

Carlisle Council on Aging Board Meeting

Carlisle Town Hall – Clark Room

January 19, 2016

Board Members Present: Verna Gilbert, Donna MacMullan, Elizabeth Acquaviva, Walter Hickman, Jean Sain, Peggy Hilton, Gio DiNicola, Ruben Klickstein. Associate Members Present: Maxine Crowther, Jerome Lerman, Abha Singhal. COA Staff Present: David Klein, Angela Smith. Friends of Carlisle COA Representative Present: Peg Gladstone.

The meeting was called to order at 10:30 AM by Verna Gilbert, Chair. Verna took a poll to make sure there would be a quorum for the February 16 Board Meeting.

Secretary Minutes - A motion was made by Jean Sain to accept the December 15, 2015, minutes prepared by Kathy DeVivo-Ash. The motion was seconded and carried by voice vote.

Outreach/Program Manager Report - A motion was made by Elizabeth Acquaviva to accept the December report submitted by Angela Smith. The motion was seconded and carried by voice vote. Angela requested that someone head up the February Valentine Tea on February 18, since Stephanie Blunt and Elizabeth Acquaviva from the Program Committee and the National Charity League (NCL) will both be out of town. Elizabeth will assist Stephanie in identifying someone from NCL. Also, Angela and Verna are looking for homemade baked goods for this event in addition to those supplied by NCL members. Angela requested names of reliable snow plow services who are able to take on additional clients.

Social Worker's Report - The December Social Worker Report was submitted by Peter Cullinane and reviewed by the Board Meeting attendees.

Financial Report/Transportation - A motion was made by Donna MacMullan to accept the December Financial Report submitted by David Klein and reviewed by COA Board Treasurer, Walter Hickman. The motion was seconded and carried by voice vote. David indicated 45% of the general fund has been spent, but that the figure is somewhat inflated as the LRTA reimbursement is traditionally behind by at least a month. At month 9 or 10, the budget will reflect utilization of all the LRTA money received. David drew attention to the Other Special Revenue Accounts section of the report, mentioning specifically that the Transportation Revolving Fund has its first two months of activity. He added that there will soon be a gift account for Van/Transportation, which had previously existed, but was only used when a donation was made into the account and then spent on a new vehicle. Recently there was an unexpected \$5,000 donation made to COA Transport. The name of the account will be changed from Van Gift Account to Van/Transportation Gift Account. David indicated that the Town Treasurer, Larry Barton, was specific that the Transportation Revolving Fund was for the transportation program (money coming in for services and then being spent on services) when Abha Singhal questioned why the donation would not be added to the Transportation Revolving Account. Lastly, David informed the Board that the Town Treasurer, Larry Barton, suggested that instead of the COA returning a substantial sum of money to the town, which has occurred in each of the last several years at the fiscal year end, it would make sense for the Town to apply a credit to the wages portion of the COA budget, which would help overall COA expenditures match closer to reality. Larry acknowledged that the reason for the returned funds is not due to unrealistic budgeting, although there has been some leeway for COA van drivers who have variable hours, but resulted from extra LRTA reimbursement money that has been received by the town over the past several years for transportation. The main reason that this is coming up now is that the Personnel Board recommended full implementation of a new Wage and Classification system based on recommendations by HR consultants hired over two years ago, and he's been looking to mitigate the potential property tax impact on town residents. The Wage and Classification study was for non-union employees system based on recommendations by HR consultants hired over two years ago. This would impact mainly non-union employees (mostly town hall employees). Larry suggested that the town fully fund all COA positions, but apply a \$30,000 credit with the expectation that the LRTA money would backstop the remainder of COA salary budget. He maintains that this is just an accounting maneuver and that the LRTA funding we receive is actually a return of money that the Town pays as a transportation assessment to the State. David and Walter want a footnote on why this is being done in case we lose LRTA money or at some point have a need for more transportation related funding. David thanked Verna and Walter for discussing this topic in depth over the weekend in advance of the COA Board Meeting.

Director's Report - A motion was made by Elizabeth Acquaviva to accept the December Director's Report submitted by David Klein. The motion was seconded and carried by voice vote. David has been including the LRTA report and inquired if it was helpful. David gave credit to Debbie Farrell for doing the upfront work on this report. David and Verna discussed

how Bedford's Senior Tax Preparation volunteer helps our seniors with their tax returns since we do not have a volunteer in Carlisle. Abha requested more comparative transportation data in the report. David indicated that he would include more, but also mentioned that a lot of such data is easily obtainable through the MSC system, which Board members have access to, if interested. Also discussed was both positive and negative feedback with the Transportation Pilot Program. To date, 200 (\$600) vouchers have been sold for the new program.

MMSS - Minuteman Senior Services liaison, Jean Sain, attended their January 6 Board Meeting and gave the following update: This month's presentation was Care Transitions Program (CHART2). Leslie May-Chibani, Assistant Director, narrated a power point presentation. Bob Pacl, Emerson Care Transitions Social Worker, and Alan Lancaster, Winchester Care Transitions Social Worker, attended the meeting and gave some insight into their work at the hospitals and the results of their efforts. The first decluttering support group was a big success, so much so that the participants want to continue meeting weekly. Minuteman is looking into ways to lower the cost of these sessions. The Holiday Auction was a success. The final amount raised was \$11,688.00. "Food Glorious Food," Minuteman music video won \$5,000 grant award from the Meals on Wheels Association of America and BJ's. Minuteman by Your Side is being reviewed, looking into new options and assessments in an effort to be more flexible. Alice Bonner, Secretary of Massachusetts Executive Office of Elder Affairs will attend the February Board Meeting. Jean also informed the Board that Joan Butler announced her retirement after 33 years as Director of MMSS.

Friends of Carlisle COA – Friends Board Member, Peg Gladstone, reported the good news that the friends current annual fund exceeds last year's amount. As of the prior evening, the grand total was \$21,342.99 of which \$460.49 was an in-kind donation. Still working on a date at end of May or June and a local speaker for annual meeting.

New Old Business –Other Committee Updates

Nominating - Verna informed the Board that Muggsie Rocco would not be continuing as an Associate Member but will continue to volunteer. Verna asked for a Board member to replace Muggsie on the Nominating Committee. Elizabeth Acquaviva will join the Nominating Committee.

Space - Verna also asked for someone to volunteer to join the Space Committee. Walter Hickman, COA Treasurer, will join the Space Committee. Jerome Lerman indicated that he, David and Donna attended a presentation at the Massachusetts COA Annual Conference regarding senior center design and planning. Jerome put together a spreadsheet of various kinds of spaces and the Committee will discuss them at their next meeting on February 22 at 1 pm where they will get into spaces in more detail.

The meeting adjourned at 11:40 AM.

Next Meeting scheduled for **February 16 at 10:30 AM at Town Hall – Clark Room**

Elizabeth Acquaviva
COA Board Co-Secretary

