

MINUTES

June 17, 2015

Council on Aging Board Meeting

Senior Center, 230 Webster St., Marshfield, MA 02050

ATTENDANCE: Marcy Amore, Martine Anderson, Sheila Gagnon, Nancy Goodwin, Tom Halliday, Carol Hamilton, Bill Lyons, Bill Scott and guest, Barbara Van Houten.

ABSENCE EXCUSED: Joan Butler, Judy Welch

QUORUM: A quorum was present.

CALL TO ORDER: The meeting was called to order at 3:08PM

APPROVAL OF MINUTES: Martine moved to approve the minutes of the May 20, 2015 meeting. Bill S. seconded. Motion passed.

LIASON REPORTS:

COA Boosters: No report

OCES: Report given by Nancy Goodwin. At the 5/26/15 Board of Director's meeting, the Office of Elder Affairs reported looking for increased funding for nursing services and protective services and their intention to pay for all Home Care and ECOP units delivered; Mass Home Care reported that the FY16 Budget passed the Senate but the amount was below the request and the proposed amendment, "Spouse as Caregiver" was rejected; The OCES website, ocesma.org, is active and full conversion for email addresses will happen soon. The Treasurer reported that non-union employees were given a 3% raise after union employees received that amount.

OCPC: No report

COMMITTEE REPORTS:

BUDGET/ STAFFING/FISCAL MANAGEMENT: No report.

GROUNDWORK: No report. Next meeting will be held on Friday, June 19th.

GOVERNANCE: Report given by Nancy Goodwin. The Committee is now working on a "Cash Handling" Policy. The next meeting will be on July 14th at 1:30PM. Three policies were handed out for review at the last Board meeting, Information and Referral Policy, Sexual Harassment Policy, and the Memorial Policy all passed unanimously. (See "Board Votes".) Bill S. reminded Board members to fill in the date section at the top of each policy and place it in their "Policies and Procedures" manual once it has been approved for adoption or revision.

EVALUATION: At their June 17th meeting, the Committee changed how feedback will be gathered for regularly scheduled activity classes that will both eliminate cutting into class time and improve the quality of responses. Beginning this fall, participants will no longer be asked to complete an evaluation sheet before they leave class. Instead they will receive a feedback form when they badge in which they can fill out

before they leave the Senior Center and drop off or mail back. The next meeting is on July 28th when the Committee will draft an Evaluation Plan and Feedback Loop.

EVENTS: Volunteer Recognition Day will be in October. A dedication event will be planned for the new walking trail in August as well. An ad hoc committee will be established shortly.

PROJECT DEVELOPMENT: No report.

STRATEGIC PLANNING: A quarterly review meeting is planned for July 15th at 10:00AM.

TRANSPORTATION: The Transportation Committee is currently inactive.

MARKETING/OUTREACH: Report given by Tom. The June 8th meeting was rescheduled for the 15th. The new Marketing Plan will be completed by June 25th.

ACCREDITATION: Report given by Marcy. Carol and Marcy will meet on July 1st to review and finalize handouts for the next Community Input Committee. Sheila will then schedule that meeting. New participants will be selected.

DIRECTOR'S REPORT:

1. We are working on bills for the end of the year and anticipate utilizing all of our expense accounts.
2. Many applicants are finishing up with tax work off and submitting hours for payroll. We have posted a notice in the Link regarding the new Fiscal 2016 Work Off program. We have informed people that although new funding was not appropriated. We will use residual funds from Fiscal 2015 but placements will be more limited.
3. Many of our classes Nutrition Label Reading, Fireflies, and "Feed Your Bones" have been extremely well received and attended.
4. People continue to sign up for Lifelong Learning courses. Stephen Collins will continue his class for one extra week (poetry). Only problem spot is Winslow Wellness Days with low attendance.
5. Spoke with the Editor of the Mariner newspaper about publicity. She suggested a Senior Column to be submitted once per month on different topics. She like the idea of using our Motto "Ever Growing Never Old". Kristi would assist us with editing the articles.
6. Dick Sullivan is looking to develop a new current events political group on alternate Tuesdays from Great Discussions. I have asked him to write up a description for the new newsletter.
7. We will offer a Safe Driving Course through AARP on Monday, August 17th
8. Upcoming program 3 towns 1 Boston Girl on June 22nd with Cindy Marcoux.
9. Rotary Club Lucille Sorentino new president wants to do 2 community dinners one in September, one next April. It may be better to wait until next spring, as the fall is busy.
10. Boosters annual meeting will be Thursday, October 22 from 3-4:30.
11. I am currently working with a vendor on purchasing two event monitors for the reception area and in the dining room. Part of the cost may be covered under the Formula Grant. I will also work with this vendor to try to upgrade some of the old TV's. Boosters will fund one TV.
12. I am working on scheduling a Fall Prevention Course for late summer or early fall with the NVNA.
13. We are working with the Information Technology Department to migrate all of our office computers to the town hall server which involves setting up new accounts, permissions, directories and archiving some of the older information.

14. We are also working on Inventorying old equipment and compiling list for BOS to dispose of computers, monitors and printers that are outdated.

OLD BUSINESS: Sheila updated the status of Phase 1 of the new ¼ mile walking trail. Tree cutting will begin on June 21st and the construction completion date is July 30th. Carol and Sheila are still negotiating Phase 2 with the CPC.

NEW BUSINESS: Judy Welch has asked not to be reappointed to the Board. The Board discussed Emeritus Status to be presented to her at the Volunteer Recognition Luncheon. No vote was taken. Barbara Van Houton submitted an application to the Selectmen for appointment to the Board. After reviewing her application materials, the Board voted unanimously to write a letter of endorsement to the selectman. (See Board Votes)

COA BOARD VOTES:

- 1) Bill S. moved the Information and Referral Policy be adopted. Martine seconded. The motion passed unanimously.
- 2) Martine moved the Sexual Harassment Policy be adopted. Bill S. seconded. The motion passed unanimously.
- 3) Bill L. moved the Memorial Policy be adopted. Bill S. seconded. The motion passed unanimously.
- 4) Martine moved that the board endorse Barbara's application to the Board of Selectmen. Bill S. seconded. The motion passed unanimously.

NEXT MEETING: The Board will not meet in July. The next COA Board meeting is scheduled for August 19th.

ADJOURNMENT: Martine moved to adjourn the meeting at 4:22PM. Bill S. seconded. Motion passed.

Respectfully submitted,

Marcy G. Amore for Joan Butler, COA Board Secretary