

CP May

MEETING MINUTES
Orleans Council on Aging Board of Directors Meeting
Wednesday, January 23, 2013

CALL TO ORDER:

A quorum was established and the meeting was called to order at 1:00 pm in the Sunroom at the Orleans Senior Center by Chairman Suits.

MEETING ATTENDANCE:

Board Members present: Frank Suits, Fran Bonscher, George Dunn, Fred Coe & Sandy Marshall
COA Staff Present: Director, Judi Wilson; and Office Manager, Donna Faivre.
Others Present: Selectman, David Dunford; Assistant Town Administrator, Myra Suchenicz; and FOCOA President, Muriel Rodgers.

APPROVAL OF MINUTES:

- A motion was made by Fran Bonscher and seconded by George Dunn to "Approve the Minutes" of the November 1, 2012 meeting as amended. Motion carried by a vote of: 5(Y)-0(N)-0(A).
- A motion was made by Sandy Marshall and seconded by George Dunn to "Approve the Minutes" of the November 28, 2012 as presented. The motion carried by a vote of 5-0-0.

CHAIRMAN'S REPORT:

- Chairman Suits asked Myra Suchenicz to explain the training for COA Board Members regarding the Conflict of Interest law. Myra explained the training to the Board Members and advised them that there will be more information to follow. Chairman Suits mentioned to new board member, Sandy Marshall, that there is some information available on the Town's website.

TREASURER'S REPORT:

- See report sent to all Board Members attached.

DIRECTOR'S REPORT:

See January 2013 Director's Report** In addition, the following matters were discussed:

- **Transportation:** Dave Dunford asked about non-resident van use and Director Wilson explained that it is very minimal. Out of town participants are transported to The Day Center by the Brewster COA van and the CCRTA B-Bus, which we pay for on a monthly basis. Chairman Suits asked about providing transportation to the disabled and its impact. Director Wilson explained that it is hard to judge what the potential need will be until we start to offer the service.
- George Dunn asked why are we paying to transport clients from other towns to our Day Center Program? Director Wilson explained that this has been going on since before her tenure as Director and that she has to address this with the providers to see if there is a way for them to transport their residents without charging us a fee.
- Myra suggested that the CCRTA send the Town a letter stating that the hours, which Director Wilson calculated, are sufficient in order for the Town to sign the second lease agreement/contract.
- Director Wilson asked for a consensus from the COA Board that they are in agreement that the Town Administrator sign a second lease agreement with the CCRTA based upon the

information provided regarding our van hours. Fred Coe put forth a motion that a letter go to the CCRTA advising them that the COA Board of Directors is in agreement that the Town Administrator should sign a second lease agreement based on the hours that Director Wilson provided. George Dunn seconded the motion. Motion passed with a vote of 5-0-0.

FY' 14 BUDGET:

- Director Wilson will look at the Day Center budget to get an actual cost of attendance for non-residents.
- Director Wilson gave a brief overview of the FY '14 budget and mentioned that the building repairs are now built into the budget.

OLD BUSINESS:

- Under Action Items – new items to work on for Policy and Procedure manual
 - Meeting Room and Building use Policy
 - Transportation
 - Confidentiality & CORI Policy
- Chairman Suits suggested that Director Wilson work on an outline of the Policy and Procedure manual for future use and an organizational chart.

NEW BUSINESS: None

REPORT OF FRIENDS' REPRESENTATIVE:

Muriel Rodgers, President of the FOCOA reported on the activities of the Friends.

- The Friends will be sending out letters to residents for donations.
- Thank You letters are being sent recognizing larger donations
- They are forming a fundraising committee
- Liz Argo will do a presentation for the Friends in April
- Boston Bus trips will resume as well as other transportation trips.

PUBLIC COMMENT: None

ADJOURNMENT:

With no further business, a motion was made by Fred Coe and seconded by George Dunn to "adjourn the meeting" at 2:04 p.m. The motion carried 5-0-0.

*****Copies on file at Orleans Council on Aging***

The next COA Board Meeting will be held on Wednesday, February 27, 2013 at 1:00 pm

*Respectfully submitted,
Donna M. Faivre, Office Manager
Orleans Council on Aging*

Minutes approved by the Orleans Council on Aging Board at their meeting held February 27, 2013.