

## **MINUTES**

**DATE:** April 19, 2017

**Council on Aging Board**

Senior Center

230 Webster Street, Marshfield, Ma 02050

**ATTENDANCE:** Marcy Amore, Joan Butler, Sheila Gagnon, Maureen Rosenberg, Carol Hamilton, Bill Lyons, Barbara Van Houten, Paul Winget

**ABSENCE EXCUSED:** Martine Anderson, Bill Scott

**QUORUM:** A quorum was present

**CALL TO ORDER:** Meeting was called to order at 3:05 PM

**APPROVAL OF MINUTES:** Marcy moved to approve the minutes of the March 15, 2017 meeting. Seconded by Maureen. Motion passed.

## **LIASON REPORTS:**

**COA BOOSTERS:** Carol reported the next Boosters Meeting will be held on Monday, May 1, 2017. The Boosters are currently setting up a Jazz Festival fund raiser. More information to come at a later date.

**OCES:** No Report

**OCPC:** Last year the AAA (Area Agency on Aging) Administrator conducted an Older Person Needs Assessment review. October 2017, COA Directors were asked to help with a survey ranking older person needs. Marshfield COA Board members were given a copy of the survey to complete. At the March 30<sup>th</sup> OCPC meeting the Advisory Committee & Administrator reviewed this Assessment. After conducting this review OCPC-AAA established the following service priorities---Transportation, In-Home Health & Supportive Services, Legal Services, Family Caregiver Support, Nutrition Services, Long-Term Care Ombudsman Services, Evidence-Based Health Promotion Services, Mental Health Services & Supportive Services to Target Populations. The Administrator's Priority Recommendations for FY 2018-2021 support this plan.

## **COMMITTEE ASSIGNMENTS AND REPORTS:**

**ACCREDITATION:** Marcy continues to work on the Evaluation Policy, doing logic based studies with the CICO (Rita) Program. In addition to the Evaluation Policy, there are three more policies to be reviewed which are Records and Report, Facilities which is about ninety percent complete, and Finance/Budget.

**BUDGET/STAFFING/FISCAL MANAGEMENT:** No Meeting

**GOVERNANCE:** No Meeting – For the COA Board's information, Carol distributed the signed copy of the Fire Drill and Emergency Evacuation Critique Form by the Marshfield Field Department along with the Evacuation Plan – Staff – Team Assignments updated April 2017. A copy of the Fiscal 2017 1<sup>st</sup> and 2<sup>nd</sup> Quarter Budget was also distributed.

The new COA Policy and Procedures Books are completed and were distributed to the members in attendance at today's meeting. Copies for Martine and Bill Scott are being held for their pick-up along with copies of for the COA Library, Marshfield Library, and the various Town Hall Departments. Labels will be prepared for those copies and then distributed accordingly.

**GROUNDS:** Meeting was held on March 28, 2017. Spring gardening was the topic of the meeting, in particular, One Heart/Many Hands. One Heart/Many Hands is a program whereby high school students help with preparing the grounds for spring. COA grounds cleanup will be on Friday, April 28<sup>th</sup> from 8 AM to 1:30. Pizzas will be served for lunch! Volunteers to help supervise are Barbara, Sheila and Bill Lyons. Next Grounds Meeting will be held on May 8, 2017.

**EVALUATION:** No Report – Next scheduled meeting is May 5, 2017.

**EVENTS**—Upcoming Volunteer Recognition Luncheon.

**MARKETING/ OUTREACH:** Marketing committee met on April 13<sup>th</sup>. The reviewed Marketing Plan was updated by Carol and distributed to the COA Board Members. Much of the meeting was spent discussing the opportunity to work with MCTV to develop a video to support our Marketing and Outreach efforts and as a tool in gaining support for our upcoming building expansion. Filming will begin with the Health Fair on May 9, 2017. A meeting is being scheduled with COA and MCTV representatives to develop a comprehensive plan.

The group also discussed synergies with the Technology Committee currently being established by the board, particularly as related to social media.

Next meeting will be held in July (date to follow).

**PROJECT DEVELOPMENT:** Carol reported on Phase 2 of the Design Study. Will revisit the program after the Town Meeting. Once the Phase 2 waiver is approved we will then proceed with the planning and construction of the parking lot stairs and spaces.

**STRATEGIC PLANNING:** Bill Lyons reported that a meeting was held in April to discuss the Café "Project". It was decided to regroup and scheduled another meeting date. This meeting will revisit the Café Survey Questionnaire and the demographics of where and what and 'if' of the questionnaire.

Carol distributed the COA Marketing Plan to the members of the COA.

**TRANSPORTATION:** No Meeting

**DIRECTOR'S REPORT:**

- 1) Martine would like to confirm how many Board Members will be able to come as supervisors for one heart many hands on Friday, April 28, 2017.
- 2) We received a memorial donation from Marci Littlefield in memory of her husband Walt Littlefield who passed away last September. Walt was on our COA Board for many years.
- 3) Reminder that the High School Technology Club will be coming to visit on Wednesday, April 26<sup>th</sup> from 4-5 pm to present on skype.
- 4) Lifelong Learning went very well and we had about 137 people initially register for courses. Registration is ongoing. Most courses will run as attendance was generally very good.
- 5) Kathleen Small, student intern's last day will be on Wednesday, April 26<sup>th</sup>.
- 6) Marilee Comerford, new Activities Coordinator started her duties on Tuesday, April 18<sup>th</sup>.
- 7) The Sheriff's Dept. expects to start the exterior painting of the Senior Center possibly next week.
- 8) Carol will meet with Katie Dahlen, a student from Bridgewater University who is interested in doing an internship at the Marshfield COA next fall.
- 9) Discussions are in the works regarding creation of a new retirement series under the tax work off program. The individual that is interested in this project is very capable and enthusiastic about for the opportunity.
- 10) Town meeting starts next Monday the 24<sup>th</sup>. The items for our COA are; budget, tax work off, and a new van.
- 11) Walked the property with Landscape architect who is coming up with a new plan for the front and side gardens.
- 12) We have two new classes starting in May. The first is an origami class for May 12, and new Ballet Barre Class.
- 13) Reminder about Barry Cornwall AARP recognition on May 1, 2017.
- 14) Board of Health is doing a public presentation on "Strategies for Caregiving for a Loved One with Alzheimer's and Dementia". The program will take place at the Senior Center on May 18<sup>th</sup>. The Norwell VNA and Hospice will present this educational program.
- 15) The Scituate Rotary will provide a free Community Lunch on June 3<sup>rd</sup> at noon. It will include a full course turkey dinner and entertainment.
- 16) Mass Bar Association for Elder Law Month on May 31<sup>st</sup> Taking control of your finances. Attorney is being arranged for.
- 17) New Art Exhibit first Tuesday in May. There will be 3 local artists featured.

- 18) We are working on the Health Fair to secure vendors, screenings and workshops. The workshops will include; (3) Pain Management, Maintaining GI Health, and Medication Matters.
- 19) Absentee Ballot Voting at the Senior Center on April 20<sup>th</sup> 9-11 by town clerk's office.
- 20) New policy book provided by the town at last dept. head meeting.
- 21) Distributed 2 quarterly financial reports to the COA Board.

**OLD BUSINESS:** N/A

**NEW BUSINESS:** N/A

**COA BOARD VOTES:** None

**NEXT MEETING:** The next COA Board meeting is scheduled for May 17, 2017 @ 3:00 P.M.

**ADJOURMENT:** The meeting was adjourned at 4:35 PM. It was moved by Marcy and seconded by Maureen  
**Motion passed.**

Respectfully submitted,

Barbara Van Houten, COA Board Secretary