

MINUTES

DATE: February 15, 2017

Council on Aging Board

Senior Center

230 Webster Street, Marshfield, Ma 02050

ATTENDANCE: Sheila Gagnon, Maureen Rosenberg, Carol Hamilton, Bill Lyons, Bill Scott, Barbara VanHouten

ABSENCE EXCUSED: Martine Anderson, Marcy Amore, Joan Butler, Paul Winget

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:01 PM

APPROVAL OF MINUTES: Maureen Rosenberg moved to approve the minutes of the January 18, 2017 meeting. Seconded by Sheila Gagnon. **Motion passed.**

LIAISON REPORTS:

COA BOOSTERS: No Report as there was no meeting held. The next meeting date for the COA Boosters will be February 27, 2017. Bill Scott will attend this meeting.

OCES: The OCES Board of Directors Meeting was held on January 24, 2017. On their agenda was the review of homemaker packages. The outcome of the discussion is that the homemaker services to some clients may be changed or reduced due to inequities in the package. No further information was available at this time.

OCPC: The OCPC Planning Council Advisory Committee Meeting was held on January 26, 2017 at the Pembroke Council on Aging. Martine Anderson attended this meeting. A presentation was given by Paul McPartland, Asset Management Coordinator, Mass Department of Housing and Community, on affordable elderly housing in Massachusetts. Massachusetts has approximately 45,300 units of public housing, of which 30,100 are for elderly/disabled and targeted to extremely low-income persons. Average rent is approximately \$350 per month which included utilities.

DHCD partners with Executive Office of Elder Affairs and both are working on a new initiative called MODPHASE (Modernizing Public House and Supporting Elders). The goal of the program is to preserve existing state public housing and facilitate partnerships between LHA's and local service provide agencies to provide service right environments that allow residents to age in their community.

DHCD is also working with the Jewish Community Housing for the Elderly and the Hebrew Senior Life called Right Care, Right Place, Right Time (R3) Initiative for housing services for low income seniors.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: No Meeting – No Report – A brief update was given by Bill Scott informing the Board that we were granted a two year extension to the Accreditation Project with an end ate of May 31, 2019. We are currently working on the Evaluation Standard. Marcy is working with the Rita, the leader of the CICO (Calories In, Calories Out) and conducting results based study for that program. No meeting scheduled to-date.

BUDGET/STAFFING/FISCAL MANAGEMENT: No Report – See Director's Report.

GOVERNANCE: No Report – No Meeting – *The Policy and Procedure Book is up-to-date.* Barbara updated the Board on the work that has been done on the Policies and Procedure Book. Barbara and Carol met on February 2, 2017 and reviewed all the policies in the book to ensure that we have the most current-up-to-date policies, and the most current Table of Contents with the correct Adoption, Governance Committee Review Date, and COA Board Revision dates. A fourth column was added to the Table of Contents which is the Governance 3 Year Review Date, This date reflects the next period of time a policy is to be reviewed which is three months before Adoption or COA Board Revision Date.

Next Step is to generate new binders that hold the Policies and Procedures. . Fifteen binders will be assembled for the COA Board, and various other locations within the COA, Town Library and Town Hall.

GROUND: No Report

EVALUATION: Bill Scott reported that the Evaluation Committee will meet early March and will be addressing the update to the Life Long Learning Questionnaire.

EVENTS: No Report

MARKETING/ OUTREACH: No Report – Maureen Rosenberg gave a brief update on the meetings of December 2nd and January 12th – See Marketing Minutes from January 18, 2017 COA Board meeting.

PROJECT DEVELOPMENT:

Design Development Study. Carol, Bill and Sheila recently met to discuss the Design Development Study. \$25 K has been approved to do the study and currently researching architects and once determined and hired, a design study will begin.

CPC Project Updates. Phase 2 of the Design Project is redoing the upper level parking lot at the COA and the stairs. The committee is working with Weston and Sampson, Architects. Funding has been approved and once the stairs have been approved the parking lot and stair work will be scheduled.

Program Survey. Carol, Bill and Sheila met with representatives from the University of Massachusetts Boston. The purpose of the meeting was to discuss partnering with UMass, with input from the COA and Marshfield Town Hall, to conduct a study focusing on the needs and interests of Marshfield's senior population and the upcoming generation of future seniors. The survey will reach out to the 50+ population of Marshfield using printed and web versions of a questionnaire. The questionnaire will include quantitative and open-ended questions chosen on importance with respect to the planning needs of the COA. This survey will support the planning for space and programming of the COA Project to complete the second floor addition and be the initial step to move forward.

STRATEGIC PLANNING: Bill Lyons reported that he and Paul Winget met on February 2nd and assembled approximately one hundred and fifteen cover letters, explaining a request for feedback on a Café Survey Form. This form was enclosed along with a return envelope to be mailed or faxed or emailed to the COA. Responses have been encouraging to-date. Responses have not been tabulated yet.

TRANSPORTATION: No Report.

DIRECTOR'S REPORT:

- 1) We received \$315 from the Marshfield Cultural Council for a performance by Stephen Collins for March 23rd performance on Comedy, Satire and Farce.
- 2) We have had ice dams in the roof leaking into the Multi-Purpose room. The assistant facilities manager and the custodian staff have been working on the problem and it has improved.
- 3) Gatra meeting with the Duxbury COA on February 14th on the new ADA requirements and coordination of transportation. We plan to have a follow up meeting in the near future.
- 4) Discuss Behavior Policy
- 5) Reminder about Lifelong Learning Kick off will be Tuesday, April 11, 2017
- 6) Call from the Chamber of Commerce regarding our ability to mentor senior High School Students for 25 hours per weeks for 5 weeks.
- 7) We will be offering a diabetes self-management program beginning March 27th for five weeks.
- 8) The health fair date is May 9th from 9:30 – 12:30.
- 9) Karen Boyle, activities coordinator left her position, as of February 10th. The human resource department is handling the logistics of the hiring process and will work with the COA to fill the activities coordinator position.

- 10) We have a new volunteer who is willing to come in once per week and play the piano and sing, Joe Kodzis will be in from 11:30- 12:15 each Wednesday.
- 11) The Triad will host a panel of experts on emergency devices and resources on March 8th at 1:00. The February Triad was a big success with representatives from health and public safety making a presentation.
- 12) We are working on a description for the ad for the design development study for expansion of the Senior Center.
- 13) New town website www.marshfield-ma.gov, still working on the glitches. The COA staff has made some updates to the site and will continue to do more updates.
- 14) Encore networking group will be held Thursday, the 16th from 9-11. This month's topic will be "How do I land on the short list? Next month's speaker will talk about "age bias".
- 15) March 16th BC BS will come to give a talk on dental options a new program and health care options program.
- 16) The cultural trip group met today Wed. Feb 15th at 10:00 am to discuss ideas for the spring and summer. Three people attended. They are considering the Boston Ballet – Sleeping Beauty, Guided Tour of the Tower Hill Botanical Gardens in Boylston Ma, Yankee Clipper Brunch Train Trip, the Edith Warton House Tour, and Sunday matinee @ the Norwell Theatre.
- 17) The men's group is having a field trip on March 13th at 12:30 to the Loring Hall Theatre at 12:30 pm.
- 18) Tax program is running smoothly, had to cancel this Monday and postpone until Tuesday of this week. Appointments are filling up.
- 19) I have been corresponding with the High School Technology Club (Aimee McAlpine). They are interested in creating a couple of video tutorials about technology use for seniors. Some of the ideas are: Facebook, facetime, mobile devices and other social media. We decided that it would be a great idea to have them create a video and then present it at the Senior Center. Other ideas include; individual tutorial services weekly made available to patrons here at the senior center and or setting up a field trip to the new High School for a show and tell of their technology lab.
- 20) Received a call from Officer Cadette from the Sheriff's Office regarding the painting of the outside of the building. Officer Cadette will call next week to schedule a site visit to assess the job. They hope to get started in early spring.
- 21) We received an e-mail from Verizon that the Fiber – Optics Upgrade is now slated to take place in March. This is the 2nd delay in the start of this project. We continue to have issues with the phone lines.

OLD BUSINESS: N/A

NEW BUSINESS: N/A - Technology Group.....Using electronic and related methods to support the operation of Marshfield Council on Aging. Bill Scott discussed creating a technology group to use electronic means to assist the COA in increasing our communication effectiveness and efficiency. For example, having a central electronic file accessible to COA Board members for current and historical record information and manuals. It has the potential of saving printing and postage expenses while making committee activity more productive. The group would also consider using the internet and social media to improve our communication with seniors and the community. Members were asked to communicate their ideas, thoughts and concerns to Bill to better develop the idea.

COA BOARD VOTES: N/A

NEXT MEETING: The next COA Board meeting is scheduled for March 15, 2017 @ 3:00 P.M.

ADJOURNMENT: Meeting was adjourned at 4:25 PM. It was moved by Sheila and seconded by Bill Lyons. Motion passed.

Respectfully submitted,

Barbara Van Houten, COA Board Secretary