

**COUNCIL ON AGING BOARD
REGULAR SESSION MEETING MINUTES
Veteran's Memorial Building, Rm 19
2900 Main Street, Millis, MA 02054
MEETING NOTES FROM January, 9, 2015**

CALL TO ORDER: Mary Skilling called the meeting to order at 9:15 am.

The following persons were present: Director, Patty Kayo, Chairman, Mary Skilling, Secretary Helen Daly, Maria Neville, Bill Brown, Carol LeFrenierr, Brooks Corl representing The Friends

Called to order at 9:11 am

Secretary's report – accepted with 2 minor corrections

Motion made by Bill to approve as presented second by Mary

Treasurer's Report

- Complete report will be ready next week as this is too early in the month for accurate figures to be presented.

HESSCO Report

No report this month as HESSCO's meeting has not yet taken place

Outreach report

- There was one call regarding a homeless man that had no shelter during this cold weather. Protective Services were called in and the man has been provided shelter.
- Carol has had additional calls for fuel assistance this past week. Brooks offered that the Millis Fund can help in emergency situations. Noted that consumer does not have to be on fuel assistance to get electric discount – can be on some other subsidy program such as food stamps to qualify.

Motion made by Bill to approve as presented second by Helen

Director's Report

- Maureen Puopolo has been hired as dispatcher/receptionist (she had served as substitute teacher in the Millis school system). Patty feels she has all the computer skills required for the position. She will need to be approved at the next Selectman's meeting on 1/26.
- Patty is hoping that Ann will continue in the position until the second week in February to help train Maureen.
- A 3rd driver has also been hired for Thursday only at this time – Bob Daly must complete all required training and tests before he will be able to work. He has already been approved by the selectmen.
- Form 8 of New Budget was discussed and the board suggested that Patty approach the BOS and Finance Committees regarding a request for additional 10 hours per week for Director and 5 hours per week for both Assistant and Outreach for fiscal 2015.

Motion made by Bill to approve as presented second by Helen

Chairman's Report

- Mary has donated 3 baskets to collect supplies – only one remains?? The large book basket is also missing?
- She noted that jars of plastic caps for donation to local animal shelter have not been emptied – Carol will check to see who brought these in.

- Driver's wages are currently \$12.00 per hour – Mary is asking that our driver's wages be linked to school bus drivers at \$16.00 per hour. It was suggested that our drivers be added to the Personnel plan –
- Mary concerned that trips be an ongoing offering of the COA – suggested that process be handled by the new Dispatch person and let Michelle and Brooks continue to handle the cash flow. Mary helps as “Group Leader” and will continue to do so.
- Old Business:
 - Supportive Day review information has been handed to Mary from Patty. Mary and Patty will get together to finalize signing as required for the HESSCO audit.
 - Patty to devote some time to revamp the Supportive Day Program, do some marketing to try and increase the number of attendees.

New Business:

- Valentine's Day Tea will be offered on Friday, February 13th. Patty will ask the Crafty Ladies if they will help the attendees do a craft and the Friends if they will support by furnishing pasties and tea.
- St. Patrick's Day corned beef and cabbage luncheon will again be offered on March 18th. The Cultural Council grant to provide entertainment, Roger Tincknell. \$7.00 per person will be charged.
- The DOT had required that all drivers be trained yearly on wheel chair securement plus other items – the requirement has now been changed to a one time training only – this must be done before the driver is allowed to drive. Martap is the training group and our drivers must travel to where their training is being held. A CPR and first aid course will be held here at the COA for our drivers on January 30th. Others may sign up to attend this course at a cost of \$65.00 per person.
- Bill asks if the new driver would be able to offer transportation to the Bingo games at no cost.

Motion was made to offer free transportation into the Senior Center on Wednesdays – as we offer lunch, Bingo and the popular sing-a-long. This free transportation would be offered to those that sign up for one of the above programs during the months of February and March.

Motion passed unanimously

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

Meeting adjourned at 10:40 AM

Next COA Board Meeting: February 20, 2015 at 9:00 am