

MINUTES

DATE: March 15, 2017

Council on Aging Board

Senior Center

230 Webster Street, Marshfield, Ma 02050

ATTENDANCE: Martine Anderson, Marcy Amore, Sheila Gagnon, Maureen Rosenberg, Carol Hamilton, Bill Lyons, Bill Scott, Barbara VanHouten, Paul Winget

ABSENCE EXCUSED: Joan Butler

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:03 PM

APPROVAL OF MINUTES: Sheila Gagnon moved to approve the minutes of the February 15, 2017 meeting. Seconded by Bill Lyons. Marcy Amore abstained. Motion passed.

LIAISON REPORTS:

COA BOOSTERS: Carol Hamilton and Bill Scott attended the Boosters February 28, 2017 meeting.

Peg Davis, President of The Boosters, announced that they would once again host a Jazz Concert on June 24, 2017 at the Elks Hall featuring Kristini who performed last year. Tickets for sale will be forthcoming.

Booster Membership is currently up to four hundred and fifty three (453) members which is up from three hundred and seventy (370) in 2014. The Boosters are looking to increase their membership and are anticipating renewal membership of one hundred (100) which will bring the total membership up to five hundred and fifty three (553)! The Boosters raffle/lottery will be held on Friday, March 17, 2017.

Carol, Sheila and Bill Scott met with the Boosters on March 9th. As part of the meeting, a request was made by COA in attendance to help fund the UMass Boston COA Planning Study to address the expansion of the Senior Center. A detailed report on the Study was given by Bill and the Boosters approved funding in the amount of \$14,800 to help with this Planning Study. A big thank you Bill and to the Boosters!!!

OCES: A report was sent to Carol Hamilton from Maureen Saunders of the OCES. OCES reported a 5K Road Race and Walk, Moving Heels for Meals on Wheels, will take place on Sunday, April 2, 2017, 9:00 AM at Silver Lake Regional High School. Sign up for this event is on the OCES website. OCES reported that there are new regulations under the Protective Services Regulations. The new regulations will allow Protective Services to investigate without the permission of the person. Social workers will be able to contact police and COA's for information.

OCPC: Advisory Board Meeting will be held on March 30, 2017.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: No Meeting. Marci updated the COA Board Members on what is currently being worked on which the Evaluation Policy. With the much appreciated help from Lynn, who is working on the study for volunteers, Marci is addressing the Evaluation Policy and conducting a logic based study. Marci is working with Rita, who is the leader of the Calories In/Calories Program as part of the Evaluation Logic Based Study. A suggestion by Sheila was to have Rita visit some of the classes being held at the Senior Center to promote her CICO class. Also, suggestions to promote the class on our Comcast Station and maybe have a Life Long Learning, one day class on CICO was discussed. .

- 1) **BUDGET/STAFFING/FISCAL MANAGEMENT:** On Tuesday, March 7th, Carol and Bill Scott met with the Town's Financial Team on the COA Operating Budget. See the Director's Report (below) for a complete update. As the result of a discussion on the Budget and Staffing report, Sheila will draft a letter to the Town of Marshfield requesting a

position for Assistant Director be opened for the Marshfield Senior Center. Currently there is no succession planning in place. W

- 2) We met with the financial team on the COA Operating Budget on Tuesday; – all increases were removed, including hours and the new position of the assistant director.
- 3) The financial team's approach is different and this year our salaries line item included hours from the Grant and Gatra. This inflated our Salary line item. This will be explained by Rocco in the budget presentation. This also changed the look of the spread sheet.
- 4) After much discussion, the increased hours were reinstated. Final figures for Fiscal 2018 are; (expenses \$25,208 & salaries \$324,594.41) Total Dept. Budget is \$349,802.41
- 5) It is our understanding that the Advisory Board voted on our budget on March 13, 2017.
- 6) We met with capital budget on Monday, March 13, 2017 to present our request for the Shuttle Bus and 2nd Floor expansion. We explain the reasons for the requests and also explained that we are not ready with the design for the 2nd floor. The capital budget were very supportive but were not voting on any requests that evening.

GOVERNANCE: No Meeting. Barbara updated the Board on the status of the Governance Policy and Procedure Books. Barbara completed copying twenty-five policies for fifteen books. The new divider tabs for the books have been printed (thank you, Lynn) and the books are now ready to be assembled. A tentative time to assemble will be within the next couple of weeks.

GROUNDS: No Meeting. Martine scheduled a meeting for Tuesday, March 28th at 9:30 AM at the Senior Center.

EVALUATION: A meeting was held on March 9th. The committee reviewed the Life Long Learning feedback sheet prepared by Lynn Gaughan. Lynn discussed "Outcome Based Evaluations" which provides the Center with participants feedback on what changes in behavior or knowledge they gained by participating. Next meeting will be held on May 4th at 1:00 PM at the Senior Center

EVENTS: No Meeting. Volunteer Recognition Dinner is in the process of being planned by Donna Weinberg.

MARKETING/ OUTREACH: No Meeting

PROJECT DEVELOPMENT: Shelia gave an update on the status of the Phase 2 Senior Center Project. CPC is investigating different cost factors with regard to permits and design fees. One of the thoughts for potential savings for permitting is to permit the entire project which would be roughly the same as the cost for the NHSP permit for one portion of the project. Carol is proposing a meeting with all involved to discuss options.

STRATEGIC PLANNING: On March 3rd, Paul Winget and Bill Lyons met to review the surveys that were sent to one hundred fifteen senior centers in the '02' zip code area of Massachusetts. This covers most of the South Shore and Cape Cod area. Of the one hundred fifteen surveys, forty two or thirty seven percent were returned. Nine were returned with a flat "no" without further comment. Of the remainder only two centers, Brockton and Duxbury, use space for The Café. Chelsea plans for a Bistro when they remodel and Wellesley will have a new Center in the fall with a Café planned. Perhaps another survey should be sent to other zip code areas that are similar in size and population to Marshfield.

TRANSPORTATION: No Meeting

DIRECTOR'S REPORT:

- 1) We received final permission from the town and are in the process of converting from copper wires for our phone systems to Fiber Optics through Verizon. The order has been put through and it should happen any day.
- 2) The One Heart Many Hands Project will take place on Friday, April 28th 8:00 to 1:45. Judy and I are working on the client end and the grounds committee can discuss the building clean up at their next meeting.
- 3) The major compressor for the sprinkler system broke and needs to be replaced. This was discovered during an inspection. A temporary one has been installed, until a permanent one is purchased through the Facilities Department.
- 4) The technology club at the High School will present a video tutorial on skype on April 26th from 4-5pm. We will make up flyers for the event.

- 5) We have just finished a revised version of the LLL insert for the April Link. We have added a couple more activities. (Handout)The kickoff is April 11th.
- 6) I met with Forman Mike Cadette of the Sheriff's Department regarding the exterior paint job. He walked the building to assess the job. He expects that the exterior painting will take place starting in April. They will also help us repair some of the screens.
- 7) The Over Eaters Anonymous Group has decided that they have met their mission and has stopped meeting as of mid-March.
- 8) I will be meeting with the Human Resources tomorrow and we will be conducting interviews with potential finalists for the Activities Coordinator Position.
- 9) Judy Sansone had registered to be a notary and will get sworn in today. We will announce this in the May issue of the Link. We will have notary services available by appointment.
- 10) The AARP tax program continues to go smoothly and there are less than 15 appointments available until the end of the season.
- 11) The GATRA ADA transportation has begun and we are in our second week of transporting clients. We are working with GATRA and the Duxbury COA. We are transporting 5-6 clients per day, each day, thus far.
- 12) The Open Space Committee will hold a presentation at the Senior Center on Thursday, March 30th from 6-8 pm.
- 13) We have been working on driver training. Each driver has to complete 5 different training areas and be certified each year, two years or three years depending on the area of expertise. Most of our drivers will also attend training on March 29th. We are also in the process of setting up a CPR first aide course for our drivers to recertify. This training will be conducted by the fire department.
- 14) We will host a program on Health Care and Dental Options a new program from B/C B/S on March 16th at 10:00.
- 15) We are working on the Health Fair which is May 9th. I am putting together 3 workshops; the first is on Pain Management and the speaker will be Dr. Deborah Kylander, a geriatric physician. The second is speaker (Emily McPhee) from the Outpatient Nutrition Clinic at South Shore Hospital. Emily will present a talk on "Maintaining a Healthy GI System". The third speaker had not been confirmed but I am hoping to get Dr. Jim O'Neil a pharmacist to talk about medication management.

NEW BUSINESS: Student Intern's Report of the "Friendly Visitor Program" Kathleen Small, student Intern, is researching a Friendly Visitor Program for Marshfield COA. Kathleen has done tremendous work on this program, from researching other COA's, to creating a program on paper covering all aspects for a successful Friendly Visitor Program. Right now she has two volunteers interested in becoming a Friendly Visitor and is currently looking for people who would like to have a Friendly Visitor spend time with them in their home. Research and planning continues as Kathleen works to bring this program to completion.

OLD BUSINESS: N/A

COA BOARD VOTES: None

NEXT MEETING: The next COA Board meeting is scheduled for April 19, 2017 @ 3:00 P.M.

ADJOURNMENT: Meeting was adjourned at 4:32 PM. It was moved by Shelia and seconded by Marci.
Motion passed.

Respectfully submitted,

Barbara Van Houten
Barbara Van Houten, COA Board Secretary