

Carlisle Council on Aging Board Meeting
Zoom video conference
January 19, 2021 Minutes

Board Members Present: Verna Gilbert, Maxine Crowther, Abha Singhal, Ann James, Sally Hayen, Elisabeth Bojarski, Jerome Lerman, Ann Quenin

Associate Members Present: Wendy Barrow, Walter Hickman

COA Staff Present: Joan Ingersoll, Carol Grueneich

Friends Representative: Betty Lang

Select Board: Alan Lewis

Guest: Deborah O'Kelly

Mosquito reporter: Wanda Avril

The meeting was called to order at 8:30 a.m. by Chair Ann Quenin.

Secretary Minutes: A **motion** was made by Maxine Crowther to accept the December 18, 2020 minutes submitted by Verna Gilbert. It was seconded and carried by voice vote.

Director Report:

- A **motion** was made by Verna Gilbert to accept the January 19, 2021 Director's Report; it was seconded and carried by voice vote.
- Joan and Alan reported to us about the latest Vaccine Committee meeting on January 18. They are not sure yet whether the first group would be 75+ (432 people) or 65+ (1156 people). The structure to house the clinics is due by the end of the month and will be built at the Congregational Church parking lot. Linda Fantasia will request 500-1,000 doses for the first go-around. The first day or two will vaccinate 100-200 seniors over a four-hour period, but eventually the plan is to vaccinate 1,000 people over 8 hours/day. The COA is trying to get as many seniors as possible into My Senior Center for easier tracking. There are still issues with the software program to record vaccinations, but the goal is to use only that and no paper. There are plenty of volunteers to handle the drive-through clinics. Joan expects the COA staff to be busy with senior vaccinations over the next several weeks.
- The COA reorganization is on track. Joan will meet with the FinCom at 7 p.m. on Monday, January 25; she has already updated member James Catacchio. Currently Linda and Carol are being paid for 35 hours/week but are not benefitted or at their new pay grades. The goal is to have all salaries paid by the General Fund and other line items paid via grants. Peter, at 6 hours/week, is still paid by the Community Chest and a Special Appropriation.
- Jerry brought up a concern that if the FOCCOA fund raising was not successful, would the COA not be able to continue with programs and other activities. Betty Lang informed us that the Friends have ample funds and Joan informed us that there are adequate funds in the Revolving Fund and Gift Fund to handle any issues. The State Grant of \$12,360 finally arrived. With the new census figures being used in FY22, Carlisle's State Formula Grant should increase because it will be based on 1,700 seniors rather than 1,000 seniors.
- Abha requested that Joan share budget information with the board prior to the FinCom meeting next week.
- The COA was invited to apply for a grant from the Greater Lowell Community Foundation for \$5,000 for food delivery to needy seniors over the next six months. Heart to Home will prepare the meals.

Social Worker Report

- Carol informed us that the Storytelling project has 10-11 seniors already interested, with the limit being 12. Each will develop a personal narrative and later there will be events to present their stories to others.
- Carol has attended training in mental health first aid and in housing, as well as Facebook training so she can enhance the COA Facebook web site.
- The Support Group Carol started is still ongoing although several stopped attending after the first eight-week session. Four are still attending and discussions include the pandemic and current events, among other topics.

Financial Report:

- Jerry informed us that for the first half of the fiscal year, we have expended less than 50% of our funds. The Revolving and Gift Accounts are also growing. Grants are being spent down so we do not lose any funding there.

Minuteman Senior Services (MMSS): Sally told us that the MMSS audit was accepted.

Friends of Carlisle Council on Aging: Betty Land reiterated that the Friends have extra funds if the COA needs them. They are sending thank you notes to donors and discussing whether to have an annual meeting this year.

Old/New Business:

- MOW: Joan informed us that there are now 8 households using Meals on Wheels. She is trying to disseminate more information so that others in need can use this service.
- COA name change: Joan discussed whether the COA should change its name once it starts serving those under 60 on July 1. Alan will ask Town Counsel what the procedure is to make a name change. If it is onerous, it might not be worth doing. Joan will get a list of name changes other COAs have made. The Strategic Planning Committee will address this issue in late February.
- Joan thanked Maxine for combining Bits and Bytes and News You Can Use into one email.

Next Meeting: The next COA Board meeting will be Tuesday, February 16, at 8:30 a.m. via Zoom. Subsequent meetings are 8:30 a.m. on Tuesdays: March 16, April 20, May 18 and June 15.

Documents Provided (via email):

- Meeting agenda
- Minutes of December 18, 2020 meeting
- January 19, 2021 Director report

Submitted by Verna Gilbert, Secretary