

**Council On Aging  
Minutes of Board Meeting  
February 28, 2012 - Town Hall Clark Room**

The meeting was called to order by Vice Chair, Verna Gilbert, at 10:35 AM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Abha Singhal, Tom Dunkers, Jean Sain, Joanne Willens, Helen Taylor, Jim Elgin, Lillian DeBenedictis. Board Members Absent: Phyllis Goff. Associate Members Present: Sandy McIlhenny, Marje Stickler, Natalie Ives. Associate Members Absent: Ted Read, Nadine Bishop, Mary Daigle. Staff Members Present: Debi Siriani, Angela Smith. Staff Members Not Present: Peter Cullinane, Bonnie Hansen, Deborah Farrell. Friend's Representative Present: Alan Cameron.

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

**Transportation Report** – No report was submitted for the month of January due to the fact that Deborah Farrell, our new Transportation Coordinator, started on January 30. The new COA transportation email account has been changed to email account has been changed to [coaride@carlisle.mec.edu](mailto:coaride@carlisle.mec.edu) from the aol.com address.

**Treasurer's Report** - The January financial report by Abha Singhal was accepted. Debi has received money from the Friends that will be included in the February budget.

**Compensation Committee** – Abha Singhal, Chair, reported that the committee (Abha, Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, and Marje Stickler) met with the Personnel Board to present an updated Transportation Coordinator position description along with a request to increase the position's hours from 19 to 25 hours in FY13. To date, we have not received a written confirmation whether or not the position description and additional hours have been accepted. The Personnel Board decided to reevaluate the grade level of the position; however, the hourly salary will remain the same if the grade level does change. In addition, the committee met again with the Personnel Board the following month to present a new Director position description with a request that it become a full time position in FY 13 and to increase the grade level from grade 7 to grade 8. We expect to receive a decision from the Personnel Committee at their next meeting.

**Nominating Committee** - Abha Singhal, Chair, reported that the nominating committee (Abha, Helen Taylor, and Elizabeth Acquaviva) will be meeting in the near future to begin the process of proposing new members to the Board. Abha requested that Board members pass along any recommendations or leads that they may have as soon as possible.

At this point, Liz Bishop who had previously arranged for Verna to preside over the beginning of the meeting, due to a conflict in her schedule, joined the meeting and took over running the meeting.

**Friends of COA** – Alan Cameron reported that this year's fundraiser this year was very successful and donations are still coming in slowly. Donations are over \$20,000 which is better than it has ever been. A major reason for the increase in donations is due to one large anonymous donation designated for fuel assistance. The other major happening is that Ray Taylor has retired as Treasurer and Alan has taken over the position.

**Secretary's Report** - The minutes of the January 24, 2012 Board Meeting as submitted by Elizabeth Acquaviva were accepted with an amendment (LICSW vs. LISW).

**Outreach Coordinator Report** – The report submitted by Angela Smith was accepted. January was a busy month working with fuel assistance. She has some 6<sup>th</sup> grade students willing to help seniors once or twice a month. She is working with a special program with Habitat for Humanity and asked the Board to refer any resident who is a low income veteran who has necessary repairs to see if they qualify. Marje Stickler suggested Angela contact Brightview to see what support they could offer as well.

**Minuteman Senior Services** – Jean Sain reported that the move is slated for the weekend of June 2, but she doesn't know where. Their meeting is next week. Joan Butler mentioned that the hospitals are getting more interested in discharge planning. They could be penalized at some time for re-admittance after release from the hospital. There will be more follow up when people leave hospitals and go into nursing homes or assisted living. Joan recommended calling Senators and Reps to fully fund the House and Senate's version of the elderly nutrition programs. They haven't settled on these, but just give your input that you want it fully funded. There has been quite a cut; they are saying that nearly 250,000 meals are cut. Jean has phone numbers for Susan Fargo and Cory Atkins, if needed. There is also Health Reform: Insurers are going to use plain language in describing health benefits and coverage which should be in effect by September. This information is coming from the Health and Human Services Partnership. The Board discussed how to bring these types of issues to the attention of seniors.

**COA Trips** – Instead of Day Trips Committee or Travel Committee as previously discussed, it was agreed that the committee will be called the COA Trips Committee. Joanne reported that she has full vans for many of the upcoming trips. However, she has one van for the Isabella Stewart Gardner Museum trip and there are 22 people waiting. A discussion was held on how to resolve this issue. Liz thanked Joanne for the invaluable service she provides our seniors.

**Director's Report** – A motion was made to accept the January Director's Report as amended to include hours spent on LRTA hours in the breakdown of January Hours on her report as previously requested along with minor contextual changes regarding Deborah Farrell's hiring. Debi spoke with Jim Lynch of LRTA and he has a 2007 Ford van for Carlisle COA. She will arrange for a mechanic to join her, Liz and Verna to inspect the van now that the actual van is available. Debi also spoke with David Bradley, LRTA finance, about the van and inquired if LRTA would let us have a van for the day of the Isabella Stewart Gardner Museum trip. She thinks they are willing, but needs to confirm. Debi requested that the Program Committee review the results of the program evaluation forms as they come in over the next couple of months to determine which programs we should continue to offer. Liz recommended the Program Committee evaluate the evaluation form, as well, to ensure it requests information that will assist them in reaching their decision. Debi distributed the COA Budget which she presented to Fin Com the previous evening with amendments. The amendments were the withdrawal of \$20,000 for space needs and an increase in the transportation account of \$2,000 to cover the increase in gas prices.

At this point, Liz discussed the focus of the Long Range Planning presentation which was senior housing, tax relief, and health and wellness (which falls under Programs). Liz urged each Board member to join any subcommittees where they may have expertise or interest to balance the committee workload.

**Transportation Policy** – Prior to the meeting, Verna Gilbert emailed an updated Carlisle Council on Aging Transportation Policy for Board members dated February 28, 2012 which replaces February 2, 2012 Draft VO.3. Changes are to demonstrate that we are fiscally responsible, reflect changes to the transportation program and incorporate feedback from the Board. Liz explained we can vote the new policy in and make changes as we go along, if necessary. The Transportation Policy is available for residents to view on the web.

At this point, Liz made a motion to extend the meeting an additional 10 minutes. Nine of the ten voting members accepted the motion. One voting member opposed (Tom Dunkers).

- 1) A motion was made to amend the Carlisle Council on Aging Transportation Policy Driver Guidelines 6.6 from the February 2, 2012 Draft version VO.3 From: Paid drivers are responsible for their own meals unless they are working for more than 5 hours in a row. To: Paid drivers are responsible for their own meals unless they are working for more than 5 hours in a row, in which case partial reimbursement for a meal is at the Director's discretion. Motion passed by all ten voting members present.
- 2) A motion was made to change Section 6.4 from the February 2, 2012 Draft version VO.3 From: Paid drivers receive compensation regardless of the vehicle they drive. The compensation is for the number of hours actually worked, with a minimum of three hours per day that they drive. To: Paid drivers receive compensation regardless of the vehicle they drive. The compensation is for the number of hours actually worked, with a minimum of two hours per day that they drive. Motion passed by eight of the ten voting members present approving the change and two members opposing (Joanne Willens and Lillian DeBenedictis).
- 3) A motion was made to amend Section 6.8 from the February 2, 2012 Draft version VO.3 From: If a paid driver is notified of a client/trip cancellation less than 24 hours in advance, the driver is eligible for two hours pay. To: If a paid driver is notified of a client/trip cancellation less than 24 hours in advance, the driver is eligible for two hours pay. If notification of cancellation exceeds 24 hours, the driver is not paid. Motion passed by all ten voting members present.
- 4) A Motion was made to vote on the overall acceptance of Carlisle Council on Aging Transportation Policy February 28, 2012 Version V1.0. Motion was accepted by all ten voting members present.

Goals:

- Debi will arrange a time for her, Verna, Liz and a mechanic to inspect LRTA van we may purchase.
- The COA Trips Committee should meet before next COA Board Meeting to come up with written policy/procedure for the Volunteer Handbook and submit for review at the March board meeting.
- The Programs Committee should meet and then present at the March meeting where they stand with the Program Evaluation process as well again at the April meeting.

Meeting Adjourned: 12:10 PM.

**Next Meeting: March 27, 2012 at 10:35 am at Town Hall-Clark Room.**

Respectfully submitted,

Elizabeth Acquaviva