

COUNCIL ON AGING BOARD
REGULAR SESSION MEETING MINUTES
Veteran's Memorial Building, Rm 19
2900 Main Street, Millis, MA 02054
MEETING NOTES FROM December 13, 2013

CALL TO ORDER: Mary Skilling called the meeting to order at 9:40 am.

The following persons were present:, COA Director Patty Kayo, Chairman, Mary Skilling, Secretary Helen Daly, Linda Beyer, Carol LaFreniere, Maria Neville, Bill Brown

Secretary's report – Approved as amended (correct spelling of Mary's name. Minutes from October meeting also reviewed.

Motion made by Linda to approve as amended second by Bill

Treasurer's Report

- Patty is working with Michael O'Keefe's secretary to make final update on report. She's is set to meet with her next Monday to finalize figures.

Motion to accept report made by Linda, seconded by Bill

HESSCO Report –

- Maria reported that they have a new company to perform their audit – figures show they are in the black by a small amount (last year's budget was approx. \$154K)
- Maria attended 2 hour training
- She has brought some handouts for the center
- HESSCO is sponsoring their annual road race on 3/15/14 to raise funds

Motion to accept by Linda, seconded by Bill

Outreach report-

- Last year we had 62 clients from Millis for Fuel Assistance, this year we have received only 21 applications so far – some re-certs and some were new.
- Carol has been careful about mentioning the Millis Fund to those who have an emergency need.

Motion made to accept made by Linda Beyer. Seconded by Bill

Director's Report

- Patty explained the rules for an Executive Session. She will make copies of the rules for each member.

Motion made by Linda Beyer to accept, Second Bill

No Chairman's Report

Old Business:

- Patty is working on the Budget – has had to put the Sign questions on the “back burner”.
- We have 34 sign-ups so far for the Christmas party – we would like to see 60 people sign up. Carol volunteered to call some seniors and Patty will have Irene call some as well. We did not have a Christmas Party last year due to a very low sign up. Linda suggested that we offer cheese & crackers and cider to start the party while the entertainment is performing.
- Linda suggested we have a “Grandparents Day” for those seniors who are baby-sitting grandchildren. We could offer a kid's movie for entertainment.
- Patty suggests that we substitute the new video exercise program for the instructor who charges \$50.00 per week for a savings of \$200.00 per month. We will offer at no charge to seniors. Will start in January.

- Patty has spoken to Laurie Richiardelli (Queen Lion) about helping the COA. Laurie has shared the Lion's PR person contact information with Patty. Hopefully, The Lions will put our request for Friends members in their newsletter.
- Patty will contact the Gazette in January again regarding publication of our trips.

New Business:

- Patty has been working on our budget and will propose that Director's hours be increased to 35 hours per week and 20 hours per week for both Dept. Assistant and Outreach, Drivers wages to \$ 15. per hour and receptionist to \$10. per hour. The receptionist increase would come from the States Formula grant. This would ensure that we have a full time staff to support the COA.
 - We show that we have had 52% growth in our senior population over the past 9 years, going from 1119 in '04 to 1702 in 2013.
 - Other towns of similar size have Director's hours of 35 to 40 hours per week whereas Millis has only 20 hours per week.
 - She will start a push in Feb/March to show that we need Town support. She will present a power point presentation with pertinent graphs to show a clear picture of our needs. Most Senior Centers are open 7.6 hours per day – Millis is open only 4.4 hours per day – we need a full time staff to support longer hours.
 - Patty is trying to persuade Mark Daly (formerly of Easter Seals) to be President of the Friends Group.
 - New carpeting has been installed in sitting room and Carol & Patty's offices
 - Mary suggested having a "sign-out" log for the Transport Chairs – there seems to be one or two missing.
- Motion to adjourn the meeting made by Linda, seconded by Bill

Meeting adjourned at 10:40 AM

Next COA Board Meeting: January 10, 2014 at 9:30 am