

**Carlisle Council on Aging and Human Services Board Meeting
via Zoom
February 28, 2023 Minutes**

Board Members Present: Verna Gilbert, Ann James, Toni McBride, Ann Quenin, Mary Cheever, Sally Hayden, John Ballantine, Elisabeth Bojarski

Associate Members Present: Abha Singhal, Jerry Lerman, Maxine Crowther

COAHS Staff Present: Joan Ingersoll, Carol Grueneich

Select Board Liaison: David Model

Friends Representative: Vanessa Moroney

Guests: Charlie Cox, Dan Barlow

The meeting was called to order at 10:30 a.m. by Chair Ann James.

Secretary Minutes: A **motion** was made by Ann Quenin to accept the January 31, 2023 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 February 28, 2023 Director's Report; it was seconded and carried by voice vote.
- Joan had her exit interview with David Model, Aubrey Thomas, and Barney Arnold. Her last day is March 10. A going-away reception for her will be held on March 9 from 1-3 p.m. in the Clark Room at Town Hall. As of March 13, Carol Grueneich will be the Acting Director. Joan stated that the main reason she is leaving is lack of devoted space for seniors. Joan will write a feedback document requested by the exit interview committee and forward it to the board. Aubrey will also get input from the staff as to what works well and what needs to change. Joan expressed appreciation to the board for all their support and encouragement during her tenure.
- MCOA reported that the Governor's proposed budget includes plans to double the circuit breaker credit, which will help many seniors.
- Twelve seniors enjoyed lunch at Nashoba Tech on February 14. The Valentine's Day lunch and Tea was attended by 55 seniors.
- The COAHS is looking into purchasing portable ramps to aid residents who cannot safely enter/exit their homes. This would reduce Fire Department calls for aid and create greater independence for those seniors.
- Joan attended training for the new technology at Town Hall.
- A total of 242 rides were provided in February. Meals on Wheels provided 252 meals to 17 recipients. Myriam is investigating having two volunteer drivers per delivery day, as more seniors are using MOW, so routes are getting too long for some volunteers.

Social Worker Report

- Open Table is now delivering grocery orders directly to clients' homes, freeing up four hours/month for Carol. This month, the Power of Flowers gave the COAHS bouquets to pass out with meals. They were much appreciated.
- Carol is halfway through an eight-week Hoarding class and is using what she is learning. She also finished a two-hour course, Volunteer Engagement in the Aging Network,

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offered by the Boston University education program CADER. She also attended a MCOA meeting for volunteer coordinators about Discover Centers of Engagement, a model for setting up volunteer programs.

Financial Report

- Expenses are in line with the budget. Both the FinCom and Select Board have included the requested increase in COAHS driver hours in the proposed FY24 budget.

Minuteman Senior Services (MMSS): MMSS plans to move to Burlington by May 1 and is taking what furniture they can from their previous building. They have hired a consultant to develop a new web site and update their messaging. A security breach in email is being investigated. Bylaw revisions are proceeding; a vote is expected this summer.

Friends of Carlisle Council on Aging: Vanessa reported that the Friends annual meeting will be on Sunday, May 21 at St. Irene Church. She also reported that donations received thus far will allow them to continue grants to us at the existing level. The Friends will have a new logo and plan to spruce up their web site.

Old/New Business:

- There will be an upcoming meeting with town committee chairs to report on their departments' "latest efforts and identify areas of collaboration with other town entities." This might present another opportunity to bring up dedicated senior space.
- The COAHS Personnel Committee (Ann James, Ann Quenin, Verna Gilbert), met with Barney Arnold and Aubrey Thomas about the COAHS director search. Ann James emailed the board a summary of that meeting. The next step is to select three others to be on the committee along with the COAHS personnel committee members and Barney Arnold. Aubrey is examining Carlisle bylaws and previous personnel committee rules and revising them to be more accurate.

Next Meeting: The next meeting will be Tuesday, March 28 at 10:30 a.m. in the Hollis Room at Gleason Library. The meeting was adjourned at 11:10 p.m.

Documents Provided:

- Meeting agenda
- Minutes of January 31, 2023 meeting
- February 28, 2023 Director's report

Submitted by Verna Gilbert, Secretary and approved on March 23, 2023