

COUNCIL ON AGING BOARD
REGULAR SESSION MEETING MINUTES
Veteran's Memorial Building, Rm 19
2900 Main Street, Millis, MA 02054
MEETING NOTES FROM May 10, 2013

CALL TO ORDER: Mary Skilling called the meeting to order at 9:35 am. The following persons were present: Chairman Mary Skilling, COA Director Patty Kayo, Secretary Helen Daly, Linda Beyer, Bill Brown, Betty Burnett, Ellinor Harkins, Carol LaFreniere, Sam Howie, Maria Neville

Secretary's report accepted as written.

Treasurer's Report

- Michael O'Keefe (cert CPA) will take over as Treasurer for FY14. Patty will help him get up and running.
- We used Town balances while waiting for Formula Grant to be received – adjustments will be made upon receipt of the Formula Grant.

Motion to accept report made by Linda, seconded by Sam

HESSCO – Welcome Maria Neville who will be our new HESSCO representative and will act as liaison to the COA Board.

- Maria has been in touch with Mary Jean McDermott, Exec. Director of HESSCO and she will start participation in June. Their meetings are held on the 2nd Wednesday so she will be able to report back to the COA Board at their monthly Friday meetings.

Outreach report

- There were only 40 recipients of fuel assistance this past year but there were many delays in funding received.
- Carol's case load is heavy and she finds that she does not have the time to do well persons visits. She was contacted by the Board of Health VNA requesting a visit to a client but due to the heavy work load Carol was unable to accommodate.
- Ellinor volunteered to do any well person visits that come up.

Report was accepted by Linda and seconded by Sam

Director's Report

- Patty checked into Linda's information for cell phone with Consumer Cellular and also at Wal-Mart. She found Wal-Mart to be cheaper (approx. \$200/year) and we can use our current phone and keep the same tel #.
- Motion was made to dissolve previous motion to use Consumer Cellular and authorize Patty to make a yearly contract with Wal-Mart for cell phone service for use by the van drivers as necessary.

Motion made to accept made by Linda Beyer. Seconded by Helen Daly

- A grant from the Cultural Council has provided series of 8 educational DVD's which we will share with other Town departments and the Library (if permitted by the Library contract)

Motion to accept by Ellinor and seconded by Linda

Chairman's Report

- We have lost (1) driver (we currently are allowed 2 part time and 1 per diem drivers) with a budget of 30 hours per week.
- Ismael is now covering the 30 hours until a new part timer is hired.

- Question of if the drivers are considered union – they are not recognized in the Collective Bargaining agreement or the Personnel Plan. Patty spoke with Jenn. She was told to send Charlie a request to modify the Personnel Plan at the November Town Meeting.
- The driver job description states that when not driving that they will do odd jobs for COA as assigned by Patty.
- Linda feels that the floor from the elevator is in very poor condition = questions how we can get this carpet cleaned?
Motion that the COA will review how to check the process of getting carpets cleaned at both elevator and front entrance.
Motion to accept by Mary and seconded by Linda
- Thank-you to Brian Riley for going before the pre-Town Meeting asking for additional funds for the COA workers.

Old Business:

- Sign committee still has not come up with concrete ideas. Ellinor still agrees to head up this committee – anyone with any ideas or pictures should bring them to the next meeting for a final review of this problem.
- Volunteer Luncheon date has been set for 6/14 at 11AM at Szechuan Gardens. Approx. cost of \$450 which will be funded by the Friends. There will be no speaker invited but each volunteer must sign Volunteer Manual at the luncheon.

New Business:

- Eleanor suggests that a walker be available at the elevator. Carol states that would be difficult as all walkers should be adjusted according to the user's height – the question is pending review.
- St. Paul's Building is now up for sale – Helen will speak to Jim McCaffrey or others to see if anyone would be allowed to speak to this issue at Town Meeting and find out the current sale price.
- **Annual Meeting results: Current officers will remain in their positions until 2014**
- **Add Michael O'Keefe as Treasurer**
- **Add Bill Brown as member-at-large**
- **Add Maria Neville as HESSCO Representative**
- **Betty Barrett will become honorary member of the COA Board**

Meeting adjourned at 11:10 AM

Next COA Board Meeting: Monday – JUNE 10th 2013 at 9:30 AM