

**COUNCIL ON AGING BOARD**  
**REGULAR SESSION MEETING MINUTES**  
**Veteran's Memorial Building, Rm 19**  
**2900 Main Street, Millis, MA 02054**  
**MEETING NOTES FROM June, 13, 2014**

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, Maria Neville, Bill Brown, Ellinor Harkins, Carol LaFreniere  
Secretary's report – One correction made by Patty -Approved as presented  
Motion made by Bill to approve as presented second by Ellinor

Treasurer's Report

- All numbers are on track at this time
- Dept head and outreach income shown because Charlie put in additional funds in April to cover Step Increase for fiscal year '14 (this will zero out)
- Formula Grant down to \$833 – will zero out
- Patty is currently working with 2 different budgets, the Town and the State (Formula Grant). These will balance at the end of the Fiscal Budget.
- Motion made to remove \$500.00 Tax Plan from the Treasurer's report made by Bill, seconded by Ellinor

HESSCO Report –

- Maria has Smoke & Fire Detection Grant information – Patty will discuss with the Fire Chief.
- HESSCO budget and Shine program discussed at their last meeting.
- Maria is now President – will chair her first meeting in August
- HESSCO is trying to change image to not only support elders but younger disabled persons to receive care at home – can nursing care patients be sent home? – what services would be available to them? The big drive is for more at home care as nursing home and hospital diseases are high – therefore the move to move patients out of these facilities as soon as possible.
- SHINE volunteers do NOT want to cover younger patients – it seems Elder services are becoming Social Services.
- HESSCO claims that seniors are not needing as many services – so to remain viable, HESSCO is pushing to cover the younger population.

Motion made by Bill to approve as presented second by Ellinor

Outreach report-

- Carol passed out a list of some of her ideas for future outreach programs – this will be printed in the next newsletter
- Members to review the list for discussion at the next meeting.
- Carol is planning on doing more home visits

Motion made by Bill to approve as presented second by Ellinor

Director's Report

- Will fall under Old Business

Chairman's Report

- Mary wants to discuss the repair of the stairs and the driveway – as it is currently closed this allows only one safe exit (the stairs) in case of emergency as the elevator would not be able to be used.
- Noted small school buses are parked near the elevator entrance – they should be asked to park elsewhere as they take up parking spaces for the seniors using the elevators

- Mary will call AMERICANS WITH DISABILITIES regarding access for the seniors to the building (Carol will give her the contact info)
- Mary has not contacted Sam as yet as to whether he wants to remain on the board – she will send him a letter
- Jackie Vorpahl has shown an interest in being a board member – Patty will issue an invite to her and get all pertinent info for the next meeting.
- The number of “active” vs “inactive” members discussed

#### Old Business:

- Electronic Bingo – *Random Number Generator* software discussed– Patty has asked the Friends about purchase – questions regarding legality in MA – she will speak with the Town Council
- Discussion about borrowing the DPW’s white board occasionally to announce special programs, i.e. – the new Bingo to be held on Wednesdays.

#### New Business:

- Patty is working on the HESSCO audit which takes place every 2 years. She had to submit 26 separate documents which included information on the Supportive Day Program – she will discuss the results next meeting.
- New staff hours:
  1. Outreach will work Tues, Wed & Fri from 8:30 to 2 pm
  2. Admin will work Mon, Wed & Fri 8:30 to 2 pm
- Director would have been preferred to have Admin on Tuesday, Thursday and Fridays but Admin’s position with the Building Department conflicted. Director was unable to resolve the conflict with the Building Department.
- Director to be more visible during the day and use the 5 additional hours to do her admin work in the late afternoon.
- Discussion about scheduling 1/month until 6:30 to accommodate younger seniors? Carol could work on some programs for this.
- More activities to be planned for afternoons.
- Summer events – Resume writing, Debbie Lipton will run late afternoon program for 55+ seniors seeking new jobs – it will be two 1 hour presentations with definite date to be announced
- 7/16 cookout scheduled at 11:30
- 8/15 – Antiques Roadshow scheduled 11 am to Noon.
- Bill will prepare a Horseshoe site and will advise the beginning date.
- NO meeting to be held in July.

Motion to adjourn the meeting made by Bill, seconded by Ellinor

Meeting adjourned at 11:00 AM

**Next COA Board Meeting: August 8, 2014 at 9:00 am**