

Approved at the October 27, 2015 Meeting

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DARTMOUTH TOWN

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

**628 Dartmouth Street - Dartmouth, MA
September 28, 2015**

A meeting of the Dartmouth Council on Aging Board of Directors was called to order at 3:02 P.M. September 28, 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., Maria Connor, Cynthia A. Marland Ed.D, Wayne F. Whalley, Margaret Anderson, Robert Carney, Elaine Lancaster and Daniel S. Fournier.

Board members absent: Edward F. Iacaponi

Excused: Cynthia Morris, Eleanor J. White

Staff members present: Heather J. Sylvia, COA Director; Amy Dipietro, Social Day Director; Nancy Miller, Activities Coordinator.

Pledge of Allegiance

MOVED and duly seconded: **Minutes dated August 24, 2015**

The chair called for questions and/or comments regarding the minutes of August 24, 2015.

Motion made by Robert Carney, seconded by Wayne F. Whalley and unanimously voted to approve the Council on Aging Board Minutes of August 24, 2015.

MOVED and duly seconded: **Nomination of Officers**

The chair called for discussion regarding nomination of officers.

It is the opinion of Mrs. Thompson that the current officers should serve another term due to the number of meetings that were cancelled because of weather and lack of a quorum.

There was a discussion of the lack of bylaws governing the COA Board. There is consensus that such bylaws do exist but no one from the board has been able to obtain a copy. Mrs. Thompson informed the Board that she had been to the Clerk's Office at Town Hall to obtain copies but that they were not available.

Mrs. Connor supported the current officers serving another term but was concerned copies of the bylaws were not on site at the COA. She offered to research the issue further. She also suggested the Board limit, in the future, the reasons why officers may extend beyond their term or serve another term.

Dr. Marland suggested the Board review the attendance policy and expectations for Board members.

There was discussion regarding the need for a Treasurer. It was suggested, by Mrs. Anderson, that the Treasurer could be responsible for starting and managing a "Sunshine Fund." There was also discussion, and agreement, that Board members send a fruit arrangement to Board Member Cynthia Morris.

Motion made by Robert Carney, seconded by Daniel S. Fournier and unanimously voted to approve the Nomination and Election of Officers.

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

Ms. Sylvia was only able to give a partial report regarding finances after it came to her attention she is not set up to use MUNIS.

There was discussion regarding merging the Treasurer's Report with the COA Director Report since the COA Director verbally delivers both reports. It was decided to keep the two reports separate but for future meetings to list the Treasurer's Report as "COA Director's Financial Report."

Motion made by Wayne Whalley, seconded by Robert Carney and unanimously voted to accept the Treasurer's 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 Heather Sylvia.**

Ms. Sylvia reported that there was a smooth transition in grant reporting and that the Coastline Title III and MA DOT reports had been submitted on time.

Zumba Tone with instructor Pati Cautillo will begin on October 20th. This 6-week class will be offered Tuesday afternoons from 4:00-5:00 p.m.

The Annual Veteran's Breakfast sponsored by the Dartmouth Friends of the Elderly will be held on Friday, November 6, 2015, 8:30 a.m.

The YMCA, Sharing the Harvest Community Farm, sent a thank you letter to the COA for their \$265 donation.

Ms. Sylvia asked for discussion regarding a phone extension being installed at the Black Goose. Mrs. Connor informed the Board that there are always multiple volunteers at the Black Goose who could step out to use the phone at the COA in case of an emergency. Also, a majority of Black Goose volunteers have cell phones.

Discussion then turned to the COA's inability to transfer calls to the Social Day program. Mrs. Dipietro expressed concern about volunteers having access to sensitive and confidential information regarding Social Day clients. Mrs. Lancaster thought there might be an issue with adding an additional line to the aging phone system. The idea was tabled for further research and discussion.

Ms. Sylvia announced that there would be a meeting with herself, The Boston Food Bank, Paula Shiner, CEO of Coastline Elderly Services and Dartmouth Housing Authority representatives on Monday, October 19th at 10:00 a.m. The Boston Food Bank is looking for a distribution site for pre-packaged boxes of food to qualifying elders.

A request has been submitted to the Bristol County Sheriff's Office to have the interior of the Senior Dartmouth Council on Aging, September 28, 2015

Center painted during the winter months.

A new Senior Aide from Coastline Elderly Services, Sheridan Smith, will be working at the COA 20 hours per week. She will be filling in at the reception desk, helping with the food pantry, etc. Mrs. Anderson complimented Ms. Smith on her professionalism while answering the phones.

The Dartmouth COA has written a letter of support on behalf of SoloSound Entertainment. Victor Sologastoa of SoloSound is applying for a \$300 Dartmouth Cultural Council grant.

Ms. Sylvia has applied to the Walmart Foundation Community Grant Program for \$1,000. If approved, this money would be used to purchase 2-3 new laptops for the computer classes held here at the COA.

Motion made by Maria Connor, 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 reported that the low deposit amount on her financial report was not an actual reflection of incoming funds because not all deposits had posted and that the total amount would be updated.

Mrs. Dipietro also reported that the Social Day Program was down another driver and the Town had been contacted regarding posting the position. The position will also be posted at the college.

There were a few minor motor vehicle incidents within recent weeks which resulted in damage to other vehicles but not to the Social Day Program vans. No injuries were reported. Mrs. Dipietro has issued verbal warnings to the driver(s) involved and is working with Melissa Medeiros from the Town's Human Resource Dept. on additional courses of action.

A.R.A.W. of New Bedford has agreed to match the Coastline rate for Social Day Program participants. The daily rate will be \$35.00 (full day).

A new flyer advertising the Social Day Program was created by Mrs. Dipietro and Angela Botelho. The flyers will be aired on DCTV's message Board, stuffed in the COA newsletter and distributed to area physician's offices/businesses.

Mrs. Connor announced that she had successfully worked with BayCoast Bank to secure a gift for \$40,000 which will be used to purchase a new van for the Social Day Program. The remaining \$24,000 of the purchase price (estimated) will be taken from the program's retained earnings account.

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

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

Mr. Fournier reported that he had been contacted by Jessica Peck regarding his appointment to the Coastline Elderly Board of Directors. In September, the Board voted unanimously to appoint Mr. Fournier and he will follow up to schedule his new board member training at Coastline.

Coastline Elderly Service's Annual Luncheon will be held on Friday, October 16th at the Hawthorne Country Club.

Motion made by Wayne Whalley, seconded by Robert Carney 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 Black Goose would hold their grand re-opening on Saturday, October 17th. The advertisement flyer was distributed to the Board.

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

MOVED and duly accepted: **Outreach report by Heather Sylvia.**

Ms. Sylvia announced that fuel assistance recertification forms were arriving in the mail for those who have had help in the past. New applications will not be available until late October.

Motion made by Daniel S. Fournier, seconded by Wayne Whaley, 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 and Mrs. Connor took the opportunity to meet with Town Administrator David Cressman regarding an increase in hours for Activity Coordinator Nancy Miller. Mrs. Miller currently works 18 hours and the Board is asking for an increase to 28/week which will include a benefit package. Salary funds would be taken from the yearly Formula Grant and the Town would only be fiscally responsible for the cost of benefits, estimated to be about \$7,000.

Ms. Sylvia has forwarded a letter to Mr. Cressman highlighting the proposal that was discussed.

Motion made by Robert Carney, seconded by Wayne Whalley 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, October 26, 2015 at 3:00 P.M. in the Doris Simpkin room located at the Council on Aging, 628 Dartmouth Street, Dartmouth, Massachusetts.

Motion made by Daniel S. Fournier, seconded by Wayne Whaley and unanimously voted to adjourn at 4:05 p.m.

For the
Council on Aging

Respectfully Submitted,
Heather J. Sylvia
Director, Dartmouth Council on Aging

Susan Mandra Thompson, Esq.
Chairperson

Attachments: Budget Reports for DCOA and Social Day
Desktop COA Board/Minutes of Meetings 9.28.15.docx

Account	Council on Aging - Expenses						PG.-2-		
	Account Name	Budget	July	August	September	October		November	December
Oct/Sept	CESI ACTIVITY GRANT= \$2, 976.00	\$960.00	-\$192.00	-\$384.00	-\$384.00	\$0.00	\$0.00	\$0.00	\$0.00
ARAW									
Jan to Dec	DRIVERS -14,014.00 + 1014 more	\$9,426.00	-\$1,189.50	-\$1,365.00	-\$806.00				\$6,065.50
carry over	OUTREACH - same 10,000.00	\$6,827.47	-\$910.00	-\$1,267.00	-\$826.00				\$3,824.47
carry over	DISCR- approval director	\$11,253.40	\$0.00	\$0.00	\$0.00				\$11,253.40
carry over	1 x only driver=6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00				\$6,000.00
	1 x only Outreach=3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00				\$3,000.00
Formula	Activities~ \$16pr. hr. 18 week	\$14,976.00	-\$1,024.00	-\$656.00	-\$768.00				\$12,528.00
7/1 to 6/30	drivers~ 3 drivers 45 hrs wk.\$13pr.hr	\$30,420.00	-\$2,548.00	-\$2,938.00	-\$2,138.50				\$22,795.50
	facility maintance~	\$2,500.00	\$0.00	\$0.00	\$0.00				\$2,500.00
	Equipment /Furnishing	\$2,680.00	\$0.00	\$0.00	\$0.00				\$2,680.00
	transportation staff/vol 55.5 per mile	\$50.00	\$0.00	\$0.00	\$0.00				\$50.00
	Office supplies~	\$2,656.00	\$0.00	\$0.00	\$0.00				\$2,656.00
	Dues~ mcoa/ncoa/movie	\$2,000.00	-\$1,195.68	\$0.00	\$0.00				\$804.32
	Postage ~ 500 stamps	\$196.00	\$0.00	\$0.00	\$0.00				\$196.00
	Newsletter	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
	Education~	\$1,000.00	\$0.00	\$0.00	\$0.00				\$1,000.00
	Vol Party .	\$1,100.00	\$0.00	\$0.00	\$0.00				\$1,100.00
	Instructors classes	\$9,278.10	-\$795.21	-\$795.21	-\$751.33				\$6,936.35
	contract/other~ new computer COATS	\$400.00	\$0.00	\$0.00	\$0.00				\$400.00
	BALANCE	\$67,256.10	-\$5,562.89	-\$4,389.21	-\$3,657.83				\$53,646.17
			July	Aug	Sept	Oct	Nov	Dec	Bal

**Dartmouth Adult Social Day Care
Budget Report**

Account	Start	July	Aug	Sept	Oct	Nov	Dec	Balance
Vehicle R/M	\$15,000.00		\$527.31	\$ 1.99				\$14,470.70
Gasoline	\$18,000.00		\$743.59	\$686.47				\$16,569.94
In State Travel	\$150.00							\$150.00
Postage	\$245.00							\$245.00
Office supplies	\$1,000.00		\$98.78	\$17.90				\$883.32
Other supplies/crafts	\$1,000.00		\$38.22	\$401.10				\$560.68
Rec/ Entertainers	\$1,000.00		\$165.00					\$835.00
Food	\$16,000.00	\$856.00	\$1,216.38	\$194.00				\$13,733.62
Advertising	\$300.00							\$300.00
other Purchases/services/misc	\$4,000.00	\$27.10						\$3,972.90
Rec/Event/Admin	\$5,000.00							\$5,000.00
Additional Equipment	\$6,000.00	\$634.95						\$5,365.05
Sick Leave Incentive	\$600.00							\$600.00
Education Training	\$200.00			\$172.95				\$27.05
Total budget	\$68,495.00							
Drivers***	\$50,304.00	\$2,436.00	\$3,360.00	\$2,536.00				\$41,972.00
Prof. Senior Aide***	\$52,924.00	\$2,932.00	\$4,330.00	\$3,188.00				\$42,474.00
Total Budget	\$103,228.00							
ARAW grant	\$13,910.00	\$1,570.00	\$2,400.00	\$1,770.00				\$8,170.00
Caregiver grant		\$130.00	\$190.00	\$208.00				
ARAW grant/ Suppl.								
Memorial Fund	\$350.00							

TOWN OF DARTMOUTH
SENIOR SOCIAL DAY
FY16
FINANCIAL REPORT AS OF 9/30/15

Fund Balance July 1, 2015 \$154,670.57

Revenue Received

Charges for Services

July \$19,010.00

August \$2,690.00

September \$38,122.50

October

November

December

January

February

March

April

May

June

Total Charges for Services \$59,822.50

Interest \$34.78

Total Revenue Received **\$59,857.28**

Operating Expenditures:

Salaries \$36,436.26

Other Expenses \$3,929.74

Total Operating Exp \$40,366.00

Other:

Overhead Charges \$31,274.00

Total Expenditures **\$71,640.00**

Fund Balance 9/30/15 **\$142,887.85**

TOWN OF DARTMOUTH
SENIOR SOCIAL DAY
FY16
REVENUE COMPARISON

<u>Revenue Received</u>	FY15	FY16	Increase/ Decrease
Charges for Services			
July	\$19,170.00	\$19,010.00	-\$160.00
August	\$4,125.00	\$2,690.00	-\$1,435.00
September	\$30,290.00	\$38,122.50	\$7,832.50
October	\$19,555.00	\$0.00	-\$19,555.00
November	\$15,900.00	\$0.00	-\$15,900.00
December	\$19,670.00	\$0.00	-\$19,670.00
January	\$15,745.00	\$0.00	-\$15,745.00
February	\$18,355.00	\$0.00	-\$18,355.00
March	\$12,070.00	\$0.00	-\$12,070.00
April	\$11,465.00	\$0.00	-\$11,465.00
May	\$17,670.00	\$0.00	-\$17,670.00
June	\$20,595.00	\$0.00	-\$20,595.00 *
Totals:	\$204,610.00	\$59,822.50	-\$144,787.50