

**Council On Aging
Minutes of Board Meeting
May 21, 2013 - Town Hall Clark Room**

The meeting was called to order by Chair, Liz Bishop, at 7:34 PM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Tom Dunkers, Jean Sain, Abha Singhal, Peggy Hilton, Liz Thibeault. Associate Members Present: Natalie Ives. Staff Members Present: David Klein, Angela Smith, Debbie Farrell. Friends Representative Present: Holly Salemy.

Transportation Coordinator's Report – The April report submitted by Debbie Farrell was accepted.

Social Worker's Report – The March and April reports submitted by Peter Cullinane were accepted.

Secretary's Report - The minutes of the April 16, 2013, Board Meeting submitted by Elizabeth Acquaviva were accepted, as amended.

Friends of COA – Holly Salemy discussed the Friends' Annual Meeting which was held at the Shohet's home. Holly indicated that the Friends have officially changed their fiscal year to be in line with the COA fiscal year. Also discussed was the FY2014 block grant request that David is submitting to the Friends. David indicated that the Concord Carlisle Community Chest grant will be \$1,000 more than last year's grant, but a little less than what was requested. David and Abha will attend the CCCC grant awards ceremony.

Treasurer's Report - The May financial report submitted by Verna Gilbert was accepted. The topic of how the budget is developed and managed was discussed. It is difficult to predict costs of drivers and whether the COA will be awarded various grants from year to year which is a challenge in creating an annual budget. The State Formula Grant and the COA Mini-Grant (CCCC) will both be utilized by the end of the fiscal year. To date, 68% of the budget has been utilized and there are three more pay periods remaining in the fiscal year.

Outreach Coordinator Report - The May report submitted by Angela Smith was accepted. Angela is seeking helpers to decorate the COA van for Old Home Day on June 29 and to toss candy from the van during the parade. This year's theme is Wild Carlisle. Liz Bishop will contact the National Charity League to request volunteers to decorate the van as she has done in the past. Angela also requested 3 people to work various shifts at the COA booth with crafts and to research potential craft projects. Several board members came forward to assist with the craft table. Angela is also looking for support to fold the newsletter which will be a town-wide mailing since it needs to be mailed before the Memorial Day holiday.

COA Senior Day Trips – Joanne Willens was not in attendance to give an update. David indicated that an upcoming trip to Red Rock Bistro exceeds the capacity of the van and he discussed various options for transportation to the event.

Minuteman Senior Services – Jean Sain reported the format of the regular business meetings has changed and now features a MMSS department at each meeting. This past meeting was Protective Services and the topic was elder abuse. MMSS is designated by the EOEA to investigate reports of elder abuse. MMSS is still collecting used cell phones and the proceeds from recycled phones go to help support the Protective Services. Jean will check to see if the memories of the used cell phones are cleared prior to reissuing.

Director's Report – The May report submitted by David Klein was accepted. David gave an update on the applicant pool for van drivers. A couple of the six candidates have a CDL license. David attends a bi-monthly Minuteman area COA Director's meeting and he learned that there will be a reduction in the funding of the SHINE program. We have a resident who has expressed interest in participating in the SHINE training program. Also discussed was the department's iPad which was partially funded through a MARTap Mini-Grant and includes 4G cellular capability and an Apple Care two year warranty. Also purchased were a portable keyboard and the Apple version of several MS Office software programs. The three software programs cost \$9.99 each. The use of the iPad will be determined by the needs of the department, but it is envisioned as being used primarily by staff for conducting business outside of the office or in other areas in Town Hall. The benefit of cellular service for the iPad during an emergency shelter setup was also discussed and how cellular service may be purchased on a monthly basis. The topic of David setting up a government account for Town of Carlisle departments which does not provide a price break, but does expedite shipping and provide a government tax rate, was discussed. David will report on the iPad usage next month.

Old/New Business:

OS+R - Angela reported that OS+R called her to find out who would represent the COA at the OS+R May 29th meeting. Tom Dunkers will attend that meeting and report back to the Board. The meeting will present the American with Disabilities Act plan for the next five years for the State of Massachusetts. The COA provided feedback to the OS+R, per their request, as to how the COA Department views the needs of Carlisle.

Nominating Committee – Elizabeth Acquaviva presented the proposed 2013-2014 Slate and opened it to the floor for any other nominations. Hearing none, the nominations were closed and will be voted on at next month's meeting.

Liz Bishop made a Motion to extend the meeting by an additional 15 minutes. The Motion carried.

Transportation/Driver Update – David Klein gave an update during the Transportation Coordinator's Report portion of the meeting.

Acton TMA Follow Up – The TMA presentation to the Board of Selectmen is now scheduled for June 11. Doug Halley, Director of Acton Board of Health, has submitted a new TMA (Cross-Town Connect) proposal that addresses some of the financial questions brought forth at a prior presentation. However, it has been determined that the COA is not ready to join the TMA at this time. David will develop a proposal for transportation for the Transportation Committee to review. The committee will then update the Transportation Policy for Board review and voting.

Liz Bishop made a Motion to extend the meeting until 9 pm to discuss David Klein's request for reimbursement of his smart/cell phone data plan that he uses for COA business. The Motion carried with a hand vote of 5 v. 3 in favor of extending the meeting.

After a discussion regarding the cost of the data plan and the percentage of usage for COA business, David was requested to present, in written format, what the Board would be voting on at the next meeting regarding the cost of his cell phone data plan.

Meeting Adjourned: 8:48 PM. **Next Meeting: June 18, 2013 at 7:00 pm, Town Hall-Clark Room.**

Elizabeth Acquaviva, COA Board Secretary