

**Harvard Council on Aging**  
Board of Directors Meeting  
June 13, 2011

Present: Carlene Phillips, Janice Goodell, Connie Larrabee, Bill Mohn, Lucy Wallace, Sharon Briggs, Fran Nickerson, Barbara Kemp, Mike Peters

Call to order: 4: 10 p.m.

The minutes of the May 16 board meeting were approved as submitted.

The treasurer's report was approved with the understanding that there is still some confusion about several accounts, which should be resolved soon. Sharon will talk with Fred Aponte about making sure things are tracked correctly.

**Old Business**

Municipal Buildings Update: Lucy reported on recent difficulties in getting the new committee up and running. Board members agreed on the importance of actively monitoring the committee's progress in coming months.

Interim Update : Sharon reported that Maria and Bill are both working additional hours and are managing to keep Hildreth House open five days a week on a somewhat reduced schedule. Town Hall has been doing payroll and handling the MART paperwork, while Sharon is preparing the warrant so bills get paid. So far, Maria said she hasn't heard many complaints from seniors about lack of services, but there have been problems with MART rides because we're having trouble getting drivers. The drivers say we don't give them enough work, so they accept driving jobs in other towns and are unavailable when we need them. The board discussed whether it would be possible to put drivers on a regular schedule and pay them whether they drive or not. Mike said he would check into it.

Upcoming events: The Girl Scout Tea is set for Wednesday, June 15 and nine seniors have signed up so far.

Lightning wiped out the COA computers last week and service has been partially restored, but Maria is still unable to use e-mail. She does have Internet access, however.

**New Business**

Based on Carlene's recommendation, the board approved a process for interviewing candidates for COA director. After reviewing the 16 applications received, an 8-member screening committee had earlier narrowed the field to five.

1. An interview committee comprised of four board members – Carlene, Sharon, Connie, and Janice – as well as two members of the public (Anne Marie Rowse and Marie LeBlanc) will interview each of the five candidates in consecutive private sessions on June 20 and 21, beginning at 4 pm. There was some discussion about adding a human resources expert to the committee as well.
2. Two or three finalists will be chosen to meet with the entire COA board at its July 11 meeting.
3. The finalists will then go before the Board of Selectmen, along with the COA's recommendation, at that board's July 19 meeting. Those interviews will be held in public session.

The board discussed the questions to be asked of each candidate and came up with a tentative list of ten. The questions were designed to determine experience and competence in social work, management skills, program development, advocacy, and understanding of the job's varied demands.

The next COA board meeting was scheduled for July 11 at 4 p.m.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted, Connie Larrabee