

## **MINUTES**

### **Council on Aging Board Meeting**

**Wednesday, November 16, 2016**

**Senior Center, 230 Webster Street, Marshfield, Ma 02050**

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

**ABSENCE EXCUSED:** Martine Anderson

**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 October 19, 2016 meeting. Sheila seconded the motion. Motion passed.

### **LIASON REPORTS:**

**COA BOOSTERS:** Carol distributed to the COA Board the Boosters Meeting Agenda, Minutes, Boosters Application for 2017 and Treasurer's report from November 14, 2016. The Boosters held their Annual Meeting October 20, 2016. Peg Davis is the Boosters new President, replacing Edie Kirk. A successful Boosters Holiday Craft Fair was held on November 5, 2016 along with a successful Bake Sale.

**OCES:** Maureen Saunders from OCES sent to Carol Hamilton an update of the OCES Board of Directors Report of October 25, 2016. Carol distributed the email from Maureen to the COA Board and Bill Scott verbally summarized the report to the Board which consisted of an update for a wait list for Home Care that was rescinded on October 7<sup>th</sup>. Mass Home Care now has an agreement that allows internal ASAP referrals. Mass Health Reform (Mass Health) is changing to Accountable Care Organizations. This is a group of Primary Care Providers that have partnered with each other to deliver integrated care. This plan is in process and will begin in December 2017. Giving Tuesday, November 29, 2016, COA's have been provided material for their newsletters.

**OCPC:** No Meeting

### **COMMITTEE ASSIGNMENTS AND REPORTS:**

**ACCREDITATION:** The Accreditation Committee met on November 3<sup>rd</sup> to review the feedback of the September 29, 2016 Community Input Meeting on Program Planning and Implementation. The next standard to be worked on is "Evaluation" and in addition to Evaluation will be working on three more standards which are Fiscal Management, Facility, and Records and Reports. The Accreditation Committee feels that they have most of the information needed to complete those last three standards and hope to be able to complete those in a timely manner.

**BUDGET/STAFFING/FISCAL MANAGEMENT:** No Meeting – Carol along with the Committee will set up a meeting date soon.

**GOVERNANCE:** Changes were made to the Electronic Equipment Policy and the Passenger Transportation Policy. These two policies are to be reviewed for the December 21, 2016 meeting. Carol will send these policies to the Board via email. It was requested to let Sheila know any further changes or suggestions to be made. Sheila Gagnon moves to approve the revised policies of; the Emergency Reception Center, Gift Shop, Volunteers, and Volunteer Drivers. Marcy seconds Motion passes unanimously.

**GROUNDS:** Carol received a written estimate from Ground Effects on a design plan for the COA landscaping. She will check other companies. The Boy Scout Project is nearly complete. Kyle Rogers will need to fill the planter with soil and crushed stone. They will also add benches to the area. Bill Scot makes a motion to send a thank you to Kyle Rogers and the Boy Scout Troup recognizing their efforts and contributions to the Council on Aging. Marcy seconds. Vote is unanimous. Carol will write the letter and have Bill Scott sign it.

**EVALUATION:** The Evaluation Committee met on October 13, 2016 and approved the following revised forms: Life Long Learning, Life Long Learning Monitor, and Volunteer Resignation Questionnaire. The Committee met on October 21, 2016 to review the requirements for the Accreditation submission on Evaluation and they will be assembling the material. The next meeting will be scheduled as needed.

**EVENTS—VOLUNTEER RECOGNITION:** - No Meeting – No upcoming events.

**MARKETING/ OUTREACH:** No Meeting – Carol and Chairman Maureen Rosenberg will set up a meeting date soon with the committee.

**PROJECT DEVELOPMENT:** Carol and Sheila met with Rocco Longo to discuss the Design Development Project for expansion of the Senior Center. Rocco advised Carol and Sheila to continue to move forward with this project. A small committee will be formed to work on the design development study.

The Senior Center dishwasher is once again in need of repairs. Right now, there are five parts that need to be replaced. The dishwasher is over thirteen years old and is consistently breaking down. It has been decided by the COA Board to request emergency funding from the Advisory Board, as previously suggested by the Town Administrator, to replace the dishwasher. Sheila made a motion to replace the dishwasher using emergency funding as stated by the Town Administrator. Bill Scott seconded the motion. The COA Board unanimously approved and voted to ask the town for emergency funding for a new dishwasher.

**STRATEGIC PLANNING:** The Committee met on November 15, 2016. Paul distributed to the COA Board a Café Survey for Senior Centers which consists of sixteen questions addressing the need for coffee and snacks within a senior center. Questions for example are: is the program successful, is it profitable, location, days, hours, etc. The survey will be distributed to over 350 Senior Centers and yet to be determined is how to distribute whether thru email or phone, etc. A suggestion was made to use The Link's Nuts and Bolts also. A copy of the latest quarterly Strategic Plan dated October 25, 2016 was distributed to the Board.

**TRANSPORTATION:** No Meeting

#### **DIRECTOR'S REPORT:**

- 1) The next job seeking networking group will take place on November 17<sup>th</sup>. The last session in Marshfield was well attended. The topic for this session is "creating an elevator speech".
- 2) Our new discussion group on herbs, wild edibles and health foods will meet next on December 9, 2016 @ 10:00 am.
- 3) Open enrollment for Medicare Part D continues to be very busy. Appointments are filling up quickly. Alan Rosenberg trained Shine volunteer has been a big help to Judy Sansone. Judy has 3 days plus one appointment slot, Allen had 4 days remaining for appointments.
- 4) The Boosters are planning to have a ribbon cutting on December 12<sup>th</sup> at 12:30 for the new smart TV. All the Board is invited. We will show a movie right after the event.
- 5) We met with Rocco last week and got the okay to form a small committee for the design development study for upstairs expansion of the Senior Center. We plan to work with DPW for the advertisement and with Brian Adams on the procurement and selection.
- 6) We met with UMass Gerontology yesterday to brainstorm potential ideas for a program survey and also discussed the current and future demographic implications.
- 7) There will be a drama performance on the 29<sup>th</sup> of November and the 3<sup>rd</sup> of December. We need to sell tickets for the event, as it is a fundraiser for the Boosters.
- 8) We have been working with IT Administrator Jon Nash to upgrade the computers in the lab. We are upgrading 5 to microcomputers and adding more memory to the other 5 computers. We have also reconfigured the lab to accommodate the income tax program. The income tax counselors plan to meet this Friday to discuss upcoming changes to the program for 2017.
- 9) The dishwasher is broken again and will require 5 parts to be replaced.
- 10) The LLL program has been a great success this fall and most of the classes are winding down. The last pub chat at Proprietor's Green with speaker Dr. Jim O'Connell went very well.

- 11) The survey work for phase II of the outdoor recreation project will take place by next week. The contract is signed and Weston and Sampson are proceeding with the work.
- 12) The capital budget is due as soon as possible. The operating budget has also been sent out by Rocco and is due Dec 1, 2016. Carol distributed the forms for the Marshfield COA FY2018 Budget as distributed by the town.
- 13) New Hand and Foot Canasta game will start December 7th.
- 14) New tap dancing Dec. 5<sup>th</sup> with Jan Harold.
- 15) New Mini Patel Workshop started this month for 6 weeks. We added a botanical water color for another 6 weeks starting today.

**OLD BUSINESS:** Survey work for the increase spaces in the parking lot will start the week of November 21 by Weston and Sampson who has sub contracted the survey.

**NEW BUSINESS:** As part of Carol's Director's Report, a discussion on Tax Relief ensued regarding the minimum wage of \$10 an hour increasing to \$11 per hour and increasing the available work hours from 90 to 100. Sheila made a motion for Tax Relief to adopt the state minimum wage of \$11 per hour and increase the available work hours from 90 hours to 100 hours. Marci seconded the motion. The COA Board unanimously approved and voted to increase the minimum wage to \$11 per hour and the available work hours to 100 hours.

**COA BOARD VOTES:**

1. The COA Board unanimously approved and voted to ask the town for emergency funding for a new dishwasher.
2. The COA Board unanimously approved and voted to increase the minimum wage to \$11 per hour and the available work hours to 100 hours for the Tax Work Off Program starting January 2017.
3. Bill Scot makes a motion to send a thank you to Kyle Rogers and the Boy Scout Troup recognizing their efforts and contributions to the Council on Aging. Marcy seconds. Vote is unanimous.
4. Sheila Gagnon moves to approve the revised policies of; the Emergency Reception Center, Gift Shop, Volunteers, and Volunteer Drivers. Marcy seconds Motion passes unanimously.

**NEXT MEETING:** The next COA Board meeting is scheduled for December 21, 2016 @ 3:00 P.M.

**ADJOURMENT:** Meeting was adjourned at 4:27 PM. It was moved by Marci and seconded by Sheila. Motion passed.

Respectfully submitted,

Barbara Van Houten, COA Board Secretary