

Draft

**DARTMOUTH
COUNCIL ON AGING
MINUTES – BOARD MEETING**
2015 SEP 24 PM 12 18
628 Dartmouth Street - Dartmouth, MA
August 24, 2015
DARTMOUTH TOWN CLERK

A meeting of the Dartmouth Council on Aging Board of Directors was called to order at 3:00 P.M. August 24, 2015 by Chairperson, Susan Mandra Thompson Esq., held in the Doris Simpkin Room at the Dartmouth Council on Aging, 628 Dartmouth Street, Dartmouth, MA.

Board members present: Susan Mandra Thompson Esq., Cynthia A. Marland Ed.D, Wayne F. Whalley, Eleanor J. White, Margaret Anderson, Robert Carney, Elaine Lancaster, Maria Connor and Daniel S. Fournier.

Board members absent:

Excused: Cynthia Morris, Edward F. Iacaponi

Staff members present: Debra Raymond, outgoing Director; Heather J. Sylvia, incoming Director, Angela Botelho, Principal Clerk; Amy Dipietro, Social Day Director

Pledge of Allegiance

MOVED and duly seconded: **Minutes dated July 20, 2015**

The chair called for questions and/or comments regarding the minutes of July 20, 2015.

Motion made by Robert Carney, seconded by Wayne F. Whalley and unanimously voted to approve the Council on Aging Board Minutes of June 20, 2015.

MOVED and duly seconded: **Treasurer's Report.**

Mrs. Raymond reminded the Board that the Executive Office of Elder Affairs Formula Grant was now paying \$9/per elder instead of the previous \$8/per elder.

Only \$768 remains in the Title III grant from Coastline Elderly Services. This grant partially funds the Activities Coordinator position. Mrs. Raymond chose not to reapply for this grant. The position will be funded through the Formula Grant after September 30th.

Mrs. Connor brought to the attention of the Board that funds were still available in the Special Gift account. It was her suggestion to use these funds to renovate the floors in the restrooms.

Motion made by Wayne Whalley, seconded by Robert Carney and unanimously voted to accept the resignation of board member report.

MOVED and duly seconded: **Corresponding Secretary report by Margaret Anderson.**

There was nothing to report at this time.

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

Mrs. Raymond reported that the SHINE counselor has resigned her position here at the Dartmouth COA but will see Dartmouth residents at the Fairhaven COA.

The Boy Scouts have requested more materials to complete the men's room floor and the roof replacement project for the COA has been completed. The process to replace the building's siding and windows has begun; more information will be provided once it is available.

The Senior Work Off Program has not started yet due to a software issue with MUNIS.

The Town's HR Department will now be responsible for staff/volunteer CORIs. They will no longer be processed through the COA.

The Town Accountant signed off on the 2015 Formula Grant Report. The final balance was \$0.

Reclassification for the Clerk's position is in process with the Town and Union.

The UMass Dartmouth van project is pending.

The electric car, along with two charging stations, is scheduled to be delivered to the COA. The cost to the COA is estimated to be less than \$3,000. The Town will take the Taurus out of service in trade.

Mrs. Raymond relayed to the Board a concern from a few groups regarding whether or not there will be change in programming because certain activities have decreased in participation and size. Mrs. Raymond has assured these groups that their activities will not be cancelled but that they may have to meet in smaller rooms.

September 11th the COA will provide a van as the shuttle for the ground breaking at the Veteran's House.

The importance of the census, which effects COA funding, is being stressed.

All funding sources have been notified that a new Director will be starting on 8/24.

The bed bug policy is currently in process and will be brought back to the Board for approval at a future date.

Nancy Miller, Activities Coordinator has requested time off and Mr. Cressman has approved it. Bronson Collins is scheduled for jury duty on October 19, 2015.

The Executive Office of Elder Affairs Formula Grant has been completed and submitted in full.

The new COA driver, Kurt Santos, has resigned and accepted employment elsewhere.

Heather Sylvia has been designated the new contact for the building security alarm and for the Fire Department.

The new Service Dog Policy was presented to the Board and was posted throughout the building. This is an ongoing issue but the policy was established utilizing the services of the Town Administrator and Town Attorney. There was discussion among the Board about what constitutes a service animal.

Mrs. Raymond reminded the Board that there should be an election of officers at September's meeting.

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

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

Mrs. Dipietro has been on vacation but was notified upon her return that the Social Day program did receive the new contract from Coastline Elderly Services and that the discrimination suit that had been filed was dismissed.

Mrs. Dipietro is waiting to hear from Coastline Elderly Services regarding Title III funding.

Motion made by Eleanor J. White, seconded by Elaine Lancaster and unanimously voted to accept the Senior Social Day report.

MOVED and duly seconded: **Coastline Board of Directors Report**

Mrs. Anderson initiated discussion regarding the open seat on the Coastline Elderly Services Board of Directors. It was decided that, as has been past practice, the newest member of the COA Board, Daniel S. Fournier would fill the vacant post.

Discussion followed regarding a rotation schedule to fill the Coastline seat. It was suggested that a change be made on a yearly basis to coincide with the election of new officers for the Dartmouth COA Board (September).

Motion made by Margaret Anderson, seconded by Wayne Whalley 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 the renovations and redecorating of the Black Goose is almost complete. Friends of the Elderly voted to present Share the Harvest with a donation of \$1,000. Share the Harvest has provided the Council on Aging with fresh picked vegetables on a weekly basis throughout the summer.

Motion made by Robert Carney, seconded by Wayne Whaley and unanimously voted to accept the Friends of the Elderly report.

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

Mrs. Raymond reported that home visits were on the decrease as were ARAW requests but also noted that the Outreach Worker had been on vacation.

Mrs. Hull has been working on guidelines and updating the list for snow removal. The list will be finalized and forwarded to the Sheriff's office. Mrs. Hull is also working on the contact list for elders who

may need assistance in the event of a weather related emergency. As part of these tasks, she is asking elders if they need help completing the census.

Outreach is now responsible for the food bank as it could serve as a building block when trying to establish trust with a client. The Board asked for a definition of ARAW. Mrs. Raymond explained that ARAW (Associated Relief of Aged Woman) is a grant funding source based out of New Bedford and she also provided a brief history of their services and coverage area.

Motion made by Wayne Whaley, seconded by Elaine Lancaster, and unanimously voted to accept the Outreach report.

MOVED and duly accepted: Personnel Advisory Committee (PAC) report by Margaret Anderson

Mrs. Anderson reported that she had passed out a 5-question survey to COA/Social Day staff regarding their daily responsibilities and what barriers or distractions were occurring to prevent staff from completing those tasks.

Mrs. Anderson reported that the results of the survey pointed to the need for a part time office clerk who would triage incoming calls, file paperwork and oversee volunteers at the reception desk. She also pointed out that having a Town employee versus a volunteer would alleviate any HIPAA concerns.

Mrs. Thompson and Mrs. Anderson debated the wording of the job description. Contacting the Volunteer Coordinator from St. Luke's Hospital was also suggested by Mrs. Lancaster. It was determined that Mrs. Raymond would reach out to the HR department to obtain a job description for an entry level clerk. The Board thanked Mrs. Anderson for working on this project and acknowledged that lack of staffing is a problem throughout all area COAs.

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

MOVED and duly accepted: Notice of next meeting

The Chairperson noted that the next meeting will be held on Monday, September 28, 2015 at 3:00 P.M. in the Doris Simpkin room located at the Council on Aging, 628 Dartmouth Street, Dartmouth, Massachusetts.

To close the meeting, the Board of Directors presented outgoing Director Debra Raymond with flowers and wished her well in her retirement.

Motion made by Eleanor J. White, seconded by Wayne Whaley and unanimously voted to adjourn at 3:55 p.m.

For the
Council on Aging

Respectfully Submitted,
Angela Botelho
Principal Clerk

Susan Mandra Thompson, Esq.
Chairperson

Attachments: Budget Reports for DCOA and Social Day
Formula Allocation Budget FY2015

