

## **MINUTES**

**PUBLIC BODY:** Council on Aging Board

**DATE:** June 19, 2019

**TIME:** 3:30 pm

**PLACE:** Senior Center, 230 Webster St., Marshfield, MA (Conference Room)

**ATTENDANCE:** Sheila Gagnon, Martine Anderson, Fred Monaco, Marcy Amore, Maureen Saunders, Bill Scott, Dave Cheney, Carol Hamilton – Director COA.

Absent Excused: Maureen Rosenberg and Barbara Van Houten COA Board.

Guest: Booster Representative: Steve Rhodes

**CALL TO ORDER:** 3:35 pm

**APPROVAL OF MINUTES:** Motion to approve the minutes of May 15, 2019 made by Fred, 2<sup>nd</sup> Maureen Saunders. Motion passed

## **LIAISON REPORTS:**

COA Boosters: Efforts to 'boost' membership has been productive. The current enrollment is 714, up by 30%. The Boosters Board voted to support the Volunteer luncheon at Haddad's October 5 2019. In addition they will fund the purchase of an "Art" Demonstration Mirror'. The Flag Dag event featuring the SS Men of Harmony, a fund raiser and awareness event, was successful. Over 100 were in attendance. The Board is continuing their 'field trips' to other South Shore COAs, getting ideas for fund raising and activities.

Old Colony Elder Services: No report.

Old Colony Planning Council: No Report

## **COMMITTEES:**

Accreditation: No Report. Marcy will let us know when the Report is received by the National Council on Aging.

Budget/Staffing/Fiscal Management: Next meeting July 22, 2019 at 11am.

Governance: The Committee met May 13 and reviewed the following Policies:

Volunteer Driver Agreement

Volunteer Driver Policy

Standards of Independence and Behavior Policy

Inclement Weather Policy

Whistleblower Policy

Confidentiality Policy

A motion to accept these Governance Policies, as presented, was made by Maureen; 2<sup>nd</sup> by Bill. The motion passed unanimously.

All policies are required to be reviewed every three years. Barbara will present the updated Table of Contents for the COA Policies in the fall. The Policy Manuals are placed at the Ventress Library, the Town Clerk's Office, the Selectman's Office, and in the COA Library. The Committee will meet in the fall to review the remaining sections due for review.

Grounds: No meeting. A volunteer has painted the picnic tables on the patio. Zinnias have been planted. The Shed has been cleaned and organized since the students were here.

Evaluation: No report.

Marketing/Outreach/Technology: No report

Project Development: Design Development Study, CPC Project Updates: There will be an off-site meeting with the Town Administrator, the DPW, the Police Department, and COA representatives to discuss the way forward on the three planned projects. The COA Expansion, the relocation of the Police Station, and the new DPW barn to be located on the site now occupied by the Police Station. The DPW and Police need to produce Preliminary Designs. The COA already has one. A Fall Special Town Meeting is planned to present them to the citizens for approval.

Senior Center Expansion Outreach Committee: No report.

Strategic Planning: No report. An updated strategic plan was distributed to the board dated April 9, 2019.

General discussion of potential name for COA, besides Senior Center. Stay tuned!!

### **Director's Report:**

- 1) We are working with Citizen's to reinstate a Senior Aide that had worked in the program previously.
- 2) A Job Description and the hiring of a part social service worker have been approved. A draft advertisement has been sent to HR for their review.
- 3) All of the floors and carpets have been cleaned at the Senior Center in June.
- 4) Greg Guimond contacted GATRA regarding splitting the Sail route. Some of the changes might include a Shuttle to Greenbush or to the local beaches. It would also reduce the ride time for local destinations.
- 5) No further information as yet on the state budget for funding building renovations. The Formula Grants and Incentive grants were fully funded thus far.
- 6) We are applying for a very small respite grant through OCPC to offer a monthly program for one year.
- 7) We are working with OCES on a couple of evidenced based courses. One will be a nutrition workshop in August; the other will be a Tai Chi Course in November.
- 8) There was a dementia friendly presentation on June 13<sup>th</sup> run by the town. They had 15 participants.
- 9) The Capital Project Building Committee met on June 6<sup>th</sup> @ the Senior Center and gave a power point presentation. The committee voted to support the Senior Center expansion project.
- 10) John Catlin turned in his Architectural Report to Mike Maresco, Fred Russell Sheila Gagnon and Carol to review on the night of the Capital Project Building Committee meeting.
- 11) I am working on finalizing the budget for Fiscal 2019 and the COA Budget Committee should meet about planning for the 2021 budget cycle. This budget will coincide with the new expansion if approved and will have an impact on staffing.

- 12) The Rounder's to Baseball presentation by Historian and Story Teller Ann Barrett will take place on June 20<sup>th</sup> @ 1:00.
- 13) Pickleball Injury presentation will take place on Wednesday, June 26<sup>th</sup>.
- 14) The Elks will not be able to do the Dinner Bash for the COA until September.
- 15) We will be offering a new balance and fall prevention class starting on Monday July 8 @ 12:30.
- 16) We will be offering a "summer art camp" starting in July and going through August and will offer; creating an art journal, flag painting, art doodling and a collage making display in our hall way.
- 17) The Board of Assessors will be coming to the Senior Center on July 18<sup>th</sup> at 1:00 to do an overview of Property tax Programs.
- 18) We need volunteers for Medical Transportation, Bus Escorts, Hostesses and Volunteers.
- 19) We will be offering a summer movie series called the Crown for 8 sessions in July and August.
- 20) Marilee and I set a tentative date for the Family Friendly Walk on Saturday, September 14<sup>th</sup> Marilee will apply for a small grant to support the walk.
- 21) Received an e-mail from Amory Engineers on phase III, and they said they expect a contract to be sent to the town this week.
- 22) No formal confirmation on \$75,000 for renovations via state funding from Senator O'Connor until the final budget is approved by the Governor.
- 23) We received a grant from MARTAP DOT for \$860 to purchase software called "Clubhouse Express" which will create a separate website and offer an online scheduling mechanism for volunteers. We plan to use this for the medical transportation program. It will also have other uses for additional volunteer opportunities down the road. This is being used successfully in other communities such as the "Nauset Neighbors' Program".
- 24) We have lots of activities planned for the summer such as a two part author series scheduled in July and August.
- 25) We will offer a new Fall Prevention Program on Mondays July 8 12:30 to 1:30 for 8 weeks.
- 26) We are offering a Boston Bus Tour with Steven Collins on Friday September 4<sup>th</sup>.
- 27) We are going to the theatre on August 11<sup>th</sup> to see the musical "Paragon Park" @ the company theatre.
- 28) The town is working on Beach transportation in conjunction with the Beach Administrator. The Senior Center buses were a consideration. They are also looking at the school buses as an option. We have also talked to GATRA about what resources they can offer. The fixed route may be able to deviate to accommodate Beach goer's needs. The COA does not have the driver staff to provide transportation on a regular basis to the beaches, as we run an ongoing transportation program.

**VOTES TAKEN:** Approval of Minutes, Fred moved, Maureen 2<sup>nd</sup>, motion passed. Revised Governance Policies, Volunteer Driver Agreement Volunteer Driver Policy, Standards of Independence and Behavior Policy, Inclement Weather Policy, Whistleblower Policy and Confidentiality Policy. Motion to accept by Maureen, 2<sup>nd</sup> Bill, motion passed.

**NEXT MEETING:** July 17, 2019 @ 3:30 pm, @ the Senior Center.

**ADJOURNMENT:** The meeting was adjourned at 4:30pm. Bill moved, Maureen Saunders 2<sup>nd</sup>. Unanimous approval.

Respectfully submitted: Martine Anderson, Secretary