

Carlisle Council on Aging Board Meeting
Town Hall - Clark Room
August 23, 2016

Board Members Present: Verna Gilbert, Donna MacMullan, Peggy Hilton, Abha Singhal, Jerome Lerman, Reuben Klickstein and Maxine Crowther. Associate Members present: Ann Quenin, Verna Gilbert and Helen Lyons. COA Staff present: David Klein, Angela Smith, Debbie Farrell, Myriam Fleurimond and Peter Cullinane. Friends Representative: Nancy Jaysane.

Secretary Minutes: A **motion** was made by Maxine Crowther to accept the June 21, 2016 minutes submitted by Giovanna DiNicola. The motion was seconded and carried by voice vote.

Introduction of New COA Staff Member: David introduced Myriam Fleurimond as the COA's newly hired administrative assistant.

Outreach and Program Manager Reports: A **motion** was made by Abha Singhal to accept the June and July reports submitted by Angela Smith. The motion was seconded and carried by voice vote.

Angela announced she was (still) in need of more senior tax workers. The most pressing need was to find a crossing guard. The school and library also contacted COA to request help. Additional volunteers were needed to assist in various COA activities (Friendly Visitors, Meals on Wheels, Friendly Driving, and Program Support). A number of new programs will begin in September, where volunteer assistance will also be needed.

Social Worker Report: Peter Cullinane, who was on hand to discuss his report, said that there was an ongoing issue with an elder who was having difficulty transitioning from her former home. She often thwarted efforts to receive assistance from COA. Peter noted the elder was currently living in a safe environment, but continued to struggle. Peter was also working with two other families in need of professional help. Finances were limited, so they were unable to seek assistance.

Financial Report and Directors Report: A **motion** was made by Abha Singhal to accept the June and July reports submitted by David Klein. The motion was seconded and carried by voice vote.

David reported approximately 89-90% was spent from the general fund for last year. All monies from the State and Community Chest grants were expended. However, only 83% of the Friends grant was spent and the remaining amount, approximately \$3,100, was rolled over from FY2016 to FY2017.

David then reviewed highlights of the other grants, including an increase in the funding of the State Formula Grant due to successful budgetary advocacy by the MCOA. Carlisle's senior State Grant will be \$10,300 for FY2017. The Concord Carlisle Community Chest awarded the COA \$9,400, which was the same figure as in FY2016. And the aforementioned Friends grant for FY2017 will be \$20,000, which includes the prior-year rollover and additional funding.

There was a (somewhat) significant increase in the town's budget for COA as well as other Town Departments due to implementation of the wage and classification study recommendations. David explained that although the COA was fully funded, the Town will be taking a new \$30,000 credit against our general fund budget in anticipation of incoming LRTA money in the amount of about \$42,000 for the current fiscal year. This new methodology was the suggestion of then Town Financial Manager, Larry Barton during the last budget season. In addition to David, it was reviewed by then COA Board Chair Verna Gilbert and COA Board Treasurer Walter Hickman. The group agreed with Larry's idea in principle, but there was some concern about the implementation because of Larry's planned retirement. And, though it may be unlikely, there's always the possibility that at some point the LRTA may be unable to

provide the anticipated funds. Board members should be aware of this in case budgetary discussions with FinCom and/or the Selectmen are needed at some time in the future.

On another matter, David said that reports for some of our accounts were not available for July, but that he would be able to produce a combined financial report for July and August at the September Board meeting. The general fund reports were available, however, and he commented, that about 11% of the budget was expended in July. This will be reduced slightly when the LRTA reimbursement for July is received. The LRTA money is paid on a reimbursable basis and is often a month or two in arrears.

Commenting on the Director's report, David noted that in an examination of the differences from FY2015 to FY2016 there was a substantial increase in the overall COA participation numbers from FY2015 to FY2016. This was particularly true of the "Unduplicated" participation figure, which increased from 653 in FY2015 to 816 in FY2016. In the same manner, the "Duplicated" participation figure between the fiscal years increased by about 1,000, from 9,880 in 2015 to 10,915 in 2016.

There were no notable changes in the demographics as shown in the Director's report. Members were asked to look at the figures presented in the Outreach and Program Services section. David noted that those figures were manually tracked and there were also substantial increases in this area. The monthly call average (request for services) increased from 417 to 482 from FY2015 to FY2016, a jump of 15.6%. This follows increases of 14.2% from FY14 and 13.7% from FY13. There were also noteworthy increases for medical equipment loans and transportation. Overall, work and services provided continue to rise.

MMSS – Jean Sain was not present for this meeting. No report was given.

FOCCOA – Nancy Jaysane informed members about the lecture/discussion series the Friends were sponsoring this year. John Giannetti would be doing three talks about Islam titled Muhammad's Historical and Cultural Milieu and the Birth of a New Religion (9/21), The Golden Age of Islam (9/28) and Islam in the Modern World (10/5). Richard Travers will be doing a series of three musical history presentations titled, From Russia with Love Part I (10/19), From Russia with Love Part II (10/26) and Vive le France (11/2)

OLD/NEW BUSINESS:

Committee Updates - Space Committee: Jerry Lerman reported that several committee members, including ad hoc member Ellen Kriegel toured the Natick Senior/Community Center on June 22. Both he and David felt it was the most impressive of all the "centers" that they had visited up to this point and that many aspects of the building would suit the COA's needs. Jerry thought the community center's largest room could hold approximately 200 people. All the rooms were equipped with a sink and a land-line for outside communication in case the building ever had to go into lock down mode. Jerry mentioned that the building was also used as an emergency shelter, which explained its multifunctional features. Natick's COA Director, Susan Ramsey, told the group that their parking lot was a problem. It appeared to be quite large, but was still not adequate for user needs. The TV and computer rooms were cited as examples of areas that were not used to full capacity, most likely due to changing technology and demographics. The Natick building has 3 full time employees and 7 part-timers. Additional revenue was generated by renting the building for weddings and various functions.

David announce that this year's MCOA Conference (in Falmouth from Oct 26 to Oct 28), would feature a seminar (Oct. 27) given by an architect who specialized in designing senior centers. David, Donna and Jerry attended the same seminar last year and were thinking about doing so again.

Maxine asked when efforts would begin on getting a community/senior center for Carlisle. Jerry responded by saying they had a goal to do a presentation at the next town meeting to request funding for a schematic design that could cost \$50,000.

FY17 Committees - Donna said a decision needed to be made about the set-up of committees for FY17. She was planning to contact Chairs to ask if they were interested in remaining in the same role. Donna and Abha would review the various committees and determine their need and potential changes.

Road Race – Verna reported the committee was having their first planning meeting on September 12. She expected the event to go smoothly. They had last year’s experiences to draw from. The race will be held on Friday, November 11, Veteran’s Day. Abha and Reuben volunteered to help.

Employee Appreciation Lunch – Verna said the luncheon would be held on Thursday, September 15. She requested donations of desserts and tomatoes that could be dropped off at Union Hall between 10:00-noon. David added that Senator Mike Barrett would be speaking at the lunch.

Carlisle Community Health Assessment – David reported they were in the process of putting together a Steering Committee. He noted that \$15,000 of the \$20,000 award was allocated to hire a consultant to conduct the assessment. He expected to be the contact person for the committee, but thought it would be helpful to have another board member or two attend meetings. Verna and Maxine offered to be members of the committee representing the COA and suggested that it be a shared position. Members agreed. David said the Steering Committee would be composed of at least 6-8 people and would include representatives from the library, Board of Health, the Recreation Department, Carlisle’s Veterans group and possibly others. The role of the Steering Committee would be to oversee the process including the vendor doing the actual assessment. Three vendors had already been interviewed. Although no official decision had been made, the organization that was most impressive was the Division of Social Demographics at UMass Boston, which is part of the Gerontology Department.

Upcoming Training/other events – David reiterated his plans to attend the MOAC conference. Angela would also be attending. He felt it was a worthwhile event and asked board members to contact him if they were interested in going.

A **motion** was made by Donna MacMullan to adjourn the meeting at 6:04 PM. The vote was seconded and carried by voice vote. Monday, September 19 was selected as a meeting date at either 10:30 AM or 7:00 PM, due to the election on Tuesday the 20th. Since several board members were missing, Donna said she’d send an email to everyone and ask for a time preference.

Giovanna DiNicola
COA Co-Secretary

Respectfully submitted, /*Giovanna DiNicola*/