

MINUTES

August 17, 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, Barbara Van Houten

ABSENCE EXCUSED Bill Scott, 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 July 20, 2016 meeting. It was seconded by Barbara. Motion passed. Marcy Amore and Bill Lyons abstained.

LIASON REPORTS:

COA BOOSTERS: At the August 8th meeting members discussed plans to have prizes for the Volunteer Luncheon scheduled for October 1st, the Booster Fest scheduled for October 14th and the Craft Fair scheduled for November 5th. The Craft Fair already has many tables sold. It was announced the Beverly Allen has moved and, as a result, has resigned as Secretary of the Boosters.

OCES: No report

OCPC: The next meeting is scheduled for August 25, 2019

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: The Community Input Committee on "Administration and Human Resources" reviewed and discussed the following applicable documents at the meeting: Governance Bylaws with attachments, Volunteer Manual, Town Personnel Bylaws and Clerical Union Contract, Director's resume and job descriptions for all paid and unpaid COA staff and the Organizational Chart. Rocco attended the meeting and shared town department administrative issues. This was very informative and led to a very interesting discussion period. The next chapter is on "Program Planning and Implementation" and we're nearing completion.

BUDGET / STAFFING: No report

GOVERNANCE: At the July 26th meeting the committee finalized reviewing and revising the following seven policies and voted to present them to the COA Board at their August 17th meeting for a thirty day review. The seven policies are Confidentiality, COA Gift Account, Inclement Weather, Pet, Smoking, Standards of Independence and Behavior and Whistleblower Policies. The next meeting will be scheduled after the Board meeting.

GROUNDS: No report

EVALUATION: At the July 27th meeting the committee discussed the value of summarized data to help the Life Long Learning Committee digest its program offerings. It discussed using program monitors to provide feedback on the physical setting and similar attributes and recommended that monitors provide written feedback on programs where there is no participant evaluation (typically trips). The committee mentioned several topics for articles in the Link entitled The Nuts and Bolts of the Senior Center. They are: Why is it important to swipe my card for each daily activity? Why do we need fire drills? Why is it important to complete the annual town census? Why should program surveys at the Senior Center be completed? The next meeting is scheduled for September 15th at 10:30 a.m.

EVENTS: The Boosters are giving support to the cost of the Volunteer Luncheon scheduled for October 1st.

MARKETING / OUTREACH: No report

PROJECT DEVELOPMENT: Carol, Bill S. and Sheila met with Joe Rizza, the original architect of the Senior Center, to discuss ideas about expansion of the building.

STRATEGIC PLANNING: At the July 19th meeting the committee conducted the 3rd quarterly review for this year. It reviewed, discussed and updated the seven Areas of Operation included in the COA's 2012-2017 Strategic Plan.

TRANSPORTATION: GATRA Survey results were distributed to the COA Board at this meeting. Many of the surveys were completed on line. The results do not necessarily show that there is a substantial demand for transportation to Greenbush.

DIRECTOR'S REPORT:

- 1) The Art in Bloom Exhibit Program was held yesterday and will be available for a short time longer. The Senior Center Art Classes and the Seaside Gardeners with over 100 people visiting the exhibit.
- 2) We will be hosting a forum called we are all in this together with Rep. Jim Cantwell. This forum brings local service providers together and gives seniors the opportunity to learn and network with the many resources and benefits available to them. September 15th.
- 3) We will have a guest speaker coming from Verizon on August 24th at 1:00 that will discuss the impact to some subscribers on the transition from copper to fiber optic technology.
- 4) We will be starting an Encore Career Seekers 50 plus network program once per month beginning in the fall. The program is funding through MCOA and it is for people who are unemployed or under employed. Each meeting will have a unique topic that provides skills, support, coaching, and information.
- 5) We will be offering a field trip to the Museum of Work and Culture on October 15th. Another Cultural Trip is being planned for the "King and I" in November. The trip group met to discuss plans going forward. Karen Boyle is heading up the group.
- 6) We are working on our annual report for the executive office of elder affairs due September 9th.
- 7) The Formula Grant has been signed and mailed as of today. Last mailing date is the 19th.
- 8) We are working with a local eagle scout Kyle Rogers to build a planter around our Senior Center Sign. The Scouts are working with a local contractor to determine materials and design. The

Scouts will try and solicit donations for materials from local businesses and also plan to do a fundraiser.

- 9) The Kick off Registration is September 13th at 9:30 at the Senior Center, a second registration will be held at the Ventress Library on Saturday, September 17, 2016. We have 17 different venues such as great composers of classical music, a study of Shakespeare Plays and Poetry, Botanical Water Colors, American Presidents after WWII, Salem Witches, Genealogy 2 pub chats and more.
- 10) I am working with DPW on the second phase of our outdoor recreation plan and hoping to hire a designer soon. We had a conference call with Weston and Sampson and the DPW to outline the basic information that we want covered in the contract. We should receive a new revised letter and contract
- 11) The grounds are looking better as we have had the DPW trim some trees. They as the wood chipper broke and needs to get fixed.
- 12) The community volunteers continue to mulch around the trees.
- 13) Ground Effects came and weeded and trimmed the area.
- 14) Beverly King letter of resignation effective August 26th 2016. No progress on an upgrade to the job title or pay.
- 15) Diabetes Education set up for early November for 5 weeks.
- 16) See literature for the Municipal modernization act. (threshold for earnings for tax relief workers up to \$1500 which is a local optional.
- 17) Carol is part of a screening committee for the HR director. The committee plans to make recommendations for finalists to the Board of Selectmen.
- 18) Special Town Meeting will be on October 24, 2016 at 7:00 pm. There are about 14 articles that have been submitted.
- 19) Flu Clinics at the COA with Osco Pharmacy beginning in September and October.
- 20) OCES is advertising for the position of site manager and will fill the vacancy as soon as possible.

OLD BUSINESS: Recreation Project---working on design and contracts with DPW and Weston and Sampson for parking, stairs and hand rails. This is the second phase of the recreation project. We will reapply in the fall for a third phase of the project. Applications are due on September 30, 2016.

NEW BUSINESS: The Board welcomed Maureen Rosenberg as its newest appointed member. The COA will reapply for CPC funding by September 30th.

COA BOARD VOTES: No votes were taken at this meeting.

NEXT MEETING: The next COA Board meeting is scheduled for September 21, 2016.

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

Respectfully submitted,
Joan Butler, COA Board Secretary