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**DARTMOUTH
COUNCIL ON AGING
MINUTES – BOARD MEETING
628 Dartmouth Street - Dartmouth, MA
April 28, 2014**

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DARTMOUTH TOWN CLERK

A meeting of the Dartmouth Council on Aging Board of Directors was called to order at 3:00 P.M. April 28, 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 G. Morris, Eleanor J. White, Maria Connor, Wayne F. Whalley and Margaret Anderson (Peg)

Excused: Joan Foster and Cynthia A. Marland Ed.D

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

Pledge of Allegiance

MOVED and duly seconded: **Minutes dated February 24, 2014**

The chair called for questions and/or comments regarding the minutes of February 24, 2014.

Motion made by Wayne F. Whalley, seconded by Robert Carney and unanimously voted to approve the Council on Aging Board Minutes of February 24, 2014.

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 GLE 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 and the finance board has been made aware. Mrs. Raymond was told that money would be coming back in the future.

Mrs. Raymond presented a printout of the COA expenses for the past 2 months. It showed that the budget balanced with the town for the months of February and March. She explained that the Elderly Tax Fund has been getting regular small donations. She also discussed that she has purchased 2 benches for the Center. In the next few months Mrs. Raymond will be spending out her formula account in preparation for the new fiscal year. Mrs. Raymond sent the revised budget for the upcoming fiscal and there were no questions.

Mrs. Raymond announced the retiring of Jerome Mello, the Council on Aging's janitor. She proposed maybe asking the town for a part-time janitor/custodian to assist the new hire. The Board decided that a request should be submitted for a new full time position with the identical job description of the existing janitor/custodian position.

Debra discussed the Social Day budget and that there was a change in the line item number for the drivers and the Aides.

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

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

- Mrs. Thompson read a Thank You card from a women, Lucille Faucher, who was helped by Mrs. Raymond
- Mrs. Thompson also read Thank You card from Wayne F. Whalley and his family thanking the COA and Friends of the Elderly for the edible arrangement that was sent in recognition of the passing of a family member.

Motion made by Eleanor White, seconded by Robert Carney 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 is losing several Coastline employees. So far Coastline has not been replacing them.

The Director of the Adult Social Day is now officially Amy DiPietro. The Activities Coordinator, Nancy Miller, has continued to fill 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 immediately.

Mrs. Raymond reported that she was contacted by the Red Cross to do a blood drive. After further discussion Debra decided that it was going to be much too involved and decided against it.

The COA now had certificates of inspections for all rooms required. The Town is requiring medical DOT cards to be completed by all CDL drivers. All of the drivers for the COA have completed and acquired all necessary documentation.

The many events being held were discussed. Such events include a Veteran's Car show and dance on May 3rd, Mother's Day Brunch on May 10th, a Volunteer Brunch on May 14th, and several other events involved in the celebration of the 350th.

Mrs. Raymond presented a drawing of the Veterans Monument and what it is going to look like upon completion. Nothing has been received in writing regarding who will be in charge of maintaining the area. The car show and dance is on May 3rd to raise money for the monument.

Motion made by Margaret Anderson, seconded by Wayne F. Whalley, and unanimously voted to accept the COA report.

MOVED and duly seconded: **Senior Social Day report by Amy DiPietro**

Mrs. DiPietro reported that the Social Day Program had 4 new participants in February, 3 in April and 5 suspended due to illness. She also explained that the program will be losing the Caregiver Title III grant on September 30, 2014. She will be sending out letters to inform participants of the change. There are currently five people on the program, which includes 4 ladies and 1 gentleman. Mrs. DiPietro will be asking ARAW to supplement days for the ladies. The ARAW grant provides \$4,963 for a Social Day Support Worker for 9.5 hours per week.

All the drivers completed the FTA/RTAP National Program Training Course on Safe Transportation of the Public on 3/14/2014 at CESI. The Social Day program lost 2 Senior Aides through CESI Sr. Aide Program due to cuts in the program. One new Aide was hired and there is one new hire pending. The existing staff has been working extra hours to cover.

Larry Bigos, a private trainer, went into the program and guided them through new morning exercise routines. They have also implemented a 1:30pm "Get up and Dance" routine. All participants and staff dance to music to stretch and it gets the blood flowing.

The Social Day Ford Diesel was towed from the parking lot to M&M Auto and had the starter replaced. It is currently back at M&M for what is most likely a fuel issue. The Chevy check engine light is back on, and the floor board on the stairs is rotted because of a weather stripping not being sealed tightly. It will be going for repair as soon as the Diesel is completed and returned. Amy spoke with Chris at SRTA and inquired about any used vans that they might have for sale.

Mrs. DiPietro presented her budget and explained that reconciled with the town. She also discussed the budget that was submitted for the next fiscal year.

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

Motion made by Wayne Whalley, 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 that Coastline Elderly was implementing a revised menu with upgraded meals. She passed around a new menu for everyone to see the new and improved meal choices. The Council will be receiving a replacement Site Manager for the kitchen since Lillian, the existing Manager, is retiring. Mrs. Raymond explained that she was questioned about possibly doing a salad bar/ soup bar. If this was to happen, we would require more help for it to be successful.

Motion made by Wayne Whalley, seconded by Susan Mandra Thompson Esq., and unanimously voted to accept the Senior Social Day report.

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

Mrs. Connor discussed the success of the Wine Tasting that was held at Fay's Restaurant. She received

letters thanking her and all whom attended had many positive comments about the event. She reported that there are many upcoming events such as the Mother's Day Brunch on May 10th, a High Tea on May 23rd which will be held at the New Bedford Yacht Club and also the Yard Sale, which will be on June 7th.

The COA Art Class is having an Art Show May 31, 2014 at the Dartmouth Southworth Library. The Art Show will be open the month of June during regular Library hours. On June 21st the Council on Aging will be hosting a Health Fair Day, in which organizations can call and reserve a table. Another event that the Friends of the Elderly will be offering is a wine tasting at Round Hill with a possible tour of the mansion. Tickets will be available for this event at the COA.

Motion made by Wayne Whalley, seconded by Susan Mandra Thompson Esq., and unanimously voted to accept the Friends of the Elderly report.

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

February/March: 5 home visits, 24 telephone consultations, 33 office visits, ARAW – 10 consults, Referrals: 31

Mrs. Raymond reported that Nancy Miller has been the Outreach person since Mrs. DiPietro has left. The program home visits are down but will pick up as soon as the Outreach position is filled permanently.

The Outreach Worker position has been posted and there is one applicant. They will be setting up an interview time within the next week.

Motion made by Margaret Anderson, seconded by Wayne Whalley, and unanimously voted to accept the Outreach report.

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

Mrs. Thompson noted the current maintenance/custodian, Jerome Mello, will be retiring on July 7, 2014. *The Personnel Advisory Committee stayed for a meeting about the Outreach Worker position.

Motion made by Robert Carney, seconded by Eleanor White and unanimously voted to accept the Personnel Advisory Committee report.

Eleanor White asked about using the Strongman room for a service in memory of Raymond Peck. The Board decided in favor, as long as it is cleared by the town. The board also agreed that a Board Member would be able to be the staff person on site for such a function.

MOVED and duly seconded:

The Chairperson noted that the next meeting will be held on Monday, May 19, 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 Margaret Anderson, seconded by Susan Mandra Thompson Esq., and unanimously voted to adjourn at 4:32 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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