

MINUTES

September 21, 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 and Barbara Van Houten.

ABSENCE EXCUSED: Paul Winget

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:05 P.M.

APPROVAL OF MINUTES: Martine moved to approve the minutes of the August 17, 2016 meeting. Sheila seconded. Motion passed with amendments. The words they are were removed from #11 on Director's Report. The word optional was changed to option from #16 on Director's Report. Bill Scott abstained.

LIASON REPORTS:

COA BOOSTERS: The Boosters approved \$10,000 for a new TV and sound system. They continue to work on their annual meeting called Boosterfest, scheduled for October 20th and on their 3rd annual Craft Fair, scheduled for November 5th.

OCES: No report.

OCPC: At the August 25th meeting Title 3 application summaries for financial assistance and AAA (Area Agency on Aging) recommendations for funding were reviewed. Requests include funding assistance for day care for mildly confused elders, nutrition and transportation programs, legal services, linguistically and culturally appropriate programs for minority elders, mental health outreach and volunteer home visiting programs.

OCPC-AAA is responsible for administering 1.5 million dollars in Older Americans Act funding annually for elder services in the greater Plymouth County region. In order to make the best choices for prioritizing funding, it needs to understand and identify older people's greatest needs. The AAA Administrator is asking Provider Agencies to participate by completing an Older Person Needs Assessment Survey to tell about the needs of clients they serve.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: At the August 28th meeting the committee reviewed input from the Community Input Committee (CIC) on "Administration and Human Resources". The next CIC meeting is scheduled for September 29th when the next Standard "Program Planning and Implementation" will be discussed. The document folder for this committee meeting has been mailed to participants. Program planning is definitely our strong suit and the multitude of programs, services and activities we provide demonstrates that we respond to the needs of seniors, their families, caregivers and the Marshfield community.

BUDGET / STAFFING / FISCAL MANAGEMENT: No report.

GOVERNANCE: Sheila moved to adopt seven revised main Governance Policies. At the August Board meeting members were given the policies for a thirty day review. Marcy seconded. Motion passed. The seven policies are Confidentiality, COA Gift Account, Inclement Weather, Pet, Smoking, Standards of Independence and Behavior and Whistleblower Policies.

GROUNDS: At the September 7th meeting the committee discussed landscaping plans for the Senior Center as ongoing efforts are being made to estimate the cost of improving the look of the grounds. Two projects are being considered: One is to increase the number of raised gardens from four to eight and the other is to box in, with a planter, the sign at the entrance to the area. Gwen Frazier has been helpful in keeping large pots in front of the building decorated with plants. How will the Walking Path be maintained? After speaking with a member of the DPW Martine was assured that the Walking Path would be monitored by the DPW. The desire for dog waste receptacles is ongoing.

EVALUATION: At the September 16th meeting the committee reviewed evaluation standards from accreditation requirements. The committee also discussed the value and need to move to outcome based evaluations. The next meeting is scheduled for October 13, 2016.

EVENTS: The Board discussed plans for the Volunteer Recognition Luncheon to be held on October 1, 2016. The Project Coordinator for Volunteers provided a written summary for the Board and a draft of the program.

MARKETING / OUTREACH: No report.

NOMINATING COMMITTEE: Chair appointed three Board members to the Nominating Committee for the annual election of officers to the COA Board. They are Bill Lyons, Chair, Barbara Van Houten and Joan Butler. The Nominating Committee will meet on October 4th to select candidates.

PROJECT DEVELOPMENT: The work is continuing with Weston and Sampson to finalize a contract for the design, survey work, permits, bid documents, and project management of the parking, stairs and railings project with CPC funding. We are also collaborating with Weston and Sampson on preparing a new application for Fiscal 2018 for a revised plan for the remainder of the Outdoor Recreation project. The deadline is due September 30, 2016. We are exploring funding with CPA for this technical assistance.

STRATEGIC PLANNING: The next quarterly meeting was changed from October 18th to October 25, 2016.

TRANSPORTATION: No report.

DIRECTOR'S REPORT:

- 1) Received a call from LPI regarding changes to the newsletter. They will be able to provide a higher # of newsletters, color to front and back pages and an additional insert.
- 2) Meeting with designer on Thursday, September 22nd at 9:00 am regarding a revised grounds plan.
- 3) Meeting today with Vern Chartrand regarding his new role as local coordinator for the Tax Counseling Program for Marshfield.

- 4) The "All In This Together" program with Jim Cantwell went very well with 12 presenters and an audience of 25 people or so. The program was televised for all to see.
- 5) The town clerk's office will provide absentee ballot voting for the Presidential Election at the Senior Center on Thursday, October 27th from 9:30 to 1:00.
- 6) Lifelong learning was another big success with over 120 people registering and some of those registering for multiple courses. All courses have enough students to move forward except for the caregiver course.
- 7) The COA Boosters approved an allocation for a new TV system that would have computer capacity for presentations instead of using a projector. It will also have a sound system and much better resolution. It will be mounted on the wall for better viewing.
- 8) We have had quite a bit of electrical work done including parking lot lighting, and new light for Senior Center Sign has been installed and some interior lighting fixed.
- 9) I met with Citizen's for Citizen's today regarding paperwork for a new Senior Aide Mary Catherine Spiegel to start next Monday, 20 hours per week. She will assist at the front desk and with clerical duties.
- 10) Working with DPW on the CPC contract with Weston and Sampson for parking and stairs.
- 11) Search Committee will meet on Thursday to go over finalist's paperwork and set up interviews for the Administrative Clerk's Position.
- 12) The student intern, Kathleen Small started on September 10th; she is working with social service and will be focusing on developing a friendly visitor program. I have also asked her to work on creating a volunteer brochure in conjunction with the Volunteer Coordinator.
- 13) The vision support group will begin to meet quarterly instead of monthly.
- 14) Medicare D open enrollment starts October 15th. Judy has already booked appointments through the early part of November.
- 15) A new Mini Pastel Class will begin Nov 2nd for 6 weeks.
- 16) Our technology fair will be on October 11th from 9-2:30.
- 17) "The King and I" Cultural Trip is filled. The Museum of Work and Culture trip still has slots available.
- 18) The Encore Program starts on October 6th in Halifax the topic is self-assessment and age bias. The 2nd monthly meeting is in Marshfield and it will be held on October 20th and the topic will be; "Developing a Resume".
- 19) The new reporter for Marshfield is Kaila Braley. Donna and Karen met with her today to discuss various events that we will be offering. The Editor Kristi Funderburk left her position to relocate.
- 20) I am still working with the town on a GATRA Contract. It will be brought up before the BOS for review next Monday. I am also working with the consultant to finalize all of the RLS requirements.
- 21) Special Town Meeting will be October 24, 2016; there is a draft warrant available.
- 22) I am working with Brandon Riley, W & Sampson on updating the outdoor recreation plan in order to prepare to apply the end of September. We are discussed costs and funding sources.
- 23) We received a \$2100 grant from Rockland Trust / Trust Fund to pay for the meal portion of the Volunteer Recognition.

24) A new lunch Manger has been hired by OCES and she has started her duties as of last week. Her name is Shannon Jameson.

OLD BUSINESS: Recreation Project—working on design contracts with DPW and Weston and Sampson.

NEW BUSINESS: Chair, Bill S, put forward a resolution to recognize, at the Volunteers Luncheon, the 36,000 hours of service volunteers contributed to the COA during fiscal year 2016. The COA Board offers its profound thanks and appreciation. Sheila moved to adopt this resolution. Marcy seconded. Motion passed.

COA BOARD VOTES: The COA Board voted to adopt the revised versions of seven main Governance Policies. They are Confidentiality, COA Gift Account, Inclement Weather, Pet, Smoking, Standards of Independence and Behavior and Whistleblower Policies. The Date of Revision for the seven policies is September 21, 2016. The Board also voted to adopt a resolution to recognize, at the Volunteers Luncheon, the 36,000 hours of service volunteers contributed to the COA during fiscal year 2016.

NEXT MEETING: The next COA Board Annual meeting is scheduled for October 19, 2016.

ADJOURMENT: Bill L. moved to adjourn the meeting at 4:35 P.M. Sheila seconded. Motion passed.

Respectfully submitted,
Joan Butler, COA Board Secretary