

MINUTES
COUNCIL ON AGING BOARD OF DIRECTORS MEETING
January 20, 2021

PRESENT:

Barbara Van Houten, Sheila Gagnon, Bill Scott, Marcy Amore, Maureen Saunders, Martine Anderson, David Cheney, Fred Monaco, Janis Fletcher and Carol Hamilton

GUEST(S):

Sandra Sutherland, Boosters

QUORUM:

A quorum was present.

CALL TO ORDER:

Meeting was called to order at 3:36 PM.

APPROVAL OF MINUTES:

Maureen moved to approve the minutes of the November 18, 2020 meeting. Sheila seconded. Motion passed.

LIAISON REPORTS:

COA BOOSTERS -- Sandy Sutherland

- Toni Sacks will be at the next COA Board liaison.
- Liza Corbett has returned to the Boosters Board.
- There is a new Zoom Account # for the Boosters who will consider purchasing an additional number for use by the COA.
- The Boosters have joined the Chamber of Commerce.
- Meeting time has been changed to the 3rd Monday of the month at 4:00 PM.

OLD COLONY ELDER SERVICES – Maureen

No meeting

OLD COLONY PLANNING COUNCIL – Martine

No meeting

COMMITTEES:

ACCREDITATION -- Carol

The NCOA updated accreditation standards are now being field tested. Lynn has created a new reference book containing each standard we worked on in 2019. Any additional relevant work will be filed there in preparation for our next application.

AGE FRIENDLY/DEMENTIA FRIENDLY -- Maureen

The first meeting of the Committee is scheduled for next week.

BUDGET, STAFFING AND FISCAL MANAGEMENT – Sheila / Bill

A Board of Selectmen's meeting will be held on 1/25 to discuss the FY22 Budget. Anybody is welcome to attend via Zoom.

GOVERNANCE – Bill

Carol has distributed the last set of updated policies to the Board for review prior to consideration for approval at the next meeting. All members are responsible for updating their own Policy and Procedures Manuals. Barbara will update the index after the next meeting.

GROUPS – Martine explained that Ground Effects has previously drawn up a new landscape design for our shrub and plant beds around the building. We may be able to utilize this plan once the new building is complete.

EVALUATION – Maureen

No meeting planned yet.

MARKETING, OUTREACH AND TECHNOLOGY – Barbara

Carol plans to set up a meeting in the near future. She is prioritizing committees coming back onboard since the pandemic started.

PROJECT DEVELOPMENT:

- Outdoor Recreation – Sheila
Opening the new park will be delayed until May 1, 2021 to allow the sod to take hold. Carol and the staff are anticipating starting as many outdoor programs as early as possible in the spring weather permitting.
- Senior Center Expansion – Bill
There was no Building Expansion Committee meeting last month. The groundbreaking ceremony be on Friday the 29th with limited attendance due to Covid. The expansion is going well and progressing quickly. Staff will be meeting with the Interior Designers next week.

STRATEGIC PLANNING – Dave

Dave summarized areas which will improve the development of our Strategic Plan:

- Coordinate closely with the Accreditation Committee.
- Develop points of formal communications among other committees so everyone will be involved in the same process.
- The COA will do an annual SWOT analysis.

- The Evaluation Committee will conduct annual surveys of participants.
- Create a checklist to track all changes in order to update our Strategic Plan
- Peer Reviews will be conducted on updated plans.
- The Evaluation Committee will produce an annual report for the Strategic Planning Team.

The next meeting will be on 1/27 to look at present survey tools and methodologies to see if there should be any changes made. The Team will produce a final document.

DIRECTOR'S REPORT:

- 1) Ground Breaking is Friday, January 29, 2021 at 10:00. Due to state COVID limitations we can only invite 25 people.
- 2) The construction is going well and on schedule. Foundation work is in progress. Members of the staff are meeting with the Interior Designer to talk about programming. This will give the designer an idea of the function of each space and to help her plan for finishes, equipment and furnishings. Caolo and Bieniek will set up a meeting with Rudy Hall, Architect, Carol Hamilton, Julie Erickson Designer and Marilyn Ryan, Designer. The purpose of the meeting will be to begin to select finishes which will continue over a period of weeks.
- 3) We have received over 20 applications for the Tax Work-Off Program and over 30 applications have been taken out. We have only received 2 site requests from Departments. Placements will take time and some may have to take place outside due to the ongoing pandemic.
- 4) Lynn and I are still working on the software program for MySeniorCenter and hoping to utilize a new function that is available to register and pay for programs by credit card. The Boosters may be willing to fund the fees for the registration piece, which may help us with getting the town to accept it. This function will allow seniors to enroll in a program and pay by credit card.
- 5) Three Senior Aides from Citizens for Citizens have been told to stay home due to Covid 19 concerns. The positivity must come down before they are allowed to return. This leaves us short-handed.
- 6) We expect to hear back from GATRA in February on a regional transportation grant that they applied for on our behalf. This grant would help to service the numerous requests we get for medical appointments.
- 7) The Department of Health and Human Services and EOEA issued a memo through MCOA that Council on Aging direct service workers including employees and volunteers such as meals on wheels are part of phase I for vaccines. More details will follow.
- 8) In the meantime the town is gearing up to become a site for vaccines by the beginning of February. The main goal is to vaccinate our residents. Michael is working on providing tents, volunteers, staff, refrigerators and licensing for the vaccines.
- 9) The COA is maintaining an interest list of those that would like vaccines and once available we will do a Robo call with our software program.
- 10) We still continue to have outdoor Zumba and the Walking Group weather permitting.
- 11) We are looking forward to planning for the March newsletter, as the February issue has been sent to the publisher. We will start looking into outdoor activities and plan to talk with recreation about the implementation of Pickleball.
- 12) We just received a contract from EOEA on the formula grant which was level funded from the last fiscal year. (\$12 per elder) Next year's grant will be based on the new 2020 federal census which could affect the amount of the grant for the town's 2022 Budget Cycle.

- 13) I plan to apply for a grant through the DOT called “winter spaces”. The grant is due the end of January. It funds improvements to outdoor spaces to make them more age friendly, accessible and safe. The request will include amenities for the park such as planters and benches.
- 14) The AARP Tax Program has been postponed for one additional week until the 15th. The Tax Counselors will use this time for planning and testing.
- 15) The town curtailed public access to town buildings until the 25th of January. The Foot Care by Pedi Care has been stopped indefinitely by the company. Manicures may resume in late January and hair care in March or April. Our consultants will come back for appointments when appropriate and are doing phone consultations in the meantime.
- 16) Response to the social day programs interest list has been slow. We are working on publicity to bring attention to the “Better Together Program” and the social day program with newspaper articles and reaching out to agencies that could help refer clients.
- 17) We have done a large clean up by custodian staff in the back of the property of the Senior Center... The staff was able to clear a lot of leaves and cut down some branches. There is more work that is needed to finish the area.
- 18) All evacuation plans have been updated in each room of the Senior Center due to the construction project and new ways to exit.

SPECIAL VOTES TAKEN: None.

NEXT MEETING: February 17, 2021

ADJOURNMENT:

Barbara moved to adjourn. Marcy seconded. Motion passed. The meeting was adjourned at 4:57 PM

Respectfully submitted,

Marcy G. Amore

COA Board Secretary