

MILLIS COUNCIL ON AGING

MEETING NOTES FROM APRIL 13, 2012

Attending: Patty Kayo, Carol LaFreniere, Mary Skilling, Helen Daly, Linda Beyer, Ellinor Harkins, Sam Howie, Betty Barrett

Meeting convened at 9:35 AM by Sam Howie

Secretary report accepted as written

Treasurer's Report presented by Patty:

- Bruce Miccile will review Bills Payable and Patty will put results in everyone's box next week.
- Patty will be using Revolving Funds for the next 3 months and feels we are on target at this time
- The Gift Fund and Transportation Revolving may be used if needed to cover postage, fuel, and driver wages ,etc for the last 3 months of the Fiscal year

Treasurer's Report accepted as presented

- HESSCO Report - No HESSCO representative attending
- Carol will get updated information from HESSCO

Outreach report presented by Carol LaFreniere:

- Carol reports that she has been meeting with the SHINE representative and would like to run a couple of seminars to cover insurance questions.

Outreach report accepted.

Director's Report

- Patty passed out OPEN MEETING LAW information to each member. If there are any questions from board members Patty will ask Charlie to review. A quorum is needed for any committee discussion (quorum = 3 members)
- Motion: Each member will review the information and discussion is tabled until next meeting. – Motion passed
- Volunteer luncheon discussed:
 1. Ethics training needs to be updated – should be addressed every 2 years
 2. Patty will invite Charlie to attend the next luncheon to explain Personnel Plan.
 3. 70 volunteers normally attend
 4. Decided to hold luncheon in RM 18 using Roche Bros to cater
- Newsletter discussed – we would need to lease a copier to run our own newsletter or send it out to a commercial printer. We are unable to use other departments' network copiers because they are not networked. Monies from the Formula Grant could be used to cover postage.
- Patty will use Ad Print for the May newsletter
- Motion: As interim solution for our newsletter we will use Ad Print – Accepted
- Linda Salsburg (transportation coordinator) has requested a raise from \$8.00/hour for a 15.5 hr week. Her position is not on personnel plan – it is covered by Formula Grant funding. Discussion of a 3% raise (would amount to 25 cents per hour). We will need to wait for 2013 Formula Grant figure to be available before any action can be made.

No Chairperson's Report

Old Business:

- Patty will give Mary format used for Country Gazette information – Mary will update to include all COA activities and offerings and Patty will send information to the Gazette and other newspapers used for publicity.
- Bingo time has been changed to 12:15 PM
- We have been unable to attract a qualified person to work in the supportive day program. Salary is currently at \$10.00/hour. This employee would be considered a Part-time employee even though this is a “Self Funding” program.
- Other towns to be researched and figures will be presented at the next meeting.

New Business

- Discussion of ways to bring more people to the center:
 1. Expand Birthday parties – have celebration 1/per month with entertainment, ice cream and/or pizza offered. Friends of the COA would be asked to fund.
 2. Decided to offer ice cream in May to see if we attract more seniors.
- Patty will see if she can add 5 minutes to COA time at the next Selectmen's meeting in order to ask about painting.
- Patty will ask in next newsletter if seniors are interested in any new classes we can add.
- Patty has arranged that Barry will clean floors every Thursday and the tax work-off volunteers will clean every Monday. The town maintenance company will strip and wax all floors. HESSCO elder services asked to sweep and mop kitchen floor.
- The Lions Club will consider the question of funding a Senior Center sign at their next meeting. Linda would be willing to chair a sign committee and work with the Selectmen regarding placement.
- Motion: Table discussion until next month's meeting – approved.
- Everyone is asked to bring a sketch of a new layout for the center to the next meeting for discussion.

Motion to adjourn and approved at 11:25 am

Next meeting to be held May 18, 2012