

Approved at Dartmouth Council on Aging Board Meeting 3/25/13

**DARTMOUTH
COUNCIL ON AGING
MINUTES – BOARD MEETING
628 Dartmouth Street - Dartmouth, MA
January 28, 2013**

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DARTMOUTH CLERK

A meeting of the Dartmouth Council on Aging Board of Directors was called to order at 2:40 P.M. January 28, 2013 by Chairperson, Eleanor J. White, held in the Doris Simpkin Room at the Dartmouth Council on Aging, 628 Dartmouth Street, Dartmouth, MA.

Board members present: Margaret Anderson (Peg), Elaine C. Lancaster, Cynthia A. Marland Ed.D., Cynthia G. Morris, Susan Mandra Thompson Esq., Wayne F. Whalley and Eleanor J. White. Edward F. Iacaponi arrived at 2:45 pm.

Excused: Maria Connor and Robert W. Carney **Absent:** Joan Foster

Staff members present: Debra Raymond, Director; Ana Lopez, Adult Social Day Care Director; Pamela Tavares, Principal Clerk.

Pledge of Allegiance

MOVED and duly seconded: **Minutes dated November 26, 2012**

Motion made by Elaine C. Lancaster, seconded by Wayne F. Whalley and unanimously voted to approve the Council on Aging Board Minutes of November 26, 2012.

MOVED and duly seconded: **Treasurers report by Debra Raymond.**

* Color Coded Budget Spreadsheet (Attachment A) distributed to Board. Ms. Raymond reported that the budget looks good being six months into the fiscal year. Debra informed the Board that three bills were received that we now have to pay that were not forecasted in the budget. Mr. Iacaponi asked when do they do budget review? The Director responded that it would be done in spring. Debra said that the full time help request was refused. A brief discussion ensued with the Board agreeing that Debra put something together to be submitted to the Executive Administrator who denied the previous request because there was not an existing job description for the new person and some of the job description overlapped with current duties of the Director and the Clerk. The Board agreed that if an assistant to the Director couldn't be attained an additional person to the current staff is needed.

* Original of the above correspondence can be viewed at the DCOA Clerk's Office on file in the Minutes Binder.

Motion made by Cynthia Morris, seconded by Wayne F. Whalley, and unanimously voted to accept the Treasurers Report.

MOVED and duly seconded: **Corresponding Secretary report by Susan Mandra Thompson.**

- Two thank you cards were received from Leo & Olive Veiga thanking Debra and her staff for such a warm, welcoming place for them to come to.
- A thank you card was received from Maria Vazquez/UMASS Dartmouth thanking Deb and her staff for supporting Livia/Student Nurse in her community nursing experience at the DCOA and providing a comfortable meeting room for them throughout the semester.
- Project Independence donated a gift certificate to the Food Pantry.
- Susan read the memo from the Executive Administrator requesting the DCOA Board attendance be submitted on a bi-annual basis. Sue reported that the DCOA Clerk submitted the Board's attendance record for July 2012 – December 2012 to the Select Board office.

Motion made by Margaret Anderson, seconded by Elaine C. Lancaster and unanimously voted to accept the Corresponding Secretary's Report.

* Originals of the above correspondence can be viewed at DCOA Clerk's Office file.

MOVED and duly seconded: **Council on Aging report by Debra Raymond.**

Ms. Raymond reported that Jerry the janitor will be retiring as of September 14, 2014. Mr. Iacaponi asked if there would be any buyout, vacations. Debra said she thought there would be seeing the janitor has been with the Town for quite some time. The ARAW grant monies were received for the drivers and outreach. Ms. Raymond stated she no longer will be using grant money to support building and maintenance. The annual transportation surveys were given to the drivers. Ms. Raymond reported they did receive recycle bins from the DPW. The Director passed out the *Annual Town Report for the DCOA and asked to please let her know of any changes/corrections.

* Originals of the above correspondence can be viewed at the DCOA Clerk's Office on file in the Minutes Binder.

Motion made by Wayne F. Whalley, seconded by Susan Mandra Thompson, and unanimously voted to accept the COA report.

MOVED and duly seconded: **Senior Social Day report by Ana Lopez**

Participants: 55 attended program, 0 new clients, 1 Hospitalized,
3 Closed, 1 Deceased.

Billing:

December's Summary:

ARAW \$2,800.00
Coastline Elderly \$12,625.00 *(24,820.00)
Private Pay \$ 2,070.00 *(\$1,328.00)
The Family Caregiver Program @ 48 units.
Total amount billed: \$17,495.00
*Total billed but not yet received \$26,148.00
"FY13" \$440.00 loss of income

Ms. Lopez reported the program was audited by CESI on January 25, 2013, waiting on report. The Chevy is still waiting for a radio to be installed. Social Day attended a holiday celebration at White's of Westport on December 12th. Sixty (60) people attended. Cost per person was \$24.00. Ana reported a driver resigned today due to a medical issue and Social Day will be losing a Senior Aide as a February 1, 2013.

* Social Day Program Budget & Expenditures for December. * Originals of the above correspondence can be viewed at the DCOA Clerk's Office on file in the Minutes Binder.

Motion made by Susan Mandra Thompson, seconded by Cynthia Morris, and unanimously voted to accept the Senior Social Day report.

MOVED and duly seconded: **Coastline Board of Directors Report by Margaret Anderson.**

Mrs. Anderson reported attending the January 17th meeting. There are big changes coming down the line. CESI budget is in the red. Peg voiced several concerns stating that only one staff member reports on their program and they will be reassessing all cases to look for cutbacks. Her major concern is patient care.

Motion made by Wayne F. Whalley, seconded by Cynthia Morris, and unanimously voted to accept the Coastline Board of Directors report.

MOVED and duly seconded: **Friends of the Elderly report by Maria L. Connor.**

Mrs. Connor reported that DFOE election of officers was held and that their finances were in good standing. They are in the process of planning fundraising events for the year. The building of the garage is slated to start.

Motion made by Elaine C. Lancaster, seconded by Susan Mandra Thompson, and unanimously voted to accept the Friends of the Elderly report.

MOVED and duly accepted: **Outreach report by Debra Raymond.**

December: 6 home visits (1-SD 5-ND), 18 telephone consultations (2- SD 9-ND 1-NB 1- FHN), 16 office visits (8-SD 6-ND 2NB), ARAW – 9 consults (6-SD 1-ND 0-NB)

Referrals: 1 SNAP, 1 CESI, 3 Housing, 1 NSTAR, 2 Safelink, 1 MassHealth, 2 SS, 1 SS, 5 PACE, 2 At-Risk, 1 Medical Equip., 1 SD, 1 CB and 3 Legal Aid.

Ms. DiPietro was contacted by ARAW re: deadline for January review 12/21/12 and Karen Marshall re: Community Nurses – Frail Elder Program. Eighteen (18) Holiday Baskets were delivered. A question arose as to how the outreach worker determines what clients receive assistance from ARAW. Debra stated Ms. DiPietro assists anyone that meets the ARAW guidelines. Snow Removal assistance numbers were given for seniors who might need their driveways plowed. Paul Carpenter – 508-996-4411 or Stanley's Lawn and Snow Service 508-971-4094.

ARAW 2012: Total-86

January-8, February-10, March-6, April-6, May-5, June-6, July-10, August-7, September-7, October-5, November-7 and December-9.

Motion made by Susan Mandra Thompson, seconded by Wayne F. Whalley, and unanimously voted to accept the Outreach report.

MOVED and duly accepted: **Personnel Advisory Committee (PAC) report by Susan Mandra Thompson.**

No report at this time.

Motion made by Edward F. Iacaponi, seconded by Wayne F. Whalley, and unanimously voted to skip the February DCOA Board meeting.

MOVED and duly seconded:

The Chairperson noted that the next meeting will be held on Monday, March 25, 2013 at 2:30 P.M. in the Doris Simpkin room located at the Council on Aging, 628 Dartmouth Street, Dartmouth, Massachusetts.

Motion made by Susan Mandra Thompson, seconded by Elaine C. Lancaster and unanimously voted to adjourn at 3:45p.m.

For the
Council on Aging

Respectfully Submitted,
Pamela Tavares
Principal Clerk

Eleanor J. White

Eleanor J. White
Chairperson

Attachments: Budget Reports for DCOA and Social Day
DCOA Annual Report
Audio tape: A, # 0 to end B, # 0 to 162 on file in DCOA Clerk's Office
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