overdue, facility improvement. New programs and services were added, and the Fitness Program was revamped with additional classes in FY13 to accommodate almost 50% growth. Creative Aging Programs (art, creative writing, dance) are very popular with all ages. We are looking to expand those offerings as space allows. Program space is limited to three rooms with a respective capacity of 60, 12, and 10. Because it has no doors and is adjacent to the entrance, the Main Room has noise and privacy issues. The COA has many partnerships with community organizations (public, private, and non-profit) to extend our reach. Catholic Charities began funding a Senior Aide position in August 2012. The position has added much needed 20 hours of clerical support at the reception desk. While not a Town employee, this position provides continuity or operations at the front desk. Lastly and by necessity, the COA staff has developed methods to increase efficiency while maintaining service quality. To that end the facility is closed to the public for a few hours each month to process administrative work. The designated admin hours have allowed us to maintain our "open door policy" with the seniors, thus preserving the quality and quantity of our staff/senior face to face interactions when the facility is open.

**X. In-Kind**

In-kind represents tangible goods or services generally considered essential for the COA's operations, but **not** paid for out of its budget. Such services are **not** supervised by the COA, there is no iCORI check or written job description, and the COA typically does not provide orientation, screening, periodic reviews and/or formal recognition.

Typical examples of in-kind follow; kindly (X) or indicate value in appropriate categories.  
 Estimated In-Kind includes below items as well as from the optional Volunteer/In-Kind Resource Sheet/s.

	Rent/Space (gross sq. ft.)	X	Speakers/Presenters
	Transportation		Entertainers/entertainment
X	Utilities	X	Furniture/Equipment
	Van, Garaging & Service	X	Supplies—program/office
X	Custodial/Maintenance		Renovations
X	Plowing/Outside Maintenance		Cable TV service
	Durable Medical Equipment	X	Luncheons/food
X	Recognition Event(s)	X	Books/Videos/Magazines
X	Donated goods	X	Subscriptions
X	Senior Aide		Intergenerational programs

A. \$47,809 Estimated Total In-Kind. Please transfer to page 1, item ID. Thank you.

**Grant funded** positions such as Senior Aides, Green Thumb workers and meal site aides (Elder Nutrition Program only!) may be included under in-kind. This list is not exhaustive.

**VOLUNTEER RESOURCE SHEET \* - OPTIONAL (Pg.1)- FOR YEAR ENDING 30 JUNE 2013**

NAME OF COUNCIL: Greenfield

How Many In This Category?	TITLE/s represent some COA volunteer positions. Add/change title/s, as appropriate.	TOTAL HOURS	Estimated Hourly Pay Equivalent (Likely exceeds minimum wage.)*
1	Ask the Lawyer	22	\$ 459
1	Benefits Counselor	34	\$ 700
27	Brown Bag	222	\$ 4,627
13	COA Baord Member	195	\$ 4,071
17	Event Helper	86	\$ 1,794
11	Group Leader	354	\$ 7,391
9	MedRide Driver	543	\$ 11,318
8	Newsletter	59	\$ 1,230
1	Nurse	6	\$ 125
1	Office Assistance	4	\$ 83
15	Receptionist	673	\$ 14,036
1	SHINE	110	\$ 2,294
6	Special Project	81	\$ 1,678
10	Tax-Aide	266	\$ 5,541
1	Technology	119	\$ 2,484
<b>78</b>	<b>TOTAL</b>	<b>2,774.00</b>	<b>\$ 57,832</b>
<b>SUM of all sheets (as applicable). Estimates are allowable.</b>			

**\*This form is required if Formula funds are used for volunteer recognition.**  
 For the purpose of this report, volunteers serve as staff: meaning, at least in theory, they could/should be paid by the community for their work. Typical/allowable positions are noted above -- including board members. Other may be added. No volunteer credit is given for tax work-off, or for RSVP service. Please transfer **SUMs** to Section 1 of EOEA-SGA. Thank you.