

**Carlisle Council on Aging and Human Services Board Meeting
in the Hollis Room at the Gleason Library
June 27, 2023 Minutes**

Board Members Present: Verna Gilbert, Ann James, Toni McBride, Ann Quenin, Mary Cheever, Elisabeth Bojarski, Sally Hayen, Amy Livens

Associate Members Present: Maxine Crowther

COAHS Staff Present: Carol Grueneich, Melissa Roman

Select Board Liaison:

Friends Representative: Kerry Kissinger

Planning Board Liaison: Chris Geggis

Guests: Dan Barlow

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

Secretary Minutes: A **motion** was made by Verna Gilbert to accept the May 30, 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 June 27, 2023 Director's Report; it was seconded and carried by voice vote.
- iPhone and iPad presentations were well received. A Carlisle resident has volunteered to help people with iPhones who are just learning about them. Dan Barlow asked if the speaker or any other resource knew about iPhone help for blind people. Carol will look into this.
- The Fruitlands Museum trip was much enjoyed by attendees.
- We received 12 free tickets to the 2023 Carlisle Garden Tour. All recipients enjoyed it.
- The Pastries and Planning event helped participants to plan ahead for financial and health decisions. At a later date, the presenter will give a talk on special needs planning.
- Summer staff goals include reviewing services and presentations for caregivers to make them more understandable, including how they complement Minuteman Senior Services. A web page with caregiver information will be created. Work will be done to enhance the equipment shed, including shelving and hangers.
- A total of 225 rides were provided in June, six of which were long distance. The COAHS is still looking for a new driver, hopefully one who will drive into Boston.
- Meals on Wheels volunteers provided 177 meals to 12 recipients in May.

Social Worker Report

- Melissa spent the month getting familiar with nutrition programs and just kicked off Gaining Ground/Food for Families for 33 Carlisle residents every Saturday June through September.
- Melissa will restart the caregiver groups in the fall.
- Melissa is familiarizing herself with her new role of Social Services Manager (SSM) as well as getting familiar with partner agencies, including SHINE, Minuteman, and MCOA Outreach.

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- Melissa completed sessions to better understand the MA delivery service system for older adults, including LGBTQIA+ training from BU, a presentation on the Health Connector and MassHealth, and a presentation from the MCOA in the Senior Tax Work Off program. She attended Old Home Day and got to meet many Carlisle residents.

Financial Report

- A **motion** was made by Verna Gilbert to accept the June 27, 2023 Financial Report. Elisabeth went over the financial report with us. As of June 23, 97% of the budgeted funds have been spent. As of the end of the month, some bills and payroll have not been paid. The General Fund is underspent mainly because there were fewer employees for 3+ months; unspent money goes back to the town. The drivers wages are low because of using LRTA funds. The LRTA and Concord-Carlisle Community Chest funds will be totally expended by year end. The State Grant will not be fully spent but can be used the following year as well as the newly budgeted grant. It was noted that even though some lines in the general fund were overspent and others underspent (programming is overspent), but shifting lines is accepted as long as we do not exceed the total amount. The Friends money is spent last because anything left over is carried over to the next year. .

Minuteman Senior Services (MMSS): Jerry was unable to attend but gave Ann James meeting notes. Financials are in good shape, even as they are yet to receive some state funding. The next meeting is August 2, 2023. The proposed FY24 budget includes:

- Assumes a 5% increase in the state's per person revenue. The actual amount may be higher.
- Expected revenue increase for SHINE and Elder Lunch programs.
- Reflects an expected increase in the cost of purchased Home Care services.
- Assumes flat revenues from the federal government.
- Includes a 5% increase for employee compensation.
- Includes a 4% increase in pension contributions.
- Includes a 14% increase in health insurance costs.

Friends of Carlisle Council on Aging: Kerry said Friends funds have been moved into funds which will provide more interest. They have started working on their fundraising flyer.

Old/New Business:

- The nominating committee for FY24 is Abha Singhal (chair), Verna Gilbert, and Mary Cheever.
- Eagle Scout Project: An aspiring Eagle Scout spoke to Carol about a project. We need more info from him regarding type of project. Chris Geggis suggested it might be something to do with the dog park, which is supposed to be handicap-accessible.

Next Meeting: The next meeting will be Tuesday, August 29 at 5 p.m. in the Clark Room at Town Hall, followed by a potluck supper at Verna's. Verna will send email to the board and staff in early August. The meeting was adjourned at 11:05 a.m.

Documents Provided:

- Meeting agenda

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- Minutes of May 30, 2023 meeting
- June 27, 2023 Director's report

Submitted by Verna Gilbert, Secretary and approved on August 29, 2023