

MINUTES

PUBLIC BODY: Council on Aging Board

DATE: May 15, 2019

TIME: 3:30 pm

PLACE: Senior Center, 230 Webster St., Marshfield, MA (Conference Room)

ATTENDANCE: Sheila Gagnon, Martine Anderson, David Cheney, Maureen Rosenberg, Fred Monaco, Marcy Amore, Barbara Van Houten. Maureen Saunders, Bill Scott, Carol Hamilton – Director COA.

Guest: Booster representative, Helen Demers.

CALL TO ORDER: 3:30 pm

Welcome to our newest Board member Dave Cheney.

APPROVAL OF MINUTES: Motion to approve the minutes of April 17, 2019 made by Marcy, 2nd Barbara. Six yes votes and three abstentions.

LIAISON REPORTS:

COA Boosters: The Boosters have planned two fund raisers. one is coming up on June 14, which is a Celebration of Flag Day with the South Shore Men of Harmony performing Patriotic Music at the Senior Center at 7:00 pm. And the second is a Trivia Night on August 10th at St. Anne's Church. A suggested show, seen in Hyde Park replicating the USO shows used during WWII. Barbara encouraged the Boosters to go for things that will bring in the community as a whole, not just the seniors.

Old Colony Elder Services: Dr. Elizabeth Chen has been appointed as the new Secretary for the Executive Office of Elder Affairs. A March for Elder Abuse will be held in Brockton June 13 and in Plymouth on June 20. The Duxbury COA is hosting a regional LGBTQ Pride Celebration June 19th @ 12 noon, at the Duxbury COA.

Old Colony Planning Council: Martine, regrettably, was unable to attend this meeting. The subject to be discussed was the tax relief and tax deferral programs in Massachusetts. The presentation was made by Mr. David Klein, Director of the Carlisle COA.

COMMITTEES:

Accreditation: The Accreditation report is DONE!! All 1000 pages. Kudos to Marcy and Lynn. It will be sent to the National Council on Aging for Accreditation. It was due May 29, 2019, and will be sent as soon as possible. Much review and tweaking remain, but it is essentially finished. Congratulations again!!

Budget/Staffing/Fiscal Management: The Chairman will set up a meeting in June or July with members of the budget committee. The purpose of the meeting is to get an early start on preparing the 2021 fiscal year budget prior to meeting with the town's financial team. This is to insure that the needs of the COA will be met.

Governance: The Committee met May 13 and reviewed the following Policies:

Volunteer Driver Agreement

Volunteer Driver Policy

Standards of Independence and Behavior Policy

Inclement Weather Policy

Whistleblower Policy

Confidentiality Policy

These proposed revised policies were distributed to the Board members for a 30-day review. If there are questions or suggested changes, please let Bill know ASAP so the schedule can be maintained. The vote on these policies will be at the July COA Board meeting. All policies are required to be reviewed every three years. A reminder to keep your Governance Manual up to date, by filing the revisions into the book as you receive them. Thanks to Barbara for keeping the Table of Contents up to date.

The Following 3 policies are up for a vote today:

Pet Policy: Sheila questioned whether the policy covered both indoor and outdoor pet concerns. It was recommended doing it in stages. Previously, the Grounds Committee explored pet waste pick-up bags that could be put outside by the parking area with a sign addressing owners' responsibilities, but found the cost prohibitive. The Governance Committee will contact Animal Control and the Police Chief for guidance. Motion to move the vote made by Bill and seconded by Maureen Rosenberg; approval with one abstention: Dave Cheney.

Smoking Policy: Move to accept as presented by Bill and 2nd by Maureen Saunders. Approval of the motion with one abstention: Dave Cheney.

Governance By-Law: In addition to previous revisions, there was last change to this policy that was recommended. It is in the revision of the name of the main COA governance document from "The Governance By-Law" to "Governance Policy". Motion to accept by Bill and 2nd by Fred. Approval with one abstention: Dave Cheney.

Grounds: There was no meeting, but follow up thank you cards for the One Heart Many Hands were sent out. Cards were sent to; Marie Kurmin and students at MHS, Nessralla's Farm and Taylor Lumber for their donations and the many volunteer supervisors and workers that helped the day of the event.

Evaluation: No report.

Marketing/Outreach/Technology: No report

Project Development: Design Development Study, CPC Project Updates: The Expansion Plan is being displayed in the COA foyer. The final report from the Architect, John Catlin is being worked on and will be presented on June 6, 2019. On May 21st a meeting with Sheila, Bill, Carol and Town Administrator will be convened. Carol plans to present a list of the COA accomplishments in preparation for the expansion. The Town Administrator will discuss scheduling a meeting with the Police, DPW and COA on planning for building projects and the joint warrant article for the Special Fall Town Meeting.

CPC Project Update: The Director's Report will cover the CPC project.

Senior Center Expansion Outreach Committee: No report.

Strategic Planning: The Strategic Planning committee met in April and made some updates to the plan. An amended Strategic Plan will be available at the next Board meeting. The Strategic Planning Committee will meet again on July 9th at 9:30.

Director's Report:

- 1) The Health Fair went very smoothly with 124 participants counted. The staff will meet and have a wrap up session to discuss improvements for next year. The staff took pictures and put a written procedure together on the fair set up and job descriptions for the volunteer stations.

- 2) Spoke with Rich Johnson, Amory Engineers who will be designing the outdoor recreation area. They will forward the contract as soon as they receive their certificates of insurance. The principal engineer Pat Brennan is ready to start once the contract is finalized.
- 3) The Sheriff's Department has finished up a large portion of the interior painting and drywall repair for the time being.
- 4) We will be hosting a presentation on Ticks in conjunction with the Board of Health on June 12, 2019 @ 1:00 pm. Blake Dinius, Entomologist, from the Plymouth County extension will be giving the lecture and power point. Peter Falabella, Board of Health Director has just retired.
- 5) We have a new hiking program that just started May 14th.
- 6) The Mass Bar Association is providing a presentation on "taking control of your future". Elder Law Attorney Elizabeth Caruso will be speaking on various planning topics and important documents needed. She will bring an updated resource guide from the Mass Bar Association.
- 7) We will be presenting the history of women's rights on May 22, at 1:00 with performer and historian Anne Barrett.
- 8) We are working with OCES on putting together some evidenced based courses in the fall. The last one we did was Chronic Pain Management. We will be offering a 1.5 hour healthy living program on "Healthy Eating on a Budget" with OCES this summer.
- 9) The raised garden program at the Senior Center started sign ups as of May 1, 2019.
- 10) We will be offering a presentation on pickleball injury prevention on June 26 at 1:00.
- 11) We will be offering a historic baseball presentation on "Rounders to Baseball" on June 20th at 1:00 with historian Ann Barrett.
- 12) The Seaside Gardeners will offer a patriotic flower arrangement on July 2nd for the COA.
- 13) Marilee and I are working on the idea of summer camp activities for seniors. These would possibly include trips, art classes and summer themed activities. So far we have set up an art journaling course, an art doodling/coloring course and flag painting. We are also working with Mass Audubon on some outdoor excursions.
- 14) I spoke with the Elks and they will be scheduling their summer bash most likely in July or August.
- 15) The positive approach training in dealing with people with Alzheimer's and Dementia was well attended and the participants were very satisfied and pleased with the presentation.
- 16) We will be offering a balance and exercise class with exercise physiologist Neil Sullivan starting on Mondays in July.
- 17) We wrote up a job description for a part time social service worker and will discuss this with the town. The town's HR and a consultant are working on updating job descriptions for town Bylaw Employees. Lisa Cleary, administrative clerk has been on the job for 6 weeks and has been very helpful to our department.
- 18) We have a new Senior Aide from Citizen's for Citizens, Barbara Keif will work 20 hours per week helping with events, the gift shop and office work.
- 19) We are advocating with MCOA on 2 amendments for elder bills: one for the Demonstration/Discretionary grants and the other for elder mental health. The amendments are in the Senate and Sen. O'Connor has signed onto both bills. We are trying to get more support through the MCOA network.

OLD BUSINESS: None

VOTES TAKEN:

- 1) Motion to approve the minutes of April 17, 2019 made by Marcy, 2nd Barbara. Six yes votes and three abstentions.
- 2) Pet Policy: Sheila questioned whether the policy covered both indoor and outdoor pet concerns. It was recommended doing it in stages. Previously, the Grounds Committee explored pet waste pick-up bags that could be put outside by the parking area with a sign addressing owners' responsibilities, but found the cost prohibitive. The Governance Committee will contact Animal Control and the Police Chief for guidance. Motion to move the vote made by Bill 2nd by Maureen Rosenberg; approval with one abstention: Dave Cheney.

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NEXT MEETING: June 19, 2019 @ 3:30 pm, @ the Senior Center.

ADJOURNMENT: 4:30. Bill moved, Maureen Saunders 2nd. Motion passes.

Respectfully submitted: Martine Anderson, Secretary