

COA BOARD MINUTES

DATE: December 20, 2017

Council on Aging Board

Senior Center

230 Webster Street, Marshfield, MA 02050

ATTENDANCE: Marcy Amore, Martine Anderson, Maureen Rosenberg, Sheila Gagnon, Carol Hamilton, Bill Scott, Barbara Van Houten and Paul Winget

ABSENCE EXCUSED: Maureen Saunders and Fred Monaco

QUORUM: A quorum was present.

CALL TO ORDER: Meeting was called to order at 3:37 PM

APPROVAL OF MINUTES: Bill Scott moved to approve the minutes of the November 15, 2017 meeting. Seconded by Marcy Amore. **Motion passed.**

LIAISON REPORTS:

COA BOOSTERS: The Boosters Board met on December 18 and their annual meeting was held that afternoon. They approved minor changes to their by-laws and will forward the revised by-laws to our Accreditation Committee. The Treasurer reported that the Craft Fair profit was over \$2600, with significant profit gained from the sale of donated baked goods. The Annual Meeting approved the By-Law changes and was attended by approximately 40 members.

OCES: No report.

OCPC: No report

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: On December 13th, the Accreditation Committee met to review the 6th Community Input Committee (CIC) meeting results on "Evaluation". The following CIC meeting is scheduled for January 10th. The subject will be "Fiscal and Asset Responsibility". After the Accreditation Committee reviews the results of that meeting there will be two standards left to complete, "Records and Reports" and "Facility and Operations". We are still planning to submit our documents in April so that we can include the UMass study.

BUDGET/STAFFING/FISCAL MANAGEMENT: Budgeting is still in process.

GOVERNANCE: No report.

FOUNDATIONS: No report.

EVALUATION: The Committee meets quarterly with the next meeting scheduled on Tuesday February 13, 2018 at 10:30AM.

EVENTS: The Holiday Talent Show will be held on Thursday, December 21, 2017.

MARKETING/OUTREACH: The Board previewed the COA promotional video developed by MCTV in conjunction with the Marketing Committee and many other contributors. The video was well received by the Board and will soon be aired on MCTV.

TECHNOLOGY: The Technology Committee met for the first time on Tuesday, November 28, 2017. As this is a new Committee and was our first meeting, we agreed that it was a good idea to just brainstorm ideas to see what we are about and where our efforts should be focused. We discussed what our Goals and Objectives would be, priorities, and what impact Social Media would have. One of our goals is to provide an electronic format for COA business and provide an electronic location to store and archive COA documentation. We are proposing that this would be available on the town website under the COA. An example would be putting our Policies and Procedures on the website in a COA read only folder to start. Carol will reach out to the Marshfield IT Director, Jon Nash, and invite him to our next meeting in January for his input and guidance on this project. Very excited to say we also discussed working with the Marketing Committee to utilize Social Media to help us grow. All in all, a lot of good ideas were discussed and it is a good start to in helping our COA keep up with Technology. Our next meeting is scheduled for January 16, 2018.

PROJECT DEVELOPMENT: PROJECT DEVELOPMENT REPORT - DECEMBER 20, 2017

- 1) **PHASE II** - Dandel Corporation has been hired to do Phase II of the Outdoor Recreation Project. The contract has been signed, purchase order ready and work has begun. Stairs have been demolished and Dandel hopes to complete stairs before winter. The parking lot is being prepped for paving as a second part of the project. Paving will not start until the warmer weather in the spring. Bill Last Jr. is still hoping complete tree clearing and chipping, now that trees have been cut down.
- 2) **PHASE III** - The COA submitted an application to the CPC committee for phase III of the Outdoor Recreation Project. We reduced the amount requested and will wait to hear a decision in February of 2019.
- 3) **UMASS** - Dr. Mutchler is moving forward and met with staff on statistical reports. We pulled together some numbers and talked about how the #'s could be used in the report. She plans to meet with new Town Administrator very soon and will meet with members of project development committee this week on starting the draft of the survey. Dr. Mutchler expects to send the survey out this winter and wrap up the project in April.

STRATEGIC PLANNING: No report.

TRANSPORTATION: The new 14 seat COA bus is in use and is a great addition to our transportation program.

DIRECTOR'S REPORT:

- 1) Quarterly Report for last quarter of FY 2017
- 2) Quarterly Report for first quarter of FY 2018
- 3) The Bloom Company has been out to add new window treatments and to fix some existing problems. The large window treatment in the great room is broken and had to be sent out.
- 4) The 2019 town budget is still being worked on but our requests are still intact.
- 5) Ted Talks are a new service being offered by the MCOA once per week. The Activities Coordinator is overseeing this program and says the talks have been well received.
- 6) Suzanne, Marilee and the student intern have been working on a retirement program for the spring.
- 7) Marilee attended a dementia friendly / age friendly informational meeting at MCOA
- 8) There was a CPC meeting Wed., December 12, 2018. We learned that decisions on funding will probably not be made until February 2018.
- 9) We have had major leaks in multi- purpose room. Tony Bullock, assistant facilities manager is addressing the repair. A plumber was called and found that the hot water pipes are leaking and will need repair. A new facilities manager has been hired and will begin his duties by the end of January.
- 10) One COA driver will step down, semi-retire from regular duties but will fill in as a sub only. HR is advertising for another bus driver.
- 11) The towns of Kingston, Duxbury and Marshfield met with GATRA to discuss ADA needs. GATRA is hiring a new transportation vendor for the ADA which the COA's will be working with. We discussed coverage for extra trips, holiday closures and ADA coverage for ARC and Reach. The new vendor for GATRA may not be able to transition until March. The plan is to have the new vendor take on more ADA to help alleviate the COA's.
- 12) Medicare open enrollment has ended the first week in December. Alan Rosenberg, Shine Volunteer helped approximately 150 people and Judy Sansone, Social Service Coordinator is still calculating her #'s but estimates that she saw another 300 people. The calculated savings for 36 people seen at Social Service was; \$182,366.
- 13) We are starting a second yoga class at 3:30 on Thursday afternoons. The yoga instructor has been able to reach out to the schools to inform the teachers about this after school activity.
- 14) The AARP income tax program will begin February 5th and go through mid-April. There will be an informational page in the January newsletter.
- 15) The tax work off relief program will begin January 2nd. People can pick up applications on this date and site work requests will be sent out to all town departments in January.

- 16) Don't forget to go to the COA Variety Show tomorrow December 21, 2017 @ 1:00 pm. Proceeds will benefit the food pantry.
- 17) We will be offering a new Art Class starting January 29th with Laura Harvey. This will be a six week course on Mixed Media.
- 18) Job Seekers Networking Group will meet tomorrow at 9:30 and they will have computer teacher Katy Mayo offering a Linked-In Session for participants. There are approximately 20 people that have found jobs since the program has been running.
- 19) The touch screen in the lobby died. The IT Department was very helpful and quick to replace the touch screen. We have upgraded the screen to a larger one and this has been helpful to our patrons especially those with vision problems.
- 20) Marilee is winding up her annual evaluations for activities and making one last effort to get evaluations from as many participants as possible.
- 21) At yesterday's department head meeting insurance forms were passed out from MIIA and one related to a release form for all volunteers. The current administration is probably unaware about prior discussions between the COA Library, Town Administrator, Town Counsel, COA Board and Library Trustees regarding the issue of requiring volunteers to sign this form.

COA BOARD VOTES: None

NEXT MEETING: The next COA Board meeting is scheduled for January 17, 2018 @ 3:30 pm.

ADJOURNMENT: Meeting was adjourned at 5:30 pm. Moved by Martine and seconded by Marcy. Motion passed.

Respectfully submitted,

Maureen Rosenberg