

## **MINUTES**

May 20, 2015

Council on Aging Board Meeting

Senior Center 230 Webster St. Marshfield, Ma 02050

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

**ABSENCE EXCUSED:** Judy Welch

**QUORUM:** A quorum was present.

**CALL TO ORDER:** The meeting was called to order at 3:08 P.M.

**APPROVAL OF MINUTES:** Marcy moved to approve the minutes of the April 15, 2015 meeting. Bill S. seconded. Motion passed.

### **LIAISON REPORTS:**

COA Boosters: Report given by Carol. At the May 18<sup>th</sup> meeting the board reviewed the Mystery Dinner fundraiser and the July 4<sup>th</sup> basket they are preparing as another fundraiser. The Boosters paid \$3000 toward repair of Senior Center dishwasher.

OCES: Carol stated that Maureen Saunders has agreed to be reappointed to the OCES Board. Nancy made a motion to submit Maureen's name to the Selectmen for reappointment. Bill S. seconded. Motion passed.

OCPC: At the April 30<sup>th</sup> meeting transportation planners, Paul Chenard and James Pereira, gave a presentation on regional transportation plan 2040. Plan 2040 projects transportation needs for the next 20 years + and must be carried out as a joint effort between a regional transit authority and appropriate planning agency. Planners monitor routes and propose changes as needs arise. They asked for our input---discussion on why some do not use public transportation, how much senior center transportation helps, many continue to drive to remain independent, scheduling of public transportation, cost of fares and maintenance of vehicles. We were given copies of and reviewed the pre- application process for FY16 and 17 funding requests from Title 3 of the Older Americans Act. Next month's meeting will take place at the annual dinner meeting on May 28, 2015.

### **COMMITTEE REPORTS:**

BUDGET/ STAFFING/FISCAL MANAGEMENT: There was no meeting this month.

GROUNDS: Report given by Martine. At the April 30<sup>th</sup> meeting the committee met to make a priority list for the high school senior service project "One Heart Many Hands". On May 1<sup>st</sup> high school seniors, along with adult volunteers, weeded, raked, swept, and mulched the COA grounds. A job well done---the COA grounds look great. Pizza was served at the end of the project. At the May 14<sup>th</sup> meeting the committee reviewed the "One Heart Many Hands" project and agreed that it is a worthwhile undertaking and will continue to be part of the program. Also discussed was the coming prospect of a recreation area. Tom Paine said he visited the Bourne COA and found that they have a great area. He also mentioned that the equipment should be colorful, pleasant to look at and inviting to use. The survey planned by the CPC has

been viewed by Carol and Sheila. The results should help us get approval of CPC funds for this project. The next meeting is scheduled for June 19, 2015.

GOVERNANCE: Report given by Nancy. At the May 19<sup>th</sup> meeting the committee reviewed the COA Policy Manual Table of Contents. Adopted and revised dates of policies were discussed—review will continue at the next meeting.

The committee reviewed, voted on and accepted the following policies----

the Information and Referral Policy-----Bill S. moved to bring it before the COA Board for a 30 day review at their next meeting. Joan seconded. Motion passed.

The cover sheet for the Town of Marshfield Sexual Harassment Policy—Bill S. moved to bring it before the COA Board for a 30 day review at their next meeting. Joan seconded. Motion passed.

The Memorial Policy----Bill S. moved to bring it before the COA Board for a 30 day review at their next meeting. Nancy seconded. Motion passed.

At this COA Board meeting Nancy discussed and gave copies of all three policies for the 30 day review.

The next meeting is scheduled for June 16, 2015.

EVALUATION: Report given by Bill S. At the May 18<sup>th</sup> meeting the committee reviewed its organization statement. At this COA Board meeting Bill discussed the statement and gave copies to the COA Board for their review and approval. It also reviewed the current evaluation process and its documents. There are two evaluation documents---one for ongoing activities and another for Life Long Learning. The last evaluation was completed in 2014—a new evaluation is underway at this time.

The committee has considered the following points:

The evaluation form should be simple to complete.

The evaluation process should strike a balance between the cost of the collection process and the value of collected data.

We should consider using a volunteer(s) to organize and input the data---possible sources are Tax Relief, COA volunteers or advertising for a volunteer(s).

We should consider reaching out to a professional in academia or business to assist in designing an evaluation system. An alternative suggestion is to use a graduate student.

We should consider alternative ways to have participants complete the evaluation form without taking time from their classes----mailing surveys in the Link, giving attendees' survey as they "badge in".

The next meeting is scheduled for June 15, 2015.

EVENTS: The Events Committee is currently inactive.

PROJECT DEVELOPMENT: There was no meeting this month.

STRATEGIC PLANNING: Report given by Bill L. At the April 21<sup>st</sup> meeting the committee did a quarterly review and updated the COA Long Range Plan 2012-2017. The Areas of operation discussed were; expansion of senior center, national accreditation, fundraising development and capacity, expansion of financial assistance to elders, increased awareness and visibility of COA programs and expanding nutrition options and services. The committee will do the next quarterly review of the COA Strategic Plan in July.

TRANSPORTATION: The Transportation Committee is currently inactive.

MARKETING/OUTREACH: Report given by Tom. At the April 27<sup>th</sup> meeting the committee selected youth groups, clergy, small businesses and seniors as a target audience. An action plan for each group will be

discussed at the next meeting. Mailings will be considered as a follow up to telephone contact. The committee will identify local businesses that would benefit from participating in a campaign to raise awareness among Marshfield residents to the benefits of participating in activities offered at the Senior Center. Seventy small businesses have been identified and, to date, five have been contacted by telephone. Joan Weinman is working on a Senior 60+ Panel Discussion for community TV. Nina Silverstein, Professor and Director of the Undergraduate Gerontology Program, U MA Boston, has been contacted and asked if Internship is part of the undergraduate program and if so, we are interested in participating in it. The next meeting is scheduled for June 8<sup>th</sup>.

ACCREDITATION: There was no meeting this month.

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

1. Master Plan Presentation for the town meeting tonight at 6:30 – 8:00.
2. We have a new Senior Aid in place Kathleen Talarico who started her duties this month. She will be helping out in the office and will work 20 hours per week.
3. We are working on getting another senior aid for food service and will know soon if she is qualified and hired. She would be helping with nutrition, events, shopping and activities.
4. We received \$1000 donation from the dancing with angels which can be used for cultural activities such as art and music.
5. The health fair went well and we had about 100-125 people attend. The workshops were well attended and vendors seemed pleased. We will evaluate the health fair and see if there are some things we could do better for next year.
6. The Mass Bar Association will be offering a legal check up on Thursday, May 28<sup>th</sup> at 10:15 and the public is invited.
7. There are 3 more aging mastery sessions left and Graduation will be June 4<sup>th</sup>. The program has been very popular and well received.
8. All of the gardening plots have been reserved except for one.
9. The Senior Center rugs will be shampooed by the end of May.
10. The floors have all been polished and we are now looking into a buffing machine.
11. In June we will be offering a nutrition label reading class on June 9<sup>th</sup>, feeding your bones dealing with osteoporosis on June 10<sup>th</sup> and a community read with the library on a book 3 towns one Boston Girl".
12. Lifelong Learning has done very well and people are continuing to sign up for programs.
13. Ethics needs to be done soon and I will send each of you a link to complete your test.
14. We had a volunteer training for the front desk on May 6<sup>th</sup> and have developed a written training program. We had over 20 people attend.
15. Old Colony has a floater to fill in for nutrition managers. The floater filled in this week that has worked very well for the kitchen.
16. The drivers are scheduled for an all-day mandatory training June 8<sup>th</sup>. We may need a few volunteers to transport people to and from lunch. Donna is working on this now.
17. BBQ sheriff McDonald and DA Tim Cruz for Triad on June 9<sup>th</sup> at 11-1:00. Need 6 people if possible
18. Elks Summer Blast Dinner on Sunday June 28<sup>th</sup> at 12:30.
19. Gatra has proposed a new plan. It is split into 2 routes one to Kingston and one to Hanover. Town Planner also asked if they could extend the line to the Scituate Harbor or the Greenbush but Gatra felt they could not pursue it at this time. There will be a public hearing on the changes at the Senior Center sometime in the near future.

**OLD BUSINESS:** On May 29<sup>th</sup> COA Board members Sheila Gagnon and Bill Scott and Carol Hamilton Director, met with Brian Wall, Chairman of CPC, Brandon Riley, Weston and Sampson Project Manager, Rod Procaccino, Marshfield DPW Engineer, Matt Mc Donough, Board of Selectmen and Brian Murphy Youth Baseball President to discuss the preliminary design for Phase 2 of the outdoor recreation project, to discuss the survey and give feedback about our needs.

**NEW BUSINESS:** When Judy Welch's term ends in June and she is retiring from the COA Board. Two members will ask for reappointment.

**COA BOARD VOTES:** No votes took place at the meeting.

**NEXT MEETING:** The next COA Board meeting is scheduled for June 17, 2015 @ 3:00 P.M.

**ADJOURNMENT:** Nancy moved to adjourn the meeting at 4:25 P.M. Martine seconded. Motion passed.

Respectfully submitted,  
Joan Butler, COA Board Secretary