

MINUTES

DATE: July 19, 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 Scott, Barbara Van Houten, Paul Winget, Maureen Saunders, Booster Board Member-Karen Smethurst

ABSENCE EXCUSED: None

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:02 PM

APPROVAL OF MINUTES: Sheila Gagnon moved to approve the minutes of the June 21, 2017 meeting. Seconded by Marcy Amore. Motion passed.

LIAISON REPORTS:

COA BOOSTERS:

Bill Scott attended the Boosters Meeting and reported some highlights of the meeting: Congratulations to the Boosters for raising over \$10K in membership fees. The Boosters exceeded their goal by \$200.00. Great Job and continued success! The Boosters June Concert was a huge success. Boosters are contemplating changing the month of next year's concert from June and that will be determined at a later date. The Boosters are hosting a Craft Fair on November 4th from 9:00 AM to 3:00 PM. All ideas are welcomed!

OCES:

No Report. Welcome Maureen Saunders! The COA Board Members in attendance at today's meeting welcomed Maureen Saunders as a new member of the COA Board. Each board member introduced themselves to Maureen and in turn Maureen gave a brief introduction into her background.

OCPC:

No Report. Carol reported that the next OCPC meeting will be held on August 27, 2017 at 1:00 pm. The topic will be on Hoarding. Martini Anderson has agreed to be the COA Rep for OCPC. Carol will communicate the same to OCPC.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION:

Marcy reported that the Outcome Based Evaluation for CI-CO (Calories In/Calories Out) has been completed. Marcy provided a hand out of the Evaluation which included the following categories: Description of the CI-CO Program – "One of many programs that support good health among Marshfield Seniors." The primary goal is weight management led by Rita Papaconstantinou." Rita is a treasure in that she offers support far more than diets and scales. Rita provides assistance to a healthier lifestyle thru weight loss goals, knowledge of nutrition, and moderate exercise, to name a few.

Why we evaluate the Program – Due to weight related problems for so many seniors, the COA's Evaluation Committee concluded that CI-CO-was a valuable program. Although attendance was low, Rita was well liked

and there were good weight-loss numbers – why? Goal of research was to ensure participants were receiving the support they expected and to determine why the program wasn't well attended. Other Categories included: Areas of Evaluation, Inputs, Process, Measurable Outcomes and Self-Reported Outcomes. *Conclusion:* The CI-CO-Program is a success scoring extremely well in every category. The program needs more publicity. Results have been forwarded to the Marketing and Outreach Committee for action. Marcy acknowledged Lynn Gaughan, COA Office Manager, for all her hard work and support on CI-CO Evaluation. Thank you to both Marcy and Lynn!

BUDGET/STAFFING/FISCAL MANAGEMENT:

No Report

GOVERNANCE:

No Report – No Meeting. Barbara informed members of the Board in attendance that there are two policies that are up for their three year review. The Library Policy and the Emergency Displacement Policy are to be reviewed to bring them up-to-date. Sheila will follow up on these policies.

GROUND: Martine reported we have a new volunteer for grounds maintenance. Martine will meet with “Jack” on Tuesday, July 25th to introduce him to the Senior Center and also the grounds of the Senior Center. Carol presented a “Landscape Design” by Ann Sheridan of Ground Effects. The designer incorporated many of the existing planting along with new ones in order to create a colorful, simplified and unified design. The design consisted of reworking the front and side garden beds. It is up to the COA to decide how or when to proceed and the project could be broken up into phases.

EVALUATION:

No Report – Next meeting will be held on August 8th at 10:30.

EVENTS—VOLUNTEER RECOGNITION:

Shelia reported that planning continues. Donna Weinberg, Volunteer Coordinator, will report to the Board in the near future. The Boosters are contacting local merchants for donations to this event.

MARKETING/ OUTREACH:

Maureen R. reported that the committee continues to move forward to fully market the Senior Center. As part of the Marketing Plan, videos of the Senior Center and interviews related to the Senior Center and programs held in the Senior Center are being made. Recently, filming was done while the Center was in action! Seventeen volunteers, participants and instructors were interviewed along with nine staff members. Several classes were also filmed in action which consisted of a Yoga class, Woodcarving class and one of Bob Jackman's classes. Facebook (FB) (Marshfield Council for Aging page) is now truly up and running with posting being done two to three times per week regarding events occurring at the center. From June 19 to July 16, 2,424 people viewed our page (up 4389%) and 291 engagements (like, comment, share) up 1355%. The FB page is being featured in the August Link in our new “Technology Update Column”. Thank you to Maureen and Lynn Gaughan, COA Office Manager, for all their hard work on this very important project!

TECHNOLOGY

Technology is a recent, newly formed committee. Bill reported that this initiative is still being formed and questions such as what direction we should go, what should be the focus on outreach (FB, Cable TV, Town Website, etc.). What are our priorities? It would be more efficient to have our documentation on-line to view rather than all the paper reports collected. With that said, Martine, Maureen S, Barbara, Shelia, and Paul opted to get their Link via the Town Website. Lots of questions and more are still in discussion. Much more to come on this.

PROJECT DEVELOPMENT:

Shelia reported that she, Carol and Bill are meeting with the town selectmen on Monday, July 23 to give a brief presentation as to why funding is needed for the different phases of renovation to the Senior Center. Carol is working with the town with regard to both the lower and upper Senior Center parking lots. Morse Engineering is working at COA to flag wetlands and property delineations. Trees could be cut down within the next two weeks and fill will be laid down to level everything out.

STRATEGIC PLANNING:

No Report. Carol reported it is once again time to review the Strategic Plan. More to come on this.

TRANSPORTATION:

No Report.

DIRECTOR'S REPORT:

1. MCOA FY 2018 - All earmarks within Line Item #9110-9002 there will be cuts to either or both the Formula and Service Incentive Grants programs because this is \$423,000 less than last year's allocation. COA funding the details are still being worked on. The Formula Grant will be cut and the % is still to be determined.
2. Events for July still unfolding: Norman Rockwell July 24th, American Music Show July 27th, and presentation on Prince William Sound Alaska on July 31st with Mass Audubon.
3. Sheriff's Dept. is 50% finished with exterior painting job at the Senior Center and it is looking great!
4. Problem found in support beams on patio pergola of the Senior Center. Brian Adams has gotten estimates on the work with 3 options. The selectmen weighed in and want the structure removed and building repaired. This could happen within the next two weeks. See cost estimate..
5. Four LLL programs this month "So You Want to be an Author" July 19th still openings and Irish Voices on Saturday July 29th at Haddads two trips to the North End on the 21st and 25th of July and the pub chat on August 10th.
6. New Pilate's class at 8:00 am on Tuesdays started last week is well attended.
7. The two new evidenced based programs are underway this past week. Tai Chi has a full class and Healthy Eating has a few more openings.
8. We are working on development of a retirement planning program. Marilee, Suzanne Allmendinger and Carol met on Monday, to brainstorm ideas on the program.
9. We are meeting this Thursday with the lifelong learning committee to plan the fall program. Kick-off is planned for September 12th.
10. We are working with the fire department to put on a CPR course for the public and the volunteers for September.
11. Special Town Meeting will be October 16, 2017. (warrant articles accepted Aug 7-17th)
12. MCOA is working on finalizing a marketing manual and hopefully it will be available in September.
13. See MCOA's newly revised mission, vision and focus.
14. Governor's Listening Sessions next one July 25th. Barry Cornwall has volunteered to go and wondered whether anyone on the COA Board would like to go and or if any of the Board had any input in terms seniors needs.
15. The Art in Bloom Exhibit is Tuesday Aug 15th.
16. The Smart Driver Course is August 14th.
17. The Marshfield Fair Senior Day is on August 22nd. The COA will participate in Senior Tent and will provide a bus.
18. New Bereavement Support Group starting August 18th.

19. Morse Engineering working this week at the COA to flag wetlands, and property delineations. Trees could be down within the next two weeks.
20. Custodian Coverage changes
21. Lynn and Carol will attend training for new software for public information requests with the town clerk's office next Wednesday, July 26th.

OLD BUSINESS:

At the June 21, 2017 meeting, a request was made by Sheila to change the Board meeting start time from 3:00 pm to 3:30 pm. The board took this into consideration, agreed and voted to change the meeting start time from 3:00 pm to 3:30 pm.

Martine recently sent an email of concern to the COA regarding the lack of space at our Senior Center. In part, she stated that the Marshfield COA is probably the busiest Senior Center on the South Shore. Why? Because we offer so many program and activities, thanks to our dedicated staff. Martine then outlined the many instances where space is at a premium, rooms being shuffled around to accommodate the large number of participants in a class. We need more space! With Martine's permission, Bill will take Martine's e-mail to the meeting with the town selectman on Monday, July 23 as part his, Carol and Sheila's presentation as to why funding is needed for the Senior Center.

NEW BUSINESS:

Fred Monaco has submitted his application to the Town Selectman for approval to become a member of the Marshfield COA Board. The COA Board members in attendance reviewed Mr. Monaco's application and resume. Sheila made a motion to recommend to the Selectmen adding Fred Monaco to the COA Board of Directors. Bill called for a vote and all COA members in attendance were in favor of adding Fred to the COA Board. Carol will write a letter of recommendation to the Selectmen in support of appointing Fred to the COA Board.

COA BOARD VOTES:

1. The COA Board Members voted unanimously to change the COA Board meeting start time from 3:00 pm to 3:30 pm commencing with the August 16, 2017 scheduled meeting.
2. The COA Board Members voted unanimously to recommend to the Selectmen adding Fred Monaco to the COA Board.

NEXT MEETING: The next COA Board meeting is scheduled for August 16, 2017 @ 3:30 P.M.

ADJOURNMENT: Meeting was adjourned at 4:40 PM. It was moved by Sheila and seconded by Marcy. Motion passed.

Respectfully submitted,

Barbara Van Houten, COA Board Secretary