

**Council on Aging
Minutes of Meeting
Town Hall Heald Room
September 27, 2011**

Liz Bishop, Chair, called the meeting to order at 7:04 PM. Board Members present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Helen Taylor, Jean Sain, Tom Dunkers, Lillian DeBenedictis. Board Members absent: Abha Singhal, Joanne Willens, Jim Elgin, Phyllis Goff. Associate Members present: Mary Daigle, Marje Stickler. Associate Members absent: Nadine Bishop, Ted Read, Sandy McIlhenny, Natalie Ives. Also attending were staff members Debi Siriani, Angela Smith, Bonnie Hansen. Staff Members not present: Carol Killpartrick, Peter Cullinane. Friends' Representative present: Estelle Keast.

Liz Bishop welcomed the new part-time Administrative Assistant, Bonnie Hansen, to her first COA Board Meeting. Bonnie updated the Board on how she was settling into her new position.

Liz surveyed the Board as to whether they would prefer to continue monthly Board Meetings at Town Hall or the Gleason Library on an ongoing basis and the consensus was Town Hall is the preferable location.

Secretary's Report: The minutes of the July 26, 2011 meeting prepared by Elizabeth Acquaviva were submitted and accepted. The minutes of the August 1, 2011 Special Meeting were also accepted as submitted.

Social Worker: The July and August reports prepared by Peter Cullinane were accepted as submitted.

Transportation Report: Carol Killpartrick's July and August reports were submitted and accepted.

Director's Report: Debi Siriani's July report was submitted and accepted with an amendment (correction of a typo beginning of fourth line). The August report was accepted as submitted. The topic of the Friends' request to give a grant this year to be placed in the town fund was discussed. Since the regular revolving account may not be allowed to exceed \$10,000, the possibility of a designated "gift account" was discussed. The topic of the LRTA's plan to retire vans (150,000 miles) and sell them to member communities for \$1.00 was also discussed. We cannot use the RecCom van in the summer or on Tuesday and Wednesday afternoons, so this may be an opportunity to purchase an additional van.

Treasurer's Report: Abha Singhal's Treasurer Reports for July and August were accepted as submitted. It was noted that she will be absent from the October meeting. Debi indicated that the LRTA budget is \$26,000 of which \$3,000 is for administration.

Outreach Coordinator's Report: Angela Smith's reports for July and August were submitted and accepted. Liz asked if Angela could pass on some of her administrative workload to the new Administrative Assistant. As she gets more acclimated, Bonnie will take on more administrative duties to reduce Angela's workload in this area. However, as of now, she is getting ready to cover Debi's vacation. Angela circulated a volunteer signup sheet for the monthly coffee list and the high school monthly lunches to fill remaining openings with volunteers from the Board. Angela told the Board that The Concord Patch is an online news service that the COA will use to

announce some of our events and that offering flu shots to seniors in their own homes who are on the special needs registry was Debi's idea.

Friends of the COA: Estelle Keast reported that the Friends are looking forward to working with the COA Board in a somewhat different collaborative role. She indicated the Board goes above and beyond. The topic of fundraising was discussed. Community Chest gives a sizable grant to COA only if Friends hold off fundraising until December 1. She indicated other fundraising methods are the flyer, sending out letters, encouraging new Friends (membership fees of \$15 or more) and co-sponsoring a cultural lecture series. Estelle passed out a sheet on Art Matters which is a free series sponsored by The Friends and Gleason Library. She also mentioned an upcoming presentation on eye care and one on reducing health risks.

At 8:20 pm, Liz's motion to add additional time to the end of the evening's meeting, if needed, was accepted.

Travel: Neither Joanne Willens nor Sandy McIlhenny were present tonight to give a committee update.

Minuteman Senior Services: Jean Sain reported that she was unable to attend a meeting and Phyllis Goff was not present at tonight's meeting to give a committee update.

OLD/New Business

-Revolving Fund updates – **Action Item:** Debi should check to make sure the COA revolving fund can exceed \$10,000.

-LRTA/Compensation Committee – Abha, Verna, Elizabeth and Liz met to discuss Debi's request to receive two hours of compensation from the town from LRTA funds for administrative duties. Debi and Tim requested retroactive reimbursement for LRTA funds; however, they did not have adequate backup data to support those hours so the Personnel Board could not support the request. For the current fiscal year, to date, no documentation to support additional two hours LRTA administration above her normal 30 hours per week has been submitted to warrant two additional hours of pay from LRTA fund.

- Local Emergency Preparedness Committee (LEPC) update and "Irene" – Deb reported that this was a great chance for Emergency Plan to be pulled together. She met with the LEP committee to coordinate services, if needed, for Hurricane Irene. There is a special needs registry for periodic home checks. When real, it made more seniors come forward – 14 new seniors are now on the list. David Flannery's Mosquito Article and CCTV coverage were also a success.

-Strategic Long Range Plan – Liz reported they met today and gaining great momentum. She gave subcommittee members a copy of the comparative study of 11 MA COAs/Principles for attaining the best possible quality of life as we age documents to read to bring them up to speed and they will have a more solid report in November/December.

-MACOA – The conference will be held October 5, 6 and 7 and Angela and Debi will attend.

1) Staff/Board Action Item: Liz requested **all reports with the exception of the Treasurer's Report** be submitted for review, if at all possible, the 7th of the month to ensure that any questions can be addressed in a timely manner.

2) Director and Transportation Coordinator Action Item: Since the Transportation Coordinator works from home, it is difficult to assess the level of activity on a daily basis for transportation requests as well as the types of requests. Carol should include in her transportation report, as best she can, hours worked and break down both van usage so we see where there is

overlap and have a better idea of how many hours each van is being used for medical and non-medical use. More hard data showing the need for another vehicle is necessary.

3) Director Action Items: **3.1)** Advise staff that reports are due, if at all possible, the 7th of the month. **3.2)** Ensure monthly reports include regular hours, personal hours, vacation hours, transportation hours, non-paid hours, total hours. Report should be similar to Outreach Coordinator's breakdown of hours showing a description of duties performed for each category. **3.3)** Check to make sure that the Friends' revolving gift account can have a limit greater than \$10,000. **3.4)** Make sure that the COA revolving fund can exceed \$10,000. **3.5)** Provide data for the Board regarding two additional hours for LRTA work. **3.6)** Bring (or email) handouts for the breakdown of program costs, sponsors and how many attend.

4) Director/Outreach Coordinator Action Items: Adhere to the directive that there should be no new programs when any staff member is working non-paid hours.

5) Director/Chair/Co-Chair Action Items: - **5.1)** Debi, along with Liz and Verna, will visit LRTA to inspect the 12-person \$1.00 van to see what shape it is in. They should bring an auto mechanic along to inspect it as well. **5.2)** Debi will research issues, along with Verna and Liz, related to staying with/changing from our current newsletter printer, who wants a 5-year contract with 25% of the eight pages for ads. Other options mentioned were to investigate having a vocational-technical school do the printing and having a bank sponsor the printing and pay postage.

Next meeting date: **OCTOBER 25, 2011 at 7 pm in the Heald Room at TOWN HALL**

Adjournment at 8:41 PM.

Respectfully submitted,

Elizabeth Acquaviva
Secretary