

MINUTES

Council on Aging Strategic Planning Committee

April 9, 2019

Senior Center 230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Carol Hamilton, Fred Monaco and Paul Winget.

CALL TO ORDER: The meeting was called to order at 9:37 am.

APPROVAL OF MINUTES: Fred moves to approve the minutes of the meeting for January 18, 2019

Paul seconds the motion. The motion passes unanimously.

DISCUSSION: The strategic plan was last updated on January 18, 2019. The committee suggested the following updates for this meeting;

- 1) Increase Parking and Outdoor Recreation #5 - Take out #2 and # 3. Add new #2 - COA, MYBL, DPW and Amory Engineers meet to discuss the project on Feb. 7, 2019. Add new # 3 - Armory Engineers wrote up a draft proposal on 3/5/19 for Phase III of the Outdoor Plan. Add a new # 4 - COA, DPW, and MYBL reviewed and revised draft proposal. #5 - DPW sent back a proposal with revisions for Armory Engineers to review.
- 2) Increase Program Space #2 - Take out #2 and replace it to read; Warrant Article for Senior Center Expansion will be needed for Fall Town Meeting. The Warrant Article will include 2 other town projects. Change # 3 to read: The final preliminary design and the Total Project Cost were completed by the Architect on 1-23-19. # 4 - The Architect is still working on the Final Report.
- 3) Apply for Accreditation #3 - On # 1 add that the May date is May 29th. Take out #2. Put in a new #2 to read that the submission notebook will be reviewed through the spring. Add a new #3 to read, a second extension was requested by the COA to the NCOA in February of 2019. We requested a 2-3 month extension but have not received a response. We sent a registered letter in April to confirm extension with NCOA. #5 - change to say that the Accreditation Committee met on 2/6/19 to review the last CIC on "Records and Reports".
- 4) Enhance Fundraising Capacity – #4 The COA was able to enlist an individual with grant writing experience through the tax work off program. Add that the town has hired a grant writer who is collaborating with the COA Grant writer.
- 5) Expand and Improve Financial Assistance to Elders # 1 - Take off #'s 4, 5 and 8. Add the sentence that 35 people have been placed in the Tax Work-Off Program. In #7 add that the "Encore Program" will run through May of 2019.
- 6) Increase Awareness and Visibility # 6 - Under objective needed add that; the COA will put out information at spring town meeting including the architectural plans and program with some literature about our need for expansion. On # 2 the strategic planning hopes to review the usability of the Marshfield website as opposed to other town sites. Combine #3 with this. This has not occurred yet although the group talked about checking it out. The outreach committee has not yet explored shortening the video for town meeting. Add that the Activities Coordinator put together a promo video on the Lifelong Learning instructors. Add that the Volunteer Coordinator will work with local newspaper on a story to recruit medical drivers.
- 7) Expand Nutrition Options # 7 - Add that the Board and staff will develop a business plan for the café if the building expansion goes through under #3.
- 8) Program Planning and Evaluation # 8 –Take out #1. Take out pending results in #2. Restate that the transportation survey was based on results/responses. Should we consider reissuing the technology survey?
- 9) Develop an Age Friendly and Dementia Friendly Plan and Initiatives # 9 - Revise # 1 and put that it is ongoing through the spring. In #3 put in that the date the LGBT program is April 10, 2019. Add a new # 5 and state that

we applied for a small visible grant through AARP in April of 2019. Add #6 - To state that the Dementia friendly training for employees, volunteers and public safety officials is ongoing throughout the spring.

NEXT MEETING: The next meeting is scheduled for July 9, 2019 @ 9:30 am. The quarterly review for the Strategic Plan should be done in January, April, July and October.

ADJOURNMENT The meeting was adjourned at 10:45 am

Respectfully Submitted,
Carol Hamilton, Director Council on Aging