

**Council on Aging
Minutes of Meeting
Town Hall Clark Room
December 20, 2011**

Chair, Liz Bishop, called the meeting to order at 10:39 AM. Board Members present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Helen Taylor, Jean Sain, Joanne Willens, Lillian DeBenedictis. Board Members absent: Abha Singhal, Jim Elgin, Tom Dunkers, Phyllis Goff. Associate Members present: Sandy McIlhenny, Marje Stickler. Associate Members absent: Nadine Bishop, Natalie Ives, Ted Read, Mary Daigle. Also attending were Staff Members Debi Siriani and Angela Smith. Staff Members not present: Peter Cullinane, Bonnie Hansen. Friends' Representative present: Ray Taylor.

Liz Bishop began the meeting by thanking the Board for their assistance in preparing for the COA Long Range Plan presentation to the Finance Committee. She reported that the presentation was a success and that we now need to establish various committees to pursue our long range plan. Liz distributed a handout of the presentation.

Secretary's Report – Elizabeth Acquaviva's report was submitted and accepted.

Social Worker's Report – The report as submitted by Peter Cullinane was accepted.

Transportation Coordinator's Report – The report submitted by Carol Killpartrick was accepted. Liz discussed how the Search Committee is working on filling the Transportation Coordinator's position due to Carol's resignation and will revamp the way the numbers/data are reported going forward to make it easier to visually track van usage and needs. Liz, Verna and Debi welcome any input from the Board on how the report could be enhanced.

Director's Report – Due to the numerous hours spent preparing the COA Long Range Plan for the Finance Committee meeting and the extra workload incurred due to the vacancy of the Transportation Coordinator's position, Debi Siriani did not prepare a November Director's Report. Debi had informed the Chair in advance that she would not be submitting a full report by the December meeting date, but agreed to prepare a shorter, less detailed version. Therefore, the Chair expressed her disappointment that her request for a shorter version for the December meeting was not honored as agreed. Debi also discussed how she is streamlining the steps involved in arranging transportation to allow volunteers to assist, while there is a Transportation Coordinator vacancy, and in the future if necessary.

Outreach Coordinator's Report – The report submitted by Angela Smith was accepted as submitted. Angela reported that in trying to find help with yard work for a senior who could not afford to hire help that she was able to secure help for about eight families. She also discussed how she is working with an Eagle Scout who wants his Eagle Scout project, if approved by the Council, to be three months of services to seniors. Angela gave an update on ways the Salvation Army supports our seniors including the kettle at Ferns and how they gave monetary assistance last year for a well pump which is something they have never done in the past.

Travel Coordinator's Report – Joanne Willens gave an overview of upcoming trips. She also informed the Board that she has cancelled restaurant visits due to last minute senior cancellations and no shows. She has requested that the van fee of \$2 be paid for up front to try to reduce the no shows/cancellations. The drivers still need to be paid and Joanne invests a lot of time coordinating trips. Having transportation vouchers that can be purchased in advance and their impact on LRTA reporting was also discussed.

Minuteman Senior Services: Jean Sain reported that Minuteman is relocating from their office space in Burlington and have been meeting with real estate brokers. They are looking at possibly office space in Burlington and possibly Bedford. A new Nutrition Director, Jennifer Stiff, replaced Marge Scott who retired. Jennifer is visiting sites and sampling the food at Meals on Wheels. Pam Bachrach, the

Ombudsman Director, gave a talk about how they visit long-term care facilities and listen to the patients. If the patients have complaints, they investigate and resolve problems. They also monitor the environment and report back.

At this point in the meeting, Liz thanked Sandy (and Phyllis in absentia) for doing the shopping for gifts for the Seniors.

Friends of COA – Ray Taylor indicated that Friends Chair, Holly Salemy, volunteered to be the recipient of all donations and write thank you notes. Debi indicated that there is a new box as of this morning. Ray asked Debi to let Holly know. Holly will deposit all checks/donations received by the end of the year which total over \$13,000. Ray requested that anyone who wants to make a donation and receive a tax credit should do so before the end of December. He also announced that he is going to relinquish his position as Treasurer to Alan Cameron as of January. Alan will analyze and assess the way things have been done over the years and come up with a new game plan for possible use, if deemed necessary. One goal is to try to align the fiscal year of The Friends with the fiscal year of the town. Ray will take care of filing the tax report for the prior 12 months after the first of the year. Alan will file one after June 30 for the first six months of the year and, thereafter, it will be every year. Alan had encouraged using the grant program to distribute money to the COA. Ray was applauded for his service as The Friends' Treasurer. Angela indicated that an anonymous donor inquired as to where their donation would be put to the best use. Angela, after going over the list of possibilities, informed the donor that fuel assistance from the State was significantly reduced. The donor decided to make a \$5,000 contribution to The Friends for fuel assistance which is part of the \$13,000 to be deposited by Holly.

Treasurer's Report – Due to unfortunate circumstances, Abha Singhal was not able to attend the meeting or submit her November report. However, the records are on file with the Town Accountant.

Old/New Business:

Strategic Long Range Planning Committee – Liz received positive feedback from a member of the Finance Committee on the presentation. Debi reported that the issue of renting space was more complicated than they expected. The topic of how any leased space has to be put up for bid was discussed. The other issue discussed was how FinCom cannot provide funds for a lease that we do not currently have. A committee needs to form and start to research possible space for our seniors to regularly meet when there are no scheduled events or activities.

Transportation Coordinator Search - Verna is the Chair of the Search Committee which includes Debi, Liz, Jean and Joanne. They have placed an ad in the Mosquito as well as online with the MACOA and other websites and, so far, they have received 4 resumes. They will receive resumes through December 30 at which point they will start phone screenings and interviews. They are advertising 19-25 hours (19 hours would be non-benefitted and 25 hours would be benefitted) to allow them to revamp the duties of the position and add more duties if the hours are increased. Debi has a simple task for a volunteer and that is to make a phone call to volunteers who have signed up to deliver Meals on Wheels to make sure they remember and are still able to volunteer. Meals on Wheels is scheduled twice a week.

Action Items:

Director

1) follow up with the LRTA to find out when we would know whether or not they would sell us a particular van for \$1.00 (carried over from Oct.)

2) arrange to view the van we would consider purchasing along with Verna, Liz and a mechanic (carried over from Oct.)

3) firm up a plan for newsletter formatting as funding will not be provided next year and we may lose the current newsletter format person if we are unable to pay her. Speak to formatter, Donna Perkins, about either continuing next year as a volunteer or training a volunteer replacement. (carried over from Oct.)

4) work with Joanne, the Travel Committee Chair, as well as the committee to include a Travel Policy in the COA Volunteer Handbook reflecting the policy, procedures, chain of command, as well as any pertinent information that would assist a volunteer who may need to fill in for whatever reason. Have the policy at January Board Meeting for review by the Board (carried over from Oct.)

5) continue to have a staff member track how many seniors attend the numerous events (free or budgeted) and prepare to report the results biannually (May/November Board Meetings)

6) contact Carlisle Public School to inquire as to whether or not there is a parent liaison for the COA. If there is a parent liaison, the parent's name should be listed in the Husky Handbook and not the COA Director's name (carried over from Nov.)

7) At Ray Taylor's request, please inform Holly of the new box so she can access it

Administrative Assistant

Include in future newsletters when there is van transportation available from Congregational Church parking lot any time there is a luncheon through June and pass out slips to attendees reminding them of the shuttle service

Transportation Coordinator

Let Congregational Church know that seniors will be parking in their lot during lunches at FRS and taking the COA van back and forth from their parking lot until construction of the school is completed

Chair/Vice Chair

Contingent upon information gathered by the Director, view van with the COA Director and a mechanic (carried over from Oct.)

Travel Committee Chair

Work with COA Director and travel committee to develop a travel policy for the COA Volunteer Handbook for approval at the January meeting (carried over from Oct.)

Next Meeting JANUARY 24, 2012 at 10:35 AM - Clark Room, Town Hall

Adjournment at 12:00 PM

Respectfully submitted,

Elizabeth Acquaviva

Secretary