

## **MINUTES**

July 20, 2016

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

**ATTENDANCE:** Martine Anderson, Joan Butler, Sheila Gagnon, Carol Hamilton, Bill Scott, Paul Winget, Barbara Van Houten and guest Maureen Rosenberg

**ABSENCE EXCUSED:** Marcy Amore, Bill Lyons,

**QUORUM:** A quorum was present

**CALL TO ORDER:** Meeting was called to order at 3:10 P.M.

**APPROVAL OF MINUTES:** Sheila moved to approve the minutes of June 15, 2016 meeting. Martine seconded. Motion passed.

### **LIASON REPORTS:**

COA BOOSTERS: No report

OCES: There has been little movement on the state budget. An interim budget is in effect until July 31. At the federal level, the Senate has proposed a cut in the SHINE program. OCES is encouraging advocacy to prevent this from happening. There is a coalition in East Bridgewater that provides information and services to addicts who seek support.

OCPC: No report

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

ACCREDITATION: A CIC (Community Input Committee) meeting was held on July 13<sup>th</sup> for the purpose of reviewing the NCOA/NISC Self-Assessment and Accreditation Manual for Administration and Human Resources. Documentation was sent ahead of time to five individuals who participated in the CIC meeting. Documentation consisted of Town of Marshfield Personnel Bylaws, job descriptions for both full and part time personnel and office volunteers who work at the Marshfield Senior Center and the COA volunteer manual. The group reviewed all documents and discussed and answered questions as a group on the Self-Assessment Workbook for Administration and Human Resources. Workbook answers will be combined and become part of documentation submitted for Accreditation. All participants appreciated receiving documentation ahead of the meeting.

BUDGET/STAFFING/FISCAL MANAGEMENT: No report

GOVERNANCE: Sheila moved to accept revisions of the Marshfield COA Governance Bylaws Main Policy. Martine seconded. Motion passed. Revision date is July 20, 2016.

GROUNDS: Twice weekly two volunteers rake and clean Senior Center grounds.

EVALUATION: At the June 27<sup>th</sup> meeting the committee reviewed the list of current evaluation forms and discussed reasons volunteers might stop volunteering---will explore this using a short questionnaire and sending it with a stamped return envelope. It also talked about having a periodic column in the Link that would discuss "The Nuts & Bolts of the Senior Center" Why I Use My Swipe Card / How the Center Enriches My Life / How the Center is Funded / Supporting Center Needs at Town Meetings, etc.

EVENTS: Volunteer Recognition Luncheon is scheduled for October 1, 2016 at this Senior Center.

MARKETING/ OUTREACH: No report

PROJECT DEVELOPMENT: COA must reapply for CPC funds toward outdoor recreation area.

STRATEGIC PLANNING: At the July 19<sup>th</sup> meeting the committee reviewed and updated the seven Areas of Operation in Strategic Plan 2012-2017. The Committee also reviewed information on vending machine usage to potentially give seniors who use this Center more nutritional options.

TRANSPORTATION: No report

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

- 1) Ground Effects will assist with outdoor maintenance. They will focus on the patio and on the flower and shrub beds.
- 2) The Eagle Scout Project is still being planned out with the Scout Leadership. Kyle Rogers plans to build a planter box and seat around the front Senior Center Sign. A local mason will assist Kyle with planning for the material, design and construction.
- 3) The Art in Bloom Exhibit is planned for August 16<sup>th</sup> from 10-12. The Visiting Angels will again sponsor refreshments.
- 4) The Board of Health and NVNA will be sponsoring a "Tick Born Illness Presentation" at the Senior Center on August 3<sup>rd</sup> at 7:00 pm Dr. Todd Ellerin will be the guest speaker.
- 5) The Marshfield Fair Senior Day is Tuesday, August 23<sup>rd</sup> at 12:00. The COA will be transporting seniors to and from the Fair.
- 6) We have 13 applicants for the tax relief program. We have 4 requests from Departments.
- 7) The AARP Smart Driver Course is being offered on August 15<sup>th</sup> from 9:45 to 3:00, we still have openings.
- 8) There are still 3 more programs being offered for the spring summer session of Lifelong Learning – July 23<sup>rd</sup>, the Irish in Boston, July 29<sup>th</sup> the History of Beaches, and Summer Salads in August.
- 9) The kick off date for the fall Lifelong Learning has been set for Tuesday, September 13<sup>th</sup> at 9:30. The committee is working to get some of the course information finalized and ready for the August insert.
- 10) We are working with MCOA and a consultant on a Regional Networking Group for job readiness program similar to the Wisdom Works Program that we offered previously. It is being labeled as a networking group but offers coaching, training and education. The program will run here once per month in Marshfield and once per month at Halifax. The Activities Coordinator will work with the Co-Facilitator.
- 11) The HVAC system has failed in 3 different zones in the building with another on its way out. The contractor is working on this problem.
- 12) The Custodial staff has been working on stripping and waxing the floors throughout the summer. They are about 50% complete.
- 13) We are actively working with CFC on hiring a new Senior Aid under the Federal program. This may take a few weeks to thoroughly vet the applicant. We hope to hire someone for the front desk. We have a good potential candidate who plans to apply this month.
- 14) I have spoken to the Sheriff's Department regarding the availability of a painting crew to paint the exterior of the building. I have pulled out the exterior color samples from the old files if needed.
- 15) The community service volunteer has power washed all of the memorial benches and the windows and doors off the patio.
- 16) The school department has also provided a volunteer who is helping with the mulching, weeding and shed cleaning.

- 17) Carol will attend an all-day training for Drug and Alcohol screening and compliance on July 21, 2016 sponsored through GATRA.
- 18) Two Meetings with Gatra on the 22<sup>nd</sup> of July, one for paratransit service and the second for drug and alcohol compliance requirements.
- 19) The Boosters have asked me to meet with them regarding the COA Funding Priorities.
- 20) We are in the process of planning a fall trip to the Museum of Work and Culture in Road Island. .
- 21) The staff is working on the annual report which is due September 9<sup>th</sup>.
- 22) The Formula Grant is due August 19<sup>th</sup>. We were successful in advocating for \$10 per elder in the final approvals. The only problem would be potential 9 - c cuts during the course of the year.

**OLD BUSINESS:** Recreation Project---working on design and contacts with DPW and Weston and Sampson

**NEW BUSINESS:** The Board welcomed soon to be new member Maureen Rosenberg.

**COA BOARD VOTES:** The Board voted to accept revisions to the Marshfield COA Governance Bylaws Main Policy. Revision date is July 20, 2016.

**NEXT MEETING:** The next COA Board meeting is scheduled for August 17, 2016 @ 3:00 P.M.

**ADJOURMENT:** Meeting was adjourned at 5:00 P.M. It was moved by Sheila and seconded by Joan. Motion passed.

Respectfully submitted,  
Joan Butler, COA Board Secretary