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**DARTMOUTH
COUNCIL ON AGING
MINUTES – BOARD MEETING**

628 Dartmouth Street - Dartmouth, MA

February 24, 2014

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DARTMOUTH, MA TOWN CLERK

A meeting of the Dartmouth Council on Aging Board of Directors was called to order at 3:00 P.M. February 24, 2014 by Chairperson, Edward F. Iacaponi, held in the Doris Simpkin Room at the Dartmouth Council on Aging, 628 Dartmouth Street, Dartmouth, MA.

Board members present: Edward F. Iacaponi, Robert W. Carney, Elaine C. Lancaster, Susan Mandra Thompson Esq., Cynthia A. Marland Ed.D, Cynthia G. Morris and Eleanor J. White.

Excused: Joan Foster, Maria Connor, and Wayne F. Whalley **Absent:** Margaret Anderson (Peg)

Staff members present: Debra Raymond, Director; Amy DiPietro, Acting Adult Social Day Care Director, Angela Botelho, Principal Clerk.

Pledge of Allegiance

Motion made by Edward F. Iacaponi to stop tape-recording of the minutes, seconded by Robert Carney and unanimously voted to stop recording the Dartmouth Council on Aging Board meetings.

MOVED and duly seconded: **Minutes dated November 25, 2013**

The chair called for questions and/or comments regarding the minutes of November 25, 2013.

Motion made by Elaine C. Lancaster, seconded by Robert Carney and unanimously voted to approve the Council on Aging Board Minutes of November 25, 2013.

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

The Director reported that her only concern was the budget for Gas and Electric. The town has been taking out for GLC and Spark Energy and they were not included in the original budget. These unaccounted for expenses may cause those accounts to go into the negative.

Mrs. Raymond presented a printout of the COA expenses for the past 6 months. It showed the carried over balance left for the fiscal year. She also discussed the grants and how the amounts have diminished greatly. We have received the ARAW grant which runs October to October. She explained that the formula grants showed a carried over amount because it is on a calendar year.

Motion made by Eleanor White, seconded by Robert Carney, and unanimously voted to to accept the Treasurers Report.

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

- Susan read Thank You cards thanking the Council for transportation, and for the services we provide.
- Susan also read Thank You cards from Ana Lopez, the former Social Day Director.
- She read a list from the needle workers and what they have made for several different organizations, which include Beacon Hospital, N.B. Jewish Home, Emeritus, St. Luke's Hospital, N.B. Health, Brandon Woods, Bedford Village, Grace Church, Nurses Center, Mother Theresa's Nuns and Haven wood Rest Home. They have made lap robes, hats, baby clothes, scarves, Afghans and quilts.
- Tifereth Israel Congregation a check for the food panty
- The Salvation Army sent a Thank You for the donation of hats and gloves.

Motion made by Robert Carney, 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.**

Mrs. Raymond reported that the Council on Aging had several successful events since the last Board meeting. The events included a luncheon in honor of Ana Lopez, a legislative breakfast, and a sweetheart dance.

The Director of the Adult Social Day, Ana Lopez left on January 27th, 2014, and Amy DiPietro from the Outreach position has been the acting Director and has applied for the position. The Activities Coordinator, Nancy Miller, has been filling in for the Outreach position since Amy DiPietro has been in the Adult Social Day Program. They will be interviewing for a new Outreach worker when the Directors position for the Adult Social Day Program is filled

Mrs. Raymond reported that she has met with the CIP and has submitted an estimate for roof repair and will be submitting estimates for new siding as well. The roof has many leaks and is in dire need of multiple repairs.

The COA received a one thousand dollar check from the Caddy Shack for the food pantry. Mrs. Raymond purchased grocery store gift cards to be given out. Dartmouth Wal-Mart has been donating several boxes for the food pantry on a weekly basis.

Motion made by Eleanor White, seconded by Susan Mandra Thompson, and unanimously voted to accept the COA report.

MOVED and duly seconded: **Senior Social Day report by Debra Raymond**

Mrs. Raymond reported that Coastline payments are always behind. She explained the budget and that everything looks good and balances with the town. Overhead is not included in the budget so Debra wants to submit it so that the finance department sees it.

Since the departure of the previous Director they have been reevaluating clients and discharging any that don't meet the requirements. The acting Director, Amy DiPietro had to discharge one client due to her medical condition. They are a social facility and not a medical one and they have to ensure all clients are within the guidelines.

They are in the process of interviewing for 2 new Senior Aides. They are taking new clients as long as they have not met the maximum capacity of their buses. Amy is looking into setting up taxis as transportation so they don't have to refuse new clients because of their bus capacity. They are also going to be performing quarterly evaluations of each client to ensure them current information.

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

Motion made by Robert Carney, seconded by Cynthia Morris, and unanimously voted to accept the Senior Social Day report.

MOVED and duly seconded: **Friends of the Elderly report by Eleanor White.**

Eleanor White reported that the garages were in the final stages. They are insulating them as suggested by the school. The Dartmouth Friends of the Elderly are featuring an Italian Vistas trip for September 15-27, 2014. Mrs. White discussed the VFW Memorial in the gazebo. Lowe's has offered to beautify the land and the Advisory Board for Vets has agreed to take care of it for the future. They are still waiting on a formal sketch and agreement. She announced that there is a 350th Meeting at the Town Hall at 6:30pm for Volunteers.

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

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

November/December/January: 11 home visits (5-SD 6-ND), 53 telephone consultations, 33 office visits, ARAW – 24 consults, Referrals: 55

Mrs. Raymond reported that Nancy Miller and Amy DiPietro have been working together on a few cases. Since Mrs. DiPietro has left the program home visits are down but will pick up as soon as the Outreach position is filled permanently.

Motion made by Eleanor White, seconded by Elaine C. Lancaster, and unanimously voted to accept the Outreach report.

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

The Personnel Advisory Committee has the applications for the Director of Social Day position and will be interviewing in the next few weeks.

Motion made by Elaine C. Lancaster, seconded by Robert Carney and unanimously voted to accept the Personnel Advisory Committee report.

MOVED and duly seconded:

The Chairperson noted that the next meeting will be held on Monday, March 24, 2014 at 3:00 P.M. in the Doris Simpkin room located at the Council on Aging, 628 Dartmouth Street, Dartmouth, Massachusetts.

Motion made by Robert Carney, seconded by Eleanor White and unanimously voted to adjourn at 4:02 p.m.

For the
Council on Aging

Respectfully Submitted,
Angela Botelho
Principal Clerk

Edward F. Iacaponi
Chairperson

Attachments: Budget Reports for DCOA and Social Day
Formula Allocation Budget FY2014
DesktopCOA Board/Minutes of Meetings 2.24.14docx

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