

MINUTES

June 15, 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, Bill Scott, Barbara Van Houten and guests Nancy Goodwin and Paul Winget

ABSENCE EXCUSED: None

QUORUM: A quorum was present

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

APPROVAL OF MINUTES: Bill L. moved to approve the minutes of the May 18, 2016 meeting. Sheila seconded. Marcy and Martine abstained. Motion passed with revisions. Under Budget/Staffing it should read "and \$144,000 of CPA funding for more parking spaces and stairs".

LIASON REPORTS:

COA BOOSTERS: The Boosters approved funding for two round tables to be used in the Great Room of the Senior Center.

OCES: At the May 24th meeting AdCare Hospital made a presentation on Substance Abuse in the Elderly. Brockton Mayor, Bill Carpenter, presented a citation recognizing OCES (Old Colony Elder Services) as a vital contributor to Brockton. A Fact Sheet on EOE (Executive Office of Elder Affairs) goals was given out.

OCPC: At the May 26th meeting the AAA (area agency on aging) Administrator discussed an Elder Needs Assessment Survey soon to be implemented in this region. OCPC is required to assess overall needs of elders on a regular basis in order to make informed decisions about funding elder service priorities. OCPC will share findings of the survey with COAs. OCPC is looking to survey elders who participate in activities at their local COA and will ask Directors to make copies of the survey available to as many seniors as possible. OCPC will contact Directors soon.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: Carol and Marcy finished gathering documents for the fourth chapter of the manual titled Administration and Human Services and are ready for Sheila to convene the next CIC (Community Input Committee). The next chapter is titled Program Development and Implementation.

BUDGET / STAFFING / FISCAL MANAGEMENT: No report

GOVERNANCE: At the June 7th meeting the committee reviewed the latest version of the Governance Policy. Some revisions were made to Article 5, Emeritus Status. The committee voted to incorporate the changes into the Governance Policy and bring it to the COA Board for a 30 day review. It has been three years since twelve of the policies were reviewed. Barbara, Bill, Joan and Sheila will review and revise, if needed, three policies each and bring them to the next Governance meeting for committee review. The next meeting is scheduled for July 26th.

GROUNDS: No report

EVALUATION: At the May 26th meeting the committee discussed accreditation standards. We believe that the diagram of our evaluation process and the narrative objective, with the addition of the U Mass Needs Assessment, meet the requirements of our evaluation plan. We developed a list of eleven current evaluation forms and discussed outcome based evaluations used in Aging Mastery and Live Your Life Well classes. The next meeting is scheduled for June 27th.

EVENTS: The Board discussed plans for the Volunteer Recognition Luncheon to be held on October 1st

MARKETING / OUTREACH: No report

PROJECT DEVELOPMENT: A representative from the Project Committee and the Director met with DPW, Morse Engineering and Mass Reclamation to discuss the completion of the Walk Path Project and a new project for parking that will be coming up.

STRATEGIC PLANNING: The next meeting is scheduled for July 19, 2016.

TRANSPORTATION: The Board discussed GATRA's request to use COA buses, drivers and staff on their possible expanded route, mornings and evenings, into Scituate. Unfortunately, the COA does not have enough administrative staff, drivers or busses to support GATRA in its expansion. Resources are limited while needs of the elderly increase daily.

DIRECTOR'S REPORT

- 1) LYLW was held Monday June 13th. We had 10 facilitators and 37 participants. Two COA staff members participated. We are reviewing evaluations and have gotten very positive verbal feedback.
- 2) Barring any unforeseen circumstances we expect to receive an increase from the EOEI State Formula Grant from \$9 per hour to \$10 per hour for Fiscal 2017.
- 3) We will have 2 Tax Work-Off Programs in Fiscal 2017. The first program from July 1 – November 2016 and the second from January 1 and run through the following November in order to transition to the calendar year.
- 4) We met with DPW, Morse Engineering and Mass Reclamation to discuss the walk path and potential parking.
- 5) The Trails Committee will meet here at the Senior Center tonight for a presentation.
- 6) We will offer an AARP Smart Driver Course on Monday August 14, 2016 from 9:45 – 3:00. Ed O'Connor will be the instructor.
- 7) Lifelong Learning is winding down any remaining courses are open and will be advertised in the July Link. The Committee will meet soon to discuss the fall program.
- 8) We have scheduled a cultural trip for the Isabella Stewart Gardner Museum on Saturday, July 30th. That committee has still not met to plan any future trips.
- 9) The Elks summer bash will be held on Sunday, July 17th at noon. The 140 free tickets will be available on July 1st
- 10) The annual "Art in Bloom" Exhibit is planned for Tuesday, August 16th from 10-12. The Visiting Angels will again sponsor the refreshments.
- 11) We will have a surprise fire drill the end of June.
- 12) We had an active shooter presentation at the senior Center on June 8th. It was very well received with good participation from the audience.
- 13) The 14 passenger bus will need 3 new tires. DPW is working on this now.
- 14) Called the Sheriff's department as instructed, regarding the painting of the exterior building, however there is no available crew at this time.
- 15) The dishwasher is apparently fixed after several attempts to replace parts. The cost thus far is \$1500.
- 16) OCPC annual meeting June 23rd in East Bridgewater, Guest Speaker David Dutzik from the Frontier Group will speak on "Driverless Automobiles".
- 17) The Plymouth County annual Triad Luncheon will be held Tuesday, June 28th at the Sheriff's County Farm, 64 Obery St., Plymouth from 11:30 – 1:00.
- 18) A couple of the grounds committee members will be meeting with 2 volunteers on Friday to develop a punch list.
- 19) I am working with Kyle and Roberta Rogers on a potential Eagle Scout project. I have proposed that the Scout build a planter box and seat around the Senior Center sign. They will check out the project with their scout troupe and get back to us.
- 20) MCOA training, creating a welcoming place for All Training through MCOA June 30th. See handout
- 21) We will be offering a new art class with Cindi Walsh Hamlin starting in July 6th for 8 weeks.
- 22) Ann Fraser our *women's* group facilitator is leaving and has helped us to recruit a new facilitator, Kerry Delahunt. She will start June 26th
- 23) We are still working on the drug and alcohol policy with the town for GATRA. We are going to have to ask for an extension.

OLD BUSINESS: The Board discussed procedure on the Study for Expansion of the Senior Center. Bill S and Carol will continue Needs Assessment discussion.

NEW BUSINESS: Bill Scott and Marcy Amore have been re-appointed to the COA Board for another three years. Paul Winget has been appointed by the Board of Selectmen for a seat on the COA Board. Maureen Saunders has been re-appointed by BOS (Board of Selectmen) to serve as a Board member to OCES. Nancy Goodwin's resignation has been accepted by the BOS. Maureen Rosenberg has applied for a seat on the COA Board. Board discussion showed approval of the application. The COA Board Chair assigned Paul Winget to the Strategic Planning Committee.

COA BOARD VOTES: Sheila moved to deny GATRA's request to use COA buses, drivers and staff on the possible expanded route into Scituate. Bill S. seconded. Motion passed unanimously. Sheila moved to endorse Maureen Rosenberg's application to the COA Board. Martine seconded. Motion passed. A letter will be forwarded to the BOS with this recommendation.

NEXT MEETING: The next COA Board meeting is scheduled for July 20, 2016.

ADJOURMENT: Martine moved to adjourn the meeting at 5:00 P.M. Sheila seconded. Motion passed.

Respectfully submitted,
Joan Butler, COA Board Secretary