

# Carlisle Council on Aging Board Meeting

## Zoom video conference

### March 19, 2020 Minutes

**Board Members Present:** Verna Gilbert, Ann Quenin, Maxine Crowther, Abha Singhal, Jerry Lerman, Ann James

**Associate Members Present:**

**COA Staff Present:** Angela Smith

**Friends Representative:** Jean Bagnaschi

**Board of Selectmen:** Alan Lewis

The meeting was called to order at 10:00 a.m. by Chair Abha Singhal.

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

#### **Outreach and Program Manager Report:**

- Flow Transportation will be providing only high priority appointments until further notice. COA drivers will also only take seniors to critical appointments. If a senior has an immediate serious illness, the Fire Department will follow up and transport the person if they need such. Police Chief Fisher will vet volunteers as needed.
- Friday shopping trips are stopped until further notice. Drivers will be paid the minimum two hours on their day even if there are no trips unless we hear otherwise from Tim Goddard.
- Meals on Wheels (MOW) deliveries will continue but there are additional rules that must be followed. Debbie Farrell will work with LRTA and drivers to ensure that safety precautions are followed. Debbie has shared the new MOW protocol, including wearing gloves. Attendees Ann James and Alan Lewis are MOW drivers. Debbie is reaching out to seniors who use MOW or our COA transportation to check in with them.
- Shopping: Seniors are urged to have friends or family do their shopping and only call the COA if those avenues do not work. Angela is working with Debbie and Linda Fantasia to put together a process. It proposed that Debbie will screen calls and coordinate with a volunteer, who will contact the senior, determine payment and deliver the shopping; the intent is for the volunteer to not enter the senior's house.
- Someone is needed to coordinate the volunteers from the list when needed. Kris from Board of Health is maintaining the list. Jerry offered at the meeting to be the coordinator and Ann James offered immediately afterwards. Since Jerry has several other town volunteer efforts ongoing, Angela reached out to Ann James.
- Linda Cavallo-Murphy is reviewing other COAs' resource lists with the intent of adding information to the Carlisle COA web site.

**Social Worker Report:** Peter is working with several very needy clients. He is willing to work additional hours if needed; we are trying to use all available resources effectively.

**Financial Report:** Abha reviewed the financial report since Walter was unable to join the conference call. We have three gift accounts: general, transportation and fuel assistance, but if people want to donate now, they should donate to the Friends of the Carlisle Council on Aging. We have \$1,500 in a Friends-supported checking account. This fund will be replenished if we need more because of the coronavirus epidemic.

- The FinCom has approved the warrant article for \$10,000 for the new Outreach/Social Worker position contingent on our receiving \$10,000 from the Concord-Carlisle Community Chest.
- Budget: We have used about 62% of the general fund, with four months left in the fiscal year.
- Jerry will ask Tim if operating budget dollars from David's salary (since he is gone) can be used for other staff hours.
- The Friends will add a signatory to the checking account we use, since David was the second one and two are needed.

**Minuteman Senior Services (MMSS):** No report this month.

**Friends of Carlisle Council on Aging:** Jean Bagnaschi said that the Friends are discussing cancelling their annual meeting, due to the pandemic, rules for which prohibit groups of more than ten people meeting at one time. The Friends will meet on April 8 and decide.

**Old/New Business:**

- Update on director search: Ten resumes have been received thus far. The deadline is Friday, March 20, 2020 at noon. The search team will review all resumes, fill in the resume spreadsheet and return this information to Verna by Sunday. The team will video-conference Monday, March 23 or Tuesday, March 24 and determine who to phone screen and interview. First interviews will be done via video-conference.

**Next Meeting:** The next COA Board meeting will be Tuesday, April 21, 2020, time and venue to be determined.

**Documents Provided (via email):**

- ∨ Meeting agenda
- ∨ Minutes of February 18, 2020 meeting
- ∨ Financial Report dated YTD July 2019 – February, 2020
- ∨ Carlisle Social Work report
- ∨ Transportation Report from LRTA dated February, 2020
- ∨ Transportation Report from Debbie Farrell dated February, 2020

Submitted by Verna Gilbert, Secretary