

MINUTES

October 19, 2016

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

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

ABSENCE EXCUSED: none

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:07 P.M.

APPROVAL OF MINUTES: Marcy moved to approve the minutes of September 21, 2016 meeting. Sheila Seconded the motion. Motion passed. Paul Winget abstained.

LIASON REPORTS:

COA BOOSTERS: The Boosters Annual Meeting is scheduled for October 20, 2016. The Board is also making preparations for their Holiday Craft Fair, scheduled for November 5th.

OCES: At the September 16, 2016 meeting the committee discussed Protective Services, MassHealth Income Standards and Federal Poverty Guidelines. Home Care budgets were cut by 3.5 million dollars.

OCPC: In order to understand the greatest unmet needs of elders throughout the region, the OCPC Administrator is conducting a 2016 Older Persons Needs Assessment Survey. Council on Aging (COA) Directors have been asked to help with the survey and, at this meeting, COA Board members were given a copy of the survey to complete. The Director will forward the completed surveys to the OCPC Administrator.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: At the October 19, 2016 meeting the committee reviewed the September 29th Community Input Committee (CIC) review of Standard 5, "Program Planning and Implementation". The CIC meeting went very well with members being quite impressed about the large variety of programs and services the Council on Aging offers in a successful attempt to meet the needs of a diverse group of seniors. A meeting is scheduled for October 21st to discuss Standard 6, "Evaluation".

BUDGET/STAFFING/FISCAL MANAGEMENT: The budget process will get underway as soon as Town meeting ends.

GOVERNANCE: At the October 12, 2016 meeting the committee reviewed and revised the following Governance Policies, Emergency Reception Center, Gift Shop, Passenger Transportation, Volunteer and Volunteer Driver. The committee voted to send all five policies to the COA Board for a 30 day review.

GROUNDS: No report

EVALUATION: At the October 13, 2016 meeting the committee reviewed updated forms, including the Lifelong Learning Monitor Evaluation Form and Evaluation Form—Lifelong Opportunities.

EVENTS: The Volunteer Luncheon, held on October 1st, was enjoyed by all. An Acknowledgement of Appreciation was given to the Volunteers for their many hours of service to the COA.

MARKETING/ OUTREACH: No report.

NOMINATIONS: At the October 4th meeting the committee voted to present the following slate to the COA Board for the October 19th election of COA Board officers---Chair, Bill Scott---Vice Chair, Sheila Gagnon---Secretary, Barbara Van Houten.

PROJECT DEVELOPMENT: No report

STRATEGIC PLANNING: The next meeting is scheduled for October 25, 2016.

TRANSPORTATION: No report

DIRECTOR'S REPORT:

1. Walk path maintenance discussed and met with DPW to clear debris and trim over growth.
2. The DPW will also trim trees along the west side of the property scheduled for today.
3. The contract for the parking and stairs design work with Weston and Sampson has been agreed upon and W & S will be signing off this week.
4. The Eagle Scout Project is underway. Work began last weekend to construct a planter underneath the Senior Center Sign.
5. Joan Weinman has retired as the tap dance teacher. We plan to offer tap once per week starting in December.
6. We will be starting the encore networking employment group this Thursday morning.
7. Reminder about Booster's Annual Meeting on Thursday October 20th @ 2:30 afternoon.
8. Several improvements to the next newsletter; insert page added to the body, two additional pages added, and 100 more newsletters added. In December we will add color to the front and back pages.
9. BOS had an appointment listed on their agenda for the administrative clerk position for the COA. It has since been determined that the COA is the appointing authority. And was removed after consultation with town counsel.
10. Lifelong Learning Programs still ongoing. The programs seem to be very well received. Regina Porter's class at the Jetty and the Pub chat at the Winslow house went extremely well.
11. The trip to the Museum of Work and Culture was also very well received. The restaurant, museum and transportation all went smoothly and people recommended that we repeat the trip.
12. Our Senior Aide Mary Catherine has started 20 hours per week through the Citizen's for Citizen's job training program. She is very helpful to the office. The 2nd senior aid will have her hours increased from 15 to 20 on the 24th of October.

13. The open enrollment period has started October 15th. The Social Service Coordinator is booked through mid-November... SHINE Counselor, Allan Rosenberg is assisting Judy with appointments as well as support from the student Intern.
14. We are applying for a cultural grant in conjunction with Stephen Collins. He will be offering a newly developed satirical performance.
15. The scrabble volunteer will be retiring and will no longer facilitate the game. We will discontinue it for now if no one comes forward to lead the group.
16. November 29th and December 3 Heather Kaval will put on a Variety Show to benefit the COA Boosters. Tickets will be \$5.
17. The Kiwanis Christmas Party is tentatively scheduled for December 10th.
18. The budget process will get underway after town meeting. See the capital budget form and memo.
19. The Needs Assessment Survey from Old Colony Planning Council needs to be filled out by the Board and participants of the COA by the end of December. This assessment gauges what people and professionals think is the greatest need for elders.
20. The refrigerator was in need of repair. A couple of parts were ordered through the facilities manager.
21. Absentee Ballot voting the 27th of October 9:30-1:00.
22. Early voting starting October 24 – November 4. The COA bus will accommodate people who are on the bus and would like to go to town hall to early vote.
23. The COA Boosters Holiday Craft Fair is November 5th.
24. Diabetes Education Course is filled and we are now taking a waiting list.
25. Two new round tables paid for by the Boosters will arrive Friday, October 21, 2016

OLD BUSINESS: Creating a folder of “Nuts & Bolts of the Senior Center” articles to be published in future Links, the monthly newsletter, was discussed. Martine read an article about the importance of the Census, to be considered.

NEW BUSINESS: Election of new COA Board Officers was discussed. Chair asked if there were any nominations from the floor. Hearing none he read the slate the Nominating Committee put forward. Marcy moved to accept the slate. Sheila seconded. Motion passed unanimously.

The possibility of having COA documents and forms put online was discussed. Can we arrange with the Town to store COA documents in a digital form, limited to authorized users for read only or read / update access only? Will we create a Technology Committee?

COA Board members were given five Governance Policies for a 30 day review. They are Emergency Reception Center, Gift Shop, Passenger Transportation, Volunteer and Volunteer Driver Policies.

Chair recommended sending letters of appreciation to key COA staff members who “stepped up to the plate” by assuming Administrative Assistant responsibilities while a search to fill that position took place. Letters will be placed in their files.

Chair recommended sending a letter of appreciation to the Project Coordinator for Volunteers for her many successful Volunteer Luncheons. Letter will be placed in her file.

Marcy moved and Sheila seconded both motions.

COA BOARD VOTES: The COA Board voted unanimously to elect Bill Scott as Chairperson, Sheila Gagnon as Vice Chairperson and Barbara Van Houten as Secretary of the COA Board for the upcoming year.

The COA Board voted to recognize key COA staff members who assumed Administrative Assistant responsibilities while a search to fill that position took place and to recognize the Project Coordinator for Volunteers for her many successful Volunteer Luncheons.

NEXT MEETING: The next COA Board meeting is scheduled for November 16, 2016 @ 3:00 P.M.

ADJOURMENT: Meeting was adjourned at 4:40 P.M. It was moved by Sheila and seconded by Marcy. Motion passed.

Respectfully submitted,
Joan Butler, COA Board Secretary