

**MINUTES**  
**COUNCIL ON AGING BOARD OF DIRECTORS MEETING**  
**Wednesday, April 18, 2023**

**PRESENT:**

Bill Scott, Sheila Gagnon, Barbara Van Houten, Fred Monaco, Maureen Saunders, Janice Fletcher, Maria Maggio, Carol Hamilton-Director

**ABSENT** - None

**GUESTS:** Suzanne Almendinger

**QUORUM:**

A quorum was present.

**CALL TO ORDER:**

Meeting was called to order at 3:04 PM

**APPROVAL OF MINUTES:**

Suzanne suggested a change in the minutes of March 15, 2023 as follows: Under the Boosters Report, third paragraph end of sentence **CHANGE:** "for a 4 section floor to cost \$4000.00 to "for a 4 section floor to cost **\$4000, if needed.** Bill made motion to approve the minutes of March 15, 2023. Sheila moved to approve the minutes. Maureen seconded. Motion passes. Minutes approved.

**LIAISON REPORTS:**

**COA Boosters** – Bill attended the meeting of the Boosters held today. Suzanne reported that the Boosters are focusing on fund raising ideas. One of the ideas they are thinking about is a Signature Event which would utilize the Senior Center with the possibility of becoming an annual event, while thinking about how to attract more people. Lots of possibilities to review! The Boosters are considering developing an Advisory Board which would help with identifying businesses that would support the COA. COA Boosters As part of the fundraiser, there is the possibility of a one day liquor license being discussed in order to reach the financial goal as set by the Boosters. The COA Board expressed they would have no objection to the Boosters seeking such a license. Lots of possibilities to explore! The Boosters approved \$5,300 to the Senior Center for lighting for the Gift Shop. Thank you to the Boosters!

The Boosters were asked about funding two Welcome Mats for the Senior Center – one for the front entrance and one for the back entrance. Carol passed out an estimate of the cost and a printout of what the mats would look like. The mat has the name Marshfield Council on Aging and the new logo. To be clear, the COA Board decided to vote on the wording that would be on the mats which would say "Marshfield Council on Aging" along with the **COA Logo.** **Maureen moved to approve the Welcome Mats as originally designed and presented. Maria seconded. A vote was taken by the Board and was passed unanimously.** See **VOTES** at the end of the minutes.

**Old Colony Elder Services** – Maureen attended the OCES Board Meeting on March 28, 2023.

23/24 Priority Legislation –

- An act to expand the availability of Personal Care Homes for older adults.
- An act relative to Intensive Care Management for Clinically Complex older adults.
- An act to allow spouses to serve as caregivers.
- An act clarifying Rate Setting priorities for Home Health and Home Care Services.

Mass Coalition for the Homeless is working on legislative solutions to support older adults who are low- income Renters. An Executive Committee has been formed to focus on this issue.

Hospital to Home Grant awarded to OCES in partnership with BID, Plymouth. The grant is to provide a full time coordinator to facilitate transition from hospital to home and to coordinate services with OCES. The primary goal is to reduce readmissions to the hospital, and also growing OCES PROGRAMS.

OCES nominations for Board members is approaching. Maureen Sanders is willing to serve again. Maria made a motion to reappoint Maureen Saunders to the OCES board. Bill seconded the vote. Passes unanimously. See **VOTE** at the end of the minutes.

**Old Colony Planning Council** – Carol reported that a meeting will be held on Thursday April 20, 2023.

#### **COMMITTEES:**

##### **AGE FRIENDLY/DEMENTIA FRIENDLY –**

Meeting scheduled for May 5<sup>th</sup>

##### **BUDGET-**

No Meeting

##### **EVALUATION –**

No Meeting

##### **GOVERNANCE –**

The composition of the Board has changed from 9 members to 7. This effects the allowable number of sub committees which will need to go down from four members to three members, with a fourth member being possibly being an alternate. The Governance Committee proposed a new position for the COA Board in the event a vacancy occurs. The position of Associate Member is being recommended. The board has agreed to create this position for a one year term with no voting rights. A request will be submitted to the Select Board for approval. We hope this could be effective t right away. A motion was made by Maureen to create an Associate Member position. Sheila seconded. Motion passes. See **VOTE** at the end of minutes.

Digital Equipment Policy, Program and Service Evaluation Policy (with Forms), COA Emergency Displacement Policy & Continuity of Operations, and the COA Gift Account Policy were distributed at the March 15<sup>th</sup> meeting for Board members to review for approval at today's meeting, April 19<sup>th</sup>. Fred made a motion to approve the policies as stated and Sheila seconded. Motion passes. See **VOTE** at the end of minutes.

Town Cash Policy – It has been noted that there is a town policy which states that any gift account money donated to a town department (such as our Senior Center) that is being spent be preapproved for payment by the Select Board. The Gift Account money is donated specifically to the Senior Center, not the Town of Marshfield, and therefore to be used by the Director as she deems necessary. This policy is being questioned by the Board as it does not allow for ease of doing everyday business if you have to get every purchase preapproved. The Board is supporting a discussion of this policy with the Town Administrator, Michael Maresco by Carol and Sheila. Carol will set up a meeting with Michael Maresco, and report back to the Board.

##### **MARKETING, OUTREACH AND TECHNOLOGY –**

The Marketing Committee met on Tuesday, April 18, 2023. Our agenda was to review and update our detailed action plan for our Marketing Plan. Lynn presented a quarterly update on the usage of the SC

Website such as the number of users (2,926), the number of new users (2,849) page views (activities, exercise, Lifelong learning) etc. We went through each topic and updated our accomplishments and added new goals. We removed quite a bit of our completed actions – among other things, I can report that there is a new Social Day Care Brochure which was mailed to businesses that we identified as our partners. This action will hopefully bring us referrals to Social Day Program. Going forward, Carol announced we are going to do a Virtual Tour Video of the Senior Center, and hopefully will be ready by the end of July. More to come on this. We will be working on some of our target plans and decided next meeting will be July 24, 2023.

**SELF ASSESSMENT** – No meeting

**STRATEGIC PLANNING** – Next meeting May 2, 2023.

**DIRECTOR'S REPORT:**

- 1) The first men's breakfast is scheduled for April 28<sup>th</sup>. We have also lined up speakers for May, June and July.
- 2) Lynn Gaughan will be officially retiring on April 26<sup>th</sup>. She will come back to help train periodically.
- 3) We have several candidates for the Assistant Director's Position and interviews will be starting within a week.
- 4) The main bathrooms have been completed with fresh paint on walls and tile.
- 5) The new sink and countertop projects have been completed in the ladies room and the health room. Sheriff's Department came back to finish the health room and will be back late fall or winter to paint the office area and stairwell, which is the last area to complete.
- 6) The flag pole problem not yet resolved.
- 7) New door sensors and swipes have been installed on the entry doors. There are now auto doors for both directions along with sensors so that doors do not close prematurely.
- 8) The freezer has been all replaced including all piping and the outside unit. There were several leaks and the freezer was not repairable.
- 9) We had some feedback from the nutrition survey that was posted on survey monkey, paper copies and in the newsletter. Preliminary results were passed out.
- 10) We are working on the May newsletter and will put in a survey about the support group next.
- 11) Reminder that a week from Friday is the one heart many hands. The students will arrive at about 8:00. I will need to go over the general clean -up plan with those Board Members that plan to attend.
- 12) Town meeting is scheduled for April 24<sup>th</sup>. We have our budget where our expenses increased and there are a few new positions added Social Day Manager, Assistant to Social Day Manager, Assistant Food Service Manager and an upgrade for the Bus Drivers. There is also the tax relief program which is grouped in a larger article.
- 13) We held the Lifelong Learning kick off yesterday. Registration will be ongoing.
- 14) The Food Drive seems to be going well and we have filled several boxes of food for the food pantry.
- 15) We have been collecting suggestions and Lynn Gaughan has been putting together a response for the newsletter which was in the April issue.
- 16) We are planning to work with Marshfield Community Media and are planning to put together a "virtual tour" of the Senior Center. We had originally planned it for last week but wanted to make sure that the center was put back together before we started doing pictures.
- 17) The work has been completed for the flood damage. All walls, paint, rugs, electric, insulation and other work has been done. The new computers are in and the remaining books puzzles and furniture is being put back. Once that is complete we will set up a virtual tour with MCM.
- 18) Plans are underway for the health fair scheduled on May 23<sup>rd</sup>. The activities workers have about 20 or more vendors, 3 workshops, several screenings and we will also offer a free box lunch and will have COA bags

with our new logo as our give away. Marilee and Stephanie also plan to show health related videos in the media room during the course of the day.

- 19) On April 24<sup>th</sup> we will host a panel of experts for a presentation on “Should I Stay or Should I Go? The speakers will include, an attorney, 2 real estate experts, a reverse mortgage professional and a transition specialist.
- 20) Working on a grant to the local CHNA group to get help on a grant for Age Friendly. I am working with Caitlin Coyle, UMass to get a quote for hiring them to assist us in putting together a plan. The quote came in for \$20,000 which was much higher than expected.
- 21) There is also an opportunity through EOEa to apply for funding for technology. The request is due in May. I will assemble a group to discuss the best approach on this grant.

#### **VOTES TAKEN:**

1. **WELCOME MATS** – Maureen moved to approve the Welcome Mats as originally designed and presented. Maria seconded. A vote was taken by the Board and was passed unanimously.
2. **OCES BOARD** – Maria moved to approve Maureen Saunders to be reappointed to the OCES Board. Bill seconded. A vote was taken by the Board and was passed unanimously.
3. **ASSOCIATE MEMBER TO COA BOARD.** Maureen moved create an Associate Member position to the COA Board for a term of one year and as a non-voting member. Sheila seconded. A vote was taken by the Board and was passed unanimously.
4. **Governance Policies - Digital Equipment Policy, Program and Service Evaluation Policy (with Forms), COA Emergency Displacement Policy & Continuity of Operations, and the COA Gift Account Policy. A motion was made by Fred to approve the above Governance Policies. Sheila seconded. A vote was taken by the Board and was passed unanimously.**

**ADJOURNMENT:** Motion to adjourn made by Sheila and seconded by Janice. Meeting adjourned at 5:07.

**NEXT MEETING:** May 17, 2023

Respectfully submitted,

*Barbara Van Houten, Secretary and Carol Hamilton, Director*