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MEETING MINUTES

Orleans Council on Aging Board of Directors Meeting
Wednesday, March 27, 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, George Dunn, Sandy Marshall, Clo Davis,
Phil Halkenhauser and Fran Bonscher
COA Staff Present: Director, Judi Wilson; and Office Manager, Donna Faivre
Others Present: FOCOA President, Muriel Rodgers

APPROVAL OF MINUTES:

- A motion was made by George Dunn and seconded by Phil Halkenhauser to "Approve the Minutes" of the February 27, 2013** meeting. Motion carried by a vote of: 6(Y)-0(N)-0(A).

CHAIRMAN'S REPORT:

- Chairman Suits talked with Louise VanGinderen, who wrote the letter regarding the issues with our driveway entrance.

TREASURER'S REPORT:

- See COA Financial Report for February 2013**.
- Director Wilson explained that she is keeping a close eye on the budget to see if we will need to go to Town Meeting to cover unanticipated building repair expenses.

DIRECTOR'S REPORT:

- See March 2013 Director's Report**. In addition, the following matters were discussed:
 - Director Wilson spoke with Emmet Schmarsow of Elder Affairs, who reported the additional Formula Grant monies are starting to be disbursed. Regardless of when the funds are received, they must be expended by the end of the current fiscal year on June 30th.
 - Director Wilson had a conversation with the Director of Elder Services of CC&I regarding amending our contract to cover our Day Center transportation expenses for their clients who are out of town residents attending the Day Center. She stated that we cannot continue to cover these expenses with taxpayer funds. She is continuing to work on this issue.
 - Director Wilson passed out a draft of the OCOA organizational chart.

OLD BUSINESS:

- Director Wilson provided the Board with an email from the Highway Manager, Mark Budnick regarding widening of the driveway and other improvements. Director Wilson will get a cost estimate to move the sign and electrical connection to the opposite side of the drive for better visibility.
- Building Maintenance Plan was discussed and this may have to be reviewed with the new DPW Director at a later date.
- The cost for the new software is over \$10,000, however as there are no other vendors who provide this type of program which correlates so closely with the State statistical reporting, we may be able to make the purchase through a sole source provider purchase. Other options used by other COAs, would be to have the Friends pay for some of the equipment. Director Wilson will speak with the procurement officer at Town Hall regarding this issue.

- Director Wilson passed out a draft/outline of the policy and procedure manual.
- The OCOA Mission Statement will be on the agenda for the next BOD meeting. Chairman Suits suggested that Director Wilson bring a draft of the mission statement to the meeting.

NEW BUSINESS:

- Sandy Marshall mentioned that she was asked by someone if the COA has an iPad class or workshop. Director Wilson is working on putting something into place to offer user friendly instruction for seniors for various technology devices.
- George Dunn mentioned that there can be an issue with Medicare reimbursements. Your name on your Medicare card and in your file at the doctor's office or hospital must match exactly. Medicare may not approve payment.

REPORT OF FRIENDS' REPRESENTATIVE:

- Muriel Rodgers, President of the FOCOA reported on the activities of the Friends.
 - They will no longer be holding "full" Board meetings – only the officers will attend and they will meet with sub-committees as needed.
 - The bus trips will stop – they are going to try and coordinate trips with another organization. Sandy Marshall suggested they contact the Nauset Newcomer's.

PUBLIC COMMENT: None

ADJOURNMENT:

With no further business, a motion was made by George Dunn and seconded by Fran Bonscher to "adjourn the meeting" at 2:30 p.m. The motion carried 6-0-0.

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

The next COA Board Meeting will be held on Wednesday, April 24, 2013 at 1:00 pm

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

<p><i>Minutes approved by the Orleans Council on Aging Board at their meeting held April 24, 2013.</i></p>
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