

**Fairhaven Council on Aging
Board Meeting
September 11, 2017**

PRESENT: Anne Silvia, Joe Borelli, Elaine O'Neill, Dottie Reid, Jack Oliveira, Al Borges, Joan Mello and Francis Cox.

Absent: Lindsay Gordon, Lee Allaire and Jerry Brecken.

Meeting was called to order at 9:00am.

Dottie Reid, Elaine O'Neill and Joe Borelli were appointed voting members for this meeting.

Review of August 2017 minutes: no changes. Motion to accept the August 2017 minutes made by Francis Cox and second by Jack Oliveira.

Financial Report:

COA:

COA Expenses: \$10,558.03

YTD Expenses:\$18,412.51

Remaining in FY18 Budget: \$160,151.09

SOCIAL DAY :

Expenses for the month of August: \$10,105.55

YTD Expenses: \$16,503.11

Revenue for the month of August 2018:\$15,945.50

YTD Revenue: \$32,037.00

Motion to accept the financial report made by Francis Cox and second by Al Borges.

Old Business:

The Fairhaven police Chief explained that the COA would receive a used vehicle from the police fleet when their new vehicle is received.

New Business:

All paid staff and volunteers of the COA and Social Day are required to read the new Harassment Policy and sign an acknowledgement form which as of today has been done and sent to Anne O'Brien at the Town Hall. (Awaiting Lee Allaire and Lindsay Gordon)

Other Business:

The Town has mandated that all paid employees attend a Harassment in-service on Sept 20th at 10:00am or 1:00pm OR Sept. 21st at 10:am, 1:00pm or 7:00pm. A sign-up sheet has been posted at the COA for staff to sign. Board members and volunteers are not mandated to attend are strongly encouraged to do so.

A letter was received on 9/11/17 from MassDOT stating that the Fairhaven COA has been selected to receive a State Fiscal Year 2018 Community Transit Grant Program award for one type C Vehicle (which is a 14 passenger van). The grant amount is \$54,400.00 with a \$13,600.00 match. More information how to proceed will be forwarded. The van will most likely be received in March/April 2018.

Discussion took place about changing the board meeting day from Monday to Wednesday as Lindsay Gordon is unable to attend on Mondays. Present board members agreed that Wednesdays would be okay. Received call from Lee Allaire also stating Wednesdays would be okay. Board meeting will now take place on the second Wednesday of the month. This change will be reflected in the By-Laws.

Social Day August 2017 Monthly Report

Activities: Exercise, Musical Bingo, Bingo, Keno, Rosary, Trivia, Current Events, Reminisce, Movie, Crafts, Puzzle Group, Card Group, Horse Race Game, Beat the clock bingo, Dice & Strike game, Bean Bag Toss, Tap -n-Time, Chair Zumba, Let's Chat Group, Baking Group, Walking Group, Manicures, Knitting, Music w/ D&D Music w/ Ray J, Karaoke w/Rick, Birthday Party, Entertainment with Andrea.

Notes:

1. 8/7 – We had fire safety training with Wayne from the Fire Department.
2. 8/9 – We had a dementia in-service with Pat Midurski from Community Nurse in Fairhaven.
3. 8/16 – Atria joined us for a cookout and entertainment.
4. 8/18 – We had the carnival with the kids from the rec center camp group. They enjoyed a variety of games and ice cream.

Upcoming Events:

1. 9/1 – Clients went to Buttonwood COA for a luncheon and entertainment.
2. 9/8 – Fire Drill.
3. 9/11 – Autumn Glenn will be coming to do a paint class with the Social Day clients.

Total units serviced for the month was 430 with a client average of 19.

Fairhaven Council on Aging Board Meeting September 9, 2017 Director's Report

IN-HOUSE

- 9/2 DAV Brunch and Monthly Meeting 8:00-12:00.
- 9/5 Single Senior Supper Club 4:00-6:00
- 9/6 Cooking for One Demo Stephanie Boulay Coastline
- 9/12 Greater Boston Food Bank Inspection
- 9/18 Fallon Information Table 10:30-12:30
- 9/19 Single Senior Supper Club 4:00-6:00
- 9/20 Senior Resource Association Virtual Dementia Presentation for First Responders 4:00-7:00
- 9/22 Brookdale Assisted Living Ice Cream Sundaes for Bingo players 2:00
- 9/27 South Coast LGBT Seniors 5:00-7:00

OUTSIDE EVENTS

- 9/10 South Coast Hospice Butterfly Release Fundraiser-Fairhaven COA to receive Community Involvement Award
- 9/19 Dept. Head Meeting 10:00-11:00
- 9/21 Coastline Board Meeting 9:00
- 9/27 COA Directors Meeting at Coastline 11:30-1:30

1. Lindsay Gordon is unable to attend board meetings on Mondays related to a change in her work schedule. Is it agreeable with the board to change the meeting date to the second Wednesday of the month?
2. The director's report from August has been changed to show the correct order of numbered items discussed.
3. The Formula Grant has been sent to the EOE. The amount per senior has not yet been determined by the state therefore the total grant amount remains unknown.
4. Police Chief explained that the COA will receive a used police vehicle as soon as their new vehicles arrive.
5. The grants balance page of the board packet in August was corrected to read July 2017. (It was incorrectly reading June 2017)
6. GM was called to repair the HVAC system In August related to damper issues. This bill has not yet been received.
7. The sexual harassment policy has been reviewed by all staff and volunteers and an acknowledgement form has been signed by all staff and volunteers. The acknowledgement forms will be sent to the Town Hall on Monday, Sept. 11, 2017.

Next meeting will be held on Wednesday, October 11, 2017 at 9:00.

Motion to adjourn made by Al Borges and second by Jack Oliveira.
Meeting was adjourned at 9:55am.

Respectfully Submitted,
Anne Silvia, Director
Fairhaven COA