

Carlisle Council on Aging Board Meeting
Zoom video conference
May 19, 2020 Minutes

Board Members Present: Verna Gilbert, Ann Quenin, Maxine Crowther, Abha Singhal, Bob Luoma, Ann James, Walter Hickman, Donna MacMullan, Jerry Lerman

Associate Members Present: Elisabeth Bojarski

COA Staff Present: Joan Ingersoll, Angela Smith

Friends Representative: Sally Stokes

Board of Selectmen: Alan Lewis

Guests: Cynthia Sorn (Mosquito reporter)

The meeting was called to order at 8:30 a.m. by Chair Abha Singhal.

Secretary Minutes: A **motion** was made by Walter Hickman to accept the April 21, 2020 minutes submitted by Verna Gilbert and was seconded and carried by voice vote.

Director and Financial Report:

- Joan reported to LEPC that the safest way to start in-person COA visits was to have them by appointment only in the Clark Room; drop-ins will not be allowed. Joan will talk to her staff to determine each one's comfort level with in-person meetings. Joan will be in the office daily starting June 1. One other staff member can be there also and still satisfy social distancing.
- The laptop in Joan's office has no functioning camera. Alan Lewis has an extra one that he will provide to Joan.
- Joan presented to FinCom the COA assessment of a 5% reduction for FY21 (after meeting first with Angela, Abha, Jerry and Walter). With a 5% reduction, service levels would be lowered to the point that the staff would be unable to adequately serve needy seniors. Additionally, the COA would not have the funds for a new part-time outreach/social worker, assuming we get a grant from the Community Chest and the town funds \$10K.
- Joan joined the regional COA directors meeting and will participate in weekly Executive Office of Elder Affairs meetings as able. She attended part of the Friends of the COA board meeting. She is having weekly Zoom meetings with her staff.
- The COA newsletter for June is completed.
- Joan will start calling seniors to introduce herself to them as well as attend Zoom meetings of groups that had been meeting in person, such as Senior Moments.
- Joan and others are identifying what expenses are applicable for CARES reimbursement (government reimbursement for expenses due to COVID-19).
- We have received a Concord-Carlisle Community Chest grant but do not know how large the grant is.
- Finance: Program expenses are low due to COVID-19 restrictions. Every effort will be made to spend grant moneys that we would otherwise lose at the end of the fiscal year. The State Formula Grant can be used to fund the social worker's extra hours. If screens are put in vans and not covered by the LRTA, that cost might be expensed to CARES or the Formula Grant.
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Outreach and Program Manager Report:

- The first Zoom COA TV show has been completed and will be on YouTube.

- The COA received a \$1,000 CHNA grant for a loneliness program facilitated by Nancy Shoet West for up to ten seniors. If more want to participate, we will check to see if Nancy would do it again and how much she would charge; next would be to check if we can use some grant money that we would otherwise lose at the end of the fiscal year.

Social Worker Report: Peter is working with several very needy clients, especially the homeless man and help when seniors' aides do not show up to work. He is working extra hours, which are paid for by the Formula Grant. Peter is hoping that there will be a slot for the homeless man at a Devens facility due to open this summer.

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

Friends of Carlisle Council on Aging: Sally Stokes said the Friends are sending a postcard to all in town saying that there will be no annual meeting this year but requesting donations. Recent donations have been above those normally received at this time of the year.

Old/New Business:

- Voting on FY21 slate: Ann Quenin (chair), Ann James (vice chair), Verna Gilbert (secretary), Jerry Lerman (treasurer), Abha Singhal, Maxine Crowther, John Ballantine, Elisabeth Bojarski and Sally Hayen. Associate members Wendy Barrow, Donna MacMullan and Walter Hickman. The vote was unanimous to accept the slate. Next month an agenda item for selecting the FY21 nominating committee (one from current committee, one from the floor and one from the incoming chair) will be added.
- Ann James will call Sally Hayen and give her the information so she can call into board meetings. Once restrictions are lifted she will have someone work with her and her computer.
- Angela asked about when the Unitarian Church will be open. Ann Quenin says they are working on issues and do not know yet.

Next Meeting: The next COA Board meeting will be Tuesday, June 16, 2020, at 8:30 a.m via zoom.

Documents Provided (via email):

- Meeting agenda
- Minutes of April 21, 2020 meeting
- May 19, 2020 Director and Financial reports
- February and March, 2020 Outreach and Program manager reports
- Carlisle Social Work report

Submitted by Verna Gilbert, Secretary